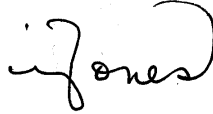


For: Tobacco State and County Offices

**Instructions for Base Quota Level (BQL) Changes on  
Unsold, Paid CCC-955/CCC-956's and Report Selection Capabilities**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Notice TB-1231 provided instructions for modifying BQL on unsold, paid CCC-955/CCC-956's and reporting capabilities.

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. Tobacco Transition Payment Program (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. The instructions in this notice have been modified to include steps that will be **required** to perform TTPP BQL changes on unsold, paid CCC-955/CCC-956's.

Once a payment had been made against a CCC-955/CCC-956, BQL associated with that CCC-955/CCC-956 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 CCC-955/CCC-956 modifications.

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

## Notice TB-1254

### 1 Overview (Continued)

#### A Background (Continued)

Software targeted for release **March 28, 2008**, will:

- update CCC-955/CCC-956's to inform users of obligation dependencies when performing BQL changes
- include additional CCC-955/CCC-956 statuses that have been added to indicate the status of the obligations related to the CCC-955/CCC-956.

#### B Purpose

This notice provides instructions about:

- BQL corrections to unsold, paid CCC-955/CCC-956's
- BQL corrections to the resulting pending CCC-955/CCC-956's
- TTPP reports.

### 2 Action

#### A County Office Action

County Offices shall:

- become familiar with TTPP software that allows modifications to BQL's associated with:
  - unsold, paid CCC-955/CCC-956's
  - resulting pending CCC-955/CCC-956's
- become familiar with the TTPP Reports link
- become familiar with **all** TTPP reports
- take action to correct CCC-955/CCC-956's 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 and 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.

## Notice TB-1254

### 3 General Information – BQL Modifications

#### A Overview

It is important to understand how the system will process CCC-955/CCC-956's requiring BQL modifications. If it is determined that CCC-955/CCC-956's were erroneously paid because of incorrect BQL's, users will have the ability to access the approved CCC-955/CCC-956's and adjust BQL values.

When BQL changes are made and confirmed, TTPP will cancel the original CCC-955/CCC-956's and create a replacement CCC-955/CCC-956's. Both the original and the replacement CCC-955/CCC-956's will be displayed on the BQL Correction Update Successful Screen.

IF...	THEN the original CCC-955/CCC-956 will be in ...
no obligations change actions are required	“canceled” (CL) status and the new resulting CCC-955/CCC-956's will be in “pending” (PE) status.
obligation change actions are required	“cancel - pending de-obligations” (CO) status and the new resulting CCC-955/CCC-956's will be in “pending – pending de-obligations” (PO) status with an explanatory message.

When BQL changes for Voluntary or Involuntary Termination actions are taking BQL to zero BQL, the original CCC-955/CCC-956's will be changed to CL status and the new resulting CCC-955/CCC-956's will be in 1 of the following:

- “Voluntary Termination” (VT) status
- “Involuntary Termination” (IT) status.

If obligation change actions are required, the original CCC-955/CCC-956's will be in CO status and the new resulting CCC-955/CCC-956's will be in 1 of the following:

- “Voluntary Termination pending obligations” (TO) status
- “Involuntary Termination pending obligations” (IO) status with an explanatory message.

**Note:** See Notice TB-1258 for further explanation of Voluntary and Involuntary Termination actions.

Changes to BQL's require new CCC-955/CCC-956's to be printed and signed by CCC-955/CCC-956 holders **before** CCC-955/CCC-956's 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 CCC-955/CCC-956's 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.

## Notice TB-1254

### 3 General Information – BQL Modifications (Continued)

#### B CCC-955/CCC-956 Statuses for BQL Modifications

Only **paid** CCC-955/CCC-956's in "approved" (AP), "in dispute" (DI), or resulting CCC-955/CCC-956's in PE statuses can be modified.

If a CCC-955/CCC-956 has been placed into DI status, suspending the 2006 payment, the BQL changes can be made while the CCC-955/CCC-956's remains DI status. If the original CCC-955/CCC-956 is taken out of DI status, ensure 1 of the following takes place:

- BQL's are modified before the next payment cycle
- the original CCC-955/CCC-956 is placed back into DI status.

