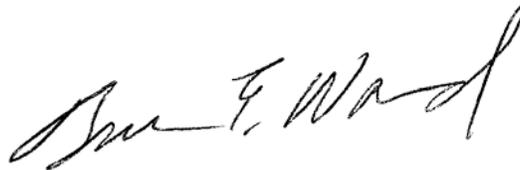


For: State and County Offices

**NRRS 3 Day Delay of Initial Notification Letter
Financial Web Application Data Mart (FWADM) Report**

Approved by: Acting Associate Administrator for Operations and Management



1 Overview

A Background

Because of NRRS implementation, the printing and mailing of receivable demand letters that include the initial notification letter was centralized in Kansas City, Missouri. FSC runs a night-time process, Sunday through Thursday, for printing and mailing demand letters. There is a 3-calendar-day delay in generating initial notification letters to allow County Offices time to review receivables before initial notification letters are generated.

B Purpose

This notice notifies State and County Offices of the following:

- purpose of the 3 Day Delay of Initial Notification Letter Report
- importance of **daily** review of the 3 Day Delay of Initial Notification Letter Report
- how to access FWADM reports
- using the 3 Day Delay of Initial Notification Letter Report.

Disposal Date	Distribution
July 1, 2014 7-1-13	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contacts

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact the appropriate office as follows.

Issue	Contact
Policy	Either of the following: <ul style="list-style-type: none">• Thom Harris by either of the following:<ul style="list-style-type: none">• e-mail to tom.harris@wdc.usda.gov• telephone at 703-305-1439• Steve Huckaby by either of the following:<ul style="list-style-type: none">• e-mail to stephen.huckaby@kcc.usda.gov• telephone at 816-926-2850.
Software	National Help Desk at 800-255-2434 or 816-926-1552 and select either of the following, as applicable: <ul style="list-style-type: none">• “1” for problems with NRRS• “3” for hardware and other software.

2 FWADM 3 Day Delay of Initial Notification Letter Report

A Purpose of the Report

The 3 Day Delay of Initial Notification Letter Report provides a list of new receivables that are due an initial notification letter. County Offices have 3 days from the receivable establishment date to review each receivable on the report to determine if the initial notification letter should be generated and to ensure that the receivables:

- are valid
- have the correct date of indebtedness
- have the correct interest start date
- accrue program interest, if required.

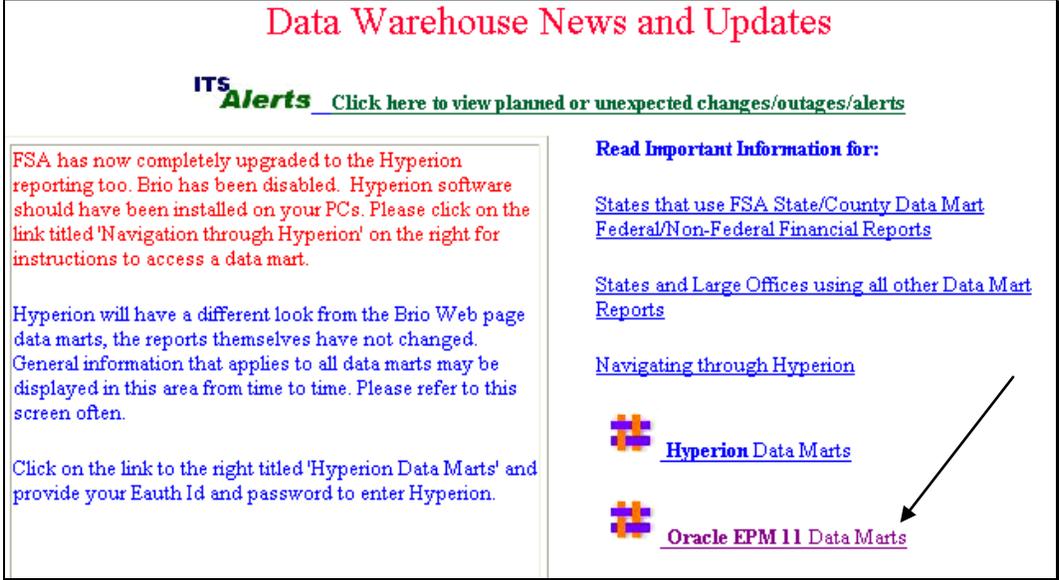
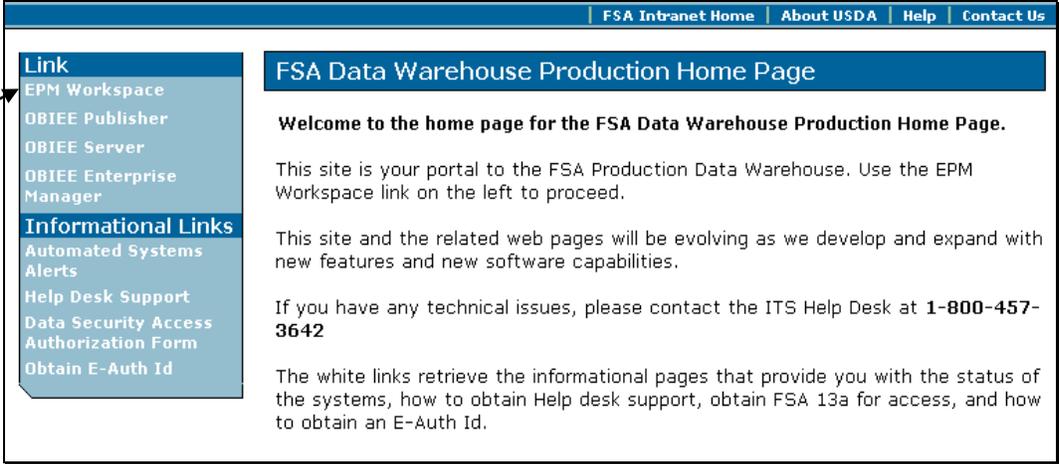
If receivables are not correct or are invalid, this 3 Day Delay causes County Offices to take the appropriate steps in NRRS or the program application to correct the receivable or change the status in NRRS, to prevent an incorrect initial notification letter from being generated.

