

For: Tobacco State and County Offices

**Instructions for Prompt Payment Interest Determination for FY 2005
Tobacco Transition Payment Program (TTPP) Contracts**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

FY 2005 TTPP contracts that were not paid by September 30, 2005, may be eligible for prompt payment interest.

B Purpose

The purpose of this notice is to:

- outline the contracts that are eligible for prompt payment interest and how to apply the interest
- provide procedure and software instructions for handling prompt payment interest determinations for FY 2005 TTPP payments.

2 Action

A County Office Action

County Offices shall:

- take action to determine if prompt payment interest is due on all unpaid approved contracts as of October 1, 2005
- become familiar with TTPP Prompt Pay Interest Determination software addressed in this notice
- use the Prompt Pay Interest software to mark eligible contracts as due prompt payment interest.

Disposal Date	Distribution
December 1, 2005	Tobacco State Offices; State Offices relay to applicable County Offices

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2 Action (Continued)

B State Office Action

State Offices shall ensure that County Offices follow the provisions in this notice.

3 Prompt Payment Interest Determinations

A Contracts Eligible for Prompt Payment Interest

Contracts held for payment after September 30, 2005, because of TTPP software limitations, will be eligible for prompt payment interest calculated from September 30, 2005. Software outlined in this notice will automatically calculate the correct amount of interest due.

B Contracts Not Eligible for Prompt Payment Interest

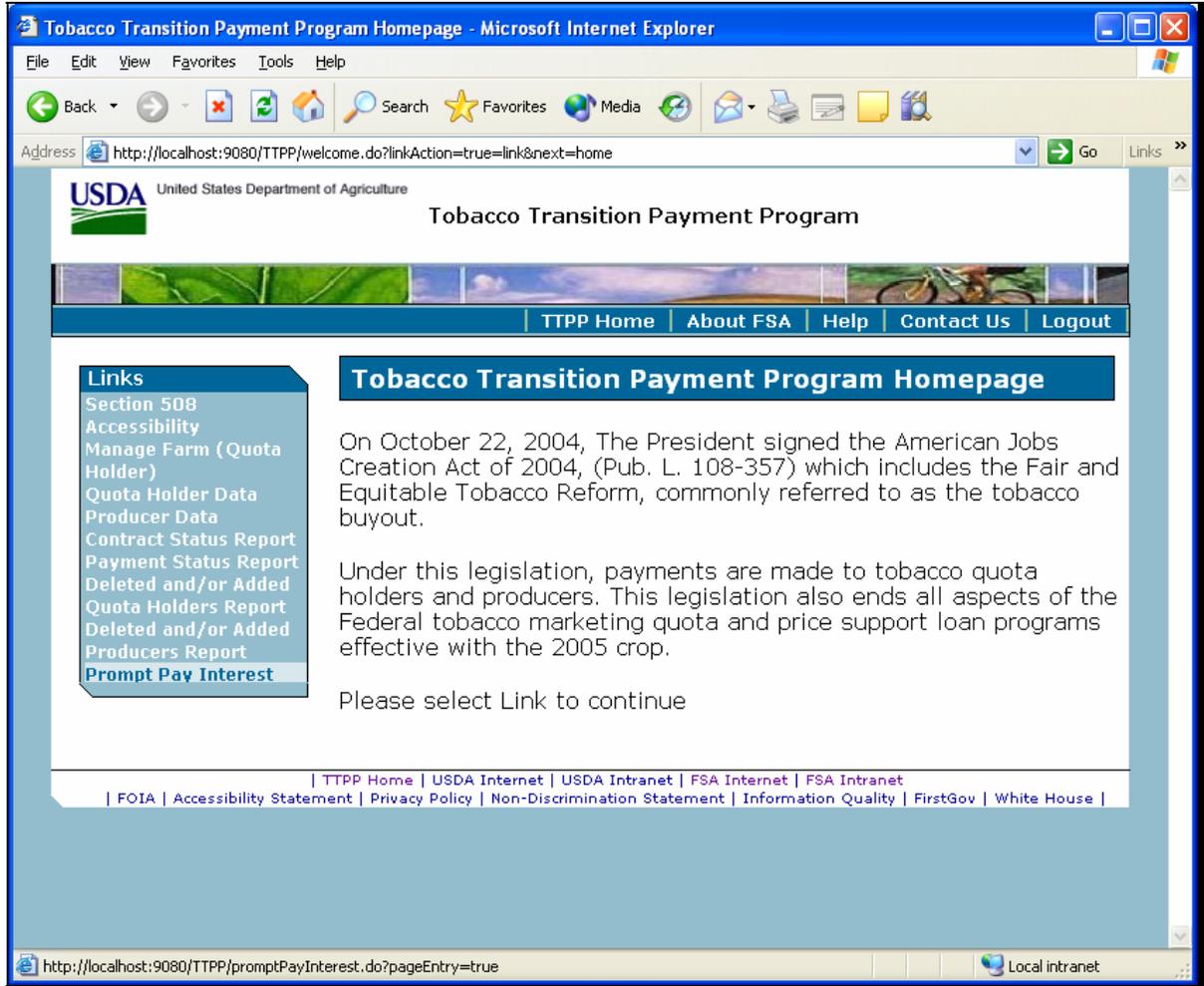
Contracts that were not paid before October 1, 2005, because of a dispute of base quota level shares or ownership, are **not** eligible for prompt payment interest.

