

**For:** State and County Offices

**NRRS Collections for the Margin Protection Program for Dairy Producers (MPP-Dairy) for  
Administrative Fees and Additional Premiums**

**Approved by:** Associate Administrator for Operations and Management



**1 Overview**

**A Background**

The Agricultural Act of 2014 established MPP-Dairy that replaced MILC.

MPP-Dairy participants are subject to following:

- an annual \$100 administrative fee to register to participate in MPP-Dairy, that shall be paid through the duration of MPP-Dairy, that covers administrative costs incurred to carryout MPP-Dairy
- the option to purchase a higher level of coverage by paying an additional premium.

Administrative fees and additional premiums for 2014 and 2015 will be collected manually.

On August 28, 2014, MPP-Dairy manual collection codes will be available in NRRS for administrative fee and additional premium collections for the 2014 and 2015 program years.

**B Purpose**

This notice provides instructions for creating remittances and recording receipts for MPP-Dairy administrative fees and additional premiums.

<b>Disposal Date</b>	<b>Distribution</b>
February 1, 2015	State Offices; State Offices relay to County Offices

## Notice FI-3211

### 1 Overview (Continued)

#### C Contacts

The following table provides contacts if there are questions about this notice.

Issue	Contact
Software-related problems	National Help Desk at 800-255-2434 or 816-926-1552. <b>Note:</b> Select option 3 for hardware and application software.
Policy for NRRS	Veronica Richardson by either of the following: <ul style="list-style-type: none"><li>• e-mail to <b>veronica.richardson@wdc.usda.gov</b></li><li>• telephone at 202-772-6029.</li></ul>
Procedures for NRRS	Stephen Yulich by either of the following: <ul style="list-style-type: none"><li>• e-mail to <b>stephen.yulich@kcc.usda.gov</b></li><li>• telephone at 816-926-6453.</li></ul>

### 2 NRRS Login

#### A Logging into NRRS

To login to NRRS, do the following:

- go to FSA’s Intranet Home Page at **<http://fsaintranet.sc.egov.usda.gov/fsa>**
- under Links, CLICK “**FSA Applications**”
- under “**Applications Directory**”, click “**G-O**” link
- scroll down and CLICK “**National Receipts and Receivables System**”
- a “Security Alert” dialog box may be displayed, CLICK “**OK**”
- eAuthentication Warning Screen will be displayed, CLICK “**I Agree**”
- eAuthentication Login Screen will be displayed, enter valid eAuthentication user ID and password and CLICK “**Login**” or CLICK “**Login with my LincPass**” to login with Lincpass Certificate.

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2 NRRS Login (Continued)

B Welcome to the NRRS Homepage

The following is an example of the Welcome to the NRRS Homepage that will be displayed.

USDA United States Department of Agriculture  
Farm Service Agency

National Receipts & Receivables System

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

Current Office: KANSAS CITY MANAGEMENT OFFICE

## 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

**NRRS Menu**  
Welcome NRRS user. You have access to NRRS as a WBSCM 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

**i**

- 11 remittances 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.
- 35 schedules of deposit are prepared but unverified. Please ensure all valid schedules are verified before the close of business.

NRRS-Web-8.0.16

| Home | USDA Internet | USDA Intranet | FSA Internet | FSA Intranet |  
| Site Map | FOIA | Accessibility Statement | Privacy | Non-Discrimination | Information Quality | Policies and Links | FirstGov | White House |

3 Remittances

A Create Remittance Screen

To create a remittance, from the Welcome to the NRRS Homepage, under “NRRS Menu” “Remittances”, CLICK “**Create Remittance**”. The following is an example of the Create Remittance Screen that will be displayed. Do the following:

- enter “Remittance Amount”
- enter “Effective Date”
- enter “Remitter Name”
- select “Remittance Type”
- enter Check/Item Number
- under “Select Remittance Owner” section, do the following to locate the remitter in SCIMS:
  - enter “Tax ID” of the remitter
  - from the “Tax ID Type” drop-down list, select the applicable tax ID type
- CLICK “**Search**”.

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

### Create Remittance

Remittance Amount: \$  ?

Effective Date: (mm/dd/yyyy)  ?

Remitter Name:  ?

Remittance Type:  ?

Check/Item Number:  ?

#### Select Remittance Owner

Tax ID:

Tax ID Type:

Acct Cust ID	Customer Name	Producer Source
No customers found.		

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3 Remittances (Continued)

A Create Remittance Screen (Continued)

The Create Remittance Screen will be redisplayed with the customer information displayed in the lower portion. CLICK “Radio Button” to select the applicable “Acct Cust ID”.

