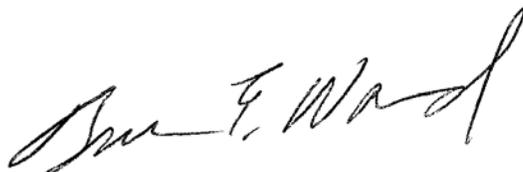


For: State and County Offices

Recording Refunds for Overpayments Because of Average AGI Noncompliance

Approved by: Acting Associate Administrator for Operations and Management



1 Overview

A Background

Producers who have exceeded average AGI limitations for 2009 and/or 2010 are required to repay the ineligible program payments and benefits. County Offices shall establish a receivable in NRRS for 2009 and/or 2010 ineligible program payment according to Notice PL-236. If the producer submits a payment that exceeds the receivable established in NRRS and the overpayment amount is \$9.99 or less, then the overpayment shall be retained by CCC. Overpayment amounts of \$9.99 or less shall only be refunded to the person entitled to receive the refund if the person requests the refund or if the applicable program policy requires the refund. If refund amount is greater than \$9.99, it shall be refunded to the producer.

B Purpose

This notice provides instructions on how to record the small over collections in NRRS for these AGI receivables.

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C Contacts

If there are questions about this notice, State Offices shall contact the following.

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 at 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 at stephen.yulich@kcc.usda.gov• telephone at 816-926-6453.

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2 Recording Collections

A NRRS Home Page

To access NRRS:

- go to FSA’s Intranet Home Page at <http://fsaintranet.sc.egov.usda.gov/fsa>
- under “Resources”, CLICK “FSA Applications”
- under “Financial Services”, CLICK “Financial Applications”
- on FSA’s Intranet Financial Applications Screen, CLICK “National Receipts and Receivables System”.

The following is an example of the NRRS Home Page.

The screenshot shows the NRRS Home Page. At the top left is the USDA logo and text: "United States Department of Agriculture Farm Service Agency". At the top right is "National Receipts & Receivables System". A navigation bar contains links: "Home | About USDA | About NRRS | Help | Contact Us | Exit NRRS | Logout of eAuth". Below this, it says "Current Office: GEM COUNTY FARM SERVICE AGENCY". The main heading is "Welcome to the NRRS Homepage". A message reads: "Welcome to the National Receipts & Receivables System. Please use the menu options at the left to select the appropriate function". On the left is a vertical menu with sections: "NRRS Menu" (Welcome NRRS user...), "Receivables" (New Receivable, Search), "Receipts" (Record New Receipt, Search), "Deposits" (Prepare Deposit, Verify Deposit, Search), "Reports" (Failed Letter Report), "Home", and "Go To" (NPS, OLP, eFMS, FSA-FS, FI). An arrow points to the "Record New Receipt" option. A blue information box on the right contains two bullet points: "No debt collection was received in the previous business day that has not been added to a schedule of deposit." and "10 schedules of deposit are prepared but unverified. Please ensure all valid schedules are verified before the close of business." At the bottom, it says "NRRS-Web-6.1.7" and a footer with various links.

CLICK “Record New Receipt” to record the check remittance received from the customer. The Create New Receipt Screen will be displayed.

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2 Recording Collections (Continued)

B Creating a New Receipt

The following is an example of the Create New Receipt Screen.

The screenshot shows the 'Create New Receipt' interface. At the top left is the USDA logo and 'United States Department of Agriculture Farm Service Agency'. At the top right is 'National Receipts & Receivables System'. A navigation bar contains links: Home, About USDA, About NRRS, Help, Contact Us, Exit NRRS, Logout of eAuth. Below this, it says 'Current Office: GEM COUNTY FARM SERVICE AGENCY'. The main title is 'Create New Receipt'. On the left is a sidebar menu with sections: NRRS Menu (Welcome NRRS user...), Receivables (New Receivable, Search), Receipts (Record New Receipt, Search), Deposits (Prepare Deposit, Verify Deposit, Search), Reports (Failed Letter Report), Home, and Go To (NPS, OLP, eFMS, FSA-FS, FI). The main form area contains: Remittance Amount: \$ [input] (?), Remitter Name: [input] (?), Remittance Type: [dropdown: Select Remittance Type] (?), Check/Item Number: [input] (?), Collection Type: [dropdown: Select Collection Type] (?), Effective Date: (mm/dd/yyyy) [input: 06/28/2012] (?). At the bottom of the form are buttons: Submit, Reset, Cancel. The footer includes 'NRRS-Web-6.1.7' and a list of links: Home, USDA Internet, USDA Intranet, FSA Internet, FSA Intranet, Site Map, FOIA, Accessibility Statement, Privacy, Non-Discrimination, Information Quality, Policies and Links, FirstGov, White House.

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2 Recording Collections (Continued)

C Entering the Receivable

When a producer submits a check for repayment of an average AGI noncompliant program payment and the overpayment is \$9.99 or less, the County Office shall create 2 receipts. The first receipt is for the ineligible program payment and the second receipt is for the overpayment.

For this example, it has been determined that Producer A has received an ineligible program payment in the amount of \$350.00. Producer A sends a check for repayment in the amount of \$351.00. The overpayment amount is \$1.00. The first receipt of \$350.00 will be created by entering the following information.

Step	Action
1	For "Remittance Amount", ENTER "350.00". Note: Do not enter the amount of the check, but the ineligible program payment.
2	For "Remitter Name", enter the customer's name on the check.
3	For "Remittance Type", select the applicable selection from the drop-down list which include the following: <ul style="list-style-type: none">• "Check"• "Cashier's Check"• "Money Order"• "Jointly Issued Check".
4	For "Check/Item Number", enter the check/item number.
5	For "Collection Type", select " Existing Receivable " from the drop-down list.
6	CLICK "Submit".

Continue to prepare the receipt according to subparagraph D.

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2 Recording Collections (Continued)

D Recording the Overpayment

Create the second receipt for the overpayment of \$1.00 according to the following.

Step	Action
1	For "Remittance Amount", ENTER "1.00". Note: Enter the amount of the overpayment.
2	For "Remitter Name", enter the customer's name on the check.
3	For "Remittance Type", enter the remittance type used to record the first collection.
4	For "Check/Item Number", enter the same information that was used to record the first collection.
5	For "Collection Type", select " Direct Sales " from the drop-down list.
6	CLICK "Submit".
7	The Enter Direct Sales Program Information Screen will be displayed. Select " MISCINC " from the drop-down list. Select the applicable State/county from the drop-down list.

Continue to prepare the receipt and the Schedule of Deposit.