UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: State and County Offices

NRRS Modification to Remove Remittance Type "LockBox"

Approved by: Associate Administrator, Operations and Management

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1 Overview

A Background

All County Offices shall be converted from Lockbox to OTCnet by April 30, 2013. The "LockBox" option for check deposits will be removed as an NRRS "Remittance Type" on May 1, 2013.

B Purpose

This notice provides instructions to State and County Offices on how to prepare CCC-257's using the NRRS "Check/OTC-Net" option.

C Contacts

If there are questions about this notice, State Offices shall contact the appropriate office as follows.

Issue	Contact
Software	National Help Desk at 800-255-2434 or 816-926-1552. **Note:** Select option: • "**1**", for problems with NRRS • "**2**", for password reset • "**3**", for hardware and other software.
Policy	Veronica Richardson by either of the following: • e-mail to **veronica.richardson@wdc.usda.gov** • telephone at 202-772-6029.

Disposal Date	**Distribution**
July 1, 2013	State Offices; State Offices relay to County Offices

1   Overview (Continued)

C   Contacts (Continued)

Issue	Contact
Operational	Carrie Miller by either of the following: • e-mail to **carrie.miller@kcc.usda.gov** • telephone at 816-926-2853.
	Judy Bates by either of the following: • e-mail to **judy.bates@kcc.usda.gov** • telephone at 816-926-2551.
	Stephen Yulich by either of the following: • e-mail to **stephen.yulich@kcc.usda.gov** • telephone at 816-926-6453.

2   Lockbox Conversion to OTCnet

A   Recording Receipts in NRRS

County Offices shall enter all check receipts in NRRS and prepare CCC-257 **before** scanning and depositing collections in the OTCnet application.

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	Login using eAuthentication user ID and password and under "Deposits", CLICK "**Prepare Deposit**". The Prepare Schedule of Deposit Screen will be displayed.

2   Lockbox Conversion to OTCnet (Continued)

   C   Preparing CCC-257 (Continued)

   From the "Remittance Type" drop-down menu, select "**Check/OTC-Net**", and CLICK
   "**Submit**" to prepare CCC-257.

   Note: If the "LockBox" option has **not** been removed by May 1, 2013, County Offices shall
           not use this option to record deposits. Use the "Check/OTCnet" option.