UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington DC 20250

Notice FI-3071

For: State and County Offices

NRRS New Functionality to Allow Corrections to "Verified" Receipts

Approved by: Associate Administrator for Operations and Management

Carolyn B. Cooksie

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

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.

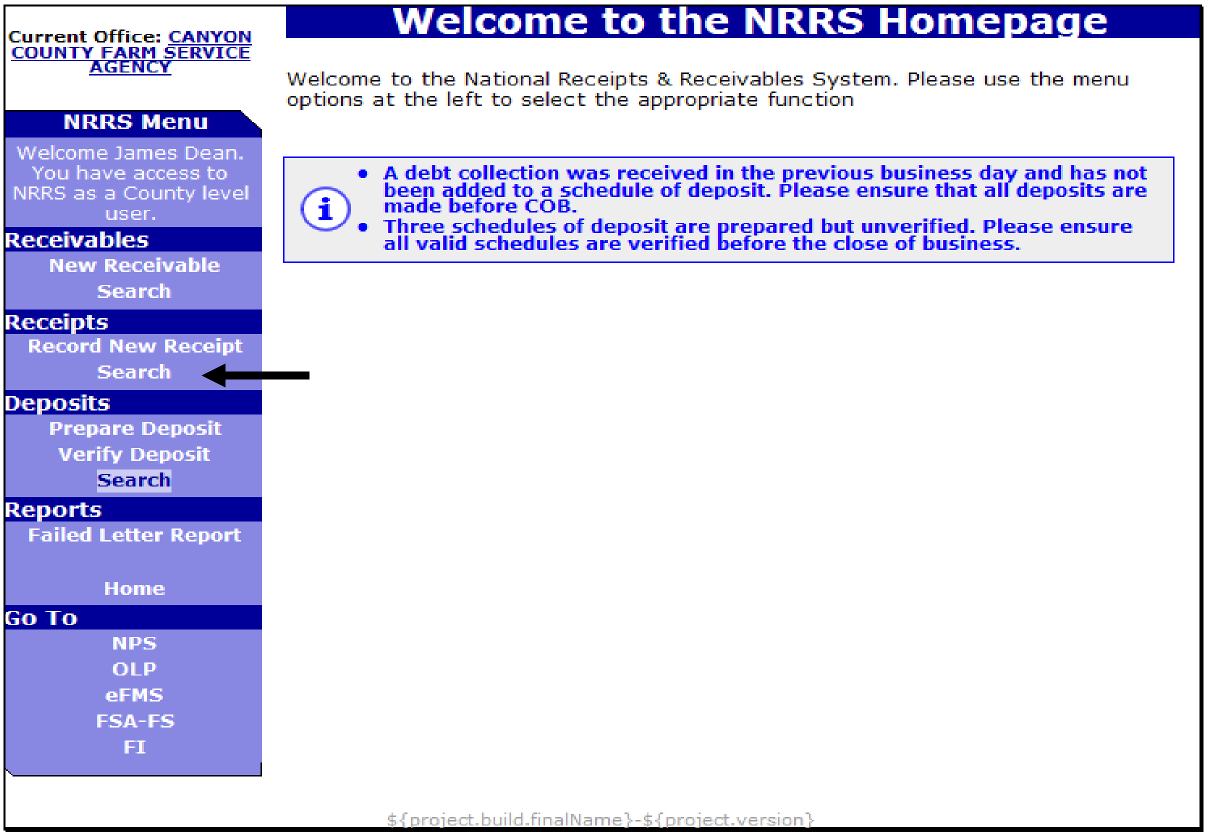
Issues	Contact
Software	National Help Desk at 800-255-2434 or 816-926-1552. **Note:** Select option: • "**1**", for problems with NRRS • "**3**", for hardware and other software.

Policy	Any of the following:
	
	• Steve Yulich by either of the following:
	
	  • e-mail to **stephen.yulich@kcc.usda.gov**
	  • telephone at 816-926-6453.
	
	• Cari Pack by either of the following:
	
	  • e-mail to **cari.pack@kcc.usda.gov**
	  • telephone at 816-926-6790.
	
	• Robin Jones by either of the following:
	
	  • 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**".



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.

