

For: National and State Offices

New NRRS Functionality to Process Receivables Due From Producers Discharged in Bankruptcy

Approved by: Associate Administrator for Operations and Management



1 Reviewing and Updating NRRS for Receivables Due From Producers Discharged in Bankruptcy

A Background

In December 2012, FSA Financial Services added a bankruptcy status for users to do the following:

- indicate if the bankruptcy is dismissed, discharged, or canceled
- capture the originating State and County Office.

NRRS added functionality to resolve open receivables due from producers with debts discharged in bankruptcy.

Note: This does **not** apply to FLP.

B Purpose

This notice provides instructions to National and State Office users for:

- reviewing NRRS worklists of open receivables for bankrupt producers
- updating NRRS to resolve receivables on the worklist by settling the debt in-full, removing a bankrupt producer if more than 1 producer is responsible for the debt, or allowing pursuit of the debt.

Disposal Date	Distribution
September 1, 2013	National and State Offices

Notice FI-3152

1 Reviewing and Updating NRRS for Receivables Due From Producers Discharged in Bankruptcy (Continued)

C Contacts

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

Issue	Contact
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.
Policies or Procedures for FSA NRRS	Contact either of the following: <ul style="list-style-type: none">• Tom Harris by either of the following:<ul style="list-style-type: none">• e-mail at tom.harris@wdc.usda.gov• telephone at 202-772-6014• 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.

Resolving Receivables for Producers With Debts Discharged in Bankruptcy

A Bankruptcy Discharge Fully Settled

To process a bankruptcy that has been discharged and fully settled, on the following Welcome to the NRRS Homepage for National and State Office users:

- the information box indicates there are producers in “Pending Bankruptcy Discharge” status
- CLICK “[click here for details](#)” hyperlink to access the Producer Worklist.

The screenshot shows the NRRS Homepage interface. At the top left, it displays the current office as 'FSA KANSAS CITY COMPLEX - FSA'. The main header reads 'Welcome to the NRRS Homepage'. Below this, a welcome message states: 'Welcome to the National Receipts & Receivables System. Please use the menu options at the left to select the appropriate function'. On the left side, there is a vertical 'NRRS Menu' with categories: 'Receivables' (New Receivable, Search, Calculate Future Payoff), 'Receipts' (Record New Receipt, Search), 'Deposits' (Prepare Deposit, Verify Deposit, Search), 'Reports' (Failed Letter Report), 'Home', and 'Go To' (NPS, OLP, eFMS, FSA-ES, ET). In the center, an information box contains three bullet points: '89 debt collections were received in the previous business day and have not been added to a schedule of deposit. Please ensure that all deposits are made before COB.', 'Six schedules of deposit are prepared but unverified. Please ensure all valid schedules are verified before the close of business.', and 'There are 3 producers in Pending Bankruptcy Discharge status, [click here for details](#).'. A red arrow points from the bottom right towards the 'click here for details' link.

Resolving Receivables for Producers With Debts Discharged in Bankruptcy (Continued)

A Bankruptcy Discharge Fully Settled (Continued)

The following Pending Bankruptcy Discharge Screen will be displayed. Under “Name”, click producer’s name (hidden in this instruction).

**Current Office: ESA
KANSAS CITY COMPLEX-
ESA**

Pending Bankruptcy Discharge

Producer Work List

Name	Acct Cust Id	Discharge Date	Receivable
	10405213	11/14/2012	3
	13706124	11/20/2012	1

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

Receivables
New Receivable
Search
Calculate Future Payoff

Receipts
Record New Receipt
Search

Deposits
Prepare Deposit
Verify Deposit
Search

Reports
Failed Letter Report

Home

Go To
NPS
OLP
eFMS
FSA-FS
FI

Resolving Receivables for Producers With Debts Discharged in Bankruptcy (Continued)

A Bankruptcy Discharge Fully Settled (Continued)

The following Pending Bankruptcy Discharge Details Screen with receivables for that producer will be displayed. CLICK “radio button” for the applicable receivable and CLICK “Fully Settle”.

Pending Bankruptcy Discharge Details							
Receivables for							
	Parent Entity	Recv ID	Orig St	Orig Cnty	Current Balance	Original Balance	Date Established
<input type="radio"/>	Yes	2028012	5	0	\$611.16	\$760.00	10/14/2010
<input checked="" type="radio"/>	Yes	2287002	5	0	\$1,049.26	\$1,000.00	02/03/2012
<input type="radio"/>	Yes	2287003	5	0	\$1,049.44	\$1,000.00	02/03/2012

The following Bankruptcy Discharge Confirm Action Screen will be displayed. In the “Remarks” block, enter remarks as needed and CLICK “Confirm”.

