

For: State and County Offices

NRRS New Functionality to Allow Corrections to “Verified” Receipts

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

Previously, NRRS did not have the ability to correct a receipt that had been verified and the remittance applied to an existing receivable. Modifications have been made to NRRS to allow for some corrections to be made to verified receipts.

B Purpose

New functionality has been added to NRRS to allow the user to select the “Adjust Receipt” option on the Receipt Details Screen when reopening a receipt that has been verified. The user will only see this option if the receipt has been verified. The changes can be made by National, State, County, and Web-Based Supply Chain Management users. This option allows reopening and correcting most items on a verified collection, as follows:

- amounts of individual collections can be changed, but **not** the overall schedule total
- customer name can be changed
- remitter name can be changed
- program code can be changed on direct collections
- check/item number can be changed
- remarks, limited to 255 characters, will be **required** to be input by the user
- remittance type information **cannot** be changed.

Any change to principal amount will change the corresponding interest amount in NRRS to keep the overall deposit schedule total in balance.

Note: The “Adjust Receipt” option will **not** allow the overall deposit total to be changed. Only allocations within the deposit schedule itself can be changed.

Disposal Date	Distribution
June 1, 2012	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>Any of the following:</p> <ul style="list-style-type: none">• Steve 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.• Cari Pack by either of the following:<ul style="list-style-type: none">• e-mail to cari.pack@kcc.usda.gov• telephone at 816-926-6790.• Robin Jones by either of the following:<ul style="list-style-type: none">• e-mail to robin.jones@kcc.usda.gov• telephone at 816-926-1613.

2 Adjusting a Receipt

A Searching for a Receipt

This is an example of the Welcome to the NRRS Homepage. Under NRRS Menu Receipts, CLICK "Search".

The screenshot displays the NRRS Homepage. At the top left, it shows the current office as CANYON COUNTY FARM SERVICE AGENCY. The main header reads "Welcome to the NRRS Homepage". Below this, a welcome message states: "Welcome to the National Receipts & Receivables System. Please use the menu options at the left to select the appropriate function".

The left-hand navigation menu is organized into several sections:

- NRRS Menu**: Welcome James Dean. You have access to NRRS as a County level user.
- Receivables**: New Receivable, Search
- Receipts**: Record New Receipt, Search (highlighted with a black arrow)
- Deposits**: Prepare Deposit, Verify Deposit, Search
- Reports**: Failed Letter Report
- Home**
- Go To**: NPS, OLP, eFMS, FSA-FS, FI

In the main content area, there is an information icon (i) followed by two bullet points:

- A debt collection was received in the previous business day and has not been added to a schedule of deposit. Please ensure that all deposits are made before COB.
- Three schedules of deposit are prepared but unverified. Please ensure all valid schedules are verified before the close of business.

At the bottom of the page, there is a footer with the text: `#{project.build.finalName}-#{project.version}`

2 Adjusting a Receipt (Continued)

A Searching for a Receipt (Continued)

The Search for a Receipt Screen will be displayed. Users shall enter either the “Receipt ID” or “Tax ID” and select TIN type from the “Tax ID Type” drop-down menu. If user enters both TIN and select TIN type, multiple receipts will be returned.

Current Office: CANYON COUNTY FARM SERVICE AGENCY

Search for a Receipt

Search By Receipt

Receipt ID: 2463012

Tax ID:

Tax ID Type: Select ID type...

Check/Item Number:

Search Reset Cancel

Home

NPS
OLP
eFMS
FSA-FS
FI

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Note: Clicking “Reset” will clear all data manually entered on this screen and “Cancel” exits from the Adjust Receipt Screen.

2 Adjusting a Receipt (Continued)

C Receipt Search Results

The Receipt Search Results Screen will be displayed. CLICK “Select” to retrieve the existing receipt.

Receipt Search Results				
	Receipt ID:	Receipt Date:	Remitter Name:	Remittance Amount:
Select	2463012	11/02/2011	James Worthy	\$1,400.00

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The Receipt Details Screen will be displayed. CLICK “Adjust Receipt” to enter adjustments to the existing receipt.