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2 FWADM 3 Day Delay of Initial Notification Letter Report (Continued)

B Accessing the FWADM 3 Day Delay of Initial Notification Letter Report

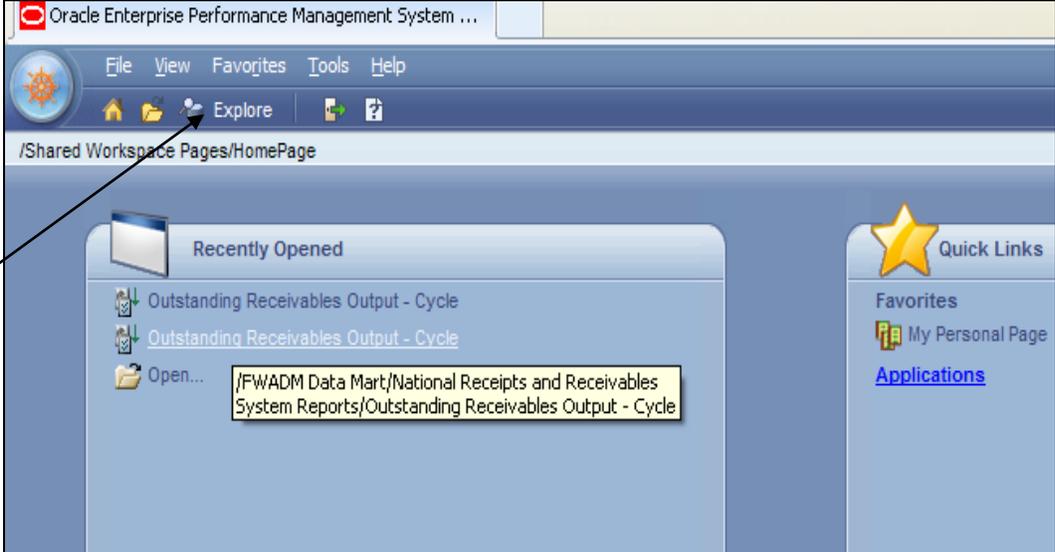
State and County Offices shall use the following steps to access the report.

