

For: Tobacco State and County Offices

Instructions for Base Quota Level (BQL) Changes on Unsold, Paid Tobacco Transition Payment Program (TTPP) Contracts and New Report Selection Capabilities

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Once a payment had been made against a TTPP contract, the BQL associated with that contract was locked and users were unable to modify BQL shares. Software has been developed that will allow Service Center users to modify BQL shares paid erroneously, thereby generating an underpayment or overpayment transaction for each year the shares were paid.

A new Reports link has been added to the Links sections. This link replaces reports previously listed that are now part of a new Reports Selection Criteria Menu. Additional reports have been added to assist users in researching contract modifications.

BQL correction software will be available July 18, 2006. Taxpayer ID number correction software is expected to be released August 18, 2006.

B Purpose

The purpose of this notice is to provide instructions about:

- BQL corrections to unsold, paid TTPP contracts
- BQL corrections to the resulting pending TTPP contracts
- the new Reports link
- new TTPP reports.

Disposal Date February 1, 2007	Distribution Tobacco State Offices; State Offices relay to applicable and County Offices
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2 Action

A County Office Action

County Offices shall:

- become familiar with new TTPP software that allows modifications to BQL's associated with unsold paid contracts
- become familiar with new TTPP software that allows modifications to BQL's associated with resulting pending contracts
- become familiar with the new TTPP Reports link
- become familiar with all new TTPP reports
- take action to correct contracts with invalid BQL's
- obtain State Office approval for adjustments to the total farm BQL.

B State Office Action

State Offices shall:

- become familiar with the new TTPP software
- become familiar with the new TTPP reports
- ensure County Offices follow the provisions in this notice
- review and approve all adjustments to the total farm BQL
- contact Kipp Anderson at kipp.anderson@kcc.usda.gov with questions about this notice.

3 General Information – BQL Modifications

A Overview

It is important to understand how the system will process contracts requiring BQL modifications. If it is determined that contracts were erroneously paid because of incorrect BQL's, users will have the ability to access the approved contracts and adjust BQL values.

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3 General Information – BQL Modifications (Continued)

A Overview (Continued)

When the BQL changes are made and confirmed, TTPP will cancel the original contract and create a replacement contract. Both the original and the replacement contracts will be displayed on the BQL Correction Update Successful Screen. The original contract will now be in cancelled (CL) status and the new resulting contract will be in pending (PE) status.

Changes to BQL's require new CCC-955/CCC-956's to be printed and signed by contract holders before contracts can be approved. Appeal rights on CCC-960's will be blank, allowing County Offices to select the appropriate indicator. If BQL is changed because of a:

- previous appeal, the indicator should be set to "n/a"
- County Office error, the contract holder will be given "30 calendar days to appeal", the indicator will be set to "mailed".

Note: Producer errors will be addressed in a forthcoming notice.

B Contract Statuses for BQL Modifications

Only **paid** contracts in "**approved**", "**in-dispute**", or a resulting contract in "**pending**" statuses can be modified.

If a contract has been placed into in-dispute status, suspending the 2006 payment, the BQL changes can be made while the contract remains in-dispute. If the original contract is taken out of in-dispute status, ensure 1 of the following take place:

- BQL's are modified before the next payment cycle
- the original contract is placed back into in-dispute.

If 1 of these items does **not** take place, the original approved contract will be selected for payment before the replacement contract is generated. If a payment request is generated and sent to NPS with an incorrect BQL, the County Office will be required to cancel the payment request through the Manage Contract Payment function before BQL's can be modified, see Notice **TB-1196**.

Once the BQL's are modified and the new resulting contract is issued and updated to approved status, the system will determine which payments have been issued, that is 2005, 2006, or both. The system will calculate the differences in contract value and create the resulting overpayment (receivable) or underpayment (payment request) transactions. If a contract was paid erroneously in 2005 and then placed into in-dispute status suspending the 2006 payment, the system will calculate the difference for the 2005 payment issued and also issue the total 2006 payment based on the new BQL.

Note: **Sold** contracts are permanently locked.

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3 General Information – BQL Modifications (Continued)

C Resulting Contracts in Pending Status

Users have the ability to access and modify pending contracts resulting from a BQL change of an original TTPP contract. Numerous changes to the BQL of a pending contract are allowed. Once a contract is moved out of pending status, the system **will not allow** a status change back to pending.

D Overpayment Processing

To ensure that overpayments (receivables) are processed in a timely fashion so they may be applied against future payments, the County Office should be aware of certain system requirements, see Notice **FI-2762**.

Since TTPP is a web-based system, an overpayment (receivable) generated from a modify TTPP contract will be transmitted back to the originating County Office. National Payment Services (NPS) uses a debt datamart to find and display receivable information. Overpayment information is transmitted by the originating County Office to NPS's datamart during the end-of-day processing. To ensure that all outstanding TTPP receivables are accessible to NPS, ensure that end-of-day processing is performed daily.

E Processing Treasury Checks Returned to the County Office

Deface the Treasury check by stamping or writing the words “**Void**” or “**Cancelled**” across the face of the check and return the Treasury check to the following address:

KFC
PO Box 34668-1068
Kansas City MO 64116-1068.

F New Report Request Menu

The individual reports have been removed from the links section of TTPP and are now available through a new “Reports” link. The reports link will access a new Report Selection Criteria Menu that will provide the users with a wider report selection.