Receipts

- Change Funds Allocation
- Adjust Receipt**
- Add Remarks
- View History

Main Menu

Go To

- NPS
- OLP
- eFMS
- FSA-FS
- FI

Receipt Details

Receipt ID: 2463012
 Receiving Office: CANYON COUNTY FARM SERVICE AGENCY
 Receipt Date: 11/02/2011
 Remittance Amount: \$1,400.00

Remittance Information

Remitter Name: James Worthy
 Borrower ID: -*- *** -..
 Borrower ID Type: E
 Remittance Type: Money Order
 Check/Item Number: MO34121
 Collection Type: Existing Receivable
 Dishonor Check Status: NO

Affected Receivables			
Receivable ID:	Amount Applied	Date Applied	Orig Cnty
2237016	\$1,400.00	11/02/2011	001

Deposit Information

Schedule Number: 1451
 Schedule Date: 11/02/2011

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Note: To view the receipt history for an existing receipt, CLICK “View History”. See subparagraph G for further instructions.

2 Adjusting a Receipt (Continued)

D Changing “Remittance Name” and “Check/Item Number”

On the Adjust Receipt Screen, the user can make changes to the “Remittance Name” and the “Check/Item Number”.

Note: The “Remittance Type” and “Remittance Amount” **cannot** be changed. The user **must** provide details of the adjustment in the “Remarks” field.

The following example shows the adjustment of the remitter’s name from “James Worthy” to “**James Worthy III**” and the check/item number from “MO34121” to “**MO34112**”.

The screenshot displays the 'Adjust Receipt' interface. On the left is a navigation menu with options: Receipts, Change Funds Allocation, Adjust Receipt, Add Remarks, View History, Main Menu, and Go To (with sub-options: NPS, OLP, eFMS, FSA-FS, FI). The main area shows: Remittance Amount: \$ 1400.00; Remitter Name: James Worthy III; Remittance Type: moneyOrder; Check/Item Number: MO34112. A Remarks field (limit 255 characters) contains the text 'Correcting name and transposed item number'. At the bottom are buttons for Submit, Search for Customer, Reset, and Cancel. A footer line reads: \${project.build.finalName}-\${project.version}

After information is corrected and “Remarks” have been entered, CLICK “**Submit**”. See subparagraph 3 A for “Search for a Customer” tab instructions to change a customer.

2 Adjusting a Receipt (Continued)

D Changing “Remittance Name” and “Check/Item Number” (Continued)

The Confirm Receipt Adjustment Screen will be displayed. The “Old Value” and “New Value” for the 2 items changed will be displayed for review. CLICK “Submit” to confirm receipt adjustments.

Confirm Receipt Adjustment		
Changed Fields		
Changed Field	Old Value	New Value
Check/Item Number	MO34121	MO34112
Remitter Name	James Worthy	James Worthy III

Submit Back Cancel

2 Adjusting a Receipt (Continued)

E Receipt Successfully Updated

The Receipt Successfully Updated Screen will be displayed with the corrected “Receipt ID”. A copy of this screen can be printed for the Field Office producer’s administrative file. CLICK “**Receipt ID**” link to review receipt details.



F Viewing Receipt Details

The Receipt Details Screen will be displayed. Under Receipts, CLICK “**View History**” to view the history details.



2 Adjusting a Receipt (Continued)

G Reviewing Receipt History

The Receipt History Screen will be displayed with the changes to the receipt.

Note: The Receipt History Screen provides the type of adjustment, the date of the adjustment, the time, and the user. The most current items are displayed first.

The “Manual Collection” (second adjustment type), displays a collection of \$1,400 that was made on November 2, 2011, at 9:17 a.m.

The screenshot displays the Receipt History interface. On the left is a navigation menu with options like 'Receipts', 'Change Funds', 'Allocation', 'Adjust Receipt', 'Add Remarks', 'View History', 'Main Menu', and 'Go To'. The main area shows 'Receipt Details' for ID 2463012, including remitter and borrower information. Below this are two 'Event Details' sections. The first event is an 'Adjust Receipt' from 11/02/2011 09:39:27 MDT, with remarks about correcting name and item number, and a table showing updates to customer name and check number. The second event is a 'Manual Collection' from 11/02/2011 09:17:02 MDT, with a table showing a receivable collection of \$1,400.00.