Step	Action
1	Access the FSA Intranet Home Page at http://intranet.fsa.usda.gov/fsa/ .
2	Under “Resources”, CLICK “FSA Applications”.
3	Under “Common Applications”, CLICK “FSA Data Marts”.
4	<p>Under “Navigating through Hyperion”, CLICK “Oracle EPM 11 Data Marts”.</p> 
5	On the eAuthentication Warning Page, CLICK “I Agree”.
6	On the eAuthentication Login Screen, enter the eAuthentication user ID and password and CLICK “Login” or “Login with my LincPass”.
7	<p>On the FSAData Warehouse Production Home Page, CLICK “EPM Workspace”.</p> 

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2 FWADM 3 Day Delay of Initial Notification Letter Report (Continued)

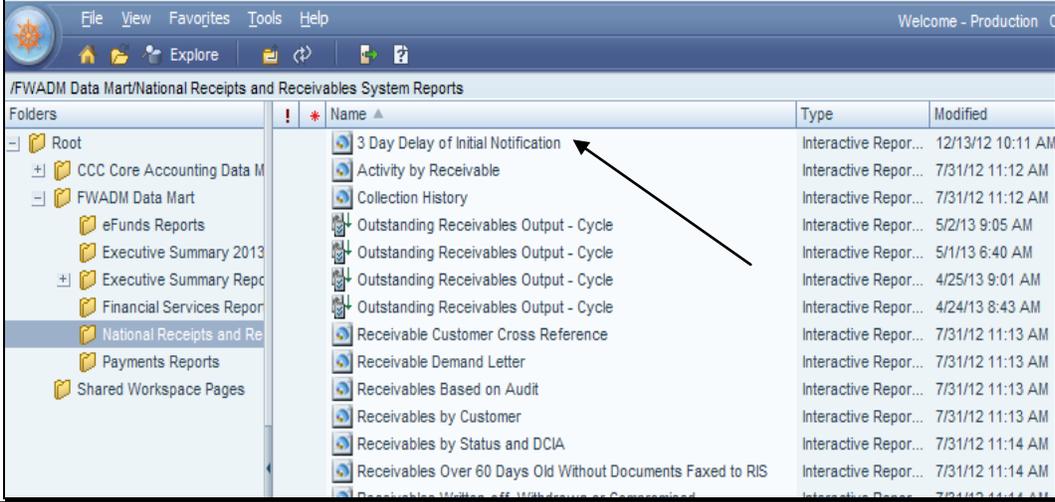
B Accessing the FWADM 3 Day Delay of Initial Notification Letter Report (Continued)

Step	Action
8	<p>From the “Oracle Enterprise Performance Management System” tab, CLICK “Explore” to navigate to the FWADM folder.</p>  <p>The screenshot shows the Oracle Enterprise Performance Management System interface. The 'Explore' button in the top navigation bar is highlighted with a black arrow. Below the navigation bar, there are sections for 'Recently Opened' and 'Quick Links'. The 'Recently Opened' section shows a list of folders, including 'Outstanding Receivables Output - Cycle' and 'Open...'. A tooltip is visible over the 'Open...' folder, displaying the path: '/FWADM Data Mart/National Receipts and Receivables System Reports/Outstanding Receivables Output - Cycle'.</p>
9	<p>To view FWADM subfolder from the /FWADM Data Mart Screen, under the “Folders” column, CLICK “FWADM Dtat Mart”.</p>  <p>The screenshot shows the /FWADM Data Mart screen. The 'Folders' column on the left side of the interface is visible, with the 'FWADM Dtat Mart' folder highlighted. The main content area displays a list of folders with columns for 'Name' and 'Type'. The list includes: eFunds Reports (Folder), Executive Summary 2013 (Folder), Executive Summary Reports (Folder), Financial Services Reports (Folder), National Receipts and Receivables System Reports (Folder), and Payments Reports (Folder).</p>

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2 FWADM 3 Day Delay of Initial Notification Letter Report (Continued)