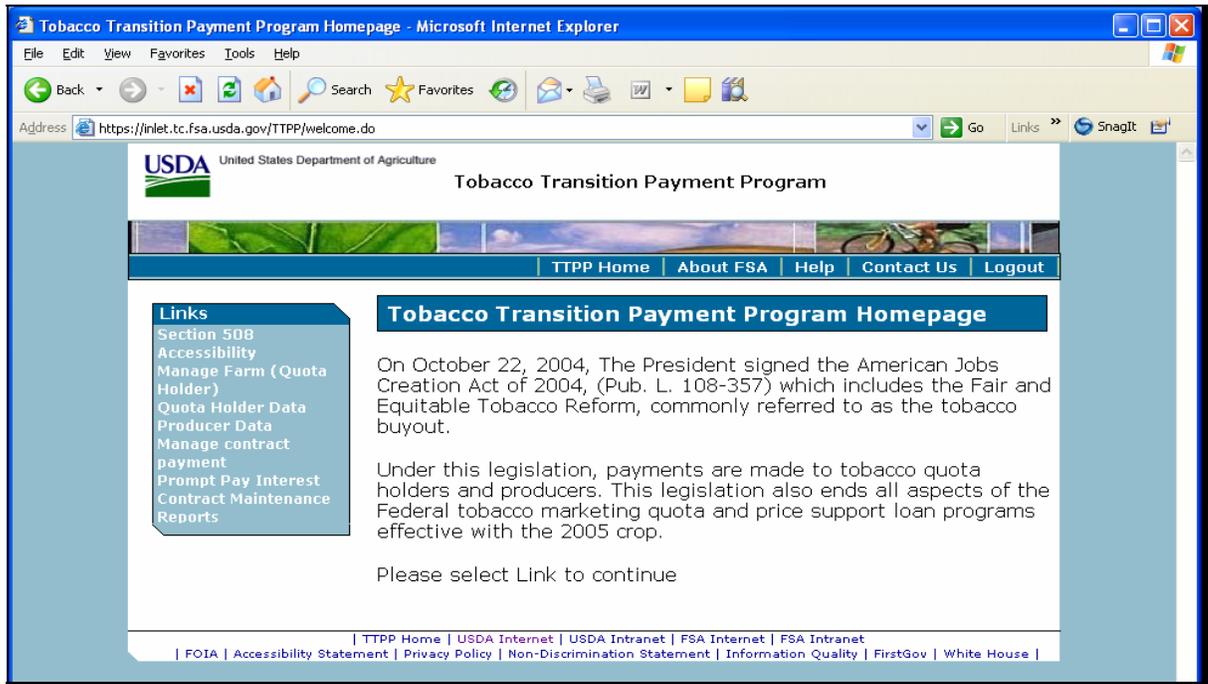
Also added is a Contract Type Code on the Contract Maintenance and Contract Payment reports. These codes (see subparagraph C) will provide users with a history of contract maintenance, such as original contract or resulting contract because of BQL changes.

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4 System Functionality

A BQL Correction Process for a Paid Quota Holder Contract

This is an example of the new TTPP Homepage. To begin the BQL correction process, users will click “Contract Maintenance” in the Links box.



Note: This screen also displays the new “Reports” link in the Links box.

Contracts to be modified:

- cannot have any outstanding payments on NPS
- must be in approved or in-dispute status
- cannot have an assignment against the contract.

Note: Because CCC-959 assignments are contract specific, users **must** take the following steps, according to 63-FI, before the contract can to be modified.

Step	Acton
1	Require the assignee to revoke the CCC-959.
2	Cancel the assignment attached to the contract to be corrected.
3	Access TTPP and modify the contract BQL according to procedures outlined in this Notice, thereby canceling the original contract and creating a new resulting contract.
4	Obtain a new CCC-959 for the resulting contract.
5	Enter the new assignment against the resulting contract in Financial Services.

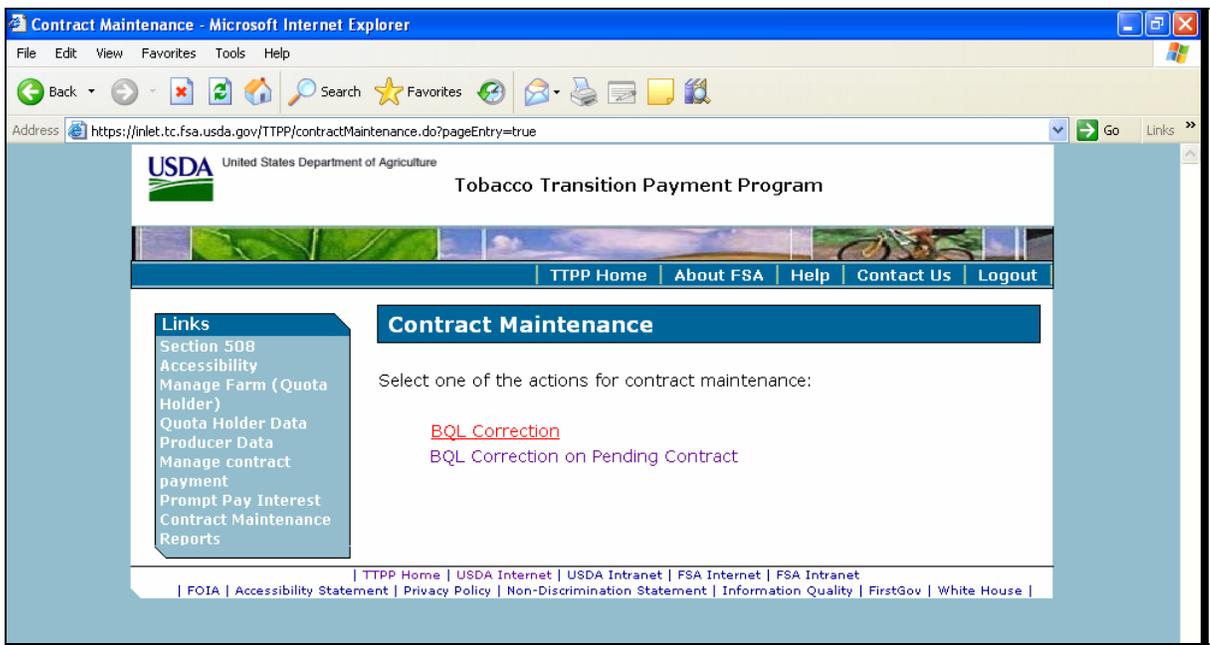
4 System Functionality

A BQL Correction Process for a Paid Quota Holder Contract (Continued)

This is an example of the new Contract Maintenance Screen. From this screen, users can do either of the following; correct:

- a paid contract, “BQL Correction”
- the BQL of a resulting pending contract that was created when an original contract BQL was modified, “BQL Correction on Pending Contract” (see subparagraph B).