Bankruptcy Discharge Confirm Action	
Producer Name:	
Accounting Customer Id:	
Bankruptcy Discharge Date:	11/14/2012
Receivable ID:	2287002
State / County:	
Current Balance:	\$1,049.26
Original Balance:	\$1,000.00
Recv Establishment Date:	02/03/2012
Action:	Fully Settle Receivable
Remarks:	<input type="text"/>
<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>	

Resolving Receivables for Producers With Debts Discharged in Bankruptcy (Continued)

A Bankruptcy Discharge Fully Settled (Continued)

The following Pending Bankruptcy Discharge Details Screen will be displayed with an information box and a message that states, “The action “Fully Settle Receivable” has been successfully applied to the Receivable...” and the receivable that was fully settled will no longer be displayed.

Pending Bankruptcy Discharge Details

i • The action 'Fully Settle Receivable' has been successfully applied to the Receivable with id = 2287002.

Receivables for

	Parent Entity	Recv ID	Orig St	Orig Cnty	Current Balance	Original Balance	Date Established
<input type="checkbox"/>	Yes	2028012	5	0	\$611.16	\$760.00	10/14/2010
<input type="checkbox"/>	Yes	2287002	5	0	\$1,049.44	\$1,000.00	02/03/2012

Fully Settle
Remove Producer
Pursue Debt
Back

B Bankruptcy Discharge to Remove Customer

To remove a customer from a receivable because their bankruptcy has been discharged, on the following Pending Bankruptcy Discharge Details Screen, under the “Recv ID” column, click the applicable receivable ID hyperlink.

Pending Bankruptcy Discharge Details

i • The action 'Fully Settle Receivable' has been successfully applied to the Receivable with id = 2287002.

Receivables for

	Parent Entity	Recv ID	Orig St	Orig Cnty	Current Balance	Original Balance	Date Established
<input type="checkbox"/>	Yes	2028012	5	0	\$611.16	\$760.00	10/14/2010
<input type="checkbox"/>	Yes	2287002	5	0	\$1,049.44	\$1,000.00	02/03/2012

Fully Settle
Remove Producer
Pursue Debt
Back

Resolving Receivables for Producers With Debts Discharged in Bankruptcy (Continued)

B Bankruptcy Discharge to Remove Customer (Continued)

The following Receivable Details Screen will be displayed with a customer in “Pending Bankruptcy Discharge” status. Under “Receivables”, CLICK “Change Customers”.

Receivables

Adjust Receivable

Settle Receivable Full

Settle Receivable Partial

Change Status

Change Customers

Add Remarks

View History

Certify Documentation

Main Menu

Go To

NPS

OLP

eFMS

FSA-FS

FI

Receivable Details

Receivable ID: 2028012
 Receivable Status: Open
 Date of Indebtedness: 12/07/2010
 Budget Fiscal Year: 2011
 State / County:
 Establishment Discovery Code: Program Operations
 Establishment Basis Reason Code: Program Earnings Exceeded
 Audit Number:
 DCIA Status: Referred to Treasury Offset
 Receivable Documentation File Received in(RIS):

Receivable Balances
 Program Code: 01ADDLNINTAPNT - ADD'L LOAN INTEREST - PEANUTS, ADD'L

Original and Current Program Balances		
	Original	Current
Program Principal Amount:	\$100.00	\$89.58
Program Interest Accrual:	\$0.00	\$0.00
Program Interest Rate:		0.0000%
Program Charges:	\$0.00	\$0.00
Total Program Balance:	\$100.00	\$89.58
Interest Accrual:Type (Penalty Interest)	\$0.00	\$0.00
Interest Rate:Type (Penalty Interest)		5.5000%
Current Total Balance:	\$100.00	\$89.58

Reference Fields:

Reference Type:	Reference Value:
Loan Number	In-10

Debt Letters

Type	Date Sent
Initial Notification	01/07/2011
First Demand Letter	09/02/2011
Second Demand Letter	10/03/2011
Annual Reminder Letter	10/02/2012

Receivable Customers

Tax ID	Tax ID Type	Customer Name	Producer Source	Allow Offset
	S		SCIMS	yes
	S		SCIMS	yes

* Customers highlighted in red are in 'Pending Bankruptcy Discharge' status.