Receipt History		
Receipt Details		
Receipt ID: 2463012		
Remitter Name: James Worthy III		
Borrower ID:		
Borrower ID Type: E		
Remittance Type: Money Order		
Collection Type: Existing Receivable		
Event Details		
Date: 11/02/2011 09:39:27 MDT		User:
Type: Adjust Receipt		
Remarks: Correcting name and transposed item number		
Type	Previous	New
Updated Customer Name	James Worthy	James Worthy III
Updated Check Number	MO34121	MO34112
Date: 11/02/2011 09:17:02 MDT		User:
Type: Manual Collection		
Remarks:		
Type	Previous	New
Receivable Collection		\$1,400.00

2 Adjusting a Receipt (Continued)

H Selecting a Customer from the Receipt Search Results Screen

The user **must** change the remittance amount to the correct remitter. The user must search for the receipt using the **original** receipt ID. In this example, the “Receipt ID” is “2463012”. The Receipt Search Results Screen will be displayed with the receipt ID and date. The corrected remitter’s name and the amount will also be displayed. **CLICK “Select”** to retrieve the receipt details.



Receipt Search Results				
	Receipt ID:	Receipt Date:	Remitter Name:	Remittance Amount:
Select	2463012	11/02/2011	James Worthy III	\$1,400.00

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2 Adjusting a Receipt (Continued)

I Receipt Details Screen “Adjust a Receipt” Option

The Receipt Details Screen will be displayed. CLICK “Adjust Receipt” to apply the remittance amount. See subparagraph D.

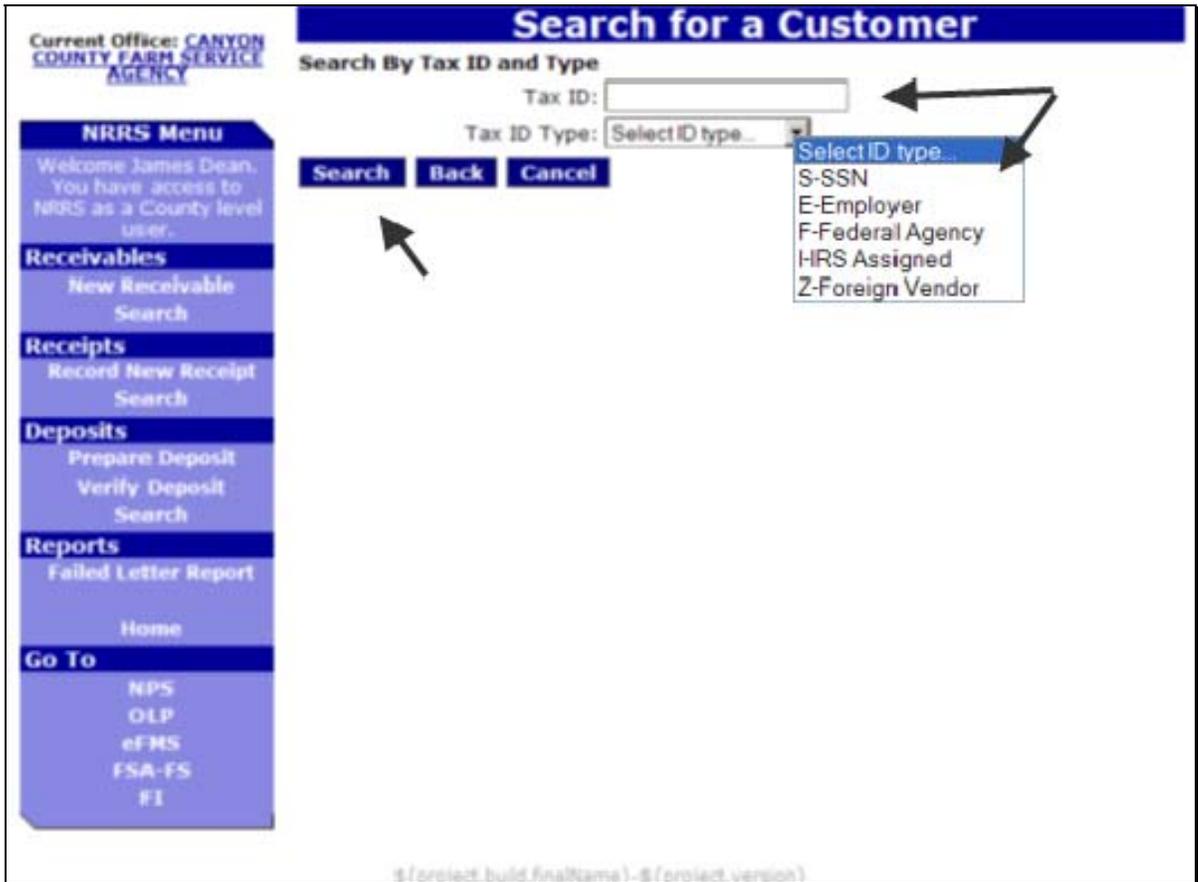
The screenshot displays the 'Receipt Details' screen. On the left is a navigation menu with options: Receipts, Change Funds Allocation, Adjust Receipt (highlighted with an arrow), Add Remarks, View History, Main Menu, and Go To. The 'Go To' section includes NPS, OLP, eFMS, FSA-FS, and FI. The main content area shows receipt details for Receipt ID: 2463012, Receiving Office: CANYON COUNTY FARM SERVICE AGENCY, Receipt Date: 11/02/2011, and Remittance Amount: \$1,400.00. Below this is the 'Remittance Information' section, which includes Remitter Name: James Worthy III, Borrower ID, Borrower ID Type: E, Remittance Type: Money Order, Check/Item Number: MO34112, Collection Type: Existing Receivable, and Dishonor Check Status: NO. An arrow points to the 'Remittance Information' header. At the bottom of this section is a table titled 'Affected Receivables' with columns: Receivable ID, Amount Applied, Date Applied, and Orig Cnty. The table contains one row with values: 2237016, \$1,400.00, 11/02/2011, and 001. Below the table is the 'Deposit Information' section, showing Schedule Number: 1451 and Schedule Date: 11/02/2011.