The resulting contract will remain in pending status until the user updates the contract to complete or approved. When a contract is move out of pending status, the system **will not allow** a status change back to pending.

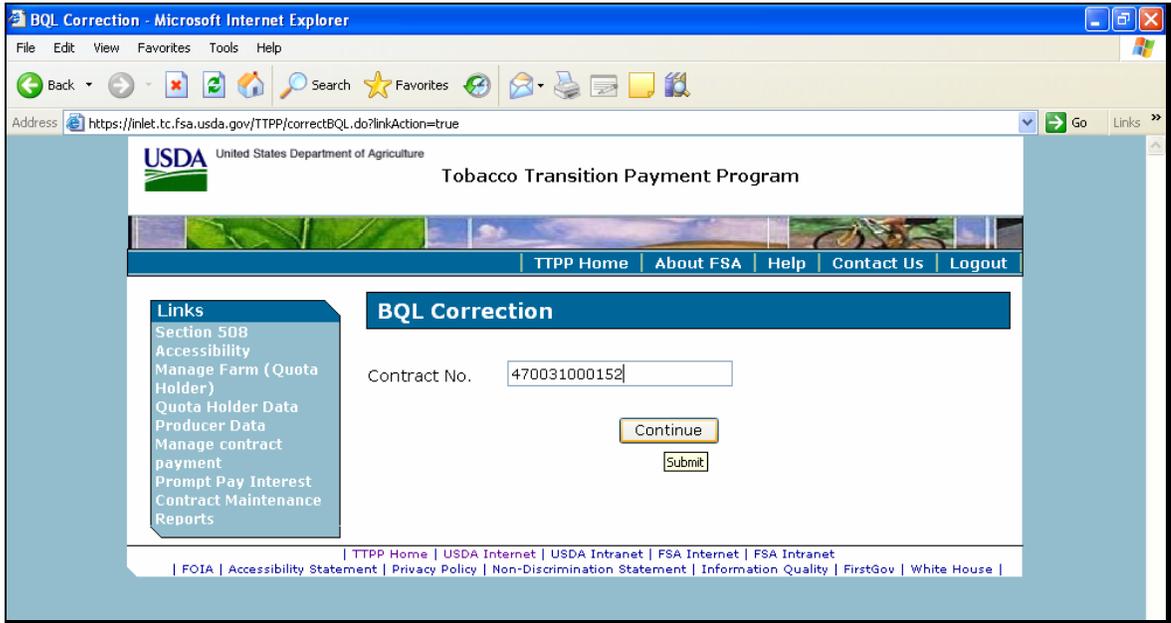


Note: Follow the same steps to modify BQL’s on a paid producer contract (subparagraph B).

4 System Functionality (Continued)

A BQL Correction Process for a Paid Quota Holder Contract (Continued)

This is an example of the BQL Correction Screen. Users will enter the unsold, paid contract number to be modified and click “Continue”.



Note: “Submit” button will be displayed when user clicks on the “Continue” button.

Possible error messages:

- “Valid Contract Number is required”
- “No Contract data found for contract number: XXXXXX”
- “Contract is sold”
- “Contract status is not in AP or DI”
- “Pending Contract is not from BQL change”
- “Contract is from 971”

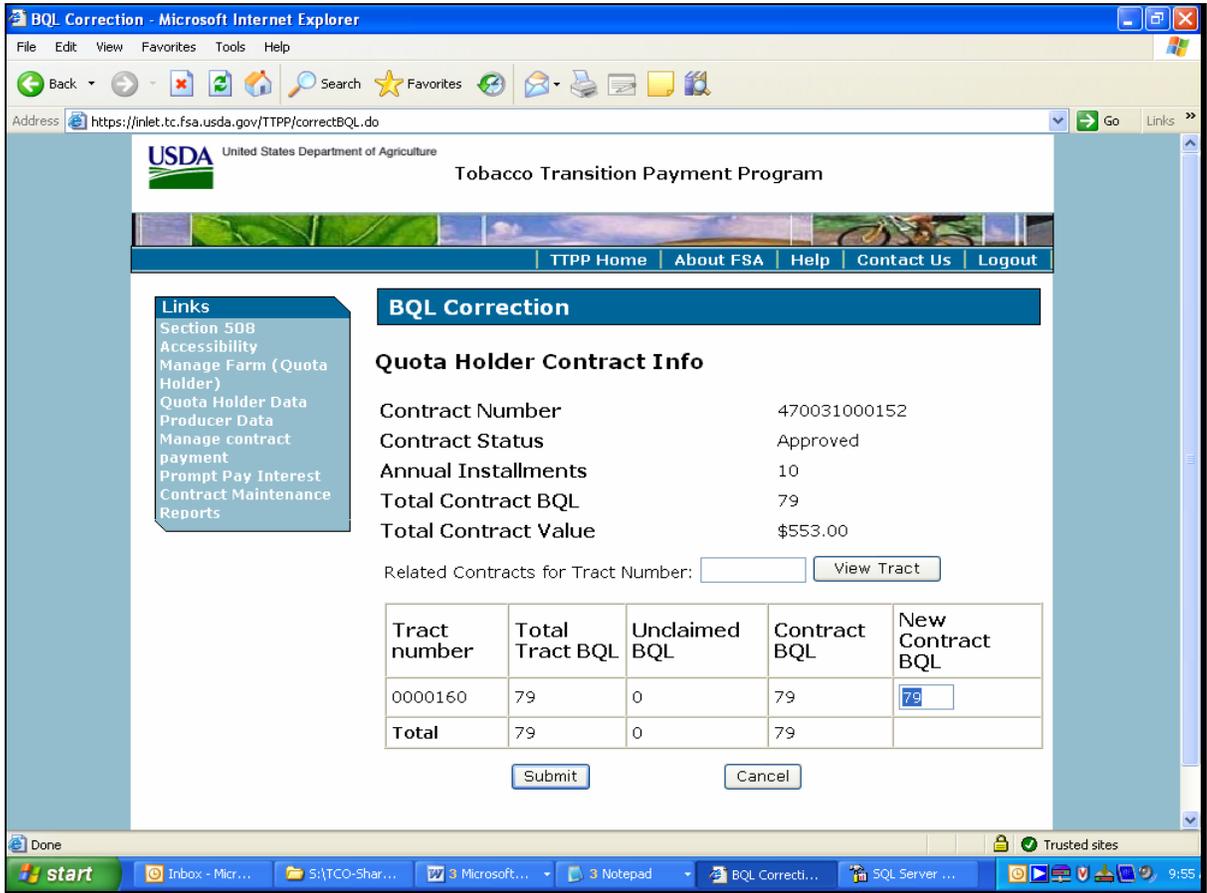
Note: 971 resulting contract BQL **cannot** be modified.

