

For: State and County Offices

**Establishing Manual Receivables in NRRS for Margin Protection Program
for Dairy (MPP-Dairy) Producers Premium Fees Due June 1, 2015**

Approved by: Acting Deputy Administrator, Farm Programs

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1 Overview

A Background

Dairy operations that purchased buy-up coverage at higher margin trigger levels are required to pay a premium on their selected percentage of covered production history. All premium balances were due to County Offices on June 1, 2015.

Failure to pay the applicable premium fees by the final due date of **June 1, 2015**, will result in the following:

- coverage reduction to CAT level beginning with May/June 2-month period
- loss of MPP-Dairy payments triggered at the buy-up level beginning with May/June 2-month period
- loss of coverage for the next calendar year, if still in arrears after September 30
- establishment of a receivable for the amount due.

Note: A 1-MPP amendment is forthcoming to update subparagraph 49 D.

Until the MPP-Dairy payment system is automated, receivables for outstanding program year 2015 premium fees must be manually recorded in NRRS. County Offices **must** establish a receivable immediately in NRRS for any outstanding premium amount not paid by June 1, 2015, using program code “**15MPPDPREMFEE**” for the premium fee.

B Purpose

This notice provides instructions to State and County Offices for establishing a receivable in NRRS for outstanding MPP-Dairy premium fees not paid by the final due date of June 1, 2015.

Disposal Date	Distribution
December 1, 2015	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contact

If there are questions about this notice, contact 1 of the following.

Issue	Contact
NRRS Software-related Problems	Contact the National Help Desk at 800-255-2434 or 816-926-1552. Note: Select option 3 for hardware and application software.
NRRS Procedures	Contact Rhonda Anthony by either of the following: <ul style="list-style-type: none">• e-mail at rhonda.anthony@kcc.usda.gov, and cc: NRRS-Production@kcc.usda.gov• telephone at 816-926-6330.
MPP-Dairy Policy	Dani Cooke at danielle.cooke@wdc.usda.gov .

D State Office Action

State Offices shall ensure that County Offices:

- are immediately informed of the contents of this notice
- continue to follow procedure in 1-MPP
- direct questions about MPP-Dairy program policy and procedure to the National Office according to subparagraph 1 C.

E County Office Action

County Offices shall:

- take appropriate action to establish receivables in NRRS for all outstanding MPP-Dairy program premium fees not paid by **June 1, 2015**
- continue to follow procedure in 1-MPP
- forward questions about the contents of this notice to the State Office MPP-Dairy Specialist.

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2 Establishing Manual Receivable in NRRS for MPP-Dairy Premium Fee

A Log Into NRRS

User shall log into NRRS according to 64-FI, paragraph 17 B. After logging into NRRS, the Welcome to the NRRS Homepage will be displayed. CLICK “New Receivable” under Receivables.

B Search for a Program

From the Search for a Program Screen, in the “Program Name” field, enter program code “15MPPDPREMFFEE”. CLICK, “Search”.

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Farm Service Agency

National Receipts & Receivables System

Home | About USDA | About NRRS | Help | Contact Us | Exit NRRS | Logout of eAuth

Current Office: LUBBOCK COUNTY FARM SERVICE AGENCY

Search for a Program

Program Name ?

NRRS Menu
Welcome NRRS user. You have access to NRRS as a County level user.

Receivables
New Receivable
Search
Calculate Future Payoff

Remittances
Create Remittance
Manage/Search Remittance

Receipts
Record New Receipt
Search

Deposits
Prepare Deposit
Manage Checks
Verify Deposit
Search

Reports
Failed Letter Report

Home

Go To
NPS
OLP
eFMS
FSA-FS
FI

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2 Establishing Manual Receivable in NRRS for MPP-Dairy Premium Fee (Continued)

C Program Code Search Results

The Program Code Search Results Screen will be displayed. From the listed results, click the button next the applicable program code, “15MPPDPREMFFEE”. CLICK, “Select”.