Note: The user shall verify the remitters name and check/item number. See subparagraph D to make changes to “Remitter Name” and “Check/Item Number”.

3 Adjusting a Customer

A Searching for a Customer

In subparagraph 2 D, the “Search for a Customer” tab was clicked. Enter the “Tax ID” for the customer that user wants to adjust, select the appropriate “Tax ID Type” associated with this customer, and CLICK “Search”.



3 Adjusting a Customer (Continued)

A Searching for a Customer (Continued)

Select the correct address combination from the Customer Search Results Screen. In the following example, there are 3 choices. To select “State 16” and “County 001”, CLICK corresponding “Select” radio button, and CLICK “Select”.

The screenshot shows a web application window titled "Customer Search Results". At the top, there is a header bar with the title. Below the header, there is a table with three columns: "Acct Cust ID", "Customer Name", and "Producer Source". The "Producer Source" column contains the value "SCIMS". Below this table is another table with four columns: "Select", "Customer Name", "State", and "County". The first row in this table has a selected radio button, and the text "Address Not Found" is in the "Customer Name" column. The "State" column contains "16" and the "County" column contains "001". The second row has a radio button and the text "4383 W LAMONT RD" in the "Customer Name" column, with "16" in the "State" column and "027" in the "County" column. The third row has a radio button and the text "4383 W LAMONT RD" in the "Customer Name" column, with "41" in the "State" column and "045" in the "County" column. Below the table are four buttons: "Select", "Back", "Reset", and "Cancel". An arrow points to the "Select" radio button in the first row of the table, and another arrow points to the "Select" button. At the bottom right of the window, there is a small text string: "\${project.build.finalName}-\${project.version}".

