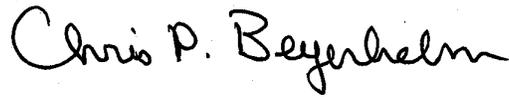


For: State and County Offices

FSA Administrative Collections in National Receipt and Receivable System (NRRS)

Approved by: Associate Administrator for Operations and Management



1 FSA Administrative Collections

A Background

In an effort to be compliant with the Treasury Financial Manual, a new collection code for FSA administrative collections has been added to NRRS.

The following program will no longer be identified through a direct sale when creating a receipt, and will be identified as an FSA administrative collection:

- AIRPHOTO – Aerial Photography
- AFIDA – Agricultural Foreign Investment Disclosure Act (FSC Only)
- WHSELICFEE – Warehouse License Fees (KCCO Only).

Notes: This collection type will not create a receivable.

If the collection is a check and is dishonored, the \$25 dishonored check fee will not be established in NRRS. These fees will be handled by FSC.

B Purpose

This notice illustrates the change for the updated collection type code.

Disposal Date	Distribution
May 1, 2017	State Offices; State Offices relay to County Offices

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1 FSA Administrative Collections (Continued)

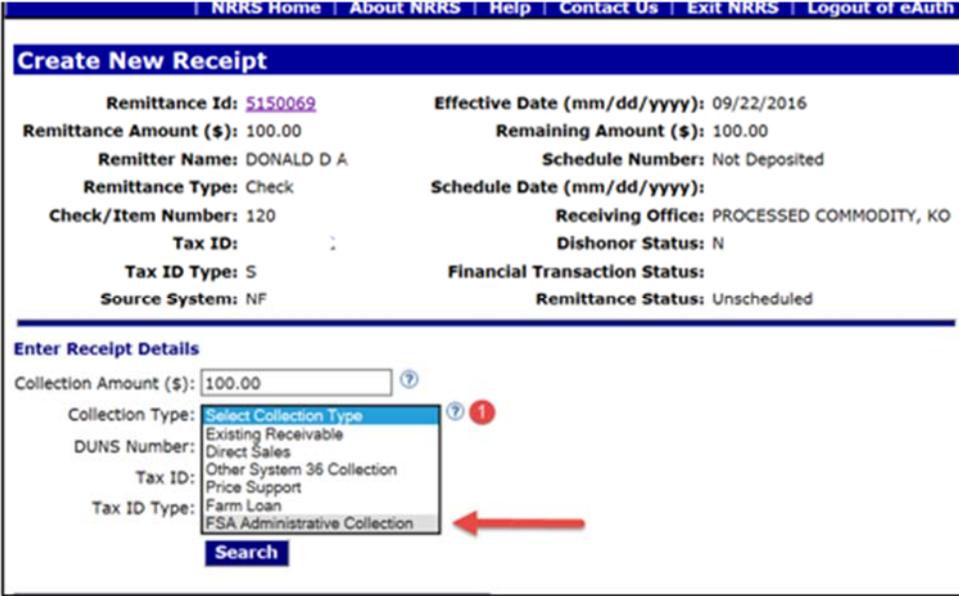
C Contacts

If there are questions about this notice, contact the appropriate person according to this table.

Issue	Contact
Software Related Problems	National Help Desk at 800-255-2434 or 816-926-1552 Note: Select option 3 for hardware and application software.
Procedures on NRRS	JoLynn Khan by either of the following: <ul style="list-style-type: none"> • e-mail to jolynn.khan@wdc.usda.gov • telephone at 202-772-6044.
Policy on NRRS Items	Thom Harris by either of the following: <ul style="list-style-type: none"> • e-mail to tom.harris@wdc.usda.gov • telephone at 202-772-6014.

D Recording FSA Administrative Collections

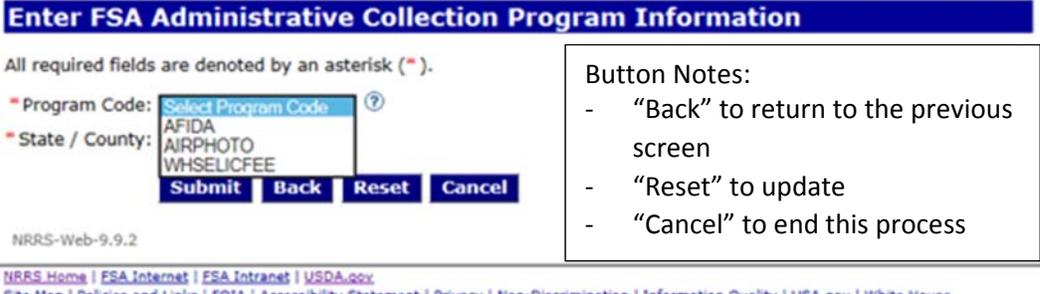
The following table provides the steps to record an FSA Administrative Collection:

Step	Action
1	Create a remittance. (See 64-FI, paragraph 32)
2	<p>Create a receipt. (See 64-FI, paragraph 34). The following screen will be displayed with the new collection type code.</p>  <p>Note: The process for creating a receipt has not changed.</p>

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1 FSA Administrative Collections (Continued)

D Recording FSA Administrative Collections (Continued)

Step	Action
3	<p>The Enter FSA Administrative Collection Program Information screen will be displayed.</p> 
4	<p>The following example of the Enter FSA Administrative Collection Program Information screen will be displayed when the user clicks on the drop down menu. Select the appropriate program code from the drop down menu. The program codes available are:</p> <ul style="list-style-type: none"> • AIRPHOTO – Aerial Photography • AFIDA – Agricultural Foreign Investment Disclosure Act (FSC Only) • WHSELICFEE – Warehouse License Fees (KCCO Only). 
5	Enter the applicable State/County Code.
6	CLICK “Submit”.