- “Overpayment is unprocessed or payment is not signed in NPS for contract: XXXXXX”
- “There are assignments, claims, or receivables against the contract XXXXXX”
- “The payment was not found for contract XXXXXX”
- “The Overpayment was not found for contract XXXXXX”
- “NPS error for contract XXXXXX”.

4 System Functionality (Continued)

A BQL Correction Process for a Paid Quota Holder Contract (Continued)

This is an example of the user correcting the BQL for a quota holder. This screen will display the total tract BQL originally available, the amount of unclaimed BQL, and the current contract BQL. Users can update the New Contract BQL field, as long as the new contract BQL does not exceed the total tract BQL.

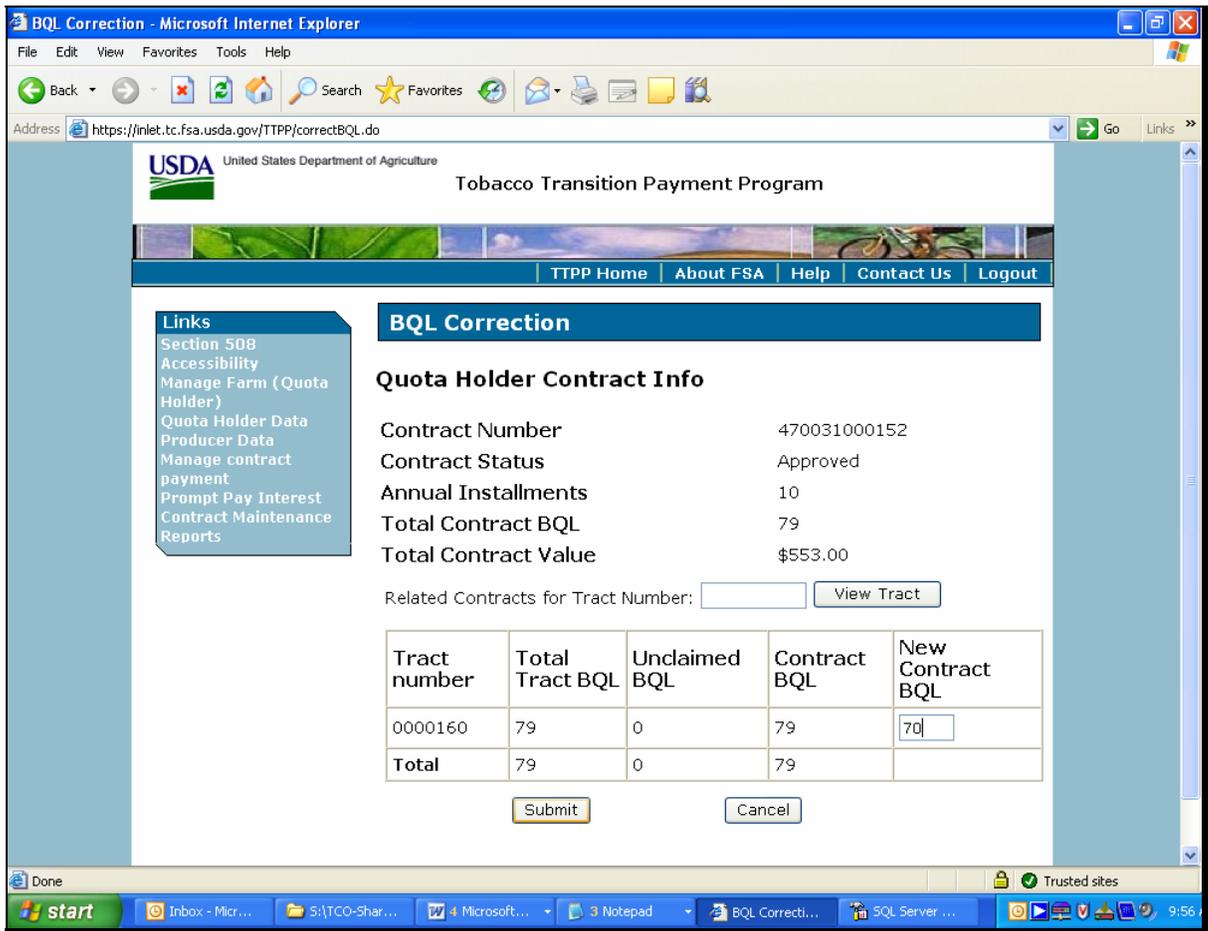


4 System Functionality (Continued)

A BQL Correction Process for a Paid Quota Holder Contract (Continued)

This is an example of the user modifying the New Contract BQL from 79 pounds to 70 pounds. When the new BQL is entered, click “Submit”.