CLICK “Submit” to accept remittance customer information.

**Note:** Users can click “Reset” to clear remittance fields or “Cancel” to return to the Welcome to the NRRS Homepage.

<a href="#">Home</a>	<a href="#">About USDA</a>	<a href="#">About NRRS</a>	<a href="#">Help</a>	<a href="#">Contact Us</a>	<a href="#">Exit NRRS</a>	<a href="#">Logout of eAuth</a>
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## Create Remittance

Remittance Amount: \$  ?

Effective Date: (mm/dd/yyyy)  ?

Remitter Name:  ?

Remittance Type:  ?

Check/Item Number:  ?

### Select Remittance Owner

Tax ID:

Tax ID Type:

Acct Cust ID	Customer Name	Producer Source
<input checked="" type="radio"/> 9494187	<input type="text" value="John Doe"/>	SCIMS

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### 3 Remittances (Continued)

#### B Remittance Creation Confirmation Screen

The following is an example of the Remittance Creation Screen that will be displayed for review. CLICK “**Confirm**” to accept remittance confirmation.

**Note:** Users can click “Back” to return to the Create Remittance Screen to edit information or “Cancel” to return to the Welcome to the NRRS Homepage.

Home   About USDA   About NRRS   Help   Contact Us   Exit NRRS   Logout of eAuth	
<b>Remittance Creation Confirmation</b>	
Remittance Amount: \$100.00	Effective Date: 08/21/2014
Remitter Name: John Doe	
Remittance Type: Check	Tax ID: <input type="text" value="111111111"/>
Check/Item Number: 111	Tax ID Type: S
<input type="button" value="Confirm"/>	<input type="button" value="Back"/> <input type="button" value="Cancel"/>
NRRS-Web-8.0.16	

3 Remittances (Continued)

C Remittance Details Screen

The following is an example of the Remittance Details Screen that will be displayed with the informational message, “Remittance was successfully created.” After the remittance ID has been established, users shall record the receipt (paragraph 4).

<a href="#">Home</a>   <a href="#">About USDA</a>   <a href="#">About NRRS</a>   <a href="#">Help</a>   <a href="#">Contact Us</a>   <a href="#">Exit NRRS</a>   <a href="#">Logout of eAuth</a>								
<p><b>Remittances</b></p> <p>Create Receipt</p> <p>Adjust Remittance</p> <p>Refund</p> <p>Delete Remittance</p> <p>Add Remarks</p> <p>View History</p> <p>Print/View Details</p> <p>Main Menu</p> <p><b>Go To</b></p> <p>NPS</p> <p>OLP</p> <p>eFMS</p> <p>FSA-FS</p> <p>FI</p>	<h2>Remittance Details</h2>							
	<div style="border: 1px solid blue; padding: 5px;">  <b>Remittance was successfully created.</b> </div>							
	Remittance Id: <b>6327023</b> Remittance Amount: \$100.00 Remitter Name: John Doe Remittance Type: Check	Effective Date: 08/21/2014 Remaining Amount: \$100.00 Schedule Number: Not Deposited Schedule Date:						
	Check/Item Number: 111 Tax ID: ***9894 Tax ID Type: S Source System: NF	Receiving Office: WEB BASED SUPPLY CHAIN, KO Dishonor Status: N Remittance Status: Unscheduled						
	<p><b>Receipts</b></p> <table border="1"> <thead> <tr> <th>ID</th> <th>Collection Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td colspan="3">No Internal Receipts exist.</td> </tr> </tbody> </table>		ID	Collection Type	Amount	No Internal Receipts exist.		
	ID	Collection Type	Amount					
	No Internal Receipts exist.							
	<p><b>External Receipts</b></p> <table border="1"> <thead> <tr> <th>ID</th> <th>Source System</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td colspan="3">No External Receipts exist.</td> </tr> </tbody> </table>		ID	Source System	Amount	No External Receipts exist.		
	ID	Source System	Amount					
	No External Receipts exist.							
<small>NRRS-Web-8.0.16</small>								

4 Recording Receipts

A Manage/Search Remittances Screen

To record a new receipt, do the following:

- from the Welcome to the NRRS Homepage, CLICK “Record New Receipt” and the following Manage/Search Remittances Screen will be displayed
- under the “Remittance Id” column, click applicable link.

