

For: State and County Offices

Actions Required Before Temporary Suspension of the Create Remittance Functionality in NRRS

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

NRRS software enhancements, deploying on September 5, 2014, require that **all** cash collections on hand be recorded in NRRS **no later than** September 3, 2014, by 2:45 p.m. CDT. Cash collections (customer’s payment, repayment, or remittance) must be recorded in NRRS, verified on a prepared schedule of deposit, and processed and/or transmitted to the Treasury’s Over the Counter Channel Application (OTCnet).

As part of the predeployment activities, FSA will disable NRRS’s Create Remittance link on September 3, 2014, at 2:45 p.m. CDT. The Create Remittance link will be reactivated before the start of business on Monday, September 8, 2014.

Notes: NRRS/OTCnet training with the State Office is scheduled the week of September 2, 2014.

An amendment to 64-FI is anticipated to coincide with the NRRS software release.

B Purpose

This notice provides instructions on actions:

- to be completed **before** 2:45 p.m. CDT on September 3, 2014
- authorized while the Create Remittance link is unavailable in NRRS
- required when the Create Remittance link is available in NRRS.

Disposal Date	Distribution
January 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 Stephen Yulich by either of the following:

- e-mail at stephen.yulich@kcc.usda.gov
- telephone at 816-926-6453.

2 Actions Required on September 3, 2014

A Actions Required Before 2:45 P.M. CDT

State and County Office are required to do the following before 2:45 p.m. CDT.

- Complete all data entry for all outstanding remittances and receipts in NRRS (64-FI, Part 4).
- Record all collection activity in the System 36 program applications (such as CRP Cost Share, NAP, FSFL, and Price Support Loans).
- Prepare and verify all schedules of deposits in NRRS (64-FI, Part 5).
- Deactivate outstanding NRRS active remittances (64-FI, Part 4).

Note: Outstanding Active Remittances can be found under the “Manage/Search Remittance” Menu under the “Active Remittances” table.

- Process all outstanding OTCnet batches.

State and County Office users must process checks and/or money orders being recorded in NRRS in OTCnet as part of the schedule of deposit processing. Once images are successfully captured and OTCnet batches are being created, State and County Office users must confirm and submit batches to OTCnet.

Note: All OTCnet outstanding batches must be either confirmed and submitted, or deleted.

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2 Actions Required on September 3, 2014 (Continued)

B Actions Required Before Close of Business

State and County Office are required to do the following before close of business:

- queue all System 36 files following instructions in 2-IRM, paragraphs 215-217
- select Option 1, “Queue all daily Transmission Files”, on the MFA9001 Menu
- transmit the queued System 36 files by running End of Day (EOD) (2-IRM, paragraphs 220-251).

3 Authorized County Office Actions

A When the NRRS “Create Remittance” Link is Unavailable

The following actions are authorized by County Offices when the NRRS “Create Remittance” link is unavailable.

- Accept collections and handle them according to 3-FI, Part 2 **without** recording and/or submitting the collections through NRRS and OTCnet.
- Record applicable collections required to be captured in the applicable program application as follows:
 - System 36 collections shall include, but are not limited to, CRP (Cost Share), commodity loan, and FSFL repayments processed through APSS
 - web collections shall include CRP and NAP.
- A record of all collections must be kept on the FSA-603 cash log when received, according to 3-FI.

B When the NRRS “Create Remittance” Link is Available

The following actions are authorized by County Offices when the NRRS “Create Remittance” link is available.

- all collections received must be recorded on the FSA-603 cash log in NRRS
- the schedule of deposit and new OTCnet processes must be prepared and verified.

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4 Additional State and County Office Actions

A State Offices

State Offices shall:

- assist County Offices with questions about this notice
- contact the FMD, Receivable Management Office for questions according to subparagraph 1 C.

B County Offices

County Offices shall:

- complete all actions in paragraph 3
- contact the State Office for guidance if there are questions or concerns about procedure in this notice.