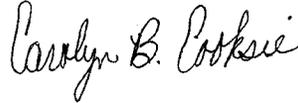


For: State and County Offices

NRRS Screen Change for State Offices and Removing the Kansas City Address From CCC-257

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

Many State Offices are experiencing problems searching for and/or verifying CCC-257's (Schedule of Deposit) within NRRS for their County Offices. Changes to allow the State Office to include the deposit date in the search option will narrow the search results and enable the State Office to verify deposits.

The increase of CCC-257 deposits erroneously mailed to Kansas City has caused additional workload, increase of postal expenses, and a delay in deposits sent to the lockbox. Therefore, County Offices are reminded to mail deposits directly to the lockbox.

B Purpose

This notice:

- provides information on changes to the search option for State Office users
- reminds State and County Offices **not** to send a copy of CCC-257 to Kansas City.

Disposal Date	Distribution
October 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.

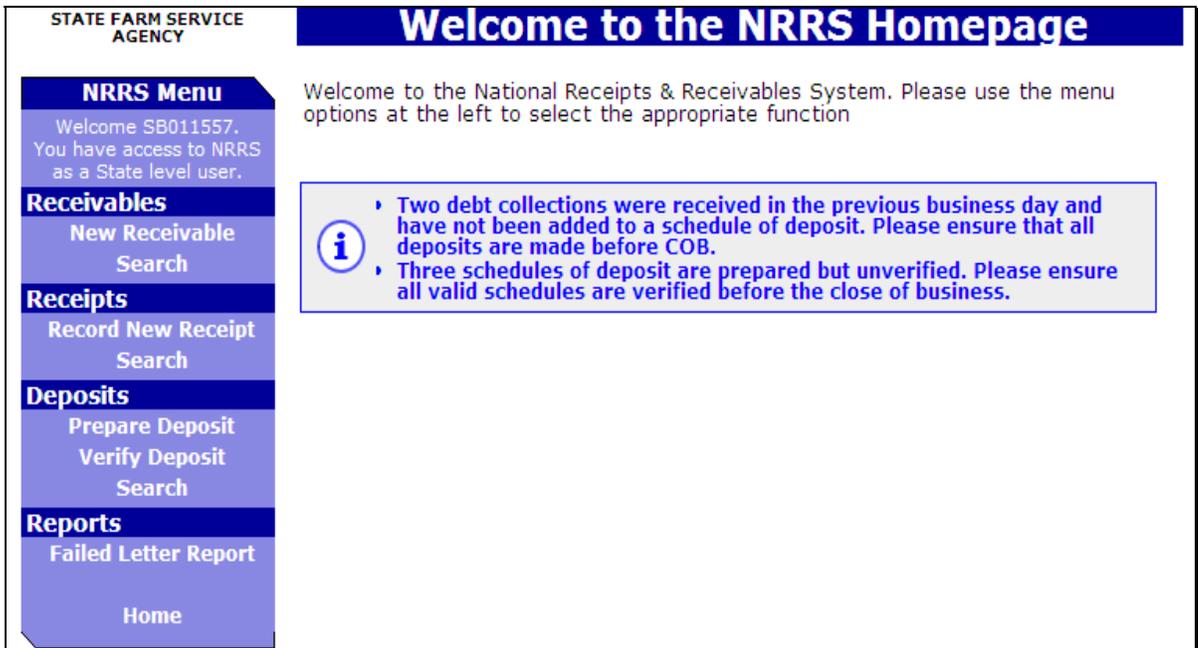
Issues	Contact
Software	<p>National Help Desk at 800-255-2434 or 816-926-1552.</p> <p>Note: Select option:</p> <ul style="list-style-type: none">• “1” for problems with NRRS• “3” for hardware and other software.
Policy	<p>Either of the following:</p> <ul style="list-style-type: none">• Stephen Yulich 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 State Office Screen Changes

A Search Criteria

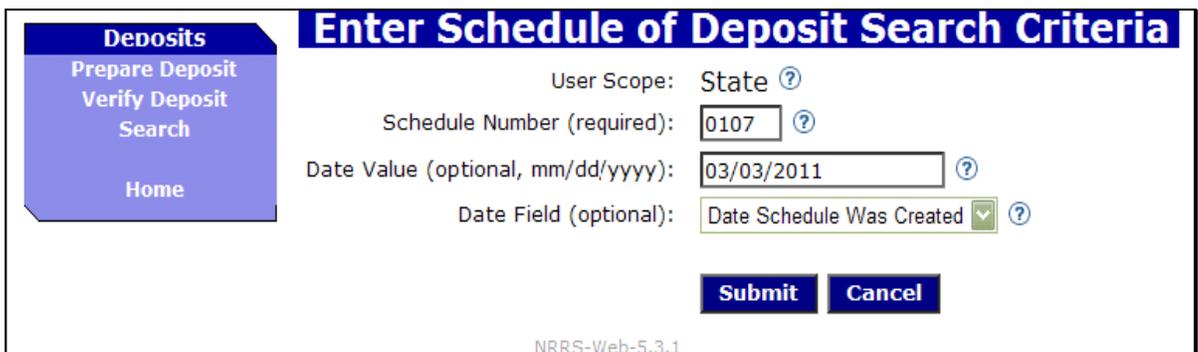
When using the search option, the State Office user can type a schedule number and date. This will limit the number of items returned from the search and give the State Office user more options.

When entering NRRS, the Welcome to the NRRS Homepage will be displayed. Under “Deposits”, CLICK “Search”.



B Completing the Search Screen

The Enter Schedule of Deposit Search Criteria Screen will be displayed. Enter the schedule number, date value to narrow the search criteria, CLICK “Date Field” drop-down menu to select applicable date type, and CLICK “Submit”.