<a href="#">Home</a>	<a href="#">About USDA</a>	<a href="#">About NRRS</a>	<a href="#">Help</a>	<a href="#">Contact Us</a>	<a href="#">Exit NRRS</a>	<a href="#">Logout of eAuth</a>
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## Manage/Search Remittances

**Unscheduled Remittances**

Remittance Id:	Remitter Name:	Check/Item Number	Remittance Amount:	Remittance Type	Remaining Amount:
<a href="#">6327023</a>	John Doe	111	\$100.00	Check	\$100.00
<a href="#">6099024</a>	Dome Chartering & Trading Corp.	4445896	\$2799.69	Check	\$-323.78
<a href="#">6099023</a>	Dome Chartering & Trading Corp.	356987	\$323.78	Check	\$0.00
<a href="#">6096024</a>	Dome Chartering & Trading Corp.	235689	\$161.89	Check	\$0.00
<a href="#">5986023</a>	Smith	1285474	\$200.00	Wire Transfer	\$200.00
<a href="#">5757023</a>	Foreign Person	7090226-001	\$1000.00	Check	\$1000.00
<a href="#">5292003</a>	CLEAN SOLUTION ENVIRONMENTAL, LLC	63663774743	\$150.00	Cashiers Check	\$0.00
<a href="#">5292002</a>	CLEAN SOLUTION ENVIRONMENTAL, LLC	69366112802	\$1000.00	Cashiers Check	\$0.00
<a href="#">2247020</a>	JWebUnit Test	MO-456	\$100.00	Money Order	\$0.00
<a href="#">2248009</a>	JWebUnit Test	123-1	\$100.00	Check	\$0.00
<a href="#">2247004</a>	JWebUnit Test	MO-123	\$500.00	Money Order	\$0.00
<a href="#">2248005</a>	JWebUnit Test	123-1	\$100.00	Check	\$0.00

**Active Remittances**

Remittance Id:	Remitter Name:	Check/Item Number	Remittance Amount:	Remittance Type	Remaining Amount:
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**Search**

Receipt ID:

Remittance Id:

Tax ID:

Tax ID Type:

Check/Item Number:

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## 4 Recording Receipts (Continued)

### B Remittance Details Screen

The following is an example of the Remittance Details Screen that will be displayed. Under “Remittances”, CLICK “Create Receipt”.

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

### Remittances

- Create Receipt
- Adjust Remittance
- Refund
- Delete Remittance
- Add Remarks
- View History
- Print/View Details

Main Menu

**Go To**

- NPS
- OLP
- eFMS
- FSA-FS
- FI

## Remittance Details

Remittance Id: [6327023](#)      Effective Date: 08/21/2014  
Remittance Amount: \$100.00      Remaining Amount: \$100.00  
Remitter Name: John Doe      Schedule Number: Not Deposited  
Remittance Type: Check      Schedule Date:  
Check/Item Number: 111      Receiving Office: WEB BASED  
                     SUPPLY CHAIN,  
                          KO  
Tax ID: \*\*\*      Dishonor Status: N  
Tax ID Type: S      Remittance Status: Unscheduled  
Source System: NF

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### Receipts

ID	Collection Type	Amount
No Internal Receipts exist.		

### External Receipts

ID	Source System	Amount
No External Receipts exist.		

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4 Recording Receipts (Continued)

C Create New Screen

The Create New Receipt Screen will be displayed. Do the following:

- enter “Collection Amount”
- from the “Collection Type” drop-down list, select “**Direct Sales**”
- enter “Tax ID”
- select “Tax ID Type”
- CLICK “**Search**”.

The following is an example of the Create New Receipt Screen that will be redisplayed with the customer information displayed in the lower portion. CLICK “**Radio Button**” to select the applicable “Acct Cust ID”.

CLICK “**Submit**” to accept remittance customer information.

