

For: Tobacco State and County Offices

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

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Notice TB-1156 provided information and instructions for using the TTPP web-based software and contract status reports. This notice will be incorporated into a forthcoming TTPP handbook.

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.

2 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.

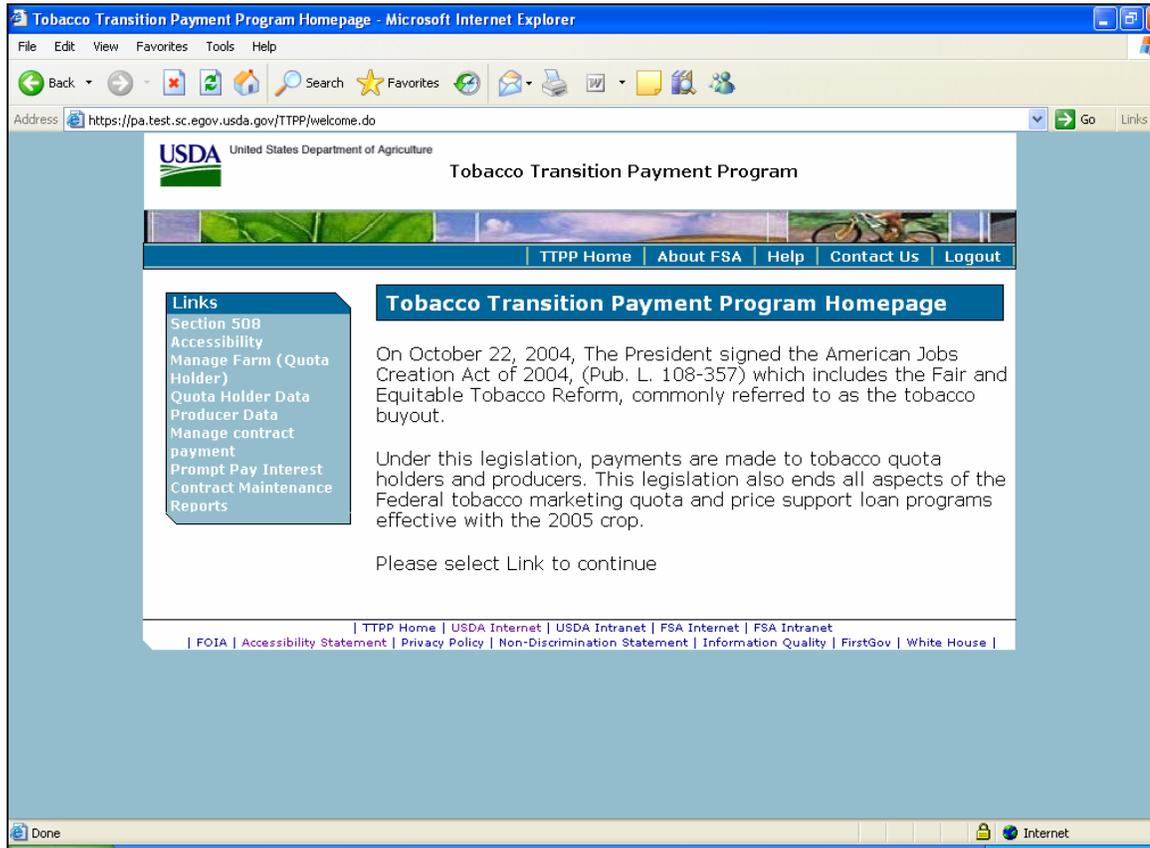
Disposal Date	Distribution
July 1, 2007	Tobacco State Office; State Offices relay to applicable County Offices

Notice TB-1220

3 TTPP Homepage and Contract Status Reports

A TTPP Homepage and Report Selection Criteria

After successfully logging-in through the eAuthentication Login Screen, the TTPP Homepage will be displayed. The following is an example of the TTPP Homepage which displays the new link “Reports”. **CLICK “Reports”**.