Since this adjustment reduces the BQL, the system will generate an overpayment (receivable) against each payment made against the contract. The receivable will not be generated by the system until the user obtains the required signatures and the contract status has been updated to approved.



Possible error messages:

- “New BQL exceed the available BQL”
- “For input string: "64d90" is not a valid BQL value”.

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4 System Functionality (Continued)

A BQL Correction Process for a Paid Quota Holder Contract (Continued)

When the user clicks “Submit” on the screen displayed on page 9, this summary screen will be displayed. This screen requires the user to confirm the BQL before the database is updated. When the BQL has been verified, click “Confirm”.

Links

- Section 508
- Accessibility
- Manage Farm (Quota Holder)
- Quota Holder Data
- Producer Data
- Manage contract payment
- Prompt Pay Interest
- Contract Maintenance Reports

BQL Correction

Quota Holder Contract Info

Contract Number: 470031000152
Contract Status: Approved
Annual Installments: 10
Total Contract BQL: 79
Total Contract Value: \$553.00

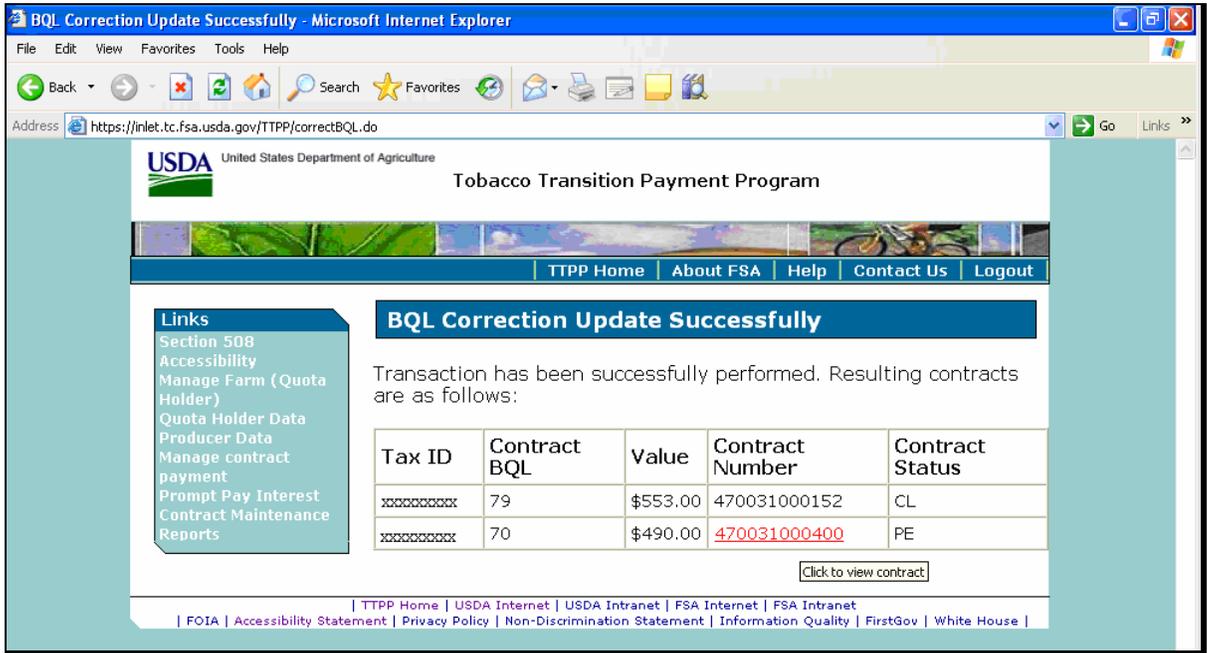
Related Contracts for Tract Number:

Tract number	Total Tract BQL	Unclaimed BQL	Contract BQL	New Contract BQL
0000160	79	0	79	70
Total	79	0	79	70

4 System Functionality (Continued)

A BQL Correction Process for a Paid Quota Holder Contract (Continued)

This is an example of the BQL Correction Update Successfully Screen. Because contract 470031000152 was an unsold, paid contract, the system canceled (CL) it and issued resulting contract 470031000400 as a replacement with the new BQL values. Users can click on the contract number to view contract details.



When a paid contract’s BQL has been modified, the resulting contract is place in pending status. This is to allow users:

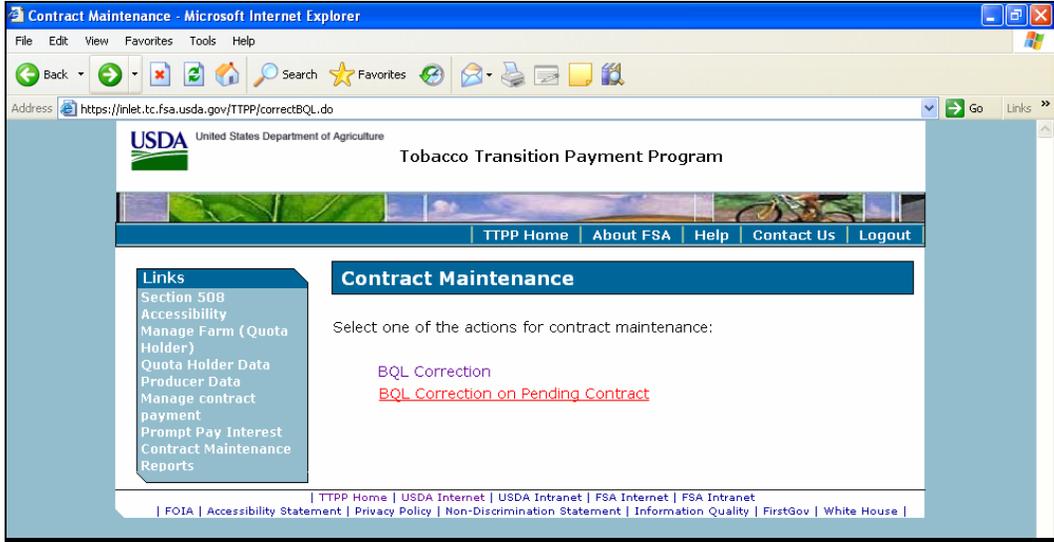
- time to obtain the required signatures
- an opportunity to review the contract data before the status is updated to completed or approved and adjustments are sent to NPS.

