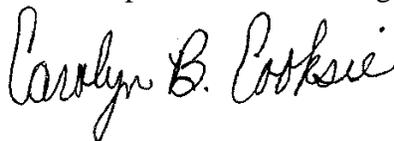


For: State and County Offices

**Deleting Prepared Schedule of Deposit and Deleting or
Adjusting Receipt in National Receipts and Receivable System (NRRS)**

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

NRRS has been created to replace the System 36/AS400 collection and claim establishment functions for nonautomated programs.

Cash receipt functions have been handled on the System 36/AS400 for all program collections. Now the nonautomated collections as well as all claim/receivable functions are created and maintained in NRRS.

Modifications to NRRS have been made to include the capability of deleting:

- receipts if the schedule has been prepared but not verified
- prepared but unverified schedules.

B Purpose

This notice provides detailed instructions for deleting a prepared schedule of deposit and deleting or adjusting a receipt.

Disposal Date	Distribution
September 1, 2010	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contacts

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact the appropriate office as follows.

Issues	Contact
Software	Contact the National Help Desk at 800-255-2434 or 816-926-1552. Note: Select option: <ul style="list-style-type: none">• “1” for problems with NRRS• “3” for hardware and other software.
Policy	Contact any of the following: <ul style="list-style-type: none">• Stephen Yulich by either of the following:<ul style="list-style-type: none">• e-mail to stephen.yulich@kcc.usda.gov• telephone at 816-926-6453• Debbie Simmons by either of the following:<ul style="list-style-type: none">• e-mail to debbie.simmons@wdc.usda.gov• telephone at 703-305-1309• Jackie Pickens by either of the following:<ul style="list-style-type: none">• e-mail to jackie.pickens@wdc.usda.gov• telephone at 703-305-1310.

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2 Deleting Schedule of Deposit

A Deleting Prepared Schedule of Deposit

This is an example of the Welcome to the NRRS Home Page Screen.

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Farm Service Agency

National Receipts & Receivables System

Home | About USDA | Help | Contact Us | Log Off

Current Office: CANYON COUNTY FARM SERVICE AGENCY

Welcome to the NRRS Home Page

Welcome to the National Receipts & Receivables System. Please use the menu options at the left to select the appropriate function

Receivables
New Receivable Search

Receipts
Record New Receipt Search

Deposits
Prepare Deposit
Verify Deposit
Search

Reports
Failed Letter Report

Home

No debt collection was received in the previous business day that has not been added to a schedule of deposit.

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Under “Deposits”, CLICK “Search”. This will bring up the Enter Schedule of Deposit Search Criteria Screen.

Note: Under “Deposits”, “Reprint” has been changed to “Search”.

This is an example of the Enter Schedule of Deposit Search Criteria Screen.

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Farm Service Agency

National Receipts & Receivables System

Home | About USDA | Help | Contact Us | Log Off

Deposits
Prepare Deposit
Verify Deposit
Search

Home

Enter Schedule of Deposit Search Criteria

User Scope: County

Schedule Number (required): 0051

Submit Cancel

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2 Deleting Schedule of Deposit (Continued)

A Deleting Prepared Schedule of Deposit (Continued)

Enter the appropriate schedule number and CLICK:

- “Submit” to continue to the Schedule of Deposit Detail Screen
- “Cancel” to return to the NRRS Main Menu.

This is an example of the Schedule of Deposit Detail Screen.

The screenshot displays the 'Schedule of Deposit Detail' screen in the NRRS system. It includes a navigation menu on the left, search criteria, deposit details, and a table of receipts.

Search Criteria

- User Scope: County
- Schedule Number: 0051
- Date Field: Not Used
- Date Value: Not Used

Deposit Details

Deposit Number:	Type	Preparing Office	Total Deposit Amount:
0051	Check/Paper Check Conversion	CANYON COUNTY FARM SERVICE AGENCY	\$2,144.00

Additional Details:

Created On:	Created By:	Deposited On:	Deposited By:
01/29/2010	MAURER, ROB...		not verified

Money Order Fee:	Receipt Count:	Deposit Status:	Schedule ID:
	4	P	168003

Receipts

Receipt ID:	Receipt Date:	Remitter Name	Type	Total Remittance Amount
479003	12/08/2009	Fantastic Sam	Cashiers Check	\$100.00
551003	01/21/2010	Jasd	Check	\$457.00
571002	01/27/2010	Erin Bell	Check	\$100.00
571003	01/29/2010	Lee Smith	Check	\$1,487.00

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Under “Deposits”, CLICK “Delete Deposit”. This will bring up the Confirm Schedule of Deposit Deletion Screen.

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2 Deleting Schedule of Deposit (Continued)

A Deleting Prepared Schedule of Deposit (Continued)

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National Receipts & Receivables System

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Deposits
Prepare Deposit
Verify Deposit
Search
Home

Confirm Schedule of Deposit Deletion

After it has been deleted, all of the receipts associated with this deposit will have to be re-scheduled. Are you sure you want to delete the Schedule of Deposit shown below?

Deposit Details

Deposit Number:	Type	Preparing Office	Total Deposit Amount:
0051	Check/Paper Check Conversion	CANYON COUNTY FARM SERVICE AGENCY	\$2,144.00
Created On:	Created By:	Deposited On:	Deposited By:
01/29/2010	MAURER, ROB		
Money Order Fee:	Receipt Count:	Deposit Status:	Schedule ID:
	4	P	168003

Confirm Cancel

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This is an example of the Confirm Schedule of Deposit Deletion Screen.

CLICK:

- “Confirm” to delete the schedule
- “Cancel” to return to the NRRS Main Menu.