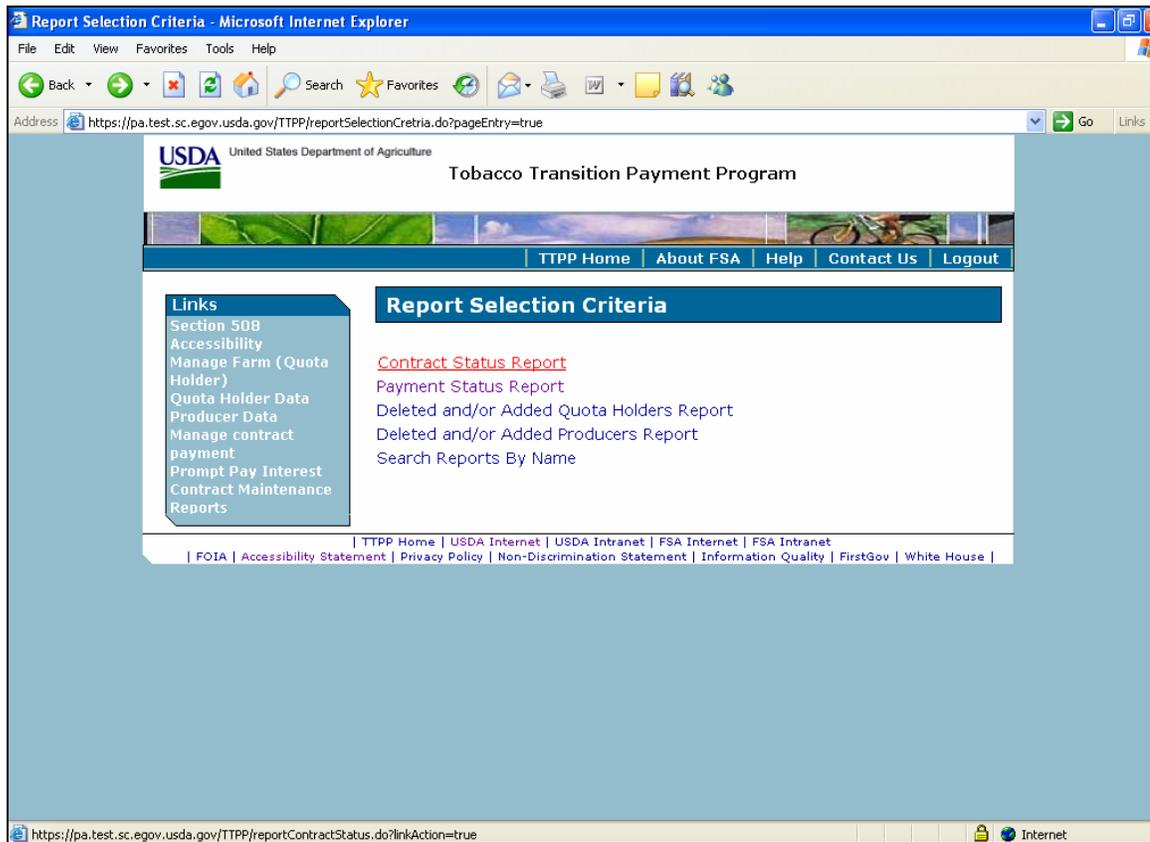


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3 TTPP Homepage and Contract Status Reports (Continued)

A TTPP Homepage and Report Selection Criteria (Continued)