Users may find that further modifications to the BQL’s are required while the contract is in pending.

4 System Functionality (Continued)

A BQL Correction Process for a Paid Quota Holder Contract (Continued)

This is an example of Contract Maintenance Screen for a producer’s pending contract.



Note: Pending contracts can be corrected any number of times, but once the contract status is updated to completed or approved, the resulting BQL’s will be locked.

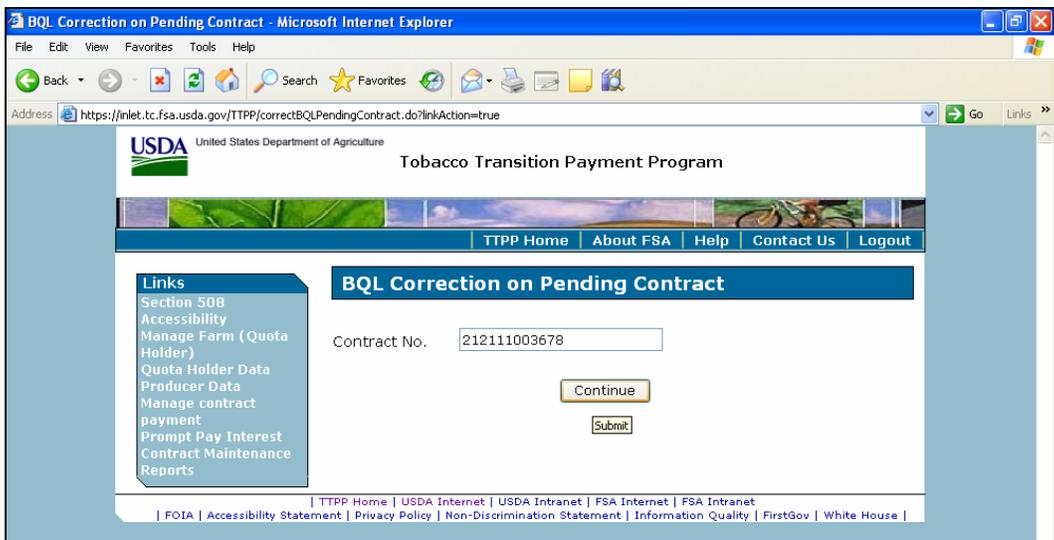
B BQL Correction Process for a Paid Producer Contract

Follow the steps in subparagraph A to correct BQL’s on paid producers.

C Correction Process for a Pending Producer Contract

Enter the contract number to be corrected and click “Continue”.

Note: “Submit” button will be displayed when user clicks the “Continue” button.



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4 System Functionality (Continued)

B Correction Process for a Pending Producer Contract (Continued)

This is an example of a producer contract in pending status ready for BQL adjustments.

The screenshot shows a web browser window titled "BQL Correction on Pending Contract - Microsoft Internet Explorer". The address bar shows "https://inlet.tc.fsa.usda.gov/TTPP/correctBQLPendingContract.do". The page has a navigation menu with "TTPP Home", "About FSA", "Help", "Contact Us", and "Logout". A sidebar on the left contains a "Links" menu with items like "Section 508", "Accessibility", "Manage Farm (Quota Holder)", "Quota Holder Data", "Producer Data", "Manage contract payment", "Prompt Pay Interest", "Contract Maintenance", and "Reports". The main content area is titled "BQL Correction on Pending Contract" and contains "Producer Contract Info" with the following details:

- Contract Number: 212111003678
- Contract Status: PE
- Annual Installments: 10
- Total Contract BQL: 12389
- Total Contract Value: \$12,389.00

Below this is a "Related Contracts for Farm Number:" field with a "View Farm" button. A table displays the following data:

Producer Year	Total BQL	Unclaimed BQL	Contract BQL	New Contract BQL
2003	6370	870	4500	4500
2002	6418	1529	3889	3889
2004	6225	1225	4000	4000
Total	19013	3624	12389	

At the bottom of the table are "Submit" and "Cancel" buttons.

Note: Producer years may be out of order. This will be corrected in future software.

This screen shows an adjustment was made to the 2002 BQL and submitted. To update the database, click "Confirm".

This screenshot is similar to the previous one, but the "New Contract BQL" value for the year 2002 has been updated to 3890. The "Submit" button has been replaced by a "Confirm" button, indicating the adjustment has been submitted and is ready for database confirmation.

Producer Year	Total BQL	Unclaimed BQL	Contract BQL	New Contract BQL
2003	6370	870	4500	4500
2002	6418	1529	3889	3890
2004	6225	1225	4000	4000
Total	19013	3624	12389	12390

At the bottom of the table are "Confirm" and "Cancel" buttons.

Note: Producer years may be out of order. This will be corrected in future software.

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4 System Functionality (Continued)

B Correction Process for a Pending Producer Contract (Continued)

This is an example of the BQL Correction Update Successfully Screen for a pending contract. The contract will remain in pending status until the user obtains all the required signatures and updates the contract to completed or approved status.

