

For: Tobacco State and County Offices

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

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Notice TB-1197 provided instructions for modifying BQL on unsold, paid TTPP contracts and reporting capabilities.

Once a payment had been made against a TTPP contract, BQL associated with that contract was locked and users were unable to modify BQL shares. Software was developed that allowed Service Center users to modify BQL shares paid erroneously, thereby generating an underpayment or overpayment transaction for each year the shares were paid. Reports were also added to assist users in researching contract modifications.

Forthcoming software targeted for release on **May 3, 2007**, will allow users to change BQL's to zero to process voluntary cancellations and voluntary and involuntary terminations (see Notice TB-1230 for instructions).

B Purpose

This notice provides instructions about:

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

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

Notice TB-1231

2 Action

A County Office Action

County Offices shall:

- become familiar with TTPP software that allows modifications to BQL's associated with unsold paid contracts
- become familiar with TTPP software that allows modifications to BQL's associated with resulting pending contracts
- become familiar with the TTPP Reports link
- become familiar with all 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 TTPP software
- become familiar with the TTPP reports
- ensure that County Offices follow the provisions in this notice
- review and approve all adjustments to the total farm BQL
- contact Michele Corcoran at 800-673-2331 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 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 canceled (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** (AP), **in-dispute** (DI), or a resulting contract in “**pending**” statuses can be modified.

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

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

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 the National Payment System (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-1218**.

Once the BQL's are modified and the new resulting contract is issued and updated to AP 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 DI 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 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. 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 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 “**Canceled**” 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 Report Request Menu

The individual reports are available through the “Reports” link. The reports link will access a Report Selection Criteria Menu that will provide the users with a wider report selection.

Contract Type code is available 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 TTPP Homepage. To begin the BQL correction process, CLICK “Contract Maintenance” in the Links box.

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

Tobacco Transition Payment Program Homepage

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.

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.

Please select Link to continue

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

Contracts to be modified:

- cannot have any outstanding payments on NPS
- must be in AP or DI 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	Action
1	Require the assignee to revoke 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 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”.

The screenshot shows a web interface for BQL Correction. It features a blue header bar with the text "BQL Correction". On the left side, there is a sidebar titled "Links" with a list of menu items: "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 contains a label "Contract No." followed by a text input field containing the number "999999999999". Below the input field, there is a yellow button labeled "Continue" and a smaller, grey button labeled "Submit" positioned directly underneath it.

Note: “Submit” will be displayed when users CLICK “Continue”.

Possible error messages:

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

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

4 System Functionality (Continued)

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

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

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	99999999999
Contract Status	Approved
Annual Installments	10
Total Contract BQL	107
Total Contract Value	\$749.00

Related Contracts for Tract Number:

Tract number	Total Tract BQL	Unclaimed BQL	Contract BQL	New Contract BQL
0002420	12550	11253	107	<input style="width: 40px;" type="text" value="107"/>
Total	12550	11253	107	

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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 107 pounds to 100 pounds. When the new BQL is entered, CLICK “Submit”.

Since this adjustment reduces 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.

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	999999999999
Contract Status	Approved
Annual Installments	10
Total Contract BQL	107
Total Contract Value	\$749.00

Related Contracts for Tract Number:

Tract number	Total Tract BQL	Unclaimed BQL	Contract BQL	New Contract BQL
0002420	12550	11253	107	<input style="width: 40px; text-align: center;" type="text" value="100"/>
Total	12550	11253	107	

NOTE: When the value of New Contract BQL is empty, it means this tract is NOT related to current contract.

Notes: If the user enters zero for the “New Contract BQL”, TTPP will display the following message:

“The requested changes to zero BQL requires that receivables be generated to recover all payments made to this contract.

If no payments are to be recovered, utilize the Quota Holder Data or Producer Data screen to set the contract to Voluntarily Canceled status, which will just stop future payments.”

See Notice TB-1230 for processing voluntary and involuntary terminations and voluntary cancellations.

4 System Functionality (Continued)

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

Possible error messages:

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

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”.

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Tobacco Transition Payment Program

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Links
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 Prompt Pay Interest
 Contract Maintenance Reports

BQL Correction

Quota Holder Contract Info

Contract Number	999999999999
Contract Status	Approved
Annual Installments	10
Total Contract BQL	107
Total Contract Value	\$749.00

Related Contracts for Tract Number:

Tract number	Total Tract BQL	Unclaimed BQL	Contract BQL	New Contract BQL
0002420	12550	11253	107	100
Total	12550	11253	107	100

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 999999999999 was an unsold, paid contract, the system canceled (CL) it and issued resulting contract 999999999991 as a replacement with the new BQL values. Users can click on the contract number to view contract details.