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4 System Functionality – Prompt Pay Determination Software

A eTTPP Homepage Link

This is an example of the eTTPP Homepage with the Prompt Pay Interest link.



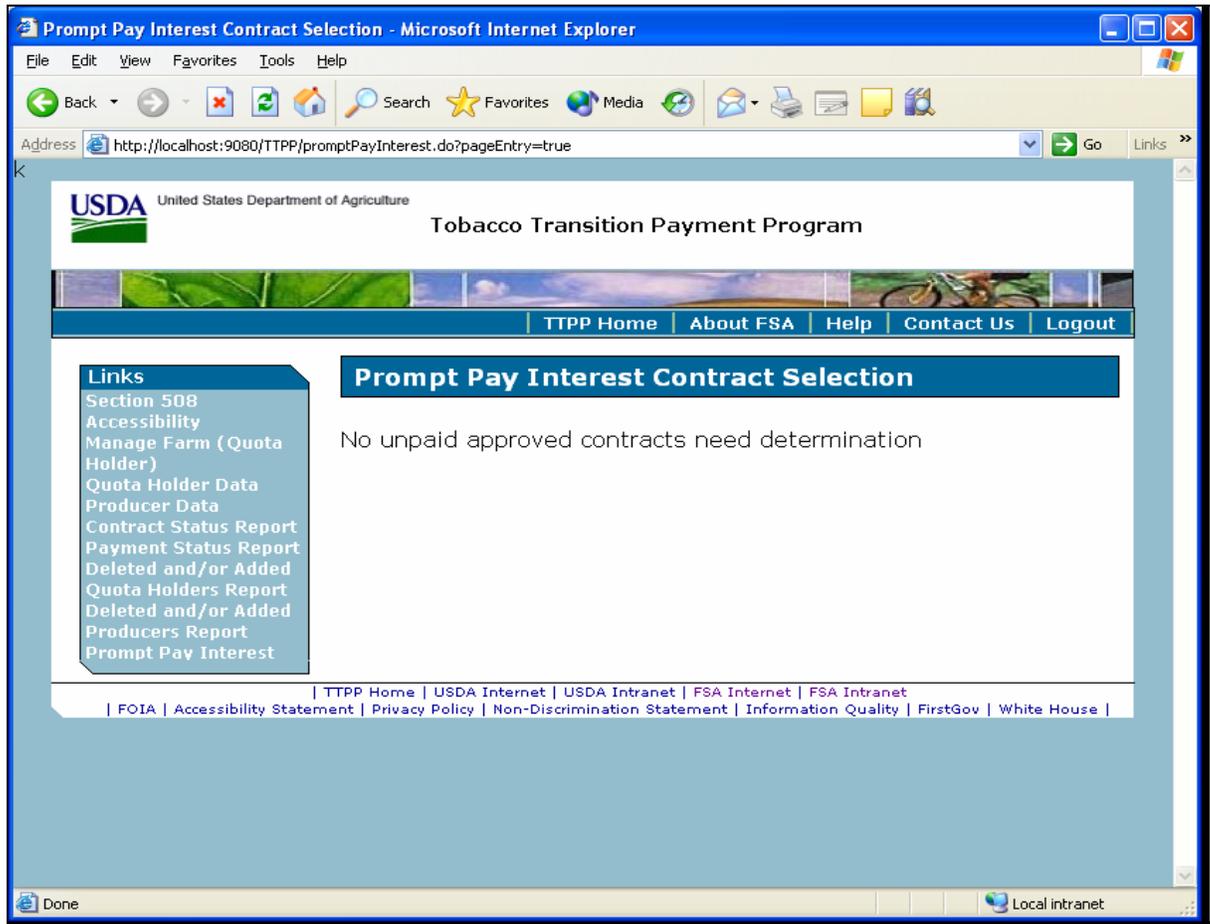
Click on the “Prompt Pay Interest” link to access a list of unpaid approved contracts waiting interest determination.

