

For: Tobacco State and County Offices

**Tobacco Transition Payment Program (TTPP) Web-Based Software (eTTPP)  
Contract Status Reports**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Notice TB-1149 provided information and instructions about data inquiries, data maintenance, and other contract functions available on eTTPP. An enhancement has been added to the TTPP homepage that makes several TTPP contract status reports available.

**B Purpose**

This notice provides:

- general information about contract status reports
- instructions for accessing and using the link.

**Some software screens and reports displayed in this notice may have had minor revisions made. Additional automation instructions will be provided if warranted.**

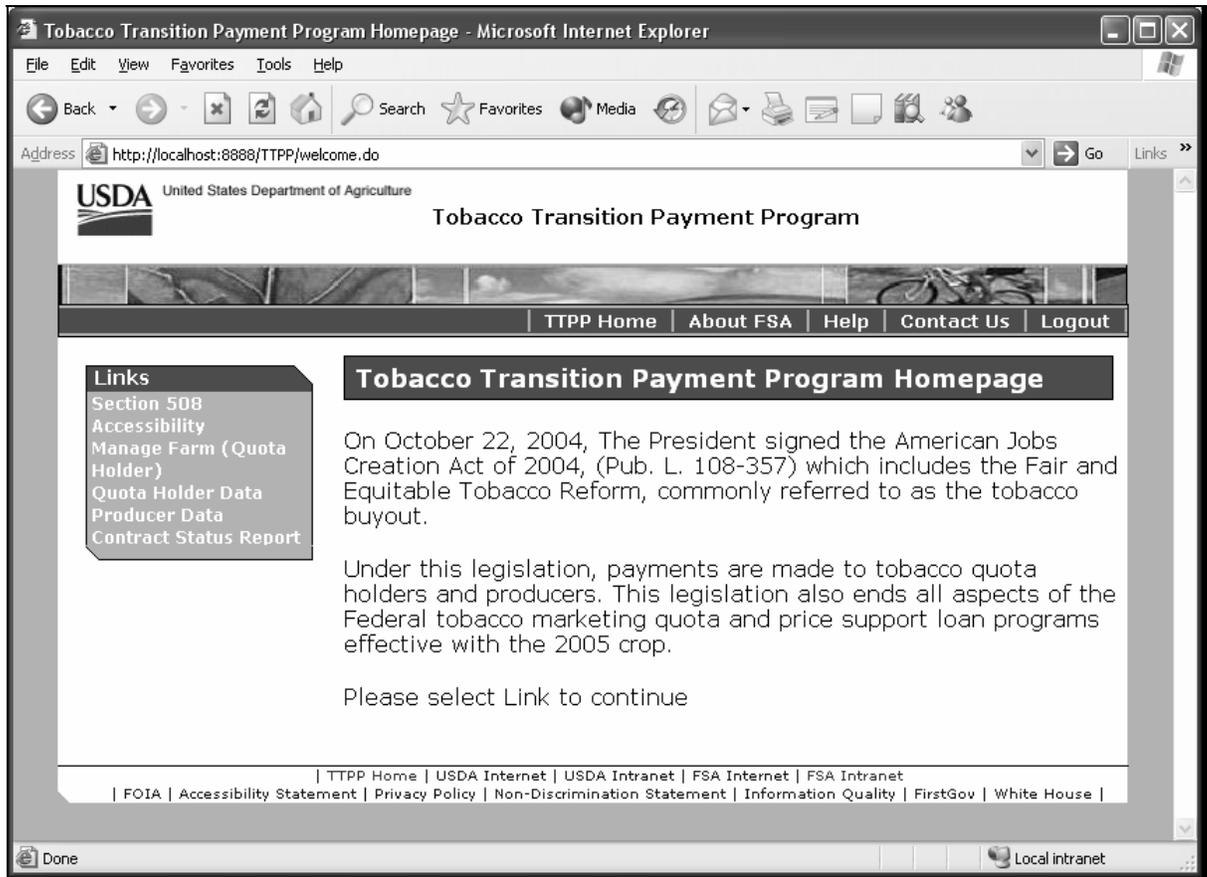
Disposal Date	Distribution
March 1, 2006	Tobacco State Office; State Offices relay to applicable County Offices

