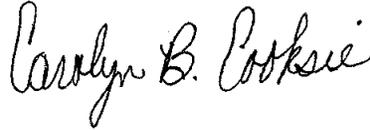


For: State and County Offices

**National Receipts and Receivable System (NRRS) New Message About Unverified Schedules and
“Alternate Payee” Option for Refund Transactions**

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

There have been a number of schedules that have not been verified in a timely manner. When schedules are not verified, there is no accounting created for the program collections on those schedules.

B Purpose

A new message is being added to NRRS that will be displayed when users sign into NRRS. The message will notify users of unverified schedules of deposit and request the user to verify any pending schedules.

In addition, new functionality is being added to NRRS to allow users to select an “Alternate Payee” for possible refund transactions. This allows users to send the refund to an alternate location after the refund portion of the transaction is in the National Payment Service (NPS).

Disposal Date	Distribution
September 1, 2011	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	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	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• Veronica Richardson by either of the following:<ul style="list-style-type: none">• e-mail to veronica.richardson@wdc.usda.gov• telephone at 703-305-1416.

2 Verifying Schedules

A Unverified Pending Schedules

The following Welcome to the NRRS Home Page will be displayed when signing into NRRS. If there are unverified pending schedules, the County Office personnel shall immediately have those schedules verified.

The screenshot shows the NRRS Home Page interface. At the top left is the USDA logo and 'United States Department of Agriculture Farm Service Agency'. At the top right is 'National Receipts & Receivables System'. A navigation bar contains links for Home, About USDA, Help, Contact Us, and Log Off. Below this, the current office is identified as 'KANSAS CITY MANAGEMENT OFFICE'. The main heading is 'Welcome to the NRRS Home Page'. A left-hand menu lists categories: Receivables (New Receivable Search), Receipts (Record New Receipt Search), Deposits (Prepare Deposit, Verify Deposit, Search), Reports (Failed Letter Report), and Home. The central area contains a welcome message and a blue-bordered information box with an 'i' icon and two bullet points: '2 debt collections were received in the previous business day and have not been added to a schedule of deposit. Please ensure that all deposits are made before COB.' and '7 schedules of deposit are prepared but unverified. Please ensure all valid schedules are verified before the close of business'. The footer includes 'NRRS-Web-5.0.0' and various policy links.

B Invalid or Incorrect Schedules

Invalid or incorrect schedules should **not** be verified. After a schedule has been verified, there will be **no** way to correct the information on that schedule.

C Verification of Valid Schedules

After all data has been entered and CCC-257 has been printed, double-check all figures and detail data, including the remittance types and amounts, on each receipt.

Concentration banking counties should only verify a schedule **after** making the bank deposit and returning from the local depository.

Lockbox counties should verify just **before** putting the schedule and checks in the envelope to mail to the St. Louis, MO, location.

3 Setting the Alternate Payee Indicator in NRRS

A Clicking “Yes” for Alternate Payee

New functionality is being added to NRRS to allow users to set an alternate payee flag to “Yes”, so that an alternate payee (such as a third-party bank or cooperative) can receive the overpayment refund. When creating a new receipt, after users reach the Allocate Receipt Screen, users must add remarks in the “Allocation Fund Remarks” field **before** clicking “Submit”. If users are unsure if a refund will be created and might need the alternate payee option later, for “Alternate Payee?”, **CLICK “Yes”** radio button, so the option will be available after the transaction is sent to NPS for processing. For subsequent handling in NPS, see 1-FI, subparagraph 138 I.

Note: On the Allocate Receipt Screen, for “Alternate Payee?”, users **must** **CLICK “Yes”** to enable the Alternate Payee indicator to be sent to NPS. If users do not click “Yes” and input remarks, the option for Alternate Payee will **not** be available after the refund gets to NPS for handling.

The following example Allocate Receipt Screen shows that for “Alternate Payee?”, the user clicked “Yes”, and entered remarks, **as required**, to successfully process the receipt.