2 State Office Screen Changes (Continued)

C Selecting CCC-257 (Schedule of Deposit) to Verify

The Schedule of Deposit Search Result Screen will be displayed. CLICK “Select” radio button for CCC-257 (Schedule of Deposit) that needs to be verified and to confirm that the information entered into NRRS is correct.

Select	Type	Total Deposit Amount:	Created On:	Deposited On:
<input type="radio"/>	Manual	\$20.00	03/23/2011	
<input checked="" type="radio"/>	Manual	\$50.00	03/23/2011	

D Verifying CCC-257 (Schedule of Deposit)

The Confirm Verify Schedule of Deposit Screen will be displayed. Enter the total amount of all checks to verify the CCC-257 (Schedule of Deposit) and CLICK “Verify”.

Deposit Number: 0086
Location: IDAHO STATE FARM SERVICE AGENCY
Preparing Office: IDAHO STATE FARM SERVICE AGENCY
Deposit Type: Check/Paper Check Conversion
Deposit Date: 04/19/2011

Verify Deposit Amount: \$100.00

Remarks (limit 255 characters):

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3 Changes to CCC-257

A Example of Lockbox CCC-257

The following is an example of CCC-257 for Lockbox County Offices.

Important: Lockbox County Offices will only see the CCC-257 Lockbox Bank address displayed in item 1.

CCC-257 (05-17-1991)	U. S. Department of Agriculture Farm Service Agency SCHEDULE OF DEPOSIT For Deposit to the account of CCC-Symbol 4992	Schedule Date 03/30/2011	
<p>1. To: CCC-257 Lockbox Bank PO Box 790134 St. Louis, MO 63179-0134</p> <p style="text-align:right;">2.</p>			
<hr/>			
Receipt ID:	Check/Item #	Remitter Name	Total Remittance Amount
1896003	15-1		\$15.00
<hr/>			
3. Number of Deposit Items:	1	4. Total Check Amount	\$15.00
CCC-257 REPRINT		5. Total Cash	\$0.00
		6. Total Deposit	\$15.00

B Concentration Banking CCC-257

According to the following example, concentration banking counties will not see an address displayed on CCC-257.

CCC-257 (05-17-1991)	U. S. Department of Agriculture Farm Service Agency SCHEDULE OF DEPOSIT For Deposit to the account of CCC-Symbol 4992	Schedule Date 03/30/2011	
<p>1. To:</p> <p style="text-align:right;">2.</p>			
<hr/>			
Receipt ID:	Check/Item #	Remitter Name	Total Remittance Amount
1896005	100-1		\$100.00
<hr/>			
3. Number of Deposit Items:	1	4. Total Check Amount	\$100.00
CCC-257 REPRINT		5. Total Cash	\$0.00
		6. Total Deposit	\$100.00

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3 Changes to CCC-257 (Schedule of Deposit) (Continued)

C Money Orders and the Related Fees

According to the following example of a Lockbox CCC-257 with a money order fee, money order fees will be deducted from the total deposit. This example CCC-257 contains a money order fee that was purchased for a \$100 cash deposit. The money order fee was \$2. While the total deposit of \$100 will be applied to the program, only \$98 will be displayed in item 11, "Deposit Amount".

CCC-257 (05-17-1991)	U. S. Department of Agriculture Farm Service Agency SCHEDULE OF DEPOSIT For Deposit to the account of CCC-Symbol 4992	Schedule Date 03/30/2011												
<p>1. To: CCC-257 Lockbox Bank PO Box 790134 St. Louis, MO 63179-0134</p> <p style="text-align:right;">2.</p>														
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:25%;">Receipt ID:</th> <th style="width:25%;">Check/Item #</th> <th style="width:25%;">Remitter Name</th> <th style="width:25%;">Total Remittance Amount</th> </tr> </thead> <tbody> <tr> <td>1896004</td> <td></td> <td></td> <td style="text-align:right;">\$100.00</td> </tr> </tbody> </table>			Receipt ID:	Check/Item #	Remitter Name	Total Remittance Amount	1896004			\$100.00				
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1896004			\$100.00											
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;">3. Number of Deposit Items:</td> <td style="width:20%; text-align:center;">1</td> <td style="width:20%;">4. Total Check Amount</td> <td style="width:30%; text-align:right;">\$100.00</td> </tr> <tr> <td colspan="2" style="text-align:center;">CCC-257 REPRINT</td> <td>5. Total Cash</td> <td style="text-align:right;">\$0.00</td> </tr> <tr> <td colspan="2"></td> <td>6. Total Deposit</td> <td style="text-align:right;">\$100.00</td> </tr> </table>			3. Number of Deposit Items:	1	4. Total Check Amount	\$100.00	CCC-257 REPRINT		5. Total Cash	\$0.00			6. Total Deposit	\$100.00
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		6. Total Deposit	\$100.00											
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;">7. BANK USE ONLY</td> <td colspan="3">8. From: EAU CLAIRE COUNTY FARM SERVICE AGENCY 227 1ST STREET WEST ALTOONA, WI 54720-1601</td> </tr> <tr> <td>A. Certificate of Deposit Number</td> <td colspan="3" style="text-align:center;">----- - Signature Date</td> </tr> </table>			7. BANK USE ONLY	8. From: EAU CLAIRE COUNTY FARM SERVICE AGENCY 227 1ST STREET WEST ALTOONA, WI 54720-1601			A. Certificate of Deposit Number	----- - Signature Date						
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	55-035-1	0929	\$98.00	00004992-2										

D Do Not Mail to Kansas City

State and County Offices are instructed to **stop** mailing CCC-257's (Schedule of Deposit) to Kansas City unless they are contacted and asked to send copies for research.