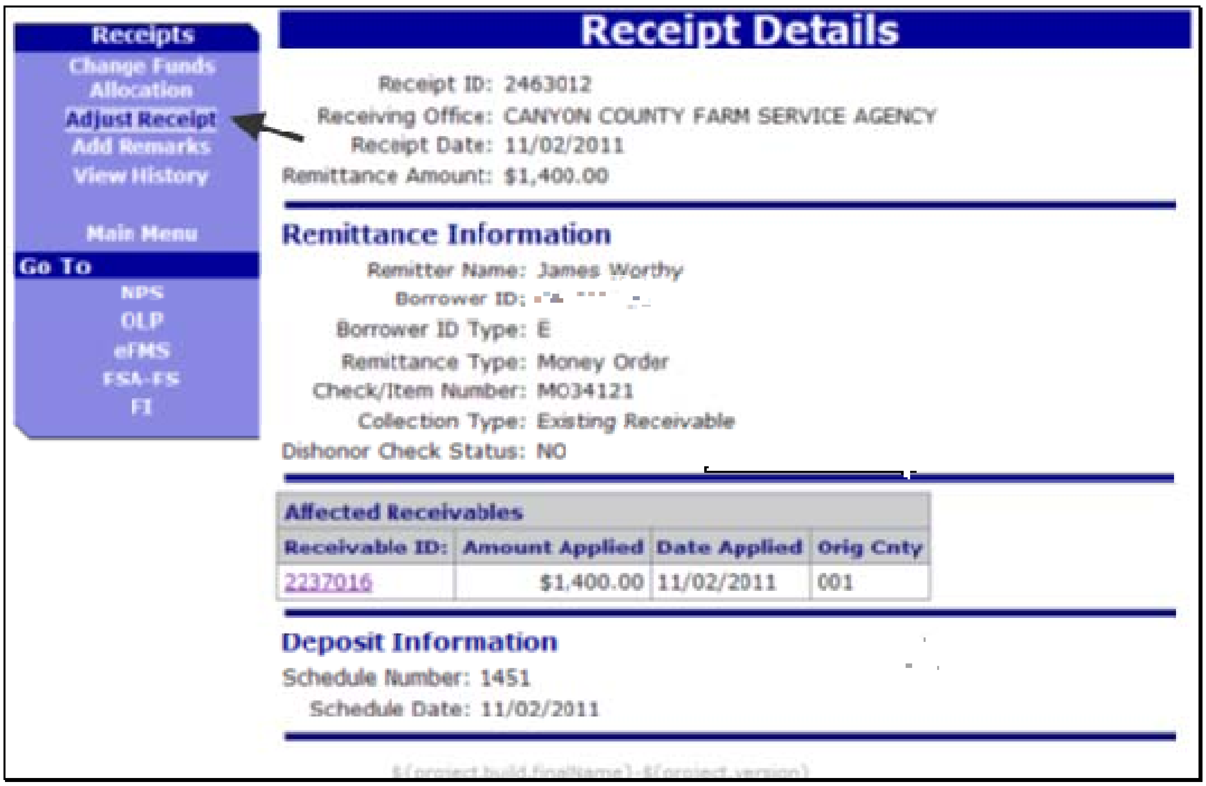
Note: Clicking “**Reset**” will clear all data manually entered on this screen and “**Cancel**” exits from the Adjust Receipt Screen.

2 Adjusting a Receipt (Continued)

C Receipt Search Results

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

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



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.

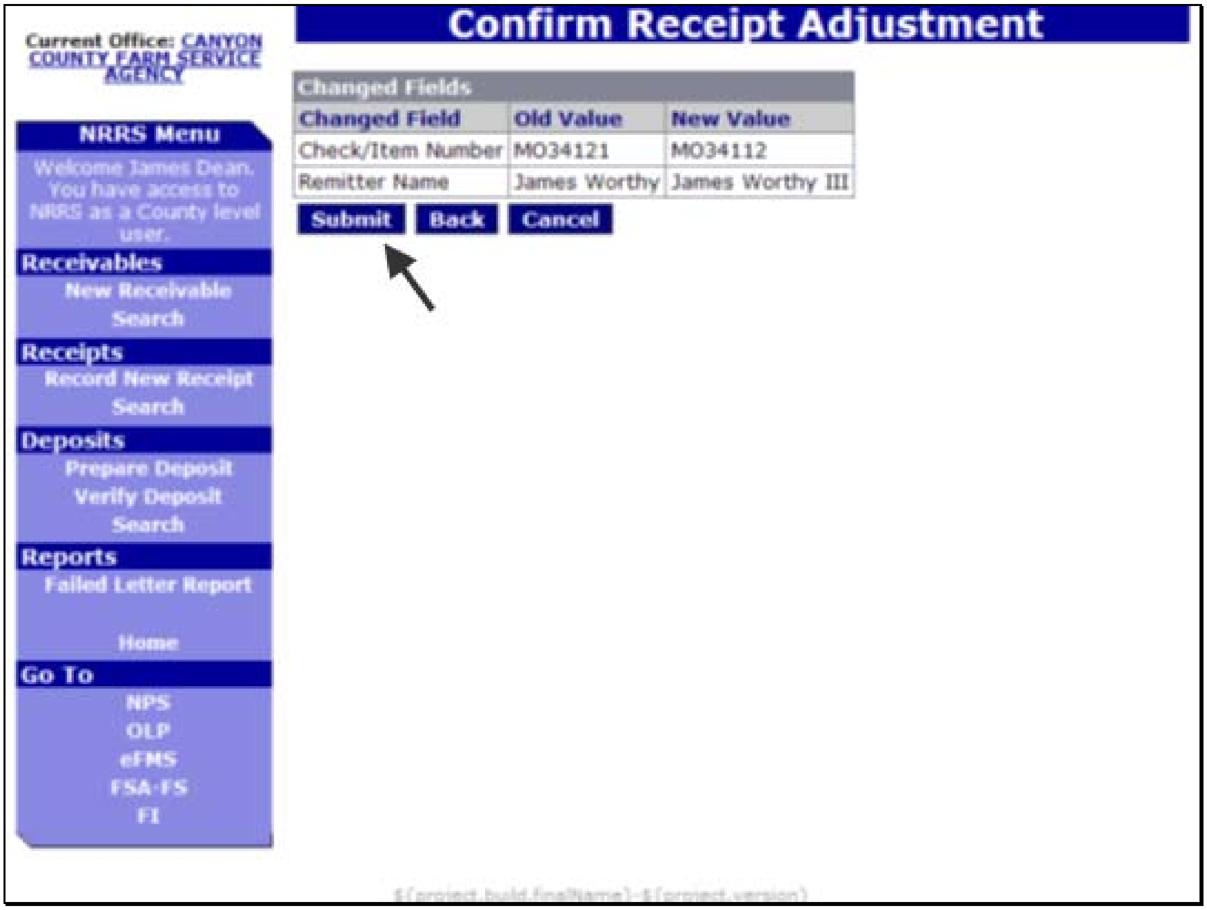
The following example shows the adjustment of the remitter’s name from “James Worthy” to “**James Worthy III**” and the check/item number from “MO34121” to “**MO34112**”.

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)

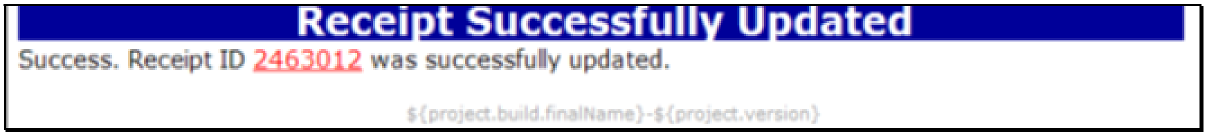
The Confirm Receipt Adjustment Screen will be displayed. The "Old Value" and "New Value" for the 2 items changed will be displayed for review. CLICK "**Submit**" to confirm receipt adjustments.



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.

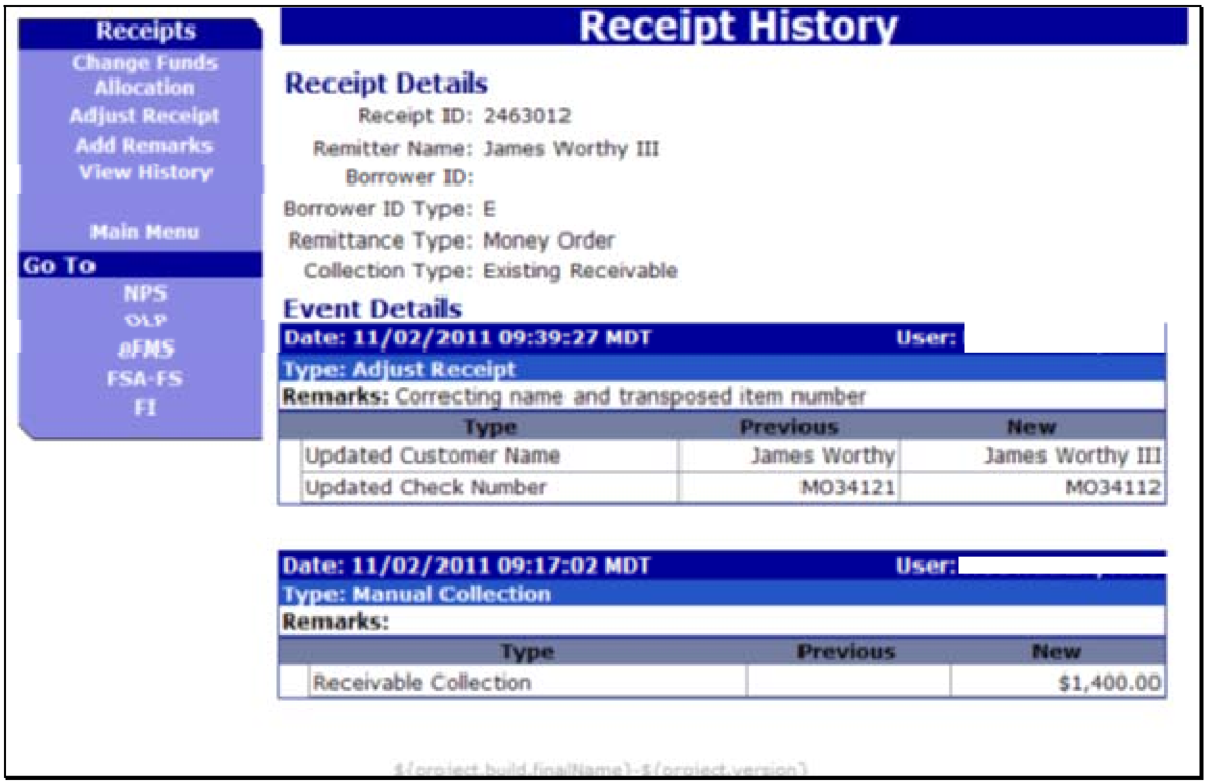
2 Adjusting a Receipt (Continued)

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.



2 Adjusting a Receipt (Continued)

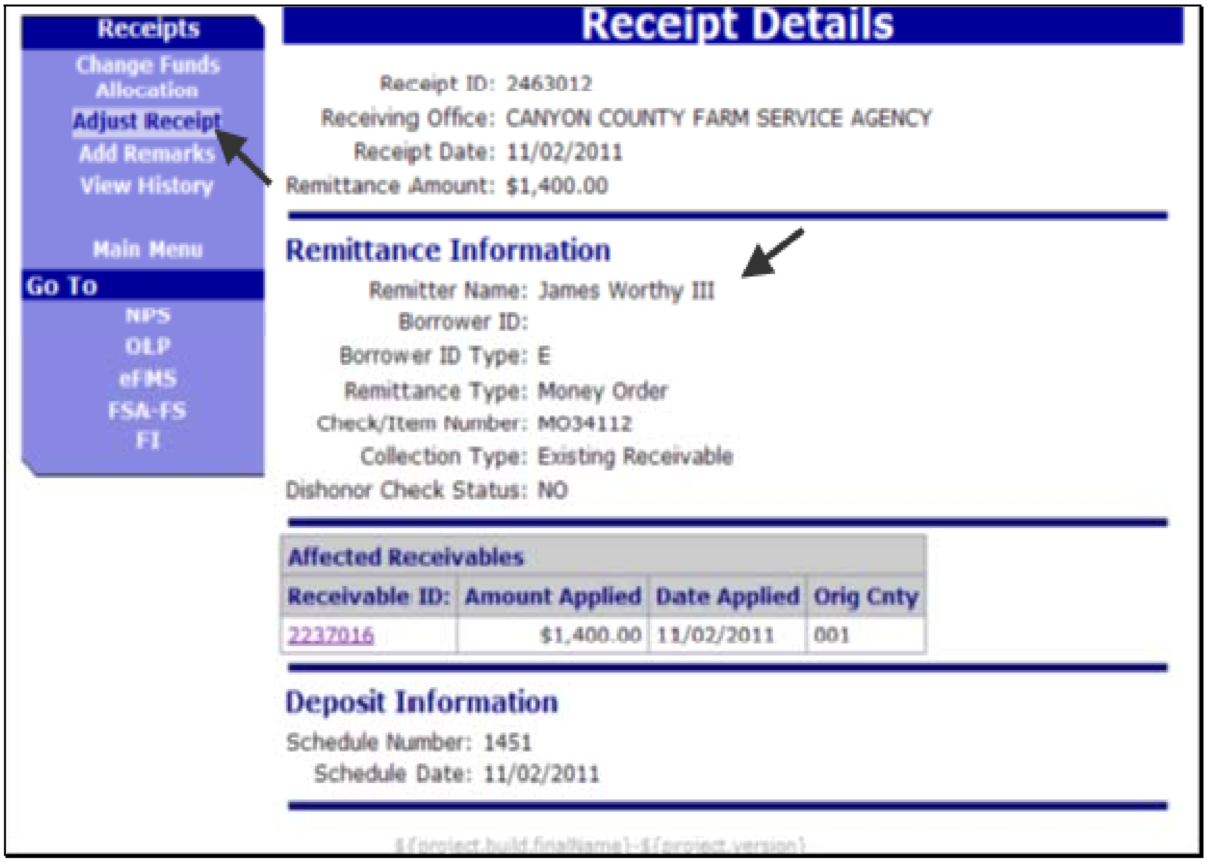
H Selecting a Customer from the Receipt Search Results Screen

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.

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.

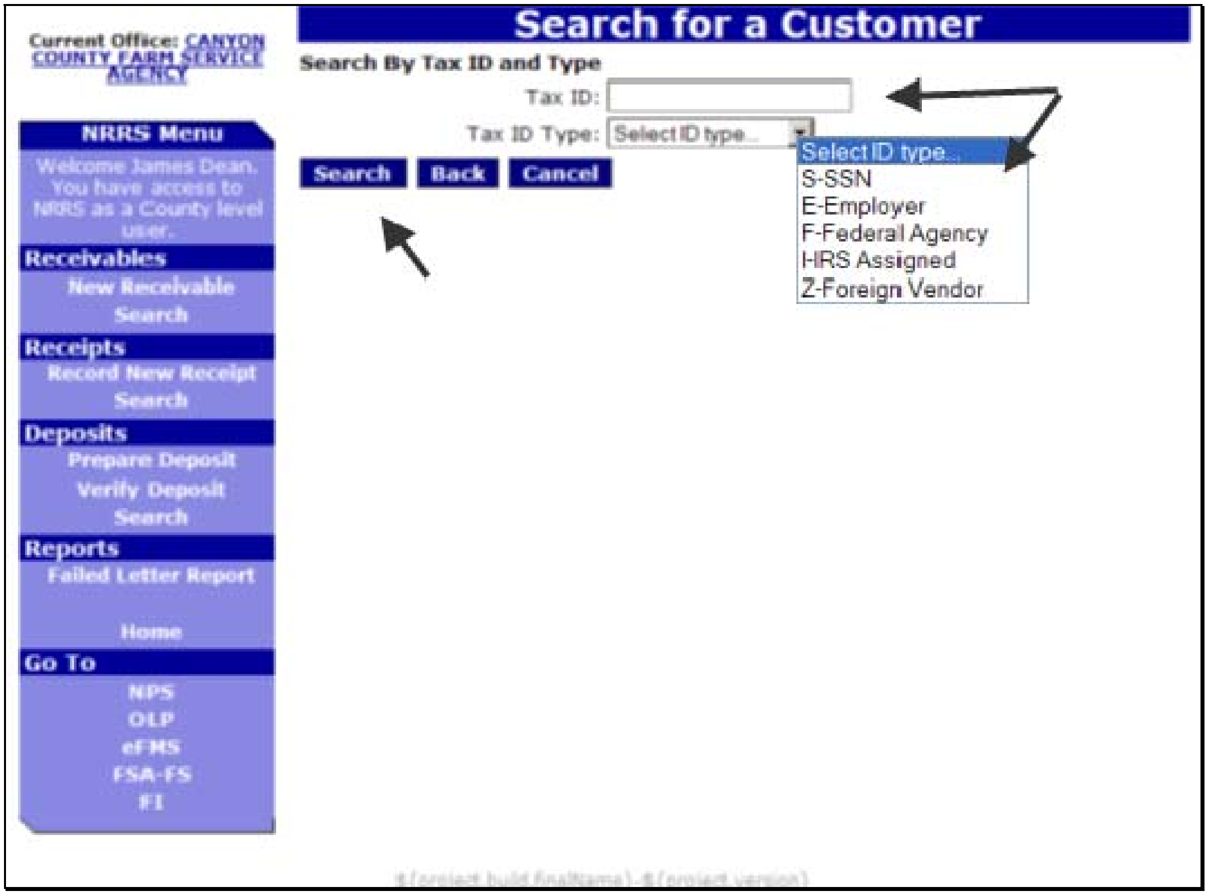


Note: The user shall verify the remitters name and check/item number. See subparagraph D to make changes to "Remitter Name" and "Check/Item Number".

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)

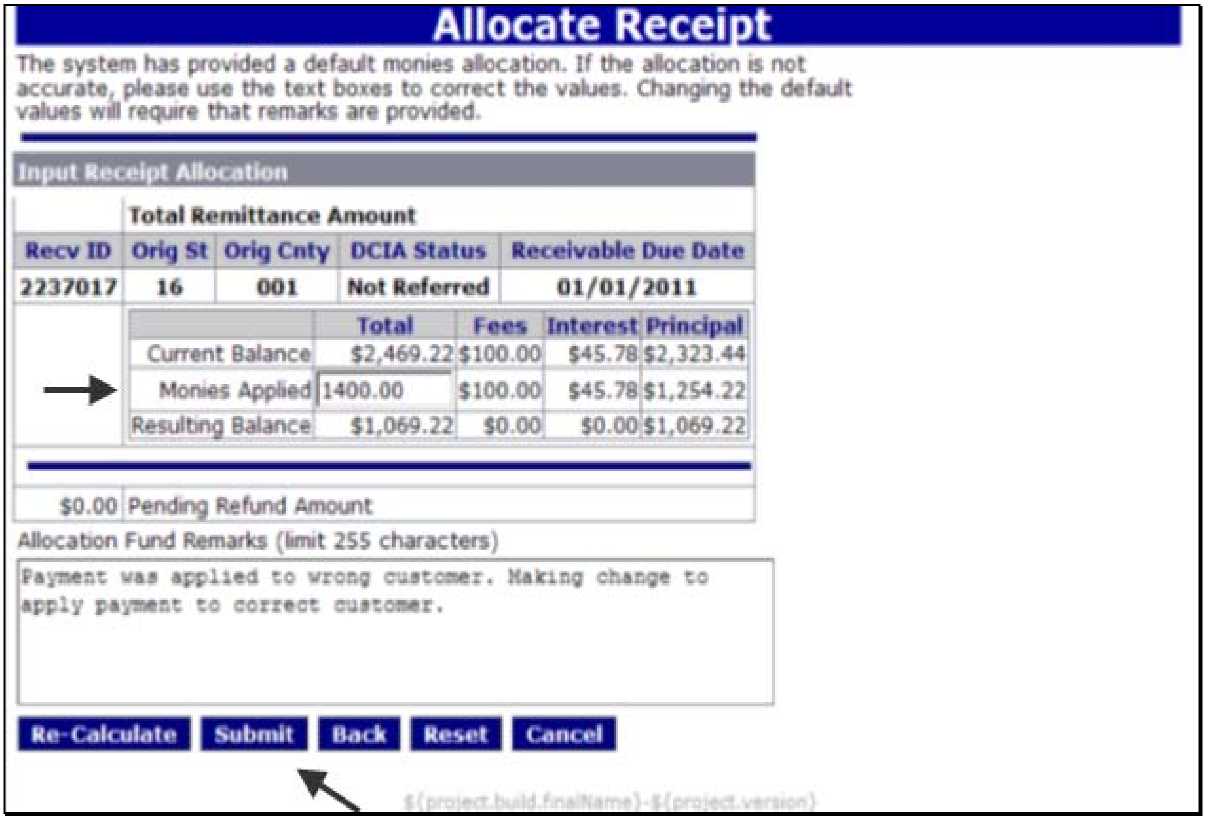
A Searching for a Customer (Continued)

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**”.

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**.



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.

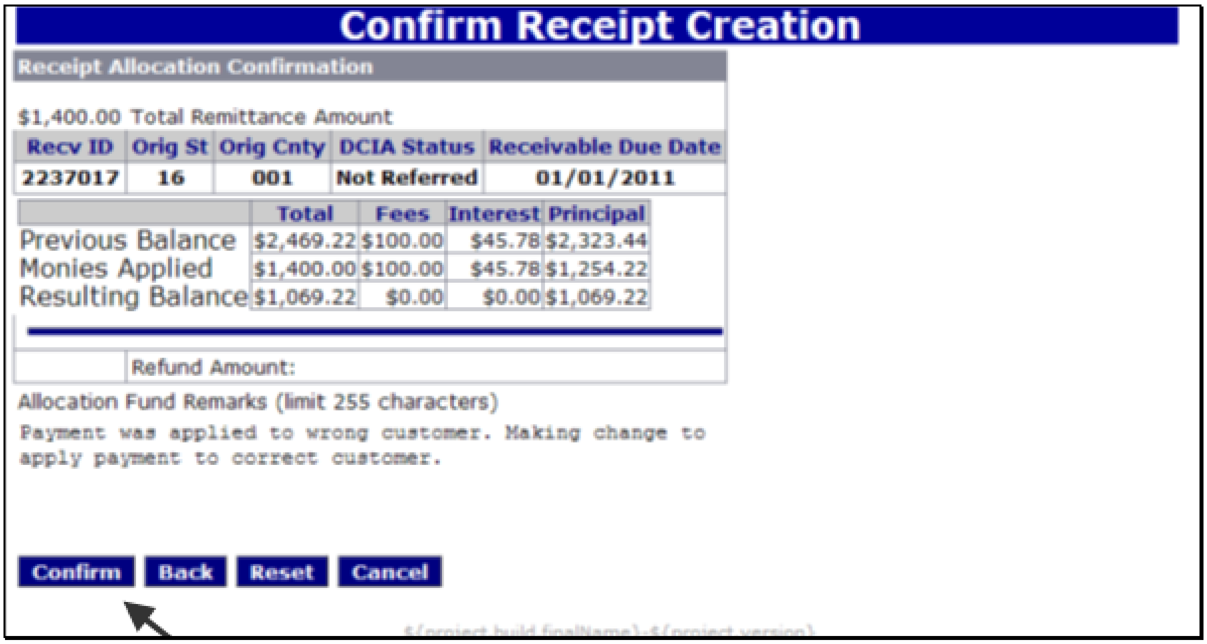
Remarks are **required**. CLICK “**Submit**”.

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 in **not** correct, CLICK "**Back**" and make appropriate corrections.



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

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

E Confirming Receipt

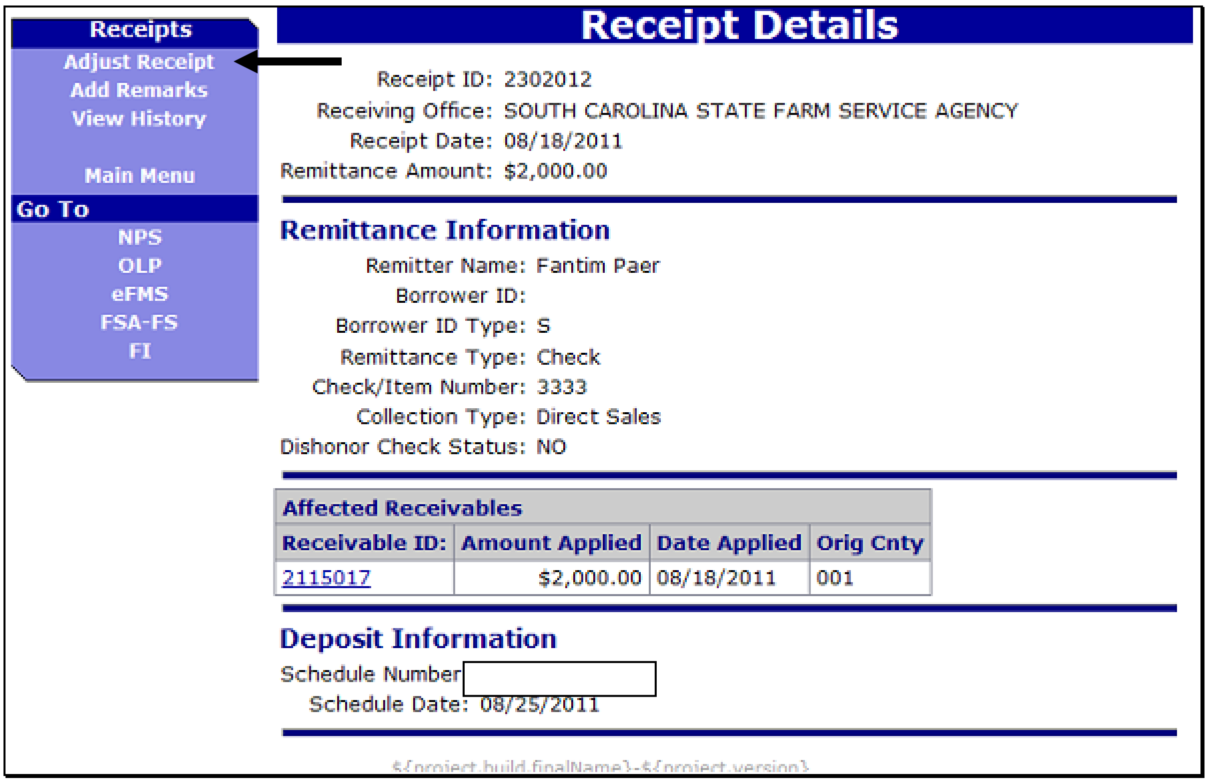
To view the history, see subparagraph 2 F.

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.



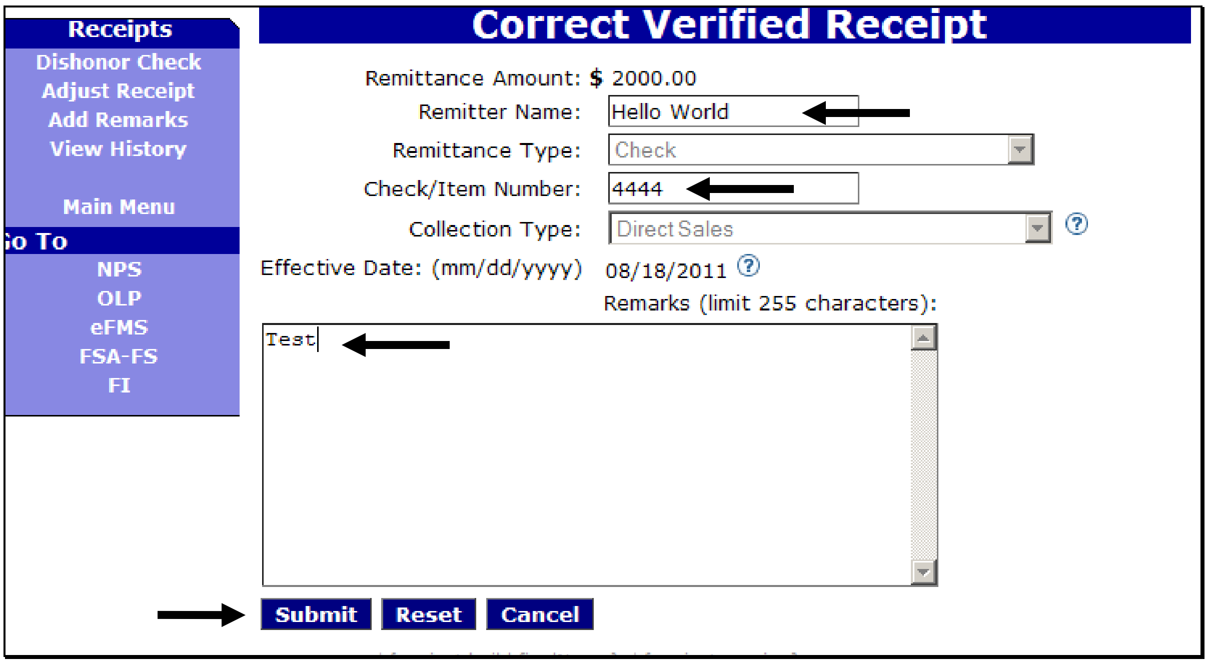
4 Adjusting a Program Code Selection for Direct Collections (Continued)

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.

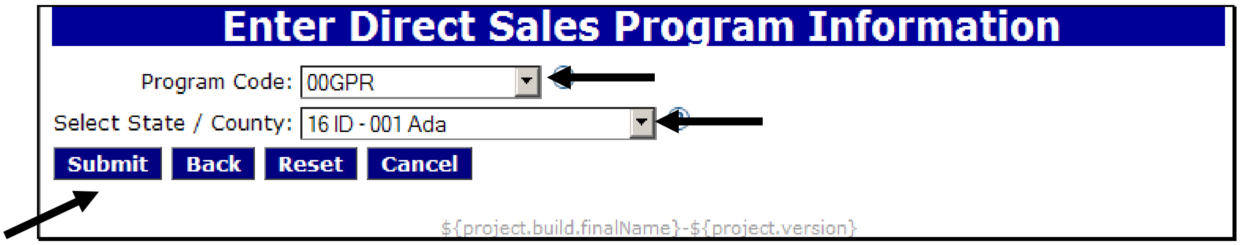
Enter "Remarks" and CLICK "**Submit**".



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

C Changing Direct Sales Program Information

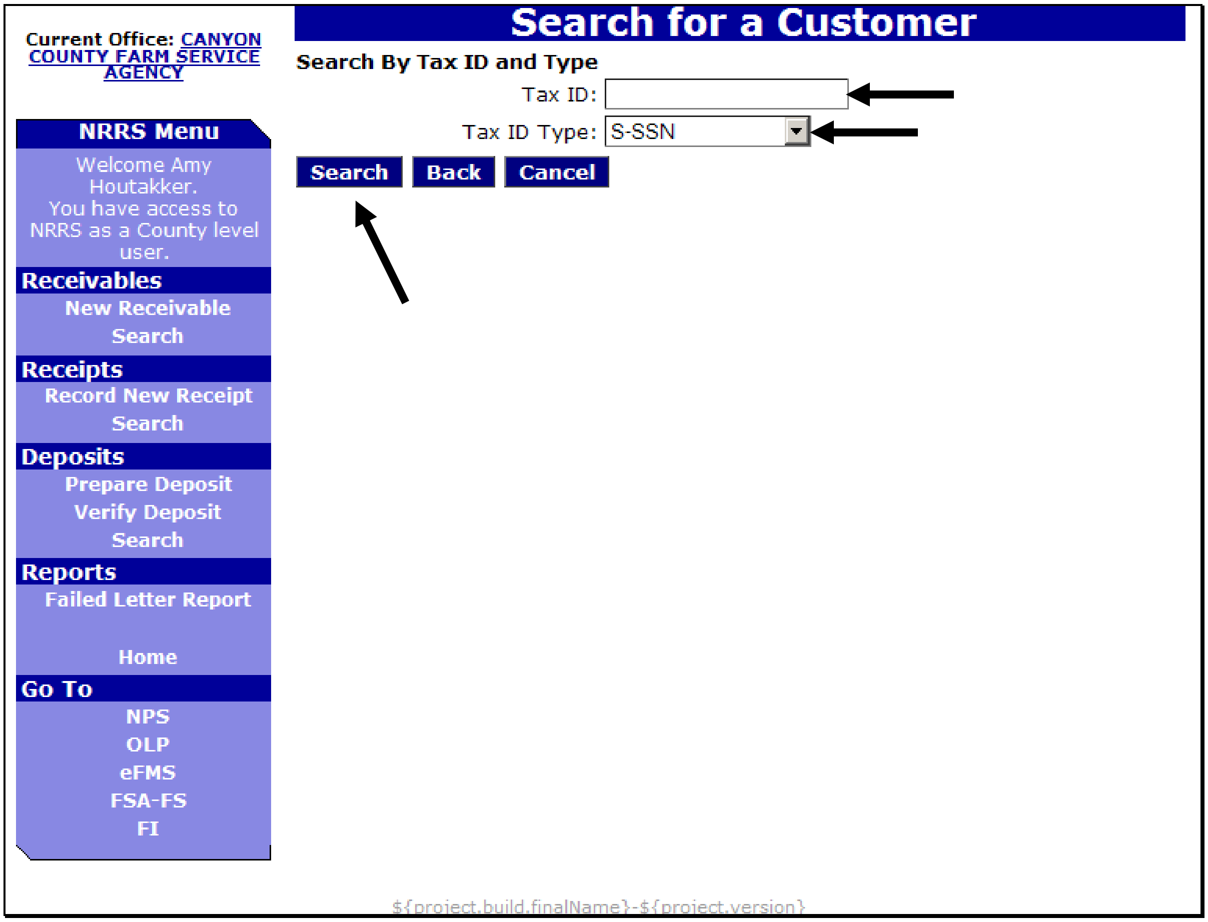
On the Direct Sales Program Information Screen, use the “Program Code” and “Select State/County” drop-down boxes and CLICK “**Submit**”.