**Note:** Users can click “Reset” to clear receipt fields or “Cancel” to return to the Welcome to the NRRS Homepage.

Home   About USDA   About NRRS   Help   Contact Us   Exit NRRS   Logout of eAuth								
<b>Create New Receipt</b>								
Remittance Id: <a href="#">6327023</a>	Effective Date: 08/21/2014							
Remittance Amount: \$100.00	Remaining Amount: \$100.00							
Remitter Name: John Doe	Schedule Number: Not Deposited							
Remittance Type: Check	Schedule Date:							
Check/Item Number: 111	Receiving Office: WEB BASED SUPPLY CHAIN, KO							
Tax ID: ***	Dishonor Status: N							
Tax ID Type: S	Remittance Status: Unscheduled							
Source System: NF								
<hr/>								
<b>Enter Receipt Details</b>								
Collection Amount: \$	<input type="text" value="100.00"/>	<a href="#">?</a>						
Collection Type:	<input type="text" value="Direct Sales"/>	<a href="#">?</a>						
Tax ID:	<input type="text"/>							
Tax ID Type:	<input type="text" value="S-SSN"/>	<input type="button" value="Search"/>						
<table border="1"> <thead> <tr> <th>Acct Cust ID</th> <th>Customer Name</th> <th>Producer Source</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/> 9494187</td> <td>ROGER JONES DBA JONES FARMS</td> <td>SCIMS</td> </tr> </tbody> </table>			Acct Cust ID	Customer Name	Producer Source	<input checked="" type="radio"/> 9494187	ROGER JONES DBA JONES FARMS	SCIMS
Acct Cust ID	Customer Name	Producer Source						
<input checked="" type="radio"/> 9494187	ROGER JONES DBA JONES FARMS	SCIMS						
<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>								

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### 4 Recording Receipts (Continued)

#### D Enter Direct Sales Program Information Screen

The following is an example of the Enter Direct Sales Program Information Screen that will be displayed. Do the following:

- select applicable “Program Code” from the following table
- select State/county code from the drop-down list
- CLICK “Submit”.

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

### Enter Direct Sales Program Information

Program Code: 14MPPADMFE ?

Select State / County: 90 KO - 009 Web Based Supply Chain ?

**Submit** **Back** **Reset** **Cancel**

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This table provides programs codes for recording receipts in NRRS as “Direct Sales” for MPP-Dairy administrative fee and additional premium collections for 2014 and 2015.

Program	Code
MPP-Dairy Administrative Fee for 2014	14MPPDADMFE
MPP-Dairy Administrative Fee for 2015	15MPPDADMFE
MPP-Dairy Premium Collection for 2014	14MPPDPREMFEE
MPP-Dairy Premium Collection for 2015	15MPPDPREMFEE

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### 4 Recording Receipts (Continued)

#### E Confirm Receipt Creation Screen

The following is an example of the Confirm Receipt Creation Screen that will be displayed. Verify receipt details and CLICK “**Confirm**”.

**Note:** Users can click “Back” to return to the Enter Direct Sales Program Information Screen to edit information or “Cancel” to return to the Welcome to the NRRS Homepage.

<a href="#">Home</a>   <a href="#">About USDA</a>   <a href="#">About NRRS</a>   <a href="#">Help</a>   <a href="#">Contact Us</a>   <a href="#">Exit NRRS</a>   <a href="#">Logout of eAuth</a>
<h3>Confirm Receipt Creation</h3>
<b>Receipt Details</b> Collection Amount: \$100.00 Responsible Remitter ID: Remitter ID Type: S Collection Type: Direct Sales
<hr/>
<b>Program Information</b> Program Code: 14MPPDADMFE-Margin Protection Program-Dairy Administrative Fee
<hr/>
Program Amount: \$100.00
<input type="button" value="Confirm"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>

4 Recording Receipts (Continued)

F Receipt Successfully Recorded Screen

The following is an example of the Receipt Successfully Recorded Screen that will be displayed with the message, "Receipt ID XXXXXXXX was successfully created." CLICK "Print Receipt".

**Note:** The receipt ID will be entered into the MPP-Dairy application when the software becomes available. Instructions will be provided in a forthcoming MPP notice.

[Home](#) | [About USDA](#) | [About NRRS](#) | [Help](#) | [Contact Us](#) | [Exit NRRS](#) | [Logout of eAuth](#)

Receipt Successfully Recorded

Receipt ID 6337002 was successfully created.

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**Remittance Information**

Remittance Id: <a href="#">6327023</a>	Remittance Type: Check
Remittance Amount: \$100.00	Check/Item Number: 111
Effective Date: 08/21/2014	Source System: NF
Remitter Name: John Doe	
Tax ID:	
Tax ID Type: S	

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**Receipt Details**

Collection Amount: \$100.00  
 Borrower ID: ·  
 Borrower ID Type: S  
 Collection Type: Direct Sales  
 Receipt Date Time: 08/21/2014 03:52

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**Receivable Balance Details**

Recv ID	Orig St	Orig Cnty	DCIA Status	Receivable Due Date
3862002	90	009	Not Referred	08/21/2014

  

	Total	Fees	Interest	Principal
Current Balance	\$100.00	\$0.00	\$0.00	\$100.00
Monies Applied	\$100.00	\$0.00	\$0.00	\$100.00
Resulting Balance	\$0.00	\$0.00	\$0.00	\$0.00

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Print Receipt