## Notice TB-1156

### 2 TTPP Homepage and Contract Status Reports

#### A General Information about eTTPP

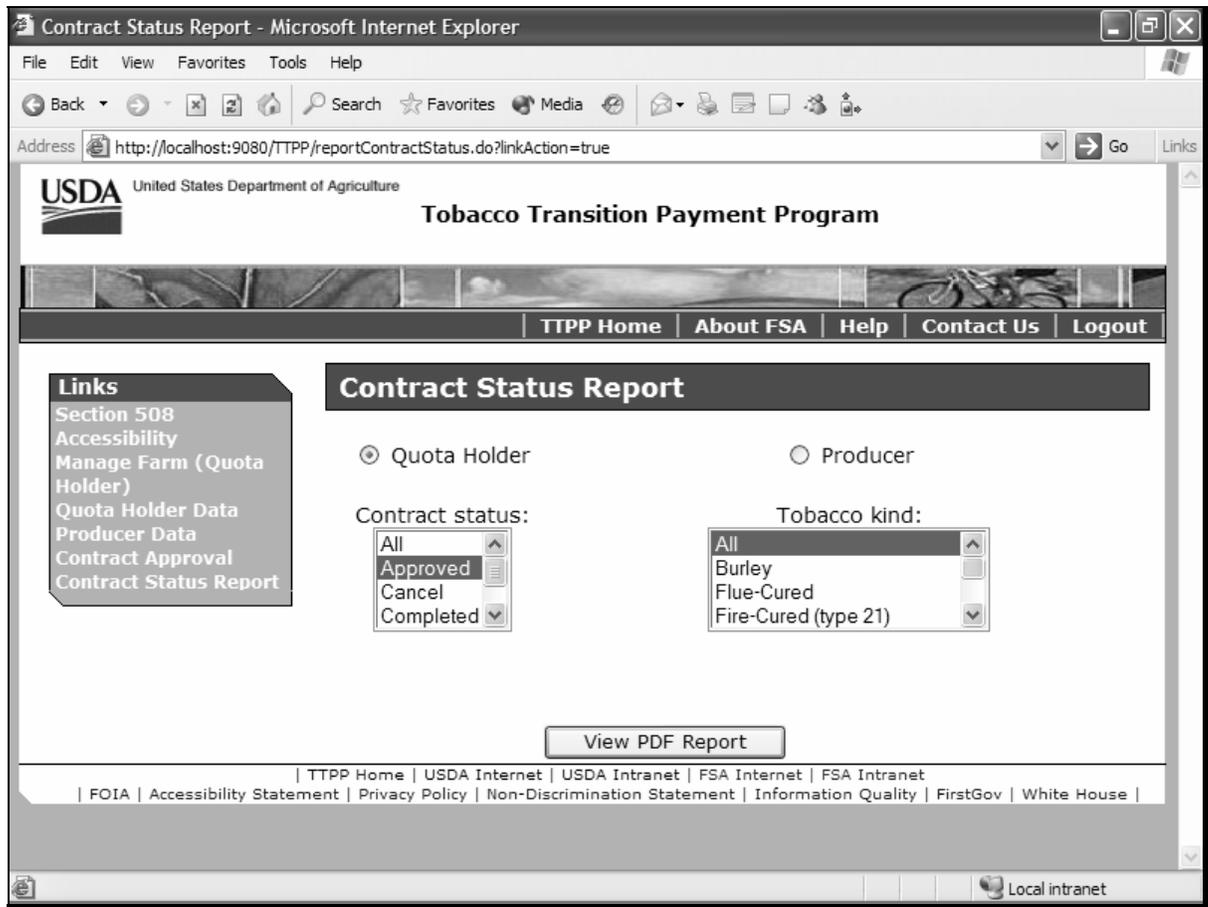
The provisions outlined in Notice TB-1149 about accessibility, functionality, and security apply. After successfully logging-in through the eAuthentication Login Screen, the TTPP homepage will be displayed. Following is an example of the TTPP homepage that displays the new link “Contract Status Report.”



## 2 TTPP Homepage and Contract Status Reports (Continued)

### B Contract Status Report Screen

“Contract Status Report” link initiates the processing of reports about TTPP contract status. Following is an example of the eTTPP Contract Status Report Screen. The purpose of this screen is to allow users to **view** and/or **print** reports about quota holder and producer contracts.



### C Report Data Options

eTTPP data is stored at the central processing site and all report options are initiated by either quota holder or producer data.

