

For: State and County Offices

NRRS State Office Delete Verified Receipt Functionality

Approved by: Associate Administrator for Operations and Management

Chris P. Beyerhelm

1 Overview

A Background

New NRRS functionality for State Offices has been added allowing State Office users to delete a receipt from a verified Schedule of Deposit.

B Purpose

This notice provides guidance for State Offices on the Delete Verified Receipt process.

C Contacts

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

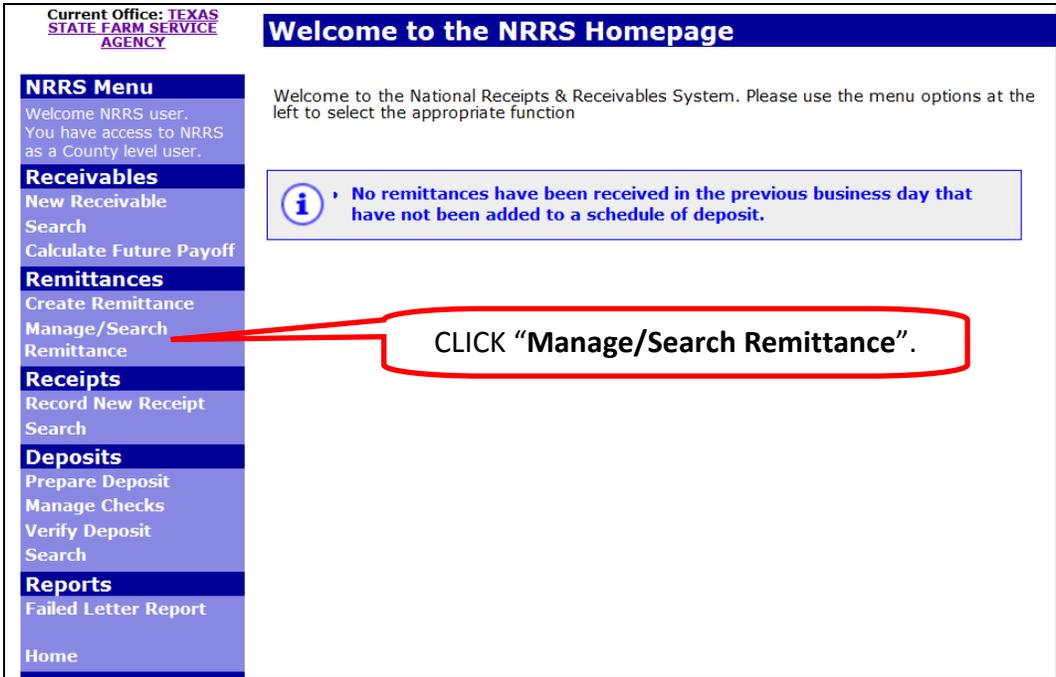
IF issue is...	THEN contact...
software-related problems	the National help Desk at 800-255-2434 or 816-926-1552. Note: Select option 3 for hardware and application software.
procedure on deleting a verified receipt	either of the following: <ul style="list-style-type: none"> • JoLynn Khan by either e-mail to jolynn.khan@wdc.usda.gov or telephone at 202-772-6044 • Rhonda Anthony by either e-mail to rhonda.anthony@kcc.usda.gov or telephone at 816-926-6330.
policy on NRRS items	Thom Harris by either e-mail to tom.harris@wdc.usda.gov or telephone at 202-772-6014.

Disposal Date	Distribution
January 1, 2016	State Offices; State Offices relay to County Offices

2 Action

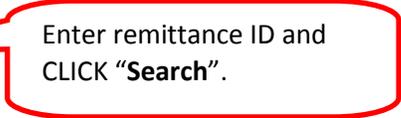
A State Office Action

A State Office user can only delete a receipt after the remittance has been placed in “Active-Verified” status by the originating County Office. If the State Office is notified by a County Office that a remittance has been activated, the State Office shall follow these steps to delete a verified receipt:

Step	Action
1	Login to NRRS.
2	<p>Search for the remittance using the remittance ID provided by the County Office, as follows.</p>  <p>The screenshot shows the NRRS homepage for a user from the Texas State Farm Service Agency. The page has a blue header with the text 'Welcome to the NRRS Homepage'. Below the header is a navigation menu on the left with categories: NRRS Menu, Receivables, Remittances, Receipts, Deposits, and Reports. The 'Remittances' category is expanded, showing options: Create Remittance, Manage/Search Remittance, and Remittance. A red callout box with a white background and black text points to the 'Manage/Search Remittance' option, containing the text 'CLICK "Manage/Search Remittance"'. In the main content area, there is a message box with an information icon and the text: 'No remittances have been received in the previous business day that have not been added to a schedule of deposit.'</p>

