

For: Tobacco State and County Offices

Instructions for Canceling Payments in the Tobacco Transition Payment Program (TTPP)

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Notice TB-1228 provided instructions for canceling contract payment requests from the National Payment System (NPS) certification worklist.

NPS processes all TTPP payments. Once an approved contract has been processed for payment and TTPP sends a payment request to NPS for processing, that request **must** be certified and signed before the actual payment is automatically sent to the Centralized Disbursement System (CDS) and subsequently to the U.S. Treasury for printed check payments or FRB for automated clearing house (ACH) payments.

TTPP payment canceling process provides the ability to cancel both signed and unsigned payment requests in NPS for the given payment year and contract number. County Offices **may only** cancel a signed payment, if the original check or payment is returned in full at the time the payment is canceled. Forthcoming software targeted for release on **May 3, 2007**, will prevent County Offices from canceling a signed payment if the contract status is voluntary termination or involuntary termination.

B Purpose

The notice:

- provides how TTPP will process requests to cancel payment requests for a selected contract number and payment year
- provides instructions for processing payment cancellations for both unsigned and signed payments in TTPP
- obsoletes Notice TB-1228.

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

Notice TB-1233

2 Action

A County Office Action

County Offices shall:

- become familiar with new TTPP cancellation software that cancels payment requests (unsigned payment requests) in TTPP and NPS as outlined in this notice
- use TTPP cancellation software to cancel invalid contract payment requests and create receivables for invalid contract payments (signed payment requests)
- **only** cancel a **signed payment**, if the original check or payment is returned in full at the time the payment is canceled.

B State Office Action

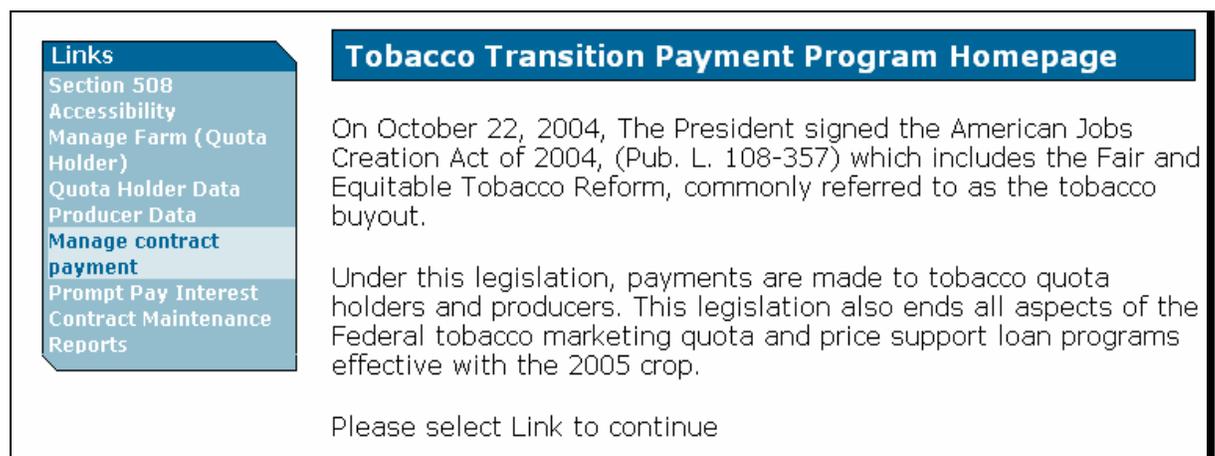
State Offices shall:

- ensure that County Offices follow the provisions in this notice
- contact Michele Corcoran, National Tobacco Processing Center representative, at 800-673-2331 with questions.

3 TTPP Payment Canceling Process

A Beginning the Payment Cancellation Process

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



The screenshot shows a web page titled "Tobacco Transition Payment Program Homepage". On the left, there is a "Links" menu with the following items: 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 contains the following 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.

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

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3 TTPP Payment Canceling Process (Continued)

B Manage Payment Inquiry Screen

This is an example of the Manage Payment Inquiry Screen. To access contract payment information, select the program year, enter the contract number, select the county, and CLICK “Submit”.

Note: If the contract has been voluntarily or involuntarily terminated, the message: “Contract has been Voluntarily/Involuntarily Terminated” will be displayed.



The screenshot displays a web interface for managing payment inquiries. On the left, a vertical sidebar titled "Links" contains the following menu 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 content area has a blue header bar labeled "Manage Payment Inquiry". Below this, the title "Cancel Contract Payments" is centered. The form includes three input fields: "Payment Year" with a dropdown menu set to "2007", "Contract No." with a text box containing "999999999999", and "County" with a dropdown menu set to "Bedford". A yellow "Submit" button is positioned below the "County" field.