Resolving Receivables for Producers With Debts Discharged in Bankruptcy (Continued)

B Bankruptcy Discharge to Remove Customer (Continued)

The following Change Receivable Customer Details Screen will be displayed. Under “Receivable Customers”, CLICK “radio button” for the customer to be removed, and CLICK “Delete Selected”.

Note: A customer who is a parent entity **cannot** be removed from the receivable. The customer must be removed as a parent entity **before** removing the customer from the receivable or an error message will be displayed.

Change Receivable Customer Details

Receivable ID: 2028012
 Receivable Status: Open
 Date of Indebtedness: 12/07/2010
 Budget Fiscal Year: 2011
 State / County:

Receivable Balances
 Program Code: 01ADDLNINTAPNT - ADD'L LOAN INTEREST - PEANUTS, ADD'L

Original and Current Program Balances		
	Original	Current
Program Principal Amount:	\$100.00	\$89.58
Program Interest Accrual:	0.000%	\$0.00
Program Charges:	\$0.00	\$0.00
Total Program Balance:	\$100.00	\$89.58
Interest Accrual:Type (Penalty Interest)	5.500%	\$0.00
Current Total Balance:	\$100.00	\$89.58

Interest Information:
 Interest Rate: 5.500%
 Type: PENALTY_INTEREST
 Interest Accrual: \$0.00

Establishment Discovery and Reason Codes
 Establishment Discovery Code: Program Operations
 Basis Reason Code: Program Earnings Exceeded

Reference Fields:
 Reference Type: Reference Value: In-10

Receivable Customers						
	Tax ID	Type Code	Customer Name	Acct Cust ID	Allow Offset	Parent Entity
<input type="checkbox"/>		S		162926	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>		S		158378	<input checked="" type="checkbox"/>	<input type="radio"/>

Delete Selected
Add
Update Allow Offset
Update Parent Entity

Cancel

Resolving Receivables for Producers With Debts Discharged in Bankruptcy (Continued)

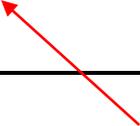
B Bankruptcy Discharge to Remove Customer (Continued)

The Confirm Receivable Customers Deletion Screen will be displayed. CLICK “Submit”.

Confirm Receivable Customers Deletion	
Receivable ID: 2028012	
Date of Indebtedness: 12/07/2010	
State / County:	
Acct Cust ID	Customer Name
158378	
Submit	Back Cancel

The following Receivable Update Successful Screen will be displayed. Click the “Receivable ID” hyperlink to review the receivable.

Receivable Update Successful
Success. Receivable ID 2028012 was successfully updated.
NRRS-Web-6.6.2



Resolving Receivables for Producers With Debts Discharged in Bankruptcy (Continued)

B Bankruptcy Discharge to Remove Customer (Continued)

The following Receivable Details Screen will be displayed.

Note: The customer is no longer displayed on the receivable. CLICK “**Home**” to return to the Welcome to the NRRS Homepage.

Receivables	Receivable Details			
Adjust Receivable	Receivable ID: 2028012			
Settle Receivable Full	Receivable Status: Open			
Settle Receivable Partial	Date of Indebtedness: 12/07/2010			
Change Status	Budget Fiscal Year: 2011			
Change Customers	State / County:			
Add Remarks	Establishment Discovery Code: Program Operations			
View History	Establishment Basis Reason Code: Program Earnings Exceeded			
Certify Documentation	Audit Number:			
Main Menu	DCIA Status: Referred to Treasury Offset			
Go To	Receivable Documentation File Received in(RIS):			
NPS				
OLP				
eFMS				
FSA-FS				
FI				
Receivable Balances				
Program Code: 01ADDLNINTAPNT - ADD'L LOAN INTEREST - PEANUTS, ADD'L				
Original and Current Program Balances				
	Original	Current		
Program Principal Amount:	\$100.00	\$89.58		
Program Interest Accrual:	\$0.00	\$0.00		
Program Interest Rate:		0.0000%		
Program Charges:	\$0.00	\$0.00		
Total Program Balance:	\$100.00	\$89.58		
Interest Accrual:Type (Penalty Interest)	\$0.00	\$0.00		
Interest Rate:Type (Penalty Interest)		5.5000%		
Current Total Balance:	\$100.00	\$89.58		
Reference Fields:				
Reference Type:	Reference Value:			
Loan Number	In-10			
Debt Letters				
Type	Date Sent			
Initial Notification	01/07/2011			
First Demand Letter	09/02/2011			
Second Demand Letter	10/03/2011			
Annual Reminder Letter	10/02/2012			
Receivable Customers				
Tax ID	Tax ID Type	Customer Name	Producer Source	Allow Offset
S			SCIMS	yes
* Customers highlighted in red are in 'Pending Bankruptcy Discharge' status.				
NRRS-Web-6.6.2				

Resolving Receivables for Producers With Debts Discharged in Bankruptcy (Continued)

C Bankruptcy Discharge Allows Pursuit of Debt

Note: See 58-FI for guidance on appropriate pursuit of debt.