Allocate Receipt

The system has provided a default monies allocation. If the allocation is not accurate, please use the text boxes to correct the values. Changing the default values will require that remarks are provided.

Input Receipt Allocation						
\$555.00		Total Remittance Amount				
Recv ID	Orig St	Orig Cnty	DCIA Status	Receivable Due Date		
1252003	29	041	Not Referred	04/17/2010		
			Total	Fees	Interest	Principal
			\$200.00	\$0.00	\$0.00	\$200.00
			200.00	\$0.00	\$0.00	\$200.00
			\$0.00	\$0.00	\$0.00	\$0.00

Alternate Payee? no yes

\$355.00 Pending Refund Amount

Allocation Fund Remarks (limit 255 characters)

Alternate Payee set to Yes for test

Re-Calculate
Submit
Back
Reset
Cancel

NRRS-Web-5.0.0

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3 Setting the Alternate Payee Indicator in NRRS (Continued)

B Display of the Confirm Receipt Creation Screen for “Yes” to Alternate Payee

When the following confirm Receipt Creation Screen is displayed correctly, CLICK “Confirm”. If not, click “Back” and make the correct selection.

Confirm Receipt Creation

Receipt Allocation Confirmation

\$555.00 Total Remittance Amount

Recv ID	Orig St	Orig Cnty	DCIA Status	Receivable Due Date
1252003	29	041	Not Referred	04/17/2010

	Total	Fees	Interest	Principal
Previous Balance	\$200.00	\$0.00	\$0.00	\$200.00
Monies Applied	\$200.00	\$0.00	\$0.00	\$200.00
Resulting Balance	\$0.00	\$0.00	\$0.00	\$0.00

Alternate Payee? Yes

\$355.00 Refund Amount:

Allocation Fund Remarks (limit 255 characters)
Alternate Payee set to Yes for test

Confirm **Back** **Reset** **Cancel**

NRRS-Web-5.0.0

3 Setting the Alternate Payee Indicator in NRRS (Continued)

C Receipt Successfully Recorded Screen for Alternate Payee

The following is an example of the Receipt Successfully Recorded Screen with the “Alternate Payee?” displayed with “Yes”.

Receipt Successfully Recorded

Receipt ID 1199003 was successfully created.

Receipt Details

Remittance Amount: \$555.00
 Remitter Name: THERESA A ROGERS
 Borrower ID:
 Borrower ID Type: S
 Remittance Type: CASHIER_CHECK
 Check/Item Number: 5000820-002
 Collection Type: Existing Receivable
 Receipt Date Time: 08/20/2010 01:03

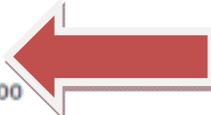
Receivable Balance Details

Recv ID	Orig St	Orig Cnty	DCIA Status	Receivable Due Date
1252003	29	041	Not Referred	04/17/2010

	Total	Fees	Interest	Principal
Current Balance	\$200.00	\$0.00	\$0.00	\$200.00
Monies Applied	\$200.00	\$0.00	\$0.00	\$200.00
Resulting Balance	\$0.00	\$0.00	\$0.00	\$0.00

Refund Details

Alternate Payee? Yes
 Refund Amount: \$355.00



Print Receipt

NRRS-Web-5.0.0

3 Setting the Alternate Payee Indicator in NRRS (Continued)

D Selecting “No” for Alternate Payee

The following is an example of the Confirm Receipt Creation Screen if, for “Alternate Payee?”, users CLICK “No”.

Confirm Receipt Creation

Receipt Allocation Confirmation

\$400.00 Total Remittance Amount

Recv ID	Orig St	Orig Cnty	DCIA Status	Receivable Due Date
700003	02	002	Not Referred	10/02/2009

	Total	Fees	Interest	Principal
Previous Balance	\$357.23	\$0.00	\$0.00	\$357.23
Monies Applied	\$357.23	\$0.00	\$0.00	\$357.23
Resulting Balance	\$0.00	\$0.00	\$0.00	\$0.00

Alternate Payee?