Acct Cust ID	Customer Name	Producer Source
		SCIMS

Select	Customer Name	State	County
<input checked="" type="radio"/>	Address Not Found	16	001
<input type="radio"/>	4383 W LAMONT RD	16	027
<input type="radio"/>	4383 W LAMONT RD	41	045

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3 Adjusting a Customer (Continued)

B Allocating a Receipt for a Customer

The Allocate Receipt Screen will be displayed. If the default allocation is incorrect, enter the correct amounts in the following “**Monies Applied**” block. NRRS will **not** allow changes to the overall total for the deposit schedule amount. Remarks are **required**. CLICK “**Submit**”.

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

Total Remittance Amount				
Recv ID	Orig St	Orig Cnty	DCIA Status	Receivable Due Date
2237017	16	001	Not Referred	01/01/2011

	Total	Fees	Interest	Principal
Current Balance	\$2,469.22	\$100.00	\$45.78	\$2,323.44
→ Monies Applied	1400.00	\$100.00	\$45.78	\$1,254.22
Resulting Balance	\$1,069.22	\$0.00	\$0.00	\$1,069.22

\$0.00 Pending Refund Amount

Allocation Fund Remarks (limit 255 characters)

Payment was applied to wrong customer. Making change to apply payment to correct customer.

Re-Calculate
Submit
Back
Reset
Cancel

If user clicks “**Re-Calculate**”, the amounts will recalculate based on the new data input that only changes for multiple collections on a receipt.

Note: The overall total **must** be \$1,400 as shown in subparagraph A and this subparagraph.

Example: There is only 1 receivable, so there is **no** option to “**Re-Calculate**”. If user clicks “**Re-Calculate**”, the total will still reset to \$1,400.

Remarks are **required**. CLICK “**Submit**”.

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3 Adjusting a Customer (Continued)

C Confirming Receipt Creation

The Confirm Receipt Creation Screen will be displayed with the new figures and the remarks that were entered. If correct, CLICK “Confirm”.

Note: If information is **not** correct, CLICK “Back” and make appropriate corrections.

Confirm Receipt Creation

Receipt Allocation Confirmation

\$1,400.00 Total Remittance Amount

Recv ID	Orig St	Orig Cnty	DCIA Status	Receivable Due Date
2237017	16	001	Not Referred	01/01/2011

	Total	Fees	Interest	Principal
Previous Balance	\$2,469.22	\$100.00	\$45.78	\$2,323.44
Monies Applied	\$1,400.00	\$100.00	\$45.78	\$1,254.22
Resulting Balance	\$1,069.22	\$0.00	\$0.00	\$1,069.22

Refund Amount:

Allocation Fund Remarks (limit 255 characters)
 Payment was applied to wrong customer. Making change to apply payment to correct customer.

Confirm
Back
Reset
Cancel

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3 Adjusting a Customer (Continued)

D Receipt Successfully Recorded

After confirmed, the Receipt Successfully Recorded Screen will be displayed. A new “Receipt ID” is created. This is the end of “Adjusting a Customer” process.

Receipt Successfully Recorded

Receipt ID **2463012** was successfully created.

Receipt Details

Remittance Amount: \$1,400.00
 Remitter Name: James Worthy III
 Borrower ID:
 Borrower ID Type: S
 Remittance Type: MONEY_ORDER
 Check/Item Number: MO34112
 Collection Type: Existing Receivable
 Receipt Date Time: 11/02/2011 11:02

Receivable Balance Details

Recv ID	Orig St	Orig Cnty	DCIA Status	Receivable Due Date				
2237017	16	001	Not Referred	01/01/2011				
				Total	Fees	Interest	Principal	
				Current Balance	\$2,469.22	\$100.00	\$45.78	\$2,323.44
				Monies Applied	\$1,400.00	\$100.00	\$45.78	\$1,254.22
				Resulting Balance	\$1,069.22	\$0.00	\$0.00	\$1,069.22

Refund Details

Refund Amount: \$0.00

Print Receipt

#{receipt build #}#{receipt version}

E Confirming Receipt

To view the history, see subparagraph 2 F.

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4 Adjusting a Program Code Selection for Direct Collections

A Direct Sales Example

This example is for any direct collection.

Search and select “existing receipt” according to subparagraphs 2 D and E instructions for navigating to the Receipt Details Screen. On the Receipt Details Screen, CLICK “**Adjust Receipt**” option.