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4 System Functionality – Prompt Pay Determination Software (Continued)

B Prompt Pay Interest Contract Selection

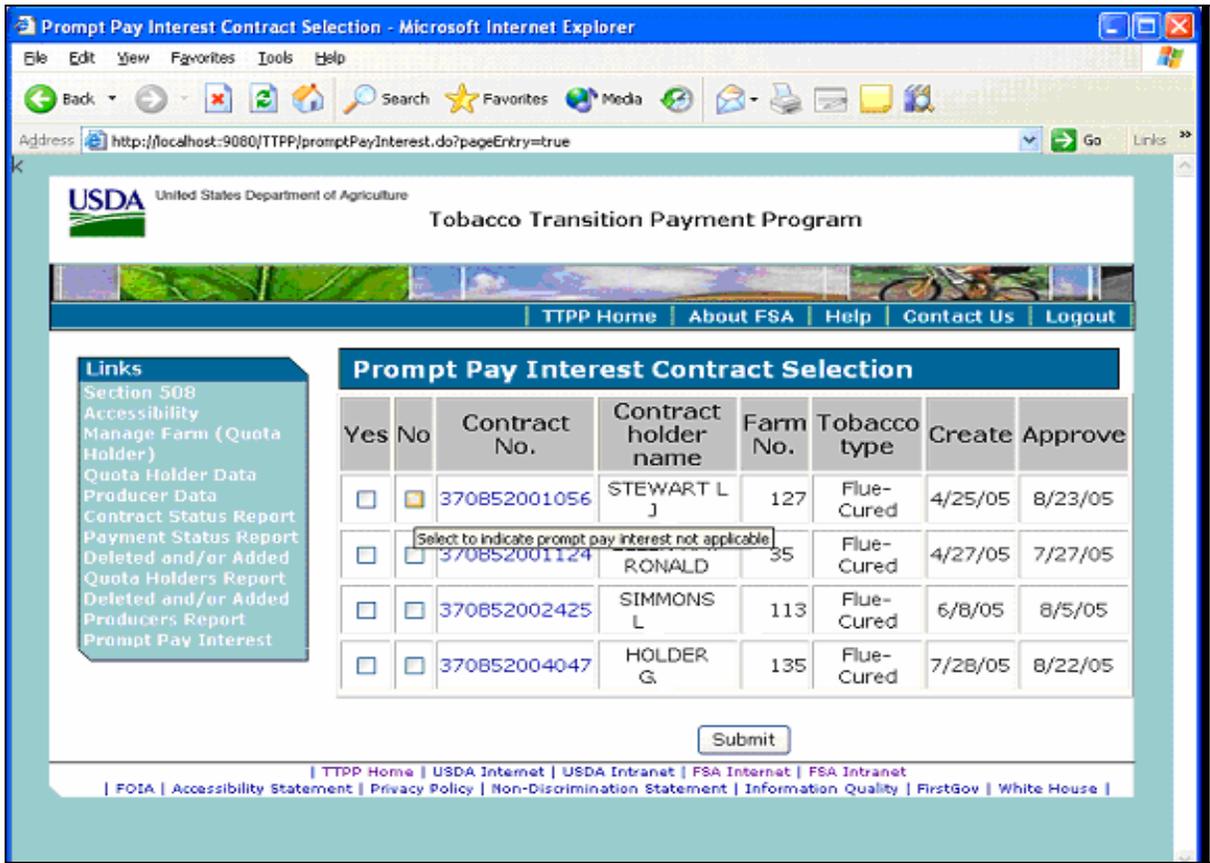
This is an example of the screen users will receive if the requested county has no unpaid approved contracts that require prompt payment interest determinations.