\$42.77 Refund Amount:

Confirm
Back
Reset
Cancel

E Receipt Successfully Recorded Screen for Alternate Payee

The following is an example of the Receipt Successfully Recorded Screen with the “Alternate Payee?” displayed with “No”.

Receipt Successfully Recorded

Receipt ID [1199002](#) was successfully created.

Receipt Details

Remittance Amount: \$400.00
 Remitter Name: ROY D CARTER
 Borrower ID:
 Borrower ID Type: S
 Remittance Type: MONEY_ORDER
 Check/Item Number: 5000820-001
 Collection Type: Existing Receivable
 Receipt Date Time: 08/20/2010 12:49

Receivable Balance Details

Recv ID	Orig St	Orig Cnty	DCIA Status	Receivable Due Date
700003	02	002	Not Referred	10/02/2009

	Total	Fees	Interest	Principal
Current Balance	\$357.23	\$0.00	\$0.00	\$357.23
Monies Applied	\$357.23	\$0.00	\$0.00	\$357.23
Resulting Balance	\$0.00	\$0.00	\$0.00	\$0.00

Refund Details

Alternate Payee? No
 Refund Amount: \$42.77

Print Receipt

3 Setting the Alternate Payee Indicator in NRRS (Continued)

F Print Receipt Screen

The following is an example of the display of “No” for an Alternate Payee on the Print Receipt Screen.

Print

Receipt ID 1199002 was successfully created.

Receipt Details

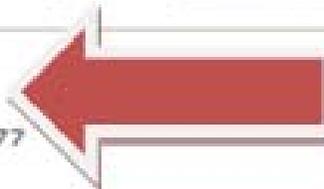
Remittance Amount: \$400.00
 Remitter Name: ROY D CARTER
 Borrower ID: *****
 Borrower ID Type: S
 Remittance Type: MONEY_ORDER
 Check/Item Number: 5000820-001
 Collection Type: Existing Receivable
 Receipt Date Time: 08/20/2010 12:50

Receivable Balance Details

Recv ID	Orig St	Orig Cnty	DCIA Status	Receivable Due Date
700003	02	002	Not Referred	10/02/2009
			Total	Fees
			Interest	Principal
			Current Balance	\$357.23
			Monies Applied	\$357.23
			Resulting Balance	\$0.00

Refund Details

Alternate Payee? No
 Refund Amount: \$42.77



If this check is dishonored, there may be a \$25 dishonored check fee applicable. Also, late payment interest will accrue on overdue amounts. The late payment interest will be applied on a daily basis. In case of partial payment of overdue amounts, the amount received will be applied first to the accrued late payment interest and then to the overdue amount. The late payment interest will be expressed as a rate of interest that is charged on delinquent debts, in accordance with 7 CFR Part 1403.

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3 Setting the Alternate Payee Indicator in NRRS (Continued)

G Receipt Details Screen

The following is an example of the Receipt Details Screen showing, for “Alternate Payee”, “No”.

Receipts
Adjust Receipt
Delete Receipt
Change Funds Allocation
Add Remarks
View History
Main Menu

Receipt Details
Receipt ID: 1199002
Receiving Office: DOUGLAS COUNTY FARM SERVICE AGENCY
Receipt Date: 08/20/2010
Remittance Amount: \$400.00

Remittance Information
Remitter Name: ROY D CARTER
Borrower ID:
Borrower ID Type: S
Remittance Type: Money Order
Check/Item Number: 5000820-001
Collection Type: Existing Receivable
Dishonor Check Status: NO

Affected Receivables

Receivable ID	Amount Applied	Date Applied	Orig Cnty
700003	\$357.23	08/20/2010	002

Associated Refunds

Id	Amount	Status	NPS Payable Id	Date Issued	Alternate
149002	\$42.77	Pending			N

Deposit Information
Schedule Number: Not Deposited
Schedule Date: