

For: State and County Offices

New Functionality to Reverse Partial Settlements in NRRS

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

Previously, NRRS did not have the ability to reverse a partial settlement. New functionality is now available to reverse a partial settlement recorded in error.

B Purpose

This notice provides instructions to reverse a partial settlement recorded in error. The user will only see this option if the receivable was partially settled and the receivable is still in “Open” status.

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	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.

Disposal Date	Distribution
June 1, 2012	State Offices; State Offices relay to County Offices

2 Reversing Partial Settlements

A Instructions for Reversing Partial Settlements

To reverse a partial settlement recorded in error, on the Welcome to the NRRS Homepage, under “Receivables”, CLICK “Search”.

COUNTY FARM SERVICE AGENCY

Welcome to the NRRS Homepage

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

NRRS Menu
Welcome NRRS user.
You have access to NRRS as a County level user.

Receivables
New Receivable
Search

Receipts
Record New Receipt
Search

Deposits
Prepare Deposit
Verify Deposit
Search

Reports
Failed Letter Report

Home

Go To
NPS
OLP
eFMS
FSA-FS
FI

- 12 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.
- 28 schedules of deposit are prepared but unverified. Please ensure all valid schedules are verified before the close of business.

NRRS Web 5.8.2

2 Reversing Partial Settlements (Continued)

A Instructions for Reversing Partial Settlements (Continued)

The Search for a Receivable Screen will be displayed. Search by receivable or customer and CLICK "Search".

The Receivable Search Results Screen will be displayed. CLICK "Select" link to retrieve the existing receivable.

Receivable Results							
	Recv ID	Orig St	Orig Cnty	Current Balance	Original Balance	Debt Status	Date Established
Select	2188002	16 - ID	001 - ADA	\$250.00	\$500.00	Open	12/08/2011
	Total:			\$250.00			

Notice FI-3079

2 Reversing Partial Settlements (Continued)

A Instructions for Reversing Partial Settlements (Continued)

The Receivable Details Screen will be displayed. Under “Go To”, CLICK “Settlement”.

Receivables

Adjust Receivable

Record New Letter

Settle Receivable
Partial

Change Status

Change Customers

Reverse Parital
Settlement

View History

Main Menu

Go To

NPS

OLP

eFMS

FSA-FS

FI

Receivable Details

Receivable ID: 2188002
 Receivable Status: Open
 Date of Indebtedness: 01/01/2011
 Budget Fiscal Year: 2011
 State / County: ID (16) / Ada (001)
 Establishment Discovery Code: Program Operations
 Establishment Basis Reason Code: Noncompliance with Program Requirements
 Audit Number:
 DCIA Status: Not Referred
 Receivable Documentation File Received in (RIS):

Receivable Balances
 Program Code: ANA - CONSERVATION - AGRICULTURAL

Original and Current Program Balances		
	Original	Current
Program Principal Amount:	\$500.00	\$250.00
Program Interest Accrual:	\$0.00	\$0.00
Program Interest Rate:		0.0000%
Program Charges:	\$0.00	\$0.00
Total Program Balance:	\$500.00	\$250.00
Interest Accrual:Type (Late Payment)	\$0.00	\$0.00
Interest Rate:Type (Late Payment)		0.0000%
Current Total Balance:	\$500.00	\$250.00

Reference Fields:

Reference Type:	Reference Value:
Farm Number	9999

Debt Letters

No Letter Has Been Sent

Receivable Customers

Tax ID	Tax ID Type	Customer Name	Producer Source	Allow Offset
	S		SCIMS	yes

2 Reversing Partial Settlements (Continued)

A Instructions for Reversing Partial Settlements (Continued)

The Confirm Reverse Receivable - Partial Screen will be displayed. The old values just before the partial settlement should be displayed as the current balance. Verify the receivable balances are correct and CLICK “Confirm”.

Confirm Reverse Receivable - Partial

Receivable ID: 2188002
 Receivable Status: Open
 Date of Indebtedness: 01/01/2011
 Budget Fiscal Year: 2011
 State / County: ID (16) / Ada (001)
 Establishment Discovery Code: Program Operations
 Establishment Basis Reason Code: Noncompliance with Program Requirements
 Audit Number:
 DCIA Status: Not Referred
 Receivable Documentation File Received in (RIS):

Receivable Balances
 Program Code: ANA - CONSERVATION - AGRICULTURAL

Original and Current Program Balances		
	Original	Current
Program Principal Amount:	\$500.00	\$500.00
Program Interest Accrual:	0.000%	\$0.00
Program Charges:	\$0.00	\$0.00
Total Program Balance:	\$500.00	\$500.00
Interest Accrual:Type (Late Payment)	0.0000%	\$0.00
Current Total Balance:	\$500.00	\$500.00

Reference Fields:

Reference Type:	Reference Value:
Farm Number	9999

Debt Letters

No Letter Has Been Sent

Receivable Customers

Tax ID	Tax ID Type	Customer Name	Producer Source	Allow Offset
	S		SCIMS	yes

Confirm Cancel

NRRS-Web-5.8.2

12-21-11

Page 5

2 Reversing Partial Settlements (Continued)

A Instructions for Reversing Partial Settlements (Continued)

The Reversal Partial Settlement Successful Screen will be displayed, confirming that the reversal was successful.



B Instructions for Accessing the Receivable History

From the Receivable History Screen, under “Receivables”, CLICK “View History”.

Receivable History

Receivable ID: 2188002
 Receivable Status: Open
 Date of Indebtedness: 01/01/2011
 Budget Fiscal Year: 2011
 State / County: ID (16) / Ada (001)

Event Details

Date: 12/08/2011 07:21:05 GMT-07:00 **User:** []
Type: Reverse Partial Settlement
Remarks:

Type	Previous	New
Established Late Interest Rate		0.0000%
Letter Altered Balance of Receivable	\$250.00	\$500.00

Date: 12/08/2011 07:15:12 GMT-07:00 **User:** []
Type: Partial Settlement - Compromise
Remarks: Accepted Compromise Offer From Producer

Type	Previous	New
Settle Program Principal Partial	\$500.00	\$250.00

Date: 12/08/2011 07:15:12 GMT-07:00 **User:** []
Type: Settle Program Principal Partial
Remarks:

Date: 12/08/2011 07:13:35 GMT-07:00 **User:** []
Type: Manually Established Receivable
Remarks:

Type	Previous	New
Establish Late Interest Balance		0.0000%
Add Customer to Receivable		
Establish Principal Balance		\$500.00

The receivable history will be displayed with the date the partial settlement was reversed and the new balance that is the amount that was due before the partial settlement and any additional interest that has accrued.