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**”.

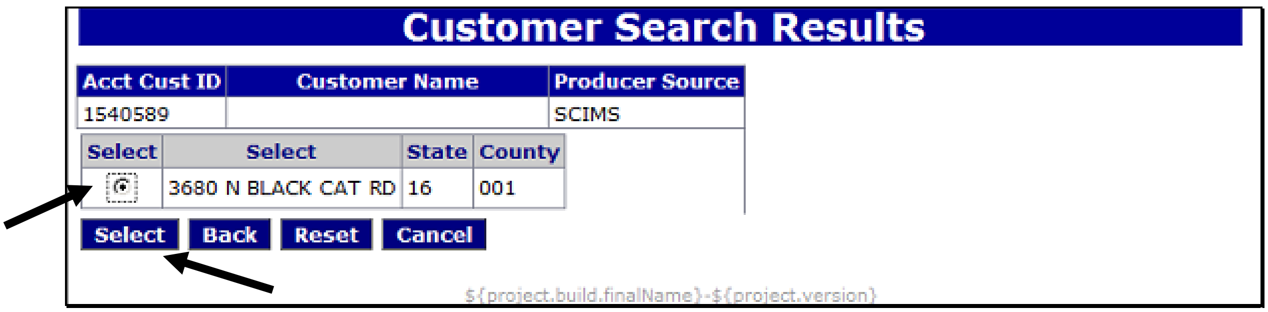


4 Adjusting a Program Code Selection for Direct Collections (Continued)

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.

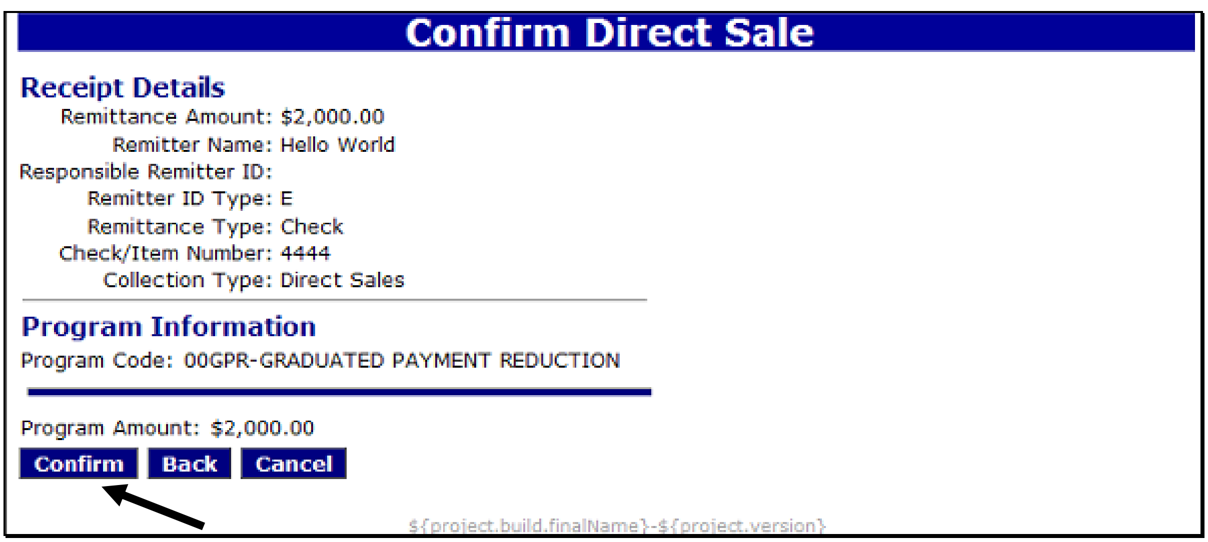
Note: Searching by “Tax ID” can result in multiple receipts being returned.



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**”.



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.