The screenshot shows a web browser window titled "BQL Correction Update Successfully - Microsoft Internet Explorer". The address bar displays "https://inlet.tc.fsa.usda.gov/TTPP/correctBQLPendingContract.do". The page header includes the USDA logo and "United States Department of Agriculture" followed by "Tobacco Transition Payment Program". A navigation bar contains links for "TTPP Home", "About FSA", "Help", "Contact Us", and "Logout". On the left, a "Links" box lists various options like "Section 508", "Accessibility", and "Manage Farm (Quota Holder)". The main content area features a blue header "BQL Correction Update Successfully" and a message: "Transaction has been successfully performed. Resulting contracts are as follows:". Below this is a table with the following data:

Tax ID	Contract BQL	Value	Contract Number	Contract Status
400544651	12390	\$12,390.00	212111003678	PE

At the bottom of the page, there is a footer with various links including "FOIA", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "FirstGov", and "White House".

C TTPP Reports

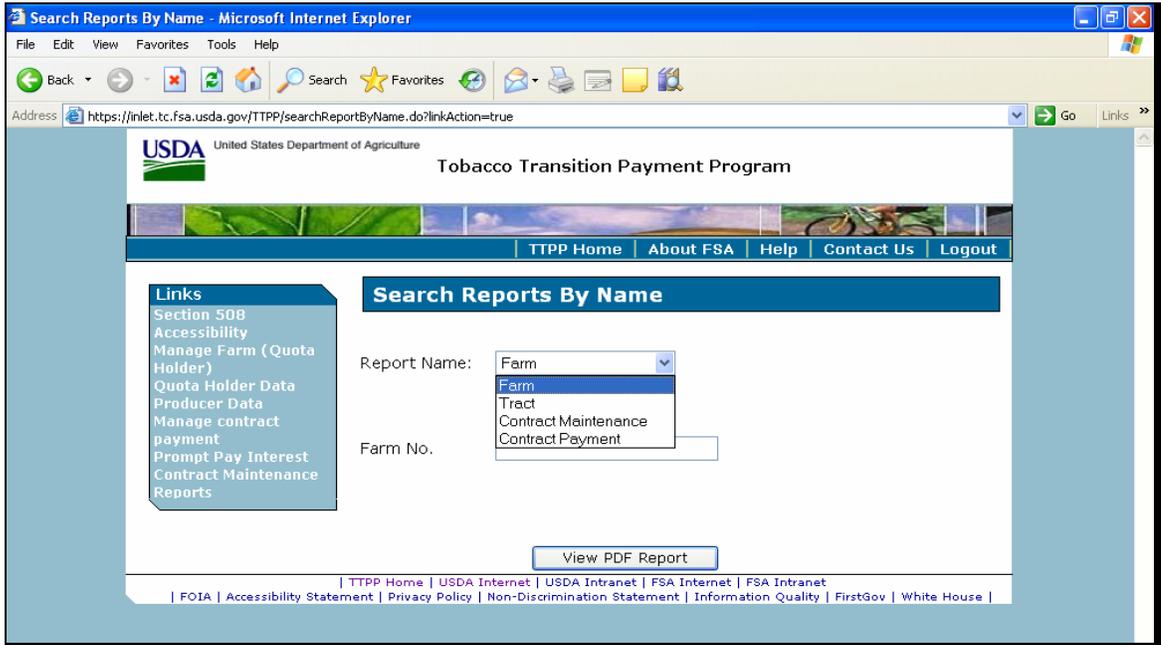
This is an example of the new Report Selection Criteria Screen will be displayed after users click "Reports" under the Link box on the TTPP Main Menu.

The screenshot shows a web browser window titled "Report Selection Criteria - Microsoft Internet Explorer". The address bar displays "https://inlet.tc.fsa.usda.gov/TTPP/reportSelectionCretria.do?pageEntry=true". The page header includes the USDA logo and "United States Department of Agriculture" followed by "Tobacco Transition Payment Program". A navigation bar contains links for "TTPP Home", "About FSA", "Help", "Contact Us", and "Logout". On the left, a "Links" box lists various options like "Section 508", "Accessibility", and "Manage Farm (Quota Holder)". The main content area features a blue header "Report Selection Criteria" and a list of report options: "Contract Status Report", "Payment Status Report", "Deleted and/or Added Quota Holders Report", "Deleted and/or Added Producers Report", and "Search Reports By Name". At the bottom of the page, there is a footer with various links including "FOIA", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "FirstGov", and "White House".

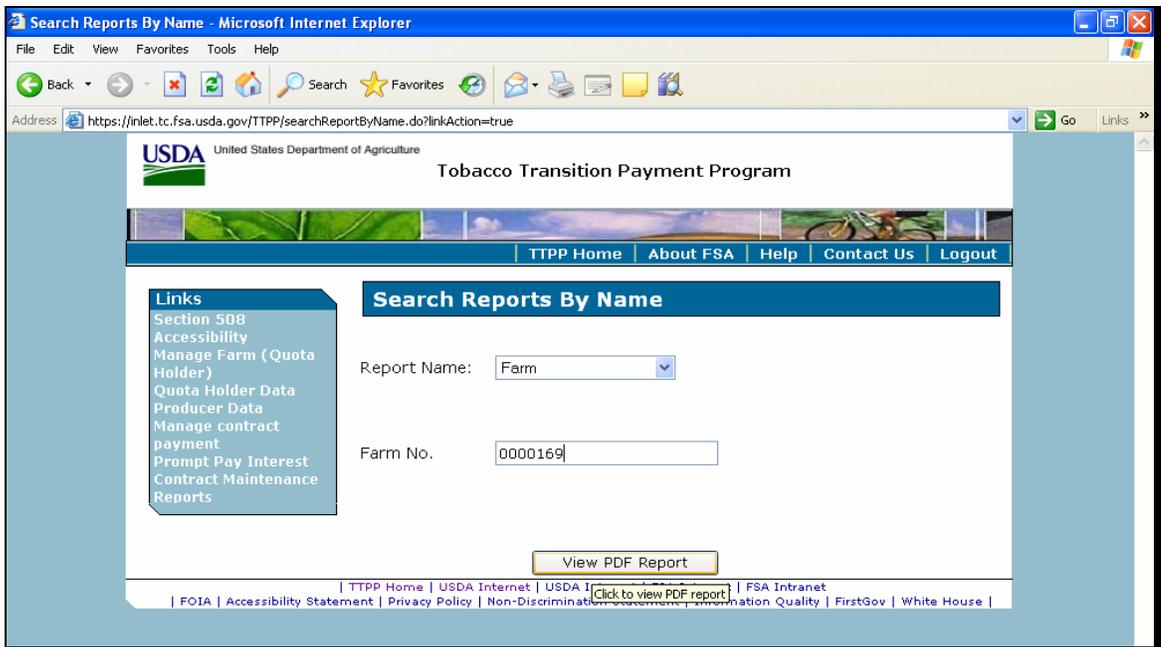
4 System Functionality (Continued)