If 1 of these items does **not** take place, the original approved CCC-955/CCC-956 will be selected for payment **before** the replacement CCC-955/CCC-956 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 (Notice TB-1255).

Once the BQL's are modified and the new resulting CCC-955/CCC-956 is issued and updated to AP status, the system will determine which payments have been issued, that is 2005, 2006, 2007, 2008, or all 4. The system will calculate the differences in CCC-955/CCC-956 value and create the resulting overpayment (receivable) or underpayment (payment request) transactions. If a CCC-955/CCC-956 was paid erroneously in 2005, 2006, and 2007 and then placed into DI status, suspending the 2008 payment, the system will calculate the difference for the 2005, 2006, and 2007 payments issued and also issue the total 2008 payment based on the new BQL.

**Note:** **Sold** CCC-955/CCC-956's are permanently locked.

#### C Resulting CCC-955/CCC-956 in PE Status

Users have the ability to access and modify pending CCC-955/CCC-956's resulting from a BQL change of an original CCC-955/CCC-956. Numerous changes to BQL of a pending CCC-955/CCC-956 are allowed. Once a CCC-955/CCC-956 is moved out of PE status, the system **will not allow** a status change back to PE.

## Notice TB-1254

### 3 General Information – BQL Modifications (Continued)

#### 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 (67-FI, Part 5, Section 3).

Since TTPP is a web-based system, an overpayment (receivable) generated from a modified CCC-955/CCC-956 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

To access individual reports, from TTPP Homepage, under Links, CLICK “Reports”. The Report Selection Criteria Menu will be displayed with a wider report selection (subparagraph 4 D).

Contract Type codes:

- are available on the Contract Maintenance and Contract Payment Reports
- will provide users with a history of CCC-955/CCC-956 maintenance, such as original CCC-955/CCC-956 or resulting CCC-955/CCC-956 because of BQL changes.

## Notice TB-1254

### 4 System Functionality

#### A BQL Correction Process for a Paid Quota Holder CCC-955/CCC-956

This is an example of the TTPP Homepage. To begin the BQL correction process, under Links, CLICK “Contract Maintenance”.



**Note:** On TTPP Homepage, under Links, Reports will also be displayed.

CCC-955/CCC-956's to be modified:

- **cannot** have any outstanding payments on NPS
- **must** be in AP or DI status
- **cannot** have an assignment against CCC-955/CCC-956.

**Note:** Because CCC-959's are CCC-955/CCC-956 specific, users **must** take the following steps, according to 63-FI, **before** CCC-955/CCC-956 can to be modified.

Step	Action
1	Require the assignee to revoke CCC-959.
2	Cancel CCC-959 attached to CCC-955/CCC-956 to be corrected.
3	Access TTPP and modify the CCC-955/CCC-956 BQL according to procedures outlined in this notice, thereby canceling the original CCC-955/CCC-956 and creating a new resulting CCC-955/CCC-956.
4	Obtain a new CCC-959 for the resulting CCC-955/CCC-956.
5	Enter the new CCC-959 against the resulting CCC-955/CCC-956 in Financial Services.

## Notice TB-1254

### 4 System Functionality (Continued)

#### A BQL Correction Process for a Paid Quota Holder CCC-955/CCC-956 (Continued)

This is an example of the Contract Maintenance Screen. From the Contract Maintenance Screen, users can do either of the following; correct:

- a paid CCC-955/CCC-956, “BQL Correction”
- BQL of a resulting CCC-955/CCC-956 in PE status that was created when an original CCC-955/CCC-956 BQL was modified, “BQL Correction on Pending Contract” (subparagraph B).

The resulting CCC-955/CCC-956 will remain in PE status until the user updates CCC-955/CCC-956 to complete (CP) or AP status.

**Note:** When CCC-955/CCC-956 is moved out of PE status, the system **will not allow** a status change back to PE.

The screenshot shows the USDA Tobacco Transition Payment Program (TTPP) interface. At the top left is the USDA logo and the text "United States Department of Agriculture". To the right is the program name "Tobacco Transition Payment Program". Below this is a navigation bar with links: "TTPP Home", "About FSA", "Help", "Contact Us", and "Logout". On the left side, there is a "Links" menu with the following items: "Section 508", "Accessibility", "Manage Farm (Quota Holder)", "Quota Holder Data", "Producer Data", "Manage contract payment", "Prompt Pay Interest", "Contract Maintenance Reports", and "Reports". The main content area is titled "Contract Maintenance" and contains the instruction "Select one of the actions for contract maintenance:". Below this instruction are four links: "CCC-971 Transfer", "BQL Correction" (highlighted in red), "BQL Correction on Pending Contract", and "Tax ID Correction".