4 System Functionality – Prompt Pay Determination Software (Continued)

B Prompt Pay Interest Contract Selection (Continued)

This is an example of the screen users will receive if the requested county has any unpaid approved contracts that require prompt payment interest determinations.



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4 System Functionality – Prompt Pay Determination Software (Continued)

B Prompt Pay Interest Contract Selection (Continued)

This is an example of the Prompt Pay Interest Contract Selection Screen, when the user has marked “Yes” for “Eligible for Prompt Pay Interest” or “No” for “Not Eligible for Prompt Pay Interest.”

Yes	No	Contract No.	Contract holder name	Farm No.	Tobacco type	Create	Approve
<input type="checkbox"/>	<input checked="" type="checkbox"/>	370852001056	STEWART J	127	Flue-Cured	4/25/05	8/23/05
<input type="checkbox"/>	<input checked="" type="checkbox"/>	370852001124	ELLEN RAY R	35	Flue-Cured	4/27/05	7/27/05
<input checked="" type="checkbox"/>	<input type="checkbox"/>	370852002425	SIMMONS L	113	Flue-Cured	6/8/05	8/5/05
<input type="checkbox"/>	<input checked="" type="checkbox"/>	370852004047	HOLD G	135	Flue-Cured	7/28/05	8/22/05

To assist the user in making prompt payment interest determinations, the contract numbers are linked to the Contract Detail Screen. If the user marks:

- “Yes”, the system will automatically use September 30, 2005, for the payment due date and calculate prompt payment interest
- “No”, the system will use the current date as the payment due date.

Once the user has made as many determinations as possible, click “**Submit**” to update the database.