The screenshot shows the USDA Tobacco Transition Payment Program interface. At the top, it says 'USDA United States Department of Agriculture' and 'Tobacco Transition Payment Program'. Below this is a navigation bar with links: 'TTPP Home', 'About FSA', 'Help', 'Contact Us', and 'Logout'. On the left, there is a 'Links' sidebar with options like 'Section 508', 'Accessibility', 'Manage Farm (Quota Holder)', etc. The main content area features a blue header for 'BQL Correction Update Successfully' followed by the text: 'Transaction has been successfully performed. Resulting contracts are as follows:'. Below this text is a table with the following data:

Tax ID	Contract BQL	Value	Contract Number	Contract Status
*****9991	107	\$749.00	999999999999	CL
*****9992	100	\$0.00	999999999991	PE

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

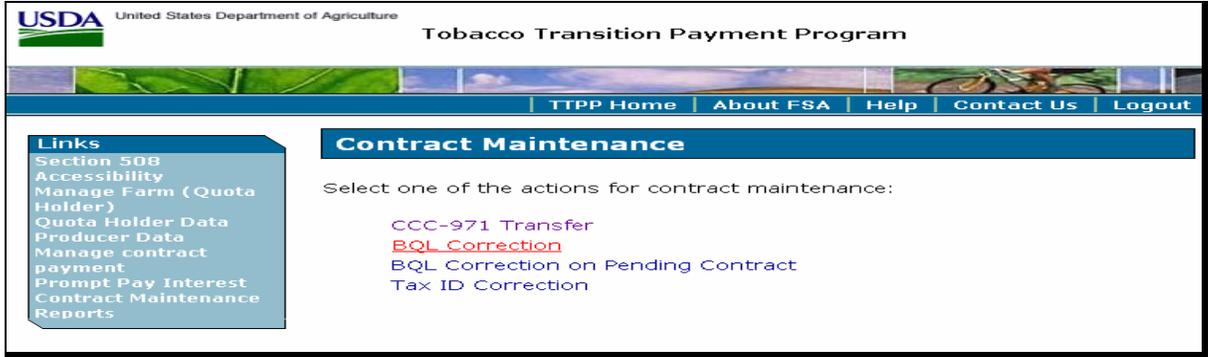
- time to obtain the required signatures
- an opportunity to review the contract data before the status is updated to completed or approved and adjustments are sent to NPS.

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

4 System Functionality (Continued)

A BQL Correction Process for a Paid Producer Contract (Continued)

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



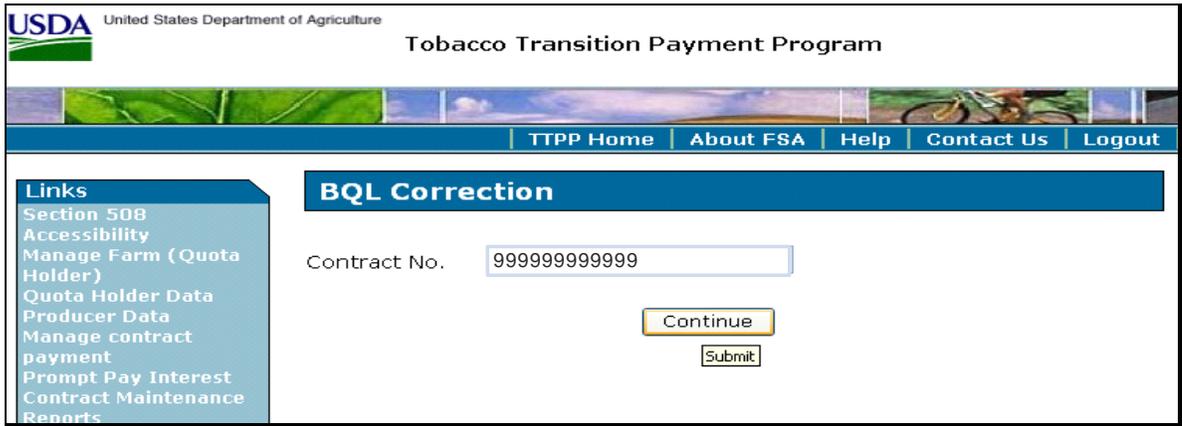
Note: Pending contracts can be corrected any number of times, but once the contract status is updated to completed or approved, the resulting BQL’s will be locked.

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” will be displayed when users CLICK “Continue”.

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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.

Links

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

BQL Correction on Pending Contract

Producer Contract Info

Contract Number: 999999999999

Contract Status: PE

Annual Installments: 10

Total Contract BQL: 12389

Total Contract Value: \$12,389.00

Related Contracts for Farm Number:

Producer Year	Total BQL	Unclaimed BQL	Contract BQL	New Contract BQL
2003	6370	870	4500	<input type="text" value="4500"/>
2002	6418	1529	3889	<input type="text" value="3889"/>
2004	6225	1225	4000	<input type="text" value="4000"/>
Total	19013	3624	12389	

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”.