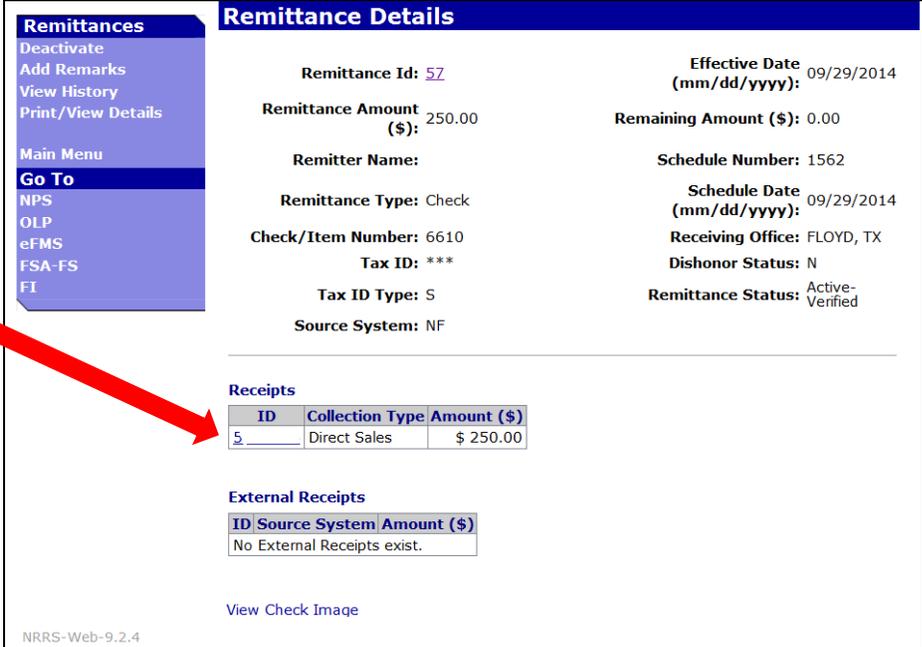
2 Action (Continued)

A State Office Action (Continued)

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3	<p>Enter the remittance ID provided in the “Remittance Id” field.</p> <div data-bbox="391 436 1406 1062" style="border: 1px solid black; padding: 10px;"> <p>Manage/Search Remittances</p> <p>Unscheduled Remittances</p> <table border="1"> <thead> <tr> <th>Remittance Id</th> <th>Remitter Name</th> <th>Check/Item Number</th> <th>Remittance Amount (\$)</th> <th>Remittance Type</th> <th>Remaining Amount (\$)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>Active Remittances</p> <table border="1"> <thead> <tr> <th>Remittance Id</th> <th>Remitter Name</th> <th>Check/Item Number</th> <th>Remittance Amount (\$)</th> <th>Remittance Type</th> <th>Remaining Amount (\$)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <hr/> <p>Search</p> <p>Receipt ID: <input type="text"/></p> <p>Remittance Id: <input type="text"/></p> <p>Tax ID: <input type="text"/></p> <p>Tax ID Type: Select ID type... <input type="button" value="v"/></p> <p>Check/Item Number: <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/></p> <p><small>NRRS-Web-9.2.4</small></p> </div> 	Remittance Id	Remitter Name	Check/Item Number	Remittance Amount (\$)	Remittance Type	Remaining Amount (\$)							Remittance Id	Remitter Name	Check/Item Number	Remittance Amount (\$)	Remittance Type	Remaining Amount (\$)																				
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4	<p>The Manage/Search Remittances Screen will be redisplayed with Search Results. CLICK “Remittance Id” hyperlink.</p> <div data-bbox="391 1178 1406 1915" style="border: 1px solid black; padding: 10px;"> <p>Manage/Search Remittances</p> <p>Unscheduled Remittances</p> <table border="1"> <thead> <tr> <th>Remittance Id</th> <th>Remitter Name</th> <th>Check/Item Number</th> <th>Remittance Amount (\$)</th> <th>Remittance Type</th> <th>Remaining Amount (\$)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>Active Remittances</p> <table border="1"> <thead> <tr> <th>Remittance Id</th> <th>Remitter Name</th> <th>Check/Item Number</th> <th>Remittance Amount (\$)</th> <th>Remittance Type</th> <th>Remaining Amount (\$)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <hr/> <p>Search</p> <p>Receipt ID: <input type="text"/></p> <p>Remittance Id: 57</p> <p>Tax ID: <input type="text"/></p> <p>Tax ID Type: Select ID type... <input type="button" value="v"/></p> <p>Check/Item Number: <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/></p> <p>Search Results</p> <table border="1"> <thead> <tr> <th>Remittance Id</th> <th>Remitter Name</th> <th>Check/Item Number</th> <th>Remittance Amount (\$)</th> <th>Remittance Type</th> <th>Remaining Amount (\$)</th> <th>Remittance Status</th> </tr> </thead> <tbody> <tr> <td>57</td> <td> </td> <td>6610</td> <td>\$ 250.00</td> <td>Check</td> <td>\$ 0.00</td> <td>Active-Verified</td> </tr> </tbody> </table> </div> 	Remittance Id	Remitter Name	Check/Item Number	Remittance Amount (\$)	Remittance Type	Remaining Amount (\$)							Remittance Id	Remitter Name	Check/Item Number	Remittance Amount (\$)	Remittance Type	Remaining Amount (\$)							Remittance Id	Remitter Name	Check/Item Number	Remittance Amount (\$)	Remittance Type	Remaining Amount (\$)	Remittance Status	57		6610	\$ 250.00	Check	\$ 0.00	Active-Verified
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2 Action (Continued)