This is an example of the Schedule of Deposit Deleted Screen showing the deposit has been successfully deleted.

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Deposits
Prepare Deposit
Verify Deposit
Search
Home

Schedule of Deposit Deleted

The schedule of deposit shown below has been successfully deleted.

Deposit Details

Deposit Number:	Type	Preparing Office	Total Deposit Amount:
0051	Check/Paper Check Conversion	CANYON COUNTY FARM SERVICE AGENCY	\$2,144.00
Created On:	Created By:	Deposited On:	Deposited By:
01/29/2010	MAURER, ROB		
Money Order Fee:	Receipt Count:	Deposit Status:	Schedule ID:
	0	P	168003

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2 Deleting Schedule of Deposit (Continued)

B Deleting and/or Adjusting Receipt

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Schedule of Deposit Details

Deposit Type: Check/Paper Check Conversion
Location: CANYON COUNTY FARM SERVICE AGENCY

Receipt ID:	Receipt Date:	Remitter Name	Type	Total Remittance Amount
479003	12/08/2009	Fantastic Sam	Cashiers Check	\$100.00
551003	01/21/2010	lasd	Check	\$457.00
565003	01/27/2010	Erin Bell	Check	\$1,789.13

Total Number of Receipts: 3
Total Dollar Amount: \$2,346.13

Submit Back Cancel

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This is an example of the Schedule of Deposit Details Screen.

View the schedule of deposit to ensure that the unwanted receipt is present.

Note: Do not click “Submit”. Search for the unwanted receipt first.

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2 Deleting Schedule of Deposit (Continued)

B Deleting and/or Adjusting Receipt (Continued)

This is an example of the Search for a Receipt Screen.

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Current Office: CANYON COUNTY FARM SERVICE AGENCY

Search for a Receipt

Search By Receipt

Receipt ID:

Tax ID:

Tax ID Type:

Check/Item Number:

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To search for a particular receipt, under “Receipts”, CLICK “Search”. Enter the appropriate information and CLICK “Search” to continue. CLICK:

- “Reset” to clear the screen
- “Cancel” to return to the NRRS Main Menu.

This is an example of the Receipt Search Results Screen.

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Receipt Search Results

	Receipt ID:	Receipt Date:	Remitter Name:	Remittance Amount:
Select	565003	01/27/2010	Erin Bell	\$1,789.13

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CLICK “Select” on the appropriate receipt.

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2 Deleting Schedule of Deposit (Continued)

B Deleting and/or Adjusting Receipt (Continued)

This is an example of the Receipt Details Screen.

The screenshot shows the 'Receipt Details' page in the USDA National Receipts & Receivables System. The page header includes the USDA logo and 'Farm Service Agency' on the left, and 'National Receipts & Receivables System' on the right. A navigation bar contains links for Home, About USDA, Help, Contact Us, and Log Off. A left-hand menu under 'Receipts' lists options: Adjust Receipt, Delete Receipt, Change Funds Allocation, Add Remarks, View History, and Main Menu. The main content area displays receipt information: Receipt ID: 565003, Receiving Office: CANYON COUNTY FARM SERVICE AGENCY, Receipt Date: 01/27/2010, and Remittance Amount: \$1,789.13. Below this is the 'Remittance Information' section, which includes Remitter Name: Erin Bell, Customer ID: 987555555, Customer ID Type: S, Remittance Type: Check, Check/Item Number: 51579, Collection Type: Existing Receivable, and Dishonor Check Status: NO. An 'Affected Receivables' table shows one entry with Receiptable ID 414005, Amount Applied of \$1,789.13, Date Applied of 01/27/2010, and Orig Cnty of 001. The 'Deposit Information' section shows Schedule Number: Not Deposited and Schedule Date: (blank). The footer contains the version number 'NRRS-Web-2.20' and a series of links including Home, USDA Internet, USDA Intranet, FSA Internet, FSA Intranet, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

Receiptable ID	Amount Applied	Date Applied	Orig Cnty
414005	\$1,789.13	01/27/2010	001

Under "Receipts", CLICK "Delete Receipt".

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2 Deleting Schedule of Deposit (Continued)

B Deleting and/or Adjusting Receipt (Continued)

This is an example of the Confirm Delete Receipt Screen.

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Confirm Delete Receipt

Receipt ID: 565003
Receipt Date: 01/27/2010
Remittance Amount: \$1,789.13

Remittance Information

Remitter Name: Erin Bell
Remittance Type: CHECK
Check/Item Number: 51579
Collection Type: Existing Receivable
Dishonor Check Status: NO

Affected Receivables

Receivable ID:	Amount Applied	Date Applied	Orig Cnty
414005	1789.13	01/27/2010	001

Established in Error |

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CLICK:

- “Confirm” to delete the receipt
- “Cancel” to return to the NRRS Main Menu.

Note: Before deleting, enter a brief comment in the box to refer to the reason for deleting.

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2 Deleting Schedule of Deposit (Continued)

B Deleting and/or Adjusting Receipt (Continued)

This is an example of the Schedule of Deposit Details Screen.

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Schedule of Deposit Details

Deposit Type: Check/Paper Check Conversion
Location: CANYON COUNTY FARM SERVICE AGENCY

Receipt ID:	Receipt Date:	Remitter Name	Type	Total Remittance Amount
479003	12/08/2009	Fantastic Sam	Cashiers Check	\$100.00
551003	01/21/2010	lasd	Check	\$457.00

Total Number of Receipts: 2
Total Dollar Amount: \$557.00

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Users need to confirm the receipt has been deleted from the schedule of deposit details list. CLICK "Cancel" to return to the NRRS Main Menu.