The screenshot shows the USDA Farm Service Agency National Receipts & Receivables System interface. At the top, there is a navigation bar with links: Home, About USDA, About NRRS, Help, Contact Us, Exit NRRS, and Logout of eAuth. Below the navigation bar is a blue header with the text "Program Code Search Results". Underneath the header is a table titled "Accounting Program Codes". The table has two columns: "Name" and "Description". The first row in the table is selected, with a radio button in the "Name" column. The "Name" is "15MPPDPREMFFEE" and the "Description" is "MARGIN PROTECTION - PREMIUM FEE". Below the table are four buttons: "Select", "Reset", "Back", and "Cancel". At the bottom right of the screen, the version number "NRRS-Web-9.0.34" is displayed.

Accounting Program Codes	
Name	Description
<input checked="" type="radio"/> 15MPPDPREMFFEE	MARGIN PROTECTION - PREMIUM FEE

NRRS-Web-9.0.34

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2 Establishing Manual Receivable in NRRS for MPP-Dairy Premium Fee (Continued)

D Create New Receivable

The Create New Receivable Screen will be displayed.

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Receivables System**

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Create New Receivable

All required fields are denoted by an asterisk (*).

* Date of Indebtedness:
(mm/dd/yyyy) [?](#)

* Budget Fiscal Year:
[?](#)

* Select State / County: [?](#)

Principal Amounts

Program Code: 15MPPDPREMFE - MARGIN PROTECTION - PREMIUM FEE

* Program Amount : (\$) [?](#)

Interest Information

Late Payment Interest

Late Payment Interest will apply. The rate will be automatically assigned when the first demand letter is issued.

Reference Fields

Establishment
Discovery Code: [?](#)

Basis Reason
Code: [?](#)

Audit
Number: [?](#)

Reference Type Code	Reference Number
<input type="text" value="Select a Reference Code"/>	<input type="text" value=""/>
<input type="text" value="Select a Reference Code"/>	<input type="text" value=""/>
<input type="text" value="Select a Reference Code"/>	<input type="text" value=""/>
<input type="text" value="Select a Reference Code"/>	<input type="text" value=""/>
<input type="text" value="Select a Reference Code"/>	<input type="text" value=""/>

Remarks (limit 255 characters):

Save & Continue Reset Cancel

NRRS-Web-9.0.34

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2 Establishing Manual Receivable in NRRS for MPP-Dairy Premium Fee (Continued)

D Create New Receivable (Continued)

Complete the Create New Receivable Screen according to the following steps. Once steps are completed, CLICK **“Save & Continue”**.

Step	Field	Description
1	“Date of Indebtedness” (mm/dd/yyyy)	Enter “06/02/2015” .
2	“Budget Fiscal Year”	Enter “2015” .
3	“Select State /County” Drop-Down List	Select applicable office from buy-up coverage. Note: Only if a multi-county office.
	“Program Code”	Prefilled field based on Program Code Search Results Screen selection.
4	“Program Amount”	Outstanding premium amount due.
5	“Interest Information”	“Late Payment Interest” , rate will be automatically applied by NRRS when the first demand letter is issued.
6	“Establishment Discovery Code” Drop-Down List	Select “Program Operations” .
7	“Basis Reason Code” Drop-Down List	Select “Noncompliance with Program Requirements” .
8	“Audit Number”	Not Applicable.
9	Reference Fields “Reference Type Code” Drop-Down Lists and “Reference Number”	Reference Type Code. Select the following: <ul style="list-style-type: none"> • “Farm Number” from the drop-down list • Reference Number – Enter the Farm Number associated with the MPP Contract.
10	“Remarks”	User: <ul style="list-style-type: none"> • must enter Tract Number • can enter up to 255 characters to explain the reason for receivable.

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2 Establishing Manual Receivable in NRRS for MPP-Dairy Premium Fee (Continued)

E Search for a Customer

The Search for a Customer Screen will be displayed. In the “Tax ID” field, enter the Dairy Operation’s TIN; from the “Tax ID Type” drop-down list, select TIN type. CLICK “Search”.

Note: If the dairy operation does not have a TIN, enter the TIN of the primary contact.

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Current Office: LUBBOCK COUNTY FARM SERVICE AGENCY

Search for a Customer

Search By Tax ID and Type

Tax ID:

Tax ID Type: S-SSN

NRRS Menu
Welcome NRRS user.
You have access to NRRS as a County level user.