**Note:** Follow the same steps to modify BQL’s on a paid producer CCC-955/CCC-956 (subparagraph B).

## Notice TB-1254

### 4 System Functionality (Continued)

#### A BQL Correction Process for a Paid Quota Holder CCC-955/CCC-956 (Continued)

This is an example of the BQL Correction Screen. Users will enter the unsold, paid CCC-955/CCC-956 number to be modified and CLICK “Continue”.

The screenshot shows a web interface for BQL Correction. On the left, there is a sidebar titled "Links" 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 content area has a blue header "BQL Correction". Below the header, there is a label "Contract No." followed by a text input field containing "999999999999". To the right of the input field is a yellow "Continue" button. Below the "Continue" button is a smaller "Submit" button.

**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:** CCC-971 resulting CCC-955/CCC-956 BQL **cannot** be modified.



4 System Functionality (Continued)

A BQL Correction Process for a Paid Quota Holder CCC-955/CCC-956 (Continued)

This is an example of the user correcting BQL for a quota holder. The Quota Holder Contract Info Screen will be displayed with the total tract BQL originally available, the amount of unclaimed BQL, and the current CCC-955/CCC-956 BQL. Users can update the “New Contract BQL” field, as long as the new CCC-955/CCC-956 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	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;" type="text" value="107"/>
<b>Total</b>	12550	11253	107	

**Notice TB-1254**

**4 System Functionality (Continued)**

**A BQL Correction Process for a Paid Quota Holder CCC-955/CCC-956 (Continued)**

This is an example of the user modifying the “New Contract BQL” field to 100 pounds from the “Contract BQL” field 107 pounds. When the new BQL is entered, CLICK “Submit”.

Since the modification reduces BQL, the system will generate an overpayment (receivable) against each payment previously made against CCC-955/CCC-956. The receivable will **not** be generated by the system until the user obtains the required signatures and CCC-955/CCC-956 status has been updated to AP.

BQL Correction					
<b>Links</b> Section 508 Accessibility Manage Farm (Quota Holder) Quota Holder Data Producer Data Manage contract payment Prompt Pay Interest Contract Maintenance Reports	<b>Quota Holder Contract Info</b>				
	Contract Number	999999999999			
	Contract Status	Approved			
	Annual Installments	10			
	Total Contract BQL	107			
	Total Contract Value	\$749.00			
	Related Contracts for Tract Number: <input type="text"/>				<input type="button" value="View Tract"/>
	<b>Tract number</b>	<b>Total Tract BQL</b>	<b>Unclaimed BQL</b>	<b>Contract BQL</b>	<b>New Contract BQL</b>
	0002420	12550	11253	107	<input type="text" value="100"/>
	<b>Total</b>	12550	11253	107	
<input type="button" value="Submit"/>		<input type="button" value="Cancel"/>			
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 change 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 Cancellation status, which will just stop future payments.”

See Notice TB-1258 for processing VT’s, IT’s, and voluntary cancellations (VC’s).

Notice TB-1254

4 System Functionality (Continued)

A BQL Correction Process for a Paid Quota Holder CCC-955/CCC-956 (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 Quota Holder Contract Info Screen (displayed on page 9), the following Summary Screen will be displayed. This Quota Holder Contract Info Screen Summary Screen requires the user to confirm the BQL before the database is updated. When the BQL has been verified, CLICK “Confirm”.

The screenshot displays the USDA Tobacco Transition Payment Program interface. At the top, the USDA logo and program name are visible. A navigation bar includes links for 'TTPP Home', 'About FSA', 'Help', 'Contact Us', and 'Logout'. On the left, a 'Links' sidebar lists various options like 'Section 508 Accessibility' and 'Manage Farm (Quota Holder)'. The main content area is titled 'BQL Correction' and 'Quota Holder Contract Info'. It lists contract details: Contract Number (99999999999), Contract Status (Approved), Annual Installments (10), Total Contract BQL (107), and Total Contract Value (\$749.00). Below this, there is a field for 'Related Contracts for Tract Number' with the value '0002420' and a 'View Tract' button. A table summarizes the BQL data for the tract, showing total, unclaimed, and new BQL values. At the bottom, there are 'Confirm' and 'Cancel' buttons.