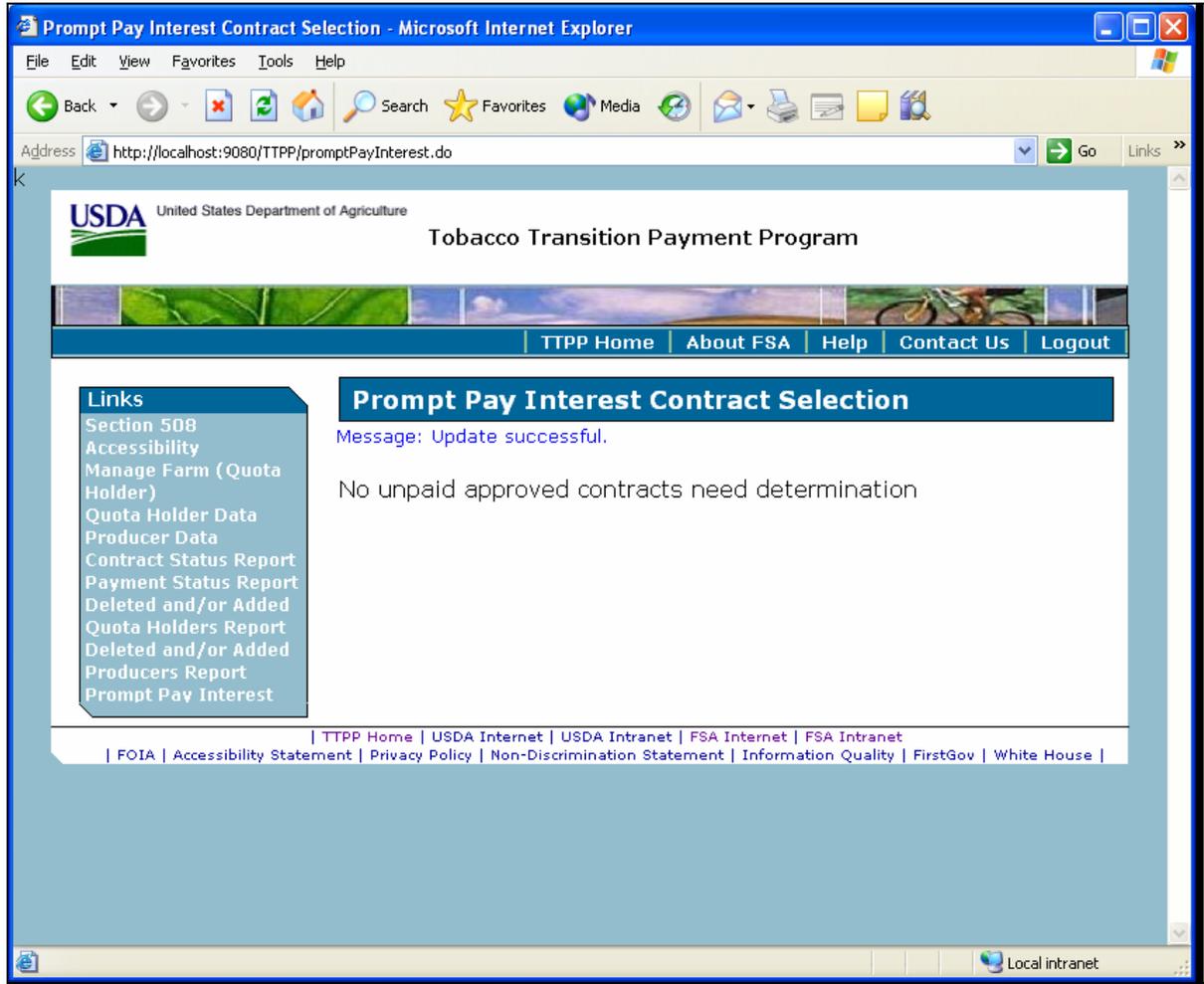
Note: If the requested county has more unpaid approved contracts than can be displayed on the screen, the screen will show a scroll bar on the right side.

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4 System Functionality – Prompt Pay Determination Software (Continued)

B Prompt Pay Interest Contract Selection (Continued)

This is an example of the screen users will receive when they have marked all unpaid approved contracts for payment and the database is updated successfully.



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4 System Functionality – Prompt Pay Determination Software (Continued)

C Offices Servicing More Than One County

This is an example of the screen users will receive when there are combined counties on the system. When a different county is selected from the drop down list, the system will automatically update to display the contracts for the requested county.

Links

- Section 508
- Accessibility
- Manage Farm (Quota Holder)
- Quota Holder Data
- Producer Data
- Contract Status Report
- Payment Status Report
- Deleted and/or Added Quota Holders Report
- Deleted and/or Added Producers Report
- Prompt Pay Interest

Prompt Pay Interest Contract Selection

County: **Butler** (dropdown menu also shows Munlenberg)

Yes	No	Contract No.	Co-Holder name	Farm No.	Tobacco type	Create	Approve
<input type="checkbox"/>	<input type="checkbox"/>	210311000347	COHR P	997	Burley	4/20/05	7/6/05
<input type="checkbox"/>	<input type="checkbox"/>	210311000498	ELCHER LEN	96	Burley	4/27/05	6/24/05
<input type="checkbox"/>	<input type="checkbox"/>	210311000551	OWN A	9	Burley	5/3/05	6/23/05
<input type="checkbox"/>	<input type="checkbox"/>	210311000555	JIM WILL	36	Burley	5/3/05	6/24/05
<input type="checkbox"/>	<input type="checkbox"/>	210311000847	KING K	429	Burley	8/24/05	9/23/05
<input type="checkbox"/>	<input type="checkbox"/>	210311000850	FLEN S	72	Burley	8/30/05	9/30/05

Submit

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