C TTPP Reports (Continued)

This is an example of the Search Reports by Name Screen. When conducting a Report Search by Name, reports by Farm, Tract, Contract Maintenance or Contract Payment are available.



This is an example of a report request by name, for Farm #00169.



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4 System Functionality (Continued)

C TPPP Reports (Continued)

This is an example of the report results for Farm #00169.

TPPP Contracts for Farm Number: '0000169'

State: KENTUCKY County: Shelby

Contract Number	Producer Name	Tax ID / Type	Contract Approval Date	Contract Status	Form Number	Tobacco Type	Program year BQL
21211100092	WOODBOWER	***** 9(S)	08-01-2005	ZZ	CCC-955	Burley	5908
Contract Total BQL							5908
21211100092	WOODBOWER	***** 9(S)	09-20-2005	ZZ	CCC-956	Burley	2963
Contract Total BQL							8774
21211100136	UPCHURCH MACK	***** 9(S)	08-22-2005	ZZ	CCC-956	Burley	2962
Contract Total BQL							8774

This is an example of a report request by tract.

TPPP Contracts for Tract Number: '0000045'

State: KENTUCKY County: Shelby

Contract Number	Producer Name	Tax ID / Type	Contract Approval Date	Contract Status	Form Number	Tobacco Type	Tobacco Quota Pounds
21211100069	GREENBERG PHILIP	***** 3(S)	08-09-2005	Pending	CCC-955	Burley	2722
Contract Total Pounds							3005

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4 System Functionality (Continued)

C TTPP Reports (Continued)

This is an example of the Contract Maintenance Report. The Contract Maintenance Report will display all contracts connected to each other because of Contract Maintenance.

Contract #212111003678 was entered in the search criteria box on the search screen displayed on page 15; notice that there are 4 different contracts displayed. The Contract Type code displayed on the right side of the report indicates the relationship of the 4 contracts. Contract #212111000229, type code ORG indicates it was the original contract before being modified 3 times; notice the final resulting contract, #212111003678, is the only contract in pending status; all others are in canceled status.

TTPP Contract Maintenance Report										
Form Number: CCC-956										
Producer Contracts										
Contract Number	Producer Name	Tax ID / Type	Contract Approval Date	Contract Status Code	Tobacco Type	Farm Number	Program Year	Program year BQL	Contract Type	
212111000229	FARMER	*****	1(S) 06-16-2005	Cancelled	Burley	0000569	2002	2888	ORG	
						0000569	2003	2867	ORG	
						0000569	2004	2801	ORG	
								Contract Total BQL	8556	
Contract Number	Producer Name	Tax ID / Type	Contract Approval Date	Contract Status Code	Tobacco Type	Farm Number	Program Year	Program year BQL	Contract Type	
212111003626	FARMER	*****	1(S) 06-12-2006	Cancelled	Burley	0000569	2002	2888	BQO	
						0000569	2003	3500	BQO	
						0000569	2004	3000	BQO	
								Contract Total BQL	9388	
Contract Number	Producer Name	Tax ID / Type	Contract Approval Date	Contract Status Code	Tobacco Type	Farm Number	Program Year	Program year BQL	Contract Type	
212111003677	FARMER	*****	1(S) 07-07-2006	Cancelled	Burley	0000569	2002	3888	BQO	
						0000569	2003	4500	BQO	
						0000569	2004	4000	BQO	
								Contract Total BQL	12388	
Contract Number	Producer Name	Tax ID / Type	Contract Approval Date	Contract Status Code	Tobacco Type	Farm Number	Program Year	Program year BQL	Contract Type	
212111003678	FARMER	*****	1(S) null	Pending	Burley	0000569	2002	3890	BQO	

Code	TTPP Contract Type Code Description
ORG	Original created by the County Office.
BQU	Created as the result of a BQL reduction. Receivables will be created.
BQO	Created as the result of a BQL increase. Additional payments will be created.
BQL	Created as the result of a BQL change, nets zero overall. No changes to payments.
971	Created as the result of a CCC-971 request.
TXC	Created as the result of a tax ID change. (Tax ID changed, same owner.) Future Enhancement
TXN	Created as the result of a Tax ID change. (Tax ID changed, different owner.) Future Enhancement

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4 System Functionality (Continued)

C TTPP Reports (Continued)

This is an example of the Contract Payment Report. The Contract Type Code is also present on this report.

The screenshot shows a web browser window with the URL <https://inlet.tc.fsa.usda.gov/TTPP/PdfServlet?1152561069545>. The page title is "TTPP Contract Payment Report".

Form Number: CCC-955

Quota Holder Contracts

Parent Contract Identifier	Contract Number	Producer Name	Tax ID / Type	Contract Approval Date	Contract Status Code	Tobacco Type	Tract Number	Contract Type
	470031000152	BEN JR	***** 7(S)	07-12-2005	Cancelled	Burley	0000160	ORG

Program Year	Payment Amount and Status
2005	55.30 Sent to NPS
2006	55.30 Sent to NPS
Total Paid	110.60

Program Year	Over Payment Amount and Status
No Overpayments Sent	