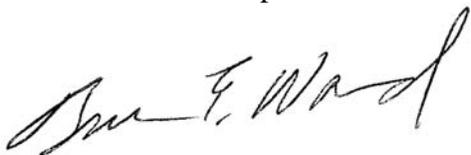


For: State and County Offices

**NRRS Modifications for Conversion from the Paper Check
Conversion-Over the Counter (PCC-OTC) PCC to Over the Counter Channel (OTCnet)**

Approved by: Acting Associate Administrator for Operations and Management



1 Overview

A Background

The PCC-OTC selection for check deposits has been converted to the OTCnet selection in NRRS. The modification has been made to reflect this new functionality.

B Purpose

This notice advises State and County Offices that when preparing CCC-257, the option “Check/Paper Check Conversion” has been changed to “Check/OTC-Net”.

C Contact

If there are questions about this notice, contact the appropriate person as follows.

Issue	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	Veronica Richardson by either of the following: <ul style="list-style-type: none"> • e-mail at veronica.richardson@wdc.usda.gov • telephone at 202-772-6029.
Operational	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.
	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.

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

2 Conversion to OTC.net

A Recording Receipts in NRRS

The County Offices will enter all check receipts in NRRS and prepare CCC-257 **before** accessing the OTC.net application for scanning and depositing of checks.

B Preparing CCC-257

Prepare CCC-257 for check deposits according to the following.

Step	Action
1	Access the FSA Intranet Home Page at http://fsaintranet.sc.egov.usda.gov/fsa/ .
2	Under “Resources”, CLICK “ FSA Applications ”.
3	Under “Financial Services”, CLICK “ Financial Applications ”.
4	On the FSA Intranet Financial Applications Screen, CLICK “ National Receipts and Receivables System ”.
5	Under “Deposits”, CLICK “ Prepare Deposit ”. The Prepare Schedule of Deposit Screen will be displayed.
6	Click the Remittance Type drop-down box, select “ Check/OTC-Net ” and CLICK “ Submit ”.