From the Contract Status Report Screen, the user shall select either of the following:

- **Quota Holder**
- **Producer.**

2 TTPP Homepage and Contract Status Reports (Continued)

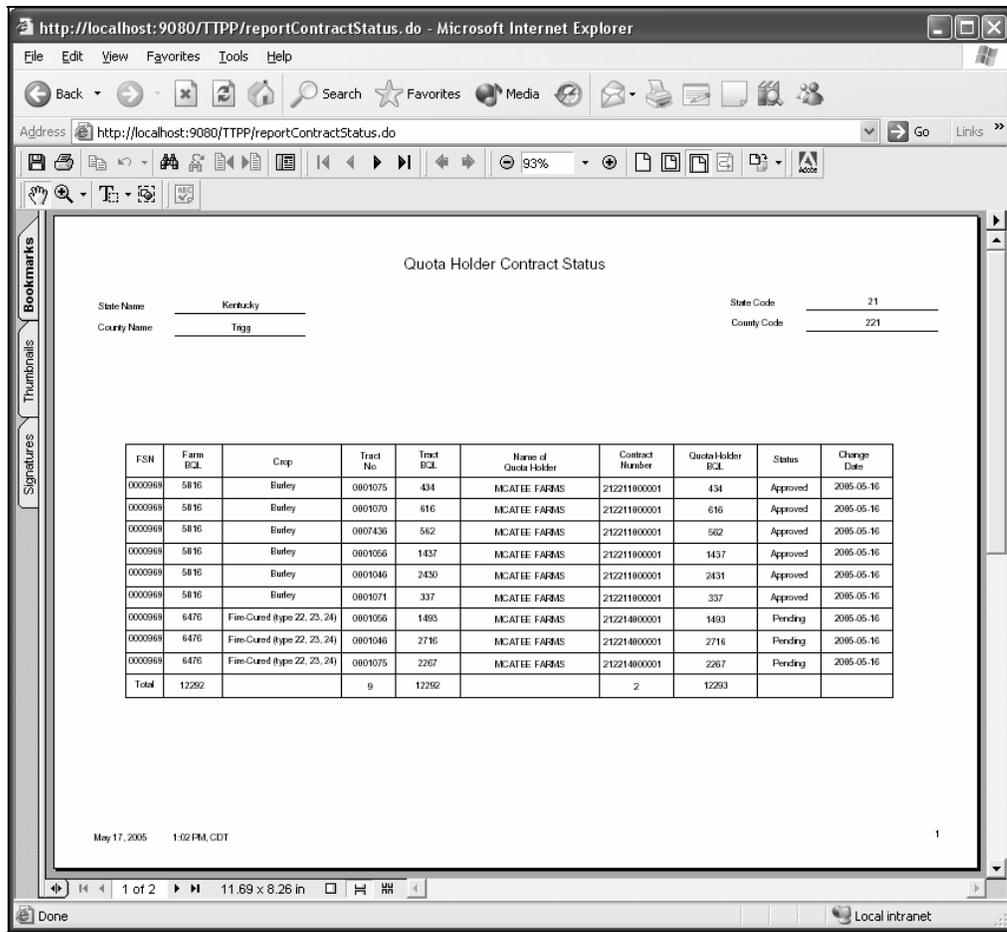
D Report Initiation Methods

The user shall initiate reports for quota holder or producer contract status data, limited as applicable to the State or county, by using any of the following search methods:

- “all” for tobacco kind “all” or 1 of the other tobacco kinds available
- “approved” for tobacco kind “all” or 1 of the other tobacco kinds available
- “cancel” for tobacco kind “all” or 1 of the other tobacco kinds available
- “completed” for tobacco kind “all” or 1 of the other tobacco kinds available
- “in dispute” for tobacco kind “all” or 1 of the other tobacco kinds available
- “pending” for tobacco kind “all” or 1 of the other tobacco kinds available.

E Report Display

The selected report will be displayed. The following is an example of a Quota Holder Contract Status Report for all kinds of tobacco for all contract statuses.



**Note:** Any PDF report can be printed by using the browser’s print function.

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### **3 Action**

#### **A County Office Action**

County Offices may view or print reports for quota holders and producers for their county.

#### **B State Office Action**

State Offices may view or print reports for quota holders and producers throughout the State.