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3 TTPP Payment Canceling Process (Continued)

C Selecting Contract Payment to Cancel

This is an example of the Cancel Contract Payment Screen. Normally only 1 payment request will exist for a contract for a given year; however, in some instances more than 1 payment request (signed or not signed) can exist. If multiple payment requests exist, they will all be displayed.

Once the contract payment display has been verified, under Cancel, click the checkbox for the payment or payment request to be canceled and CLICK “**Submit**” to cancel the payment or payment request. Multiple payments and payment requests may be selected and canceled, if they exist for the selected payment year.

Note: If users CLICK “**Previous**”, the Manage Payment Inquiry Screen will be displayed with no action taken.

Links

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

Cancel Contract Payments

Program year: 2005
Contract No: 999999999999
Contract Status: AP
Tax Id and Type: 99999999 /S
Contract holder name: JOHN DOE

Cancel	Tax Id/Type	Producer Name	Amount	Payment Status
<input checked="" type="checkbox"/>	*****9999/S	JOHN DOE	\$224.70	Prompt Pay Interest required
<input checked="" type="checkbox"/>	*****9999/S	JOHN DOE	\$224.70	Signed

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3 TTPP Payment Canceling Process (Continued)

C Selecting Contract Payment to Cancel (Continued)

This table provides all payment statuses that may be displayed on the Cancel Contract Payments Screen.

Payment Status	Status Definition
C1	Pre-Certified.
C2	Certified.
CL	Claim.
CU	Canceled.
FP	Foreign person.
HP	Held for program cancel.
OA	Other agency debt.
PP	Prompt pay interest required.
QU	Queued in NPS.
RV	Receivable.
SC	Payment previously reversed.
SI	Signed.
UC	Payment request previously canceled.

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3 TTPP Payment Canceling Process (Continued)

D Cancel Payment Confirmation Screen

This is an example of the Cancel Contract Payment Confirmation Screen displayed after users CLICK “**Submit**” to cancel a contract payment or payment request on the Cancel Contract Payment Screen. Users **must** CLICK “**Continue**” to cancel the displayed payment or payment request.

Note: If users CLICK “**Cancel**”, the Manage Payment Inquiry Screen will be displayed with no action taken.

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

Cancel Contract Payments Confirmation

Cancel the following payments?

Program year: 2005
Contract No: 999999999999
Contract Status: AP
Tax Id and Type: *****9999/(S)
Contract holder name: JOHN J DOE

Tax Id/Type	Producer Name	Amount	Payment Status
*****9999/(S)	JOHN J DOE	\$224.70	Prompt Pay Interest required
*****9999/(S)	JOHN J DOE	\$224.70	Signed

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3 TTPP Payment Canceling Process (Continued)

D Cancel Payment Confirmation Screen (Continued)

The Cancel Contract Payments Confirmation Page will be redisplayed with the amount of the payment to be canceled and will indicate an overpayment request will be created. An overpayment request is the 1st step in creating a receivable to offset the signed payment.

Note: This screen will **not** be displayed, if the payment request being canceled has not been signed in NPS.

When users CLICK “Yes”, TTPP will generate an overpayment request and the Cancel Payments Results Screen will be redisplay with the question, “Payments have been signed in NPS, Create receivable for contract XXXXXXXXXX”. CLICK “Yes”, if correct.

Note: If users CLICK “No”, the Cancel Contract Payments Screen will be displayed to select payments on the contract to cancel.

Tax Id/Type	Producer Name	Amount
*****9999(S)	JOHN J DOE	\$224.70

Yes No

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3 TTPP Payment Canceling Process (Continued)

E Cancel Contract Payment Results Screen

The Cancel Contract Payments Result Screen will be displayed when the selected signed or unsigned payments have been canceled for the selected contract. TTPP will **only** display either the unsigned or signed payment message, as appropriate, if **only** 1 type of payment request is being canceled.

If users CLICK “OK”, the Manage Payment Inquiry Screen will be displayed.

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

Cancel Contract Payments Result

Program year: 2005
Contract No: 999999999999

The following unsigned payment request has been cancelled in TTPP and NPS.

Tax Id/Type	Producer Name	Amount
*****9999 /S	JOHN J DOE	\$224.70

The following signed payment has been cancelled by creating an offsetting receivable.

Tax Id/Type	Producer Name	Amount
*****9999 /S	JOHN J DOE	\$224.70