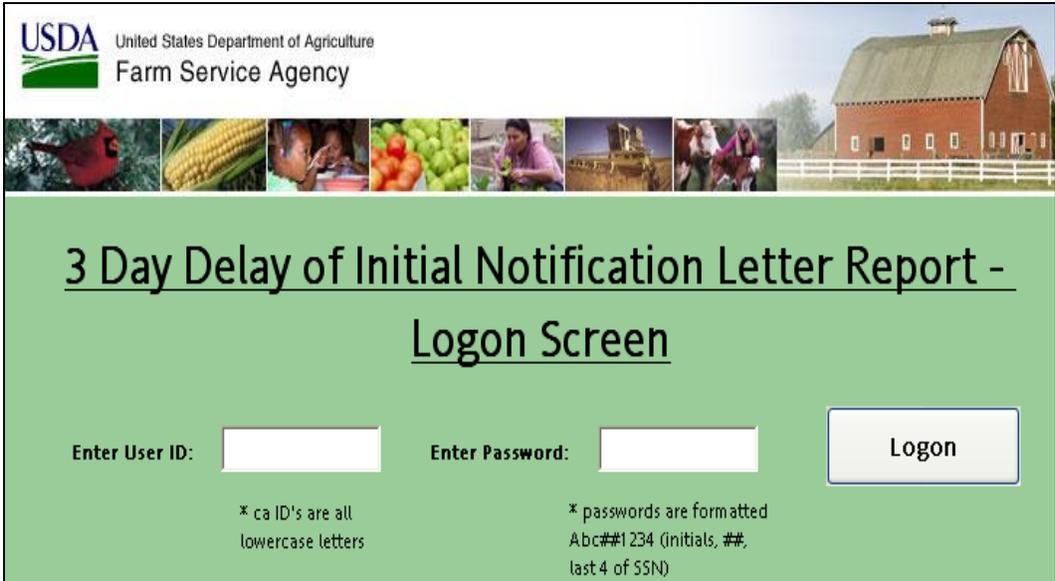
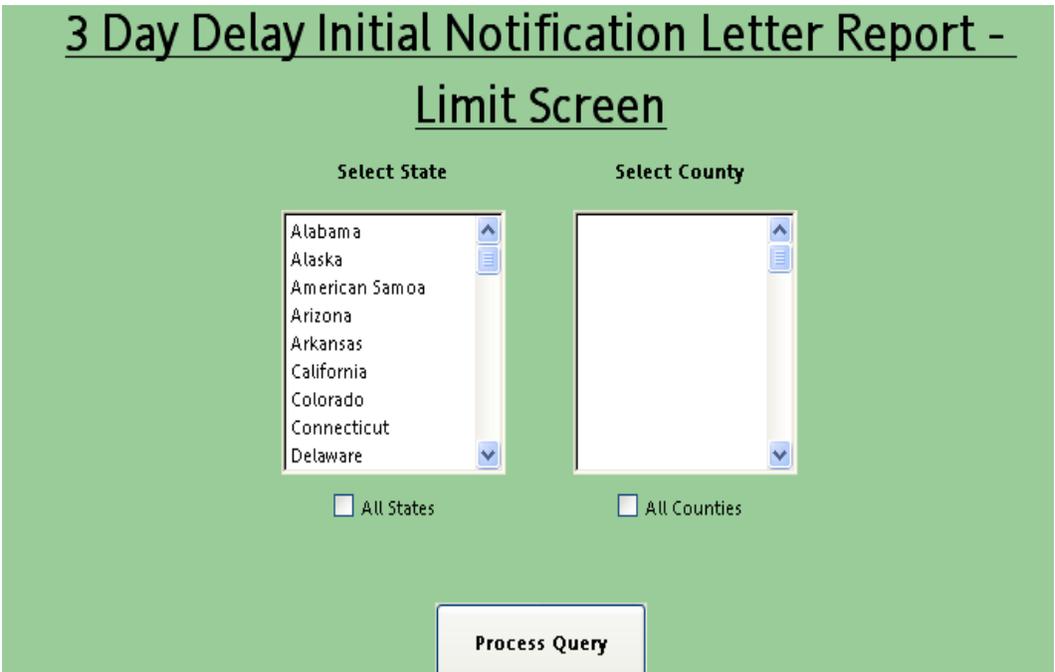
B Accessing the FWADM 3 Day Delay of Initial Notification Letter Report (Continued)

Step	Action
10	<p>When the FWADM Data Mart subfolders are displayed, CLICK “National Receipts and Receivables System Reports”.</p> 
11	<p>DOUBLE-CLICK “3 Day Delay Initial Notification” to open the report.</p> 

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2 FWADM 3 Day Delay of Initial Notification Letter Report (Continued)

B Accessing the FWADM 3 Day Delay of Initial Notification Letter Report (Continued)

Step	Action
12	<p>When a report is selected, the following screen will be displayed with the name of the selected report displayed in front of the words, “Logon Screen”. Users shall enter the “ca” user ID and password and CLICK “Logon”.</p> 
13	<p>Using the “Select State” and “Select County” lists, select applicable State and county and CLICK “Process Query”.</p> 