From the Welcome to the NRRS Homepage, CLICK “Click here for details”.

**Current Office: FSA
KANSAS CITY COMPLEX-
FSA**

Welcome to the NRRS Homepage

Welcome to the National Receipts & Receivables System. Please use the menu options at the left to select the appropriate function

Information:

- 89 debt collections were received in the previous business day and have not been added to a schedule of deposit. Please ensure that all deposits are made before COB.
- Six schedules of deposit are prepared but unverified. Please ensure all valid schedules are verified before the close of business.
- There are 3 producers in Pending Bankruptcy Discharge status, [click here for details](#).

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

Receivables
New Receivable
Search
Calculate Future Payoff

Receipts
Record New Receipt
Search

Deposits
Prepare Deposit
Verify Deposit
Search

Reports
Failed Letter Report

Home

Go To
NPS
OLP
eFMS
FSA-ES
ET

Resolving Receivables for Producers With Debts Discharged in Bankruptcy (Continued)

C Bankruptcy Discharge Allows Pursuit of Debt (Continued)

The following Pending Bankruptcy Discharge Screen will be displayed with the Producer Work List. Under “Name”, click producer’s name (hidden in this instruction).

Pending Bankruptcy Discharge

Producer Work List ⓘ

Name	Acct Cust Id	Discharge Date	Receivables
	10405213	11/14/2012	4

The following Pending Bankruptcy Discharge Details Screen will be displayed. Click the radio button next to the applicable entity and CLICK “Pursue Debt”.

Pending Bankruptcy Discharge Details

Receivables for JAN THOMAS (6308476)

Parent Entity	Recv ID	Orig St	Orig City	Current Balance	Original Balance	Date Established
<input checked="" type="radio"/> Yes	2875016	3	0	\$2,018.41	\$2,000.00	11/19/2012

Resolving Receivables for Producers With Debts Discharged in Bankruptcy (Continued)

C Bankruptcy Discharge Allows Pursuit of Debt (Continued)

The following Bankruptcy Discharge Confirm Action Screen will be displayed. Remarks are **required**. After remarks have been entered, CLICK “Confirm”.

Bankruptcy Discharge Confirm Action

Producer Name: _____
Accounting Customer Id: 6308476
Bankruptcy Discharge Date: 11/19/2012

Receivable ID: 2875016
State / County:
Current Balance: \$2,018.41
Original Balance: \$2,000.00
Recv Establishment Date: 11/19/2012

Action: Pursue Debt

Remarks: This receivable not included in bankruptcy discharge case #B-002-11/21/2012.

Confirm **Cancel**

Note: The following is an example of the error message that will be displayed if the employee clicks “Confirm” without remarks.

Bankruptcy Discharge Confirm Action

 **Remarks must be provided and only 255 characters are allowed.**

Producer Name: _____
Accounting Customer Id: 6308476
Bankruptcy Discharge Date: 11/19/2012

Receivable ID: 2875016
State / County:
Current Balance: \$2,018.41
Original Balance: \$2,000.00
Recv Establishment Date: 11/19/2012

Action: Pursue Debt

Remarks: _____

Resolving Receivables for Producers With Debts Discharged in Bankruptcy (Continued)

C Bankruptcy Discharge Allows Pursuit of Debt (Continued)

The following Pending Bankruptcy Discharge Details Screen will be displayed. If all open receivables for the producer have been processed, CLICK “**Back**” to return to the Welcome to the NRRS Homepage.

Pending Bankruptcy Discharge Details



- The action 'Pursue Debt' has been successfully applied to the Receivable with id = '2875016'.
- All open receivables that belong to this producer have been worked.

Receivables for JAN THOMAS (6308476)

Parent Entity	Recv ID	Orig St	Orig Cnty	Current Balance	Original Balance	Date Established
There are no receivables to be worked for this producer.						

[Back](#)