

For: Tobacco State and County Offices

**Canceling Tobacco Transition Payment Program (TTPP) Contracts
From the National Payment System (NPS) Certification Worklist**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Obsolete Notice TB-1186 provided instructions for canceling contracts from the NPS certification worklist. This notice is being issued to provide the same instructions and will be incorporated into a forthcoming TTPP handbook.

B Purpose

This notice provides procedures and software instructions for canceling contracts from NPS so invalid contract data can be corrected.

2 Action

A County Office Action

County Offices shall:

- become familiar with TTPP/NPS cancellation software capabilities outlined in this notice
- use TTPP/NPS cancellation software to cancel invalid contracts currently residing on NPS so further contract maintenance can be performed
- take action to correct contracts with invalid base quota levels and/or taxpayer ID numbers.

B State Office Action

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

Disposal Date	Distribution
July 1, 2007	Tobacco State Offices; State Offices relay to applicable County Offices

Notice TB-1218

3 Canceling a Contract From the NPS Certification Worklist

A Contract Payments Eligible for the TTPP/NPS Cancellation Process

Any TTPP contract payments in NPS that have not been signed are eligible to be cancelled.

B Contract Payments Not Eligible for the TTPP/NPS Cancellation Process

Contract payments have been **signed** in NPS are **not** eligible to be canceled.

C Contract Status

TTPP software has been modified so the status of TTPP contracts will not be affected by the payment cancellation process. County Offices shall ensure that contracts are set to the appropriate status to fit the situation. If TTPP contracts are in approved status, TTPP will attempt to process any unpaid contract payments during the next payment cycle.

The payment cancellation process will only remove contract payments from the NPS certification worklist.

Note: The payment cancellation process will **not** cancel the original TTPP contract.

D Hold for Program Cancel Function

The "Hold for Program Cancel" function will only suspend the display of contract payments on the NPS certification worklist. It does **not** cancel payment requests.

Corrected/replacement TTPP contract payments will **not** be generated until NPS payment requests are canceled using TTPP cancellation software.

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4 TTPP/NPS Cancellation Process System Functionality

A Beginning the Payment Cancellation Process

This is an example of the TTPP Homepage. To begin the payment cancellation process CLICK “Manage contract payment” from the Links box.

The screenshot shows the USDA Tobacco Transition Payment Program homepage. At the top left is the USDA logo and the text "United States Department of Agriculture". The main title is "Tobacco Transition Payment Program". Below the title is a navigation bar with links: "TTPP Home", "About FSA", "Help", "Contact Us", and "Logout". On the left side, there is a "Links" box containing a list of options: "Section 508", "Accessibility", "Manage Farm (Quota Holder)", "Quota Holder Data", "Producer Data", "Manage contract payment" (highlighted in blue), "Prompt Pay Interest", "Contract Maintenance", and "Reports". The main content area has a blue header "Tobacco Transition Payment Program Homepage". Below this header, there is a paragraph of text: "On October 22, 2004, The President signed the American Jobs Creation Act of 2004, (Pub. L. 108-357) which includes the Fair and Equitable Tobacco Reform, commonly referred to as the tobacco buyout." Below this is another paragraph: "Under this legislation, payments are made to tobacco quota holders and producers. This legislation also ends all aspects of the Federal tobacco marketing quota and price support loan programs effective with the 2005 crop." At the bottom of the main content area, it says "Please select Link to continue".

B Example of Manage Payment Inquiry Screen

The Manage Payment Inquiry Screen will be displayed after user clicks “Manage Payment Inquiry”. Users will use Manage Payment Inquiry Screen to access contract information by selecting the program year, entering the contract number, and clicking “**Submit**”. Users will enter the contract number to be cancelled from the NPS certification worklist.

The screenshot shows the "Manage Payment Inquiry" screen. At the top left is the USDA logo and the text "United States Department of Agriculture". The main title is "Tobacco Transition Payment Program". Below the title is a navigation bar with links: "TTPP Home", "About FSA", "Help", "Contact Us", and "Logout". On the left side, there is a "Links" box containing a list of options: "Section 508", "Accessibility", "Manage Farm (Quota Holder)", "Quota Holder Data", "Producer Data", "Manage contract payment" (highlighted in blue), "Prompt Pay Interest", "Contract Maintenance", and "Reports". The main content area has a blue header "Manage Payment Inquiry". Below this header, the text "Cancel unsigned payment" is displayed. Below this text, there is a form with two fields: "Select program year" with a dropdown menu showing "2005" and a downward arrow, and "Contract No.:" with a text input field containing "999999999999". Below the form is a "Submit" button.

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4 TTPP/NPS Cancellation Process System Functionality (Continued)

C Example of TTPP Cancel Contract Payment Screen

This is an example of the TTPP Cancel Contract Payment Screen. Users will use this screen to verify contract payments to be canceled from NPS. Once the contract payment displayed has been verified, CLICK “Yes” to cancel the payment from NPS.

Note: If user CLICKS “No”, the system will take the user back to the Manage Payment Inquiry Screen with no action taken.

USDA United States Department of Agriculture
Tobacco Transition Payment Program

TTPP Home | About FSA | Help | Contact Us | Logout

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

Cancel Contract Payment

Program year: 2005
Contract No: 999999999999
Tax Id and Type: XXXXXXXXXS
Contract holder name: JOHNDOE

Cancel this contract payment?

4 **TTPP/NPS Cancellation Process System Functionality (Continued)**

D Example of Results Screen

This is an example of the Cancel Contract Payment Screen users receive after clicking “Yes” to cancel a contract payment. **CLICK “OK”** to return to Manage Payment Inquiry Screen.

Note: Once a contract has been signed, users are **not** allowed to cancel TTPP contract payment from NPS.

USDA United States Department of Agriculture
Tobacco Transition Payment Program

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

Cancel Contract Payment

Contract No: 999999999999
 Tax Id and Type: XXXXXXXXXS
 Contract holder name: JOHNDOE

Amount	Paid date	Status
215.90	11-24-2006	Canceled

OK

If the requested contract was not found in NPS, “Message: Payment information was not found”, will be displayed on Manage Payment Inquiry Screen, as follows.

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Manage Payment Inquiry

Message: Payment information was not found

Cancel unsigned payment

Select program year: 2005

Contract No.:

Submit