A State Office Action (Continued)

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5	<p>The Remittance Details Screen will be displayed. CLICK “Receipts ID” hyperlink for the applicable receipt.</p>  <p>Remittances Deactivate Add Remarks View History Print/View Details Main Menu Go To NPS OLP eFMS FSA-FS FI</p> <p>Remittance Details</p> <p>Remittance Id: 57 Effective Date (mm/dd/yyyy): 09/29/2014 Remittance Amount (\$): 250.00 Remaining Amount (\$): 0.00 Remitter Name: Schedule Number: 1562 Remittance Type: Check Schedule Date (mm/dd/yyyy): 09/29/2014 Check/Item Number: 6610 Receiving Office: FLOYD, TX Tax ID: *** Dishonor Status: N Tax ID Type: S Remittance Status: Active-Verified Source System: NF</p> <p>Receipts</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Collection Type</th> <th>Amount (\$)</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>Direct Sales</td> <td>\$ 250.00</td> </tr> </tbody> </table> <p>External Receipts</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Source System</th> <th>Amount (\$)</th> </tr> </thead> <tbody> <tr> <td colspan="3">No External Receipts exist.</td> </tr> </tbody> </table> <p>View Check Image</p> <p>NRRS-Web-9.2.4</p>	ID	Collection Type	Amount (\$)	5	Direct Sales	\$ 250.00	ID	Source System	Amount (\$)	No External Receipts exist.		
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2 Action (Continued)

A State Office Action (Continued)

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7	<p>The Confirm Delete Verified Receipt Screen will be displayed. Enter remarks and CLICK “Confirm”.</p> <div data-bbox="386 470 1365 1367" style="border: 1px solid black; padding: 5px;"> <p>Confirm Delete Verified Receipt</p> <p>Remittance Information</p> <table border="0"> <tr> <td>Remittance Id: <u>5Z</u></td> <td>Effective Date (mm/dd/yyyy): 09/29/2014</td> </tr> <tr> <td>Remittance Amount (\$): 250.00</td> <td>Remaining Amount (\$): 0.00</td> </tr> <tr> <td>Remitter Name:</td> <td>Schedule Number: 1562</td> </tr> <tr> <td>Remittance Type: Check</td> <td>Schedule Date (mm/dd/yyyy): 09/29/2014</td> </tr> <tr> <td>Check/Item Number: 66</td> <td>Receiving Office: FLOYD, TX</td> </tr> <tr> <td>Tax ID: ***</td> <td>Dishonor Status: N</td> </tr> <tr> <td>Tax ID Type: S</td> <td>Remittance Status: Active-Verified</td> </tr> <tr> <td>Source System: NF</td> <td></td> </tr> </table> <hr/> <p>Receipt Information</p> <p>Receipt ID: 5 Collection Amount (\$): 250.00 Collection Type: Direct Sales Borrower ID: Borrower ID Type:</p> <hr/> <table border="1"> <thead> <tr> <th colspan="4">Affected Receivables</th> </tr> <tr> <th>Receivable ID</th> <th>Amount Applied (\$)</th> <th>Date Applied</th> <th>Orig Cnty</th> </tr> </thead> <tbody> <tr> <td><u>16</u></td> <td>\$ 250.00</td> <td>09/29/2014</td> <td>153</td> </tr> </tbody> </table> <p>Remarks (limit 255 characters):</p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <div style="border: 2px solid red; border-radius: 15px; padding: 5px; display: inline-block; margin-top: 10px;"> <p>Enter remarks and CLICK “Confirm”.</p> <p>Note: Remarks are required.</p> </div> <p>Confirm Cancel</p> </div>	Remittance Id: <u>5Z</u>	Effective Date (mm/dd/yyyy): 09/29/2014	Remittance Amount (\$): 250.00	Remaining Amount (\$): 0.00	Remitter Name:	Schedule Number: 1562	Remittance Type: Check	Schedule Date (mm/dd/yyyy): 09/29/2014	Check/Item Number: 66	Receiving Office: FLOYD, TX	Tax ID: ***	Dishonor Status: N	Tax ID Type: S	Remittance Status: Active-Verified	Source System: NF		Affected Receivables				Receivable ID	Amount Applied (\$)	Date Applied	Orig Cnty	<u>16</u>	\$ 250.00	09/29/2014	153
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8	Notify the County Office the receipt has been deleted.																												

B County Office Action

If a receipt needs to be deleted after a Schedule of Deposit has been verified, the County Office shall activate the remittance and notify the State Office that the remittance has been activated. The County Office must provide the remittance ID and the reason the receipt needs to be deleted.

When notified by the State Office that the receipt has been deleted, the County Office **must**:

- replace the receipt either with a corrected program receipt or refund receipt
- return to the Remittance Detail Page and “Deactivate” the remittance. This will return the remittance to a “Verified” status.