Links

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

BQL Correction on Pending Contract

Producer Contract Info

Contract Number: 999999999999

Contract Status: PE

Annual Installments: 10

Total Contract BQL: 12389

Total Contract Value: \$12,389.00

Related Contracts for Farm Number:

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

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

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.

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BQL Correction Update Successfully

Transaction has been successfully performed. Resulting contracts are as follows:

Tax ID	Contract BQL	Value	Contract Number	Contract Status
*****9999	12390	\$12,390.00	999999999999	PE

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

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

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Report Selection Criteria

[Contract Status Report](#)
[Payment Status Report](#)
[Deleted and/or Added Quota Holders Report](#)
[Deleted and/or Added Producers Report](#)
[Search Reports By Name](#)

Links
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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.



The screenshot shows the "Search Reports By Name" interface. On the left is a "Links" sidebar with the following items: Section 508, Accessibility, Manage Farm (Quota Holder), Quota Holder Data, Producer Data, Manage contract payment, Prompt Pay Interest, and Contract Maintenance Reports. The main area has a header "Search Reports By Name" and three input fields: "Report Name:", "County:", and "Farm No.". The "Report Name:" dropdown menu is open, showing options: Farm, Tract, Contract Maintenance, Contract Payment, and Unpaid Contracts Report. The "Farm No." field is empty.

This is an example of a report request by name, for farm number 0000169.



The screenshot shows the "Search Reports By Name" interface with a report request. The "Report Name:" dropdown menu is set to "Farm". The "Farm No." field contains the value "0000169". The "Links" sidebar and navigation menu are identical to the previous screenshot.

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4 System Functionality (Continued)

C TTPP Reports (Continued)

This is an example of the report results for farm number 0000169.

TTPP 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	
999999999991	SMITH	*****9991(S)	18-01-2005	ZZ	CCC-955	Burley	5908	
							Contract Total BQL	5908
Contract Number	Producer Name	Tax ID / Type	Contract Approval Date	Contract Status	Form Number	Tobacco Type	Program year BQL	
999999999992	JONES	*****9992(S)	19-20-2005	ZZ	CCC-956	Burley	2963	
							2899	
							2912	
							Contract Total BQL	8774
Contract Number	Producer Name	Tax ID / Type	Contract Approval Date	Contract Status	Form Number	Tobacco Type	Program year BQL	
999999999993	BROWN	*****9993(S)	18-22-2005	ZZ	CCC-956	Burley	2962	
							2900	
							2912	
							Contract Total BQL	8774

This is an example of a report request by tract.

TTPP 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	
999999999999	SMITH JAMES	*****9994(S)	18-09-2005	Pending	CCC-955	Burley	2722	
							283	
							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.

TTPP Contracts for Farm Number: '0000066'						
State: TENNESSEE				County: Bedford		
Contract Number	Producer Name	Tax ID / Type	Contract Approval Date	Contract Status	Form Number	Program year BQL
99999999995	SMITH FARMS	*****9991(S)	04-13-2007	Approved	CCC-955	580
						Contract Total BQL
						580
Contract Number	Producer Name	Tax ID / Type	Contract Approval Date	Contract Status	Form Number	Program year BQL
99999999996	JONES FARMS	*****9992(S)	null	Pending	CCC-955	400
						Contract Total BQL
						400
Contract Number	Producer Name	Tax ID / Type	Contract Approval Date	Contract Status	Form Number	Program year BQL
99999999997	DOE FARMS	*****9993(S)	08-23-2006	Pending	CCC-955	450
						Contract Total BQL
						450
Contract Number	Producer Name	Tax ID / Type	Contract Approval Date	Contract Status	Form Number	Program year BQL
99999999998	JOHNSON FARMS	*****9994(S)	04-13-2007	Approved	CCC-955	20
						Contract Total BQL
						20
Contract Number	Producer Name	Tax ID / Type	Contract Approval Date	Contract Status	Form Number	Program year BQL
999999999910	WILLIAMS FARMS	*****9995(S)	04-13-2007	Approved	CCC-955	500
						Contract Total BQL
						500
Contract Number	Producer Name	Tax ID / Type	Contract Approval Date	Contract Status	Form Number	Program year BQL
999999999911	TOBACCO FARM	*****9996(S)	04-13-2007	Voluntary Cancellation	CCC-955	1000
						Contract Total BQL
						1000

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.)
TXN	Created as the result of a Tax ID change. (Tax ID changed, different owner.)

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

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
	999999999999	FARMER	*****9996(S)	07-12-2005	Cancelled	Burley	0000160	ORG
Program Year	Payment Amount and Status			Program Year	Over Payment Amount and Status			
2005	55.30	Sent to NPS		No Overpayments Sent				
2006	55.30	Sent to NPS						
Total Paid	110.60							