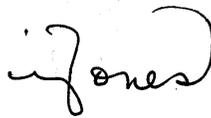


For: Tobacco State and County Offices

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

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Prior year financial CCC audits identified a material weakness requiring improved financial system functionality and funds control. Currently CCC does **not** have a completely integrated obligation and disbursement system to track and govern the status of obligations and administrative limitations established by legislation or FSA policy. The Obligation Management Service (OMS) has been established to address this material weakness. TTPP is required to track obligations and any changes in the status of an obligation of funds in the OMS system for a specific CCC-955/CCC-956 at the time CCC-955/CCC-956 is created or updated. This enhancement allows financial obligations to be monitored more effectively.

CCC-955/CCC-956's **cannot** access the OMS system to track obligation and change actions immediately. Therefore, all obligations activities will be performed in a batch process that will run every 5 minutes while CCC-955/CCC-956 is available.

NPS processes all TTPP payments. Once an approved CCC-955/CCC-956 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.

The TTPP payment canceling process provides the ability to cancel both signed and unsigned payment requests in NPS for the given payment year and CCC-955/CCC-956 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.

Software targeted for release on **March 28, 2008**, will update the TTPP application to inform the user of obligation dependencies when processing CCC-955/CCC-956's. These changes will provide additional messages that will be displayed when cancelling payments to inform the user that obligation actions are required and indicate the status of those actions.

Disposal Date	Distribution
October 1, 2008	Tobacco State Offices; State Offices relay to applicable County Offices

Notice TB-1255

1 Overview (Continued)

B Purpose

The notice provides:

- steps that will be **required** to perform TTPP payment cancelling process
- how TTPP will process requests to cancel payment requests for a selected CCC-955/CCC-956 number and payment year
- instructions for processing payment cancellations for both unsigned and signed payments in TTPP.

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 CCC-955/CCC-956 payment requests and create receivables for invalid CCC-955/CCC-956 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.

Notice TB-1255

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”.

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

B Manage Payment Inquiry Screen

This is an example of the Manage Payment Inquiry Screen. To access CCC-955/CCC-956 payment information, select payment year, enter CCC-955/CCC-956 number, select the county, and CLICK “Submit”.

Note: If CCC-955/CCC-956 has been voluntarily or involuntarily terminated, the message: “Contract has been Voluntarily/Involuntarily Terminated” will be displayed and no cancellation will be permitted.

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

Manage Payment Inquiry

Cancel Contract Payments

Payment Year: 2007

Contract No.: 9999999999

County: Bedford

Submit

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3 TTPP Payment Canceling Process (Continued)

C Selecting CCC-955/CCC-956 Payment to Cancel

This is an example of the Cancel Contract Payment Screen. Normally only 1 payment request will exist for CCC-955/CCC-956 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.

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

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

Once CCC-955/CCC-956 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.

If the payment selected to be cancelled has a payment status of “Signed”, the TTPP cancellation software will create a receivable request. CCC-955/CCC-956 holder criterion that **must** be met is as follows:

- **must** be active in the Service Center Information Management System (SCIMS)
- tied to the State and County of CCC-955/CCC-956
- tax ID and type on CCC-955/CCC-956 **must** match the tax ID and type in SCIMS.

Note: If CCC-955/CCC-956 holder is an entity with an 02, 03, 05, or 07 business type, **all** members **must** meet CCC-955/CCC-956 holder criteria.

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3 TTPP Payment Canceling Process (Continued)

C Selecting CCC-955/CCC-956 Payment to Cancel (Continued)

If CCC-955/CCC-956 holder fails **any** of the criteria, an error message will be displayed.

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.

This table provides all error codes and messages that may be displayed on the Cancel Contract Payment Screen when users CLICK “**Submit**”.

Error Code	Error Message
AGIC	No member information found for the joint venture and crop code.
AGID	No data found in either AGI, Subsidiary Eligibility, or SCIMS.
AGIE	No data found for the Entity ID – possible invalid ID.
N/A	Customer not Found in SCIMS.
N/A	Customer is inactive in SCIMS.
N/A	Customer has no Legacy Link.
N/A	The Tax ID on the contract does not match the Tax ID in SCIMS for this customer.
N/A	Multiple Active Customers Found in SCIMS.

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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 that will be displayed after users CLICK “**Submit**” to cancel CCC-955/CCC-956 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 following:

- amount of the payment to be canceled
- a question asking, “Payments have been signed in NPS, Create receivable for contract (applicable CCC-955/CCC-956 number will be displayed)?”

An overpayment (receivable) request is the first 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 displayed.

Note: If users CLICK “No”, the Cancel Contract Payments Screen will be displayed to select payments on CCC-955/CCC-956 to cancel.

Cancel Contract Payments Confirmation		
Payments have been signed in NPS, Create receivable for contract 999999999999?		
Tax Id/Type	Producer Name	Amount
*****9999(S)	JOHN J DOE	\$224.70
<input type="button" value="Yes"/> <input type="button" value="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 CCC-955/CCC-956. TTPP will **only** display either the unsigned or signed payment message, as appropriate, if **only** 1 type of payment request is being canceled.

The following message will be displayed for payment cancellations if the CCC-955/CCC-956 is in “approved” or “in dispute” status. “The contract status has been set to Obligation Pending. Once obligation actions are performed for the contracts (an automatic process that runs every 5 minutes), the contract will be set back to previous status accordingly (Approval or In Dispute).”

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

Cancel Contract Payments Result								
Links Section 508 Accessibility Manage Farm (Quota Holder) Quota Holder Data Producer Data Manage contract payment Prompt Pay Interest Contract Maintenance Reports								
Program year:	2005							
Contract No:	999999999999							
The following unsigned payment request has been cancelled in TTPP and NPS.								
<table border="1"><thead><tr><th>Tax Id/Type</th><th>Producer Name</th><th>Amount</th></tr></thead><tbody><tr><td>****9999 /S</td><td>JOHN J DOE</td><td>\$224.70</td></tr></tbody></table>	Tax Id/Type	Producer Name	Amount	****9999 /S	JOHN J DOE	\$224.70		
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.								
<table border="1"><thead><tr><th>Tax Id/Type</th><th>Producer Name</th><th>Amount</th></tr></thead><tbody><tr><td>****9999 /S</td><td>JOHN J DOE</td><td>\$224.70</td></tr></tbody></table>	Tax Id/Type	Producer Name	Amount	****9999 /S	JOHN J DOE	\$224.70		
Tax Id/Type	Producer Name	Amount						
****9999 /S	JOHN J DOE	\$224.70						
The contract status has been set to Obligation Pending. Once obligation actions are performed for the contracts (an automatic process that runs every 5 minutes), the contract will be set back to previous status accordingly (Approval or In Dispute).								
<input type="button" value="OK"/>								