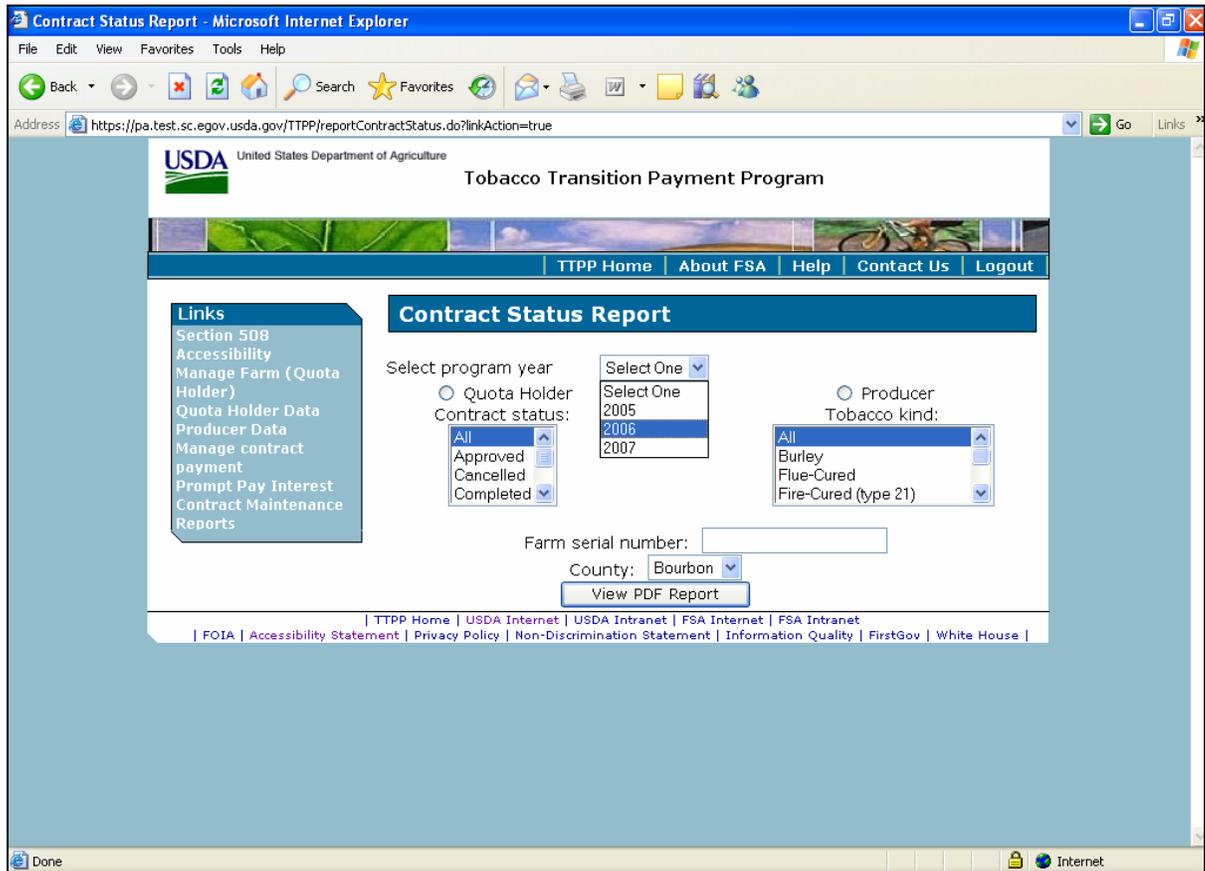
The Report Selection Criteria Screen will be displayed. CLICK “Contract Status Report” to initiate the processing of TTPP contract status reports.



3 TTPP Homepage and Contract Status Reports (Continued)

B Contract Status Report Screen

The following is an example of the eTTPP Contract Status Report Screen which allows users to **view** and/or **print** quota holder and producer contract reports.



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.

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

- “Quota Holder”
- “Producer”.

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3 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
- “Cancelled” 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.

FSN	Fam BQL	Crop	Tract No	Tract BQL	Name of Quota Holder	Contract Number	Quota Holder BQL	Status	CCC-990 Status	Amount Paid	Contract Change Date
0000291	497	Burley	0000153	497	JOHN DOE	999999999999	497	Sold	Not applicable	0.0	2005-10-19
Total	497		1	497		1	497			0	

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

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3 TTPP Homepage and Contract Status Reports (Continued)

E Report Display (Continued)

The following is an example of the last page of the Contract Status Report and will include a summary of contracts by tobacco type.

Quota Holder Contract Status

State Name: Kentucky State Code: 21
County Name: Nicholas County Code: 181

All Kinds of Tobacco	Number of Contracts	% of Total
Approved	622	67.61
In Dispute	0	0.00
Pending	3	0.33
Cancelled	20	2.17
Completed	0	0.00
Sold	275	29.89
Total	920	100

All Kinds of Tobacco	Quota Holder BQL	% of Total
Approved	2028356	71.55
In Dispute	0	0.00
Pending	8565	0.30
Cancelled	27422	9.15
Completed	0	0.00

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