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2 FWADM 3 Day Delay of Initial Notification Letter Report (Continued)

B Accessing the FWADM 3 Day Delay of Initial Notification Letter Report (Continued)

Step	Action
13 (Cntd)	<p data-bbox="397 363 1442 394">The following is an example of the user selecting “Alabama” and “All Counties”.</p> <div data-bbox="402 432 1458 1371"><p data-bbox="472 447 1453 575">3 Day Delay Initial Notification Letter Report - Limit Screen</p><p data-bbox="755 611 873 632">Select State</p><p data-bbox="1044 611 1182 632">Select County</p><div data-bbox="699 663 932 942"><p>Alabama</p><p>Alaska</p><p>American Samoa</p><p>Arizona</p><p>Arkansas</p><p>California</p><p>Colorado</p><p>Connecticut</p><p>Delaware</p></div><div data-bbox="1003 663 1235 942"><p>Autauga</p><p>Baldwin</p><p>Barbour</p><p>Bibb</p><p>Blount</p><p>Bullock</p><p>Butler</p><p>Calhoun</p><p>Chambers</p></div><p data-bbox="755 963 860 989"><input type="checkbox"/> All States</p><p data-bbox="1044 963 1182 989"><input checked="" type="checkbox"/> All Counties</p><p data-bbox="898 1110 1040 1136">Process Query</p><p data-bbox="440 1194 558 1220">Instructions</p><ol data-bbox="435 1230 764 1371" style="list-style-type: none">1) Select State or click 'All States'2) Select County or click 'All Counties'3) Click 'Process Query'4) Click 'OK' when Processing Complete5) Click 'View Report'</div>

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2 FWADM 3 Day Delay of Initial Notification Letter Report (Continued)

C Using the Report

The report shows receivables that are due initial notification letters by the applicable County Office. Initial notification letter generation will be delayed 3 calendar days from the receivable **establishment date** to allow County Offices the time to review newly established receivables to ensure that they are valid and correct. After 3 calendar days lapse from the receivable establishment date, an initial notification letter will be automatically generated for the receivable.

This report will need to be reviewed and any receivable corrections made, if applicable, on a **daily** basis to ensure that customers receive accurate and timely due process.

													Data Current as of:	05/09/13	
State FSA Code	County FSA Code	Receivable Identifier	Legacy Receivable Number	Receivable Due Date	Receivable Establishment Date	Tax Identification	Customer Name	Debt Basis	Receivable Status Description	DCIA Referral	Program Amount Type Name	Program Alpha Code	Receivable Count	Outstanding Amount	
		13311558		05/07/13	05/07/13			10427	Open	None	Program_Principal	09TAAF	1	\$836.00	
Receivable Total													1	\$836.00	
		13311559		05/07/13	05/07/13			10427	Open	None	Program_Principal	09TAAF	1	\$1,672.00	
Receivable Total													1	\$1,672.00	
County Total													2	\$2,508.00	
		13331187		05/06/13	05/06/13			10427	Open	None	Program_Principal	11EDCPDP	1	\$410.00	
Receivable Total													1	\$410.00	
County Total													1	\$410.00	
		13291433		05/06/13	05/06/13			10427	Open	None	Program_Principal	11EDCPDP	1	\$504.00	
Receivable Total													1	\$504.00	
County Total													1	\$504.00	
		13281492		05/06/13	05/06/13			10427	Open	None	Program_Principal	11EDCPDP	1	\$116.00	
Receivable Total													1	\$116.00	
		13311556		05/06/13	05/06/13			10427	Open	None	Program_Principal	11EDCPDP	1	\$1,059.00	
Receivable Total													1	\$1,059.00	
		13326280		05/06/13	05/06/13			10427	Open	None	Program_Principal	11EDCPDP	1	\$689.00	
Receivable Total													1	\$689.00	
County Total													3	\$1,864.00	
State Total													7	\$5,286.00	
Report Total													7	\$5,286.00	

D State Office Action

State Offices shall follow-up with County Offices to ensure that the report is being reviewed **daily**.

E County Office Action

County Offices shall review the report **daily** and make any necessary corrections. It is critical that dates of indebtedness and program interest rates are correct when reviewing the report about receivables for AGI to ensure that initial notification letters are issued accurately and timely.