Affected Receivables			
Receivable ID	Amount Applied	Date Applied	Orig Cnty
2115017	\$2,000.00	08/18/2011	001

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4 Adjusting a Program Code Selection for Direct Collections (Continued)

B Direct Collection Receipt Changes

The Correct Verified Receipt Screen will be displayed. The “Remitter Name” and “Check/Item Number” can be changed for Direct Sales changes **only**.

Note: The “Remittance Type” **cannot** be changed.

Enter “Remarks” and CLICK “Submit”.

Receipts

- Dishonor Check
- Adjust Receipt
- Add Remarks
- View History

Main Menu

Go To

- NPS
- OLP
- eFMS
- FSA-FS
- FI

Correct Verified Receipt

Remittance Amount: \$ 2000.00

Remitter Name: Hello World

Remittance Type: Check

Check/Item Number: 4444

Collection Type: Direct Sales

Effective Date: (mm/dd/yyyy) 08/18/2011

Remarks (limit 255 characters):

Test

Submit Reset Cancel

4 Adjusting a Program Code Selection for Direct Collections (Continued)

C Changing Direct Sales Program Information

On the Direct Sales Program Information Screen, use the “Program Code” and “Select State/County” drop-down boxes and CLICK “Submit”.

Enter Direct Sales Program Information

Program Code: 00GPR

Select State / County: 16 ID - 001 Ada

Submit **Back** **Reset** **Cancel**

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4 Adjusting a Program Code Selection for Direct Collections (Continued)

D Search for a Customer

The Search for a Customer Screen will be displayed. Enter the “Tax ID” number, select the TIN type from the “Tax ID Type” drop-down menu, and CLICK “Search”.

Current Office: [CANYON COUNTY FARM SERVICE AGENCY](#)

Search for a Customer

Search By Tax ID and Type

Tax ID:

Tax ID Type:

Home

Go To

- NPS
- OLP
- eFMS
- FSA-FS
- FI

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4 Adjusting a Program Code Selection for Direct Collections (Continued)

E Customer Search Results Screen

The Customer Search Results Screen will be displayed. CLICK “radio button” for the correct address and CLICK “Select”. See subparagraph 3 A for an example.

Note: Searching by “Tax ID” can result in multiple receipts being returned.

Acct Cust ID	Customer Name	Producer Source
1540589		SCIMS

Select	Select	State	County
<input type="radio"/>	3680 N BLACK CAT RD	16	001

Select Back Reset Cancel

\$(project.build.finalName}-\${project.version}

F Confirm Direct Sale

The Confirm Direct Sale Screen will be displayed. If the details items are correct, CLICK “Confirm”.

Note: If information in not correct, CLICK “Back” and make appropriate corrections, or CLICK “Cancel”.

Confirm Direct Sale

Receipt Details
 Remittance Amount: \$2,000.00
 Remitter Name: Hello World
 Responsible Remitter ID:
 Remitter ID Type: E
 Remittance Type: Check
 Check/Item Number: 4444
 Collection Type: Direct Sales

Program Information
 Program Code: 00GPR-GRADUATED PAYMENT REDUCTION

Program Amount: \$2,000.00

Confirm Back Cancel

\$(project.build.finalName}-\${project.version}

4 Adjusting a Program Code Selection for Direct Collections (Continued)

G Verified Receipt Successfully Corrected Screen

After the information from the Confirm Direct Sale Screen has been confirmed, the Verified Receipt Successfully Corrected Screen will be displayed.

Note: This receipt with the corrected receipt ID can be printed for the producer/customer's administrative file.

Verified Receipt Successfully Corrected

Receipt ID [2302012](#) was successfully created.

Receipt Details

Remittance Amount: \$2,000.00
Remitter Name: Hello World
Borrower ID:
Borrower ID Type: E
Remittance Type: CHECK
Check/Item Number: 4444
Collection Type: Direct Sales
Receipt Date Time: 10/19/2011 05:14

Receivable Balance Details

Refund Details

Refund Amount:
—

[Print Receipt](#)

`\${project.build.finalName}`-`\${project.version}`