Receivables
New Receivable
Search
Calculate Future Payoff

If the producer is a:

- corporation, LLC, LLP, etc., then the receivable is added for the entity, **not** the entity members
- joint venture or joint operation, then the receivable is added for each member.

F Customer Search Results

The customer search results will be displayed with customer names. To select a customer, under the “Select” column, click the button for the applicable customer and CLICK “Select”.

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Customer Search Results

Select	Acct Cust ID	Customer Name	Producer Source
<input checked="" type="radio"/>	11111111	John Doe	SCIMS

NRRS-Web-9.0.34

Notice MPP-16

2 Establishing Manual Receivable in NRRS for MPP-Dairy Premium Fee (Continued)

G Add More Customers

The Add More Customers Screen will be displayed. Users will have the option to click “Add More Customers”, if applicable, or “Create Receivable”.

IF the dairy operation is...	AND...	THEN...
the producer in CCC-782, Part F	there are no other producers in CCC-782, Part F	<ul style="list-style-type: none"> select the button under “Parent Entity” click “Create Receivable”.
	there are other producers in CCC-782, Part F	<ul style="list-style-type: none"> click “Add More Customers” add each producer in CCC-782, Part F click the button under “Parent Entity” for the dairy operation entered in subparagraph 2 E click “Create Receivable”.
not the producer in CCC-782, Part F	the primary contact is the only producer in CCC-782, Part F	<ul style="list-style-type: none"> select the button under “Parent Entity” for the primary contact click “Create Receivable”.
	the primary contact is not the only producer in CCC-782, Part F	<ul style="list-style-type: none"> click “Add More Customers” add each producer in CCC-782, Part F click the button under “Parent Entity” for the primary contact entered in subparagraph 2 E click “Create Receivable”.


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Add More Customers

***Customers for Receivable (only checked customers are included)**

*	Acct Cust ID	Tax ID	Tax ID Type	Customer Name	Producer Source	Parent Entity
<input checked="" type="checkbox"/>	11111111	22222222	S	John Doe	SCIMS	<input type="radio"/>

Add More Customers

Create Receivable

NRRS-Web-9.0.34

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2 Establishing Manual Receivable in NRRS for MPP-Dairy Premium Fee (Continued)

H Receivable Creation

The Receivable Creation Confirmation Screen will be displayed. Verify information and CLICK “Confirm”.

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Receivable Creation Confirmation

Date of Indebtedness: 04/01/2015
Budget Fiscal Year: 2015
State / County: 48 - TX 303 - LUBBOCK

Receivable Balances

Program Code: 15MPPDPREMFEE
Program Amount : \$100.00
Program Interest Rate : 0.000%
Program Interest Accrual: \$0.00
Penalties : \$0.00

Interest Information:

Interest Rate : 0.000%
Type: Late Payment
Interest Accrual: \$0.00

Establishment Discovery Code: Program Operations
Basis Reason Code: Noncompliance with Program Requirements
Audit Number:

Reference Fields:

Reference Fields	
Reference Type Code	Reference Number
Farm Number	1111

Receivable Customers

Acct Cust ID	Customer Name	Producer Source
11111111	John Doe	SCIMS

Confirm **Back** **Cancel**

Notice MPP-16

2 Establishing Manual Receivable in NRRS for MPP-Dairy Premium Fee (Continued)

H Receivable Creation (Continued)

The Receivable Creation Successful Screen will be displayed, click the “**Receivable ID**” link to view the receivable details.



The screenshot shows the top of a web application. On the left is the USDA logo with the text 'United States Department of Agriculture' and 'Farm Service Agency'. On the right is the text 'National Receipts & Receivables System'. Below this is a blue navigation bar with links: 'Home', 'About USDA', 'About NRRS', 'Help', 'Contact Us', 'Exit NRRS', and 'Logout of eAuth'. The main content area features a large blue header with the text 'Receivable Creation Successful' in white. Below this, it says 'Success. Receivable ID [17461003](#) was successfully created.' At the bottom center, the version number 'NRRS-Web-9.0.34' is displayed.

Note: The initial notification letter will be automatically generated the day a manual receivable is established.