Tract number	Total Tract BQL	Unclaimed BQL	Contract BQL	New Contract BQL
0002420	12550	11253	107	100
<b>Total</b>	12550	11253	107	100

4 System Functionality (Continued)

A BQL Correction Process for a Paid Quota Holder CCC-955/CCC-956 (Continued)

This is an example of the BQL Correction Update Successful Screen when the original CCC-955/CCC-956 has an outstanding obligation. Both the original and the new CCC-955/CCC-956's are displayed. The original CCC-955/CCC-956 (999999999999) has been updated to CO status and resulting CCC-955/CCC-956 (999999999991) has been created with the new BQL values in PO status. Once the obligations batch job runs, the statuses will be updated to CL and PE. Click CCC-955/CCC-956 number to view CCC-955/CCC-956 details.

The following message will be displayed for BQL corrections when the original CCC-955/CCC-956 has an outstanding obligation: "The original contract status has been set to Obligation Cancel and the new 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 the final status accordingly (Cancel or Pending)."

If the original CCC-955/CCC-956 does **not** have an outstanding obligation the:

- original CCC-955/CCC-956 will be displayed in CL status
- new CCC-955/CCC-956 will be displayed in PE status.

**Note:** A list of all CCC-955/CCC-956 status codes and descriptions are provided in subparagraph 4 D.

USDA United States Department of Agriculture Tobacco Transition Payment Program

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

**BQL Correction Update Successful**

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

The original contract status has been set to Obligation Cancel and the new 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 contracts will be set to final status accordingly (Cancel and Pending).

Tax ID	Contract BQL	Value	Contract Number	Contract Status
*****9991	107	\$749.00	999999999999	Cancel - Pending De-Obligation
*****9992	100	\$0.00	999999999991	Pending - Pending De-Obligation

When a paid CCC-955/CCC-956 BQL has been modified, the resulting CCC-955/CCC-956 is placed in PE status. This is to allow users:

- time to obtain the required signatures
- an opportunity to review CCC-955/CCC-956 data **before** the status is updated to CP or AP and adjustments are sent to NPS.

Users may find that further modifications to BQL's are required while the CCC-955/CCC-956 is in PE.

## Notice TB-1254

### 4 System Functionality (Continued)

#### A BQL Correction Process for a Paid Producer CCC-955/CCC-956 (Continued)

This is an example of the Contract Maintenance Screen for a producer's pending CCC-955/CCC-956.

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" menu with options: "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 is titled "Contract Maintenance" and contains the text: "Select one of the actions for contract maintenance:". Below this text are four links: "CCC-971 Transfer", "BQL Correction", "BQL Correction on Pending Contract", and "Tax ID Correction".

**Note:** Pending CCC-955/CCC-956's can be corrected any number of times, but once the CCC-955/CCC-956 status is updated to CP or AP, the resulting BQL's will be locked.

#### B BQL Correction Process for a Paid Producer CCC-955/CCC-956

Follow the steps in subparagraph A to correct BQL's on paid producers.

#### C Correction Process for a Pending Producer CCC-955/CCC-956

Enter the CCC-955/CCC-956 number to be corrected and CLICK "Continue".

The screenshot shows the USDA Tobacco Transition Payment Program interface for the BQL Correction process. 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" menu with options: "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 is titled "BQL Correction" and contains a form with a "Contract No." label and a text input field containing "999999999999". Below the input field are two buttons: "Continue" and "Submit".

**Note:** "Submit" will be displayed when users CLICK "Continue".

Notice TB-1254

4 System Functionality (Continued)

C Correction Process for a Pending Producer CCC-955/CCC-956 (Continued)

This Producer Contract Info Screen is an example of a producer's CCC-955/CCC-956 in PE 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"/>
<b>Total</b>	19013	3624	12389	

This Producer Contract Info Screen is an example of a producer's CCC-955/CCC-956 after 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
<b>Total</b>	19013	3624	12389	12390

4 System Functionality (Continued)

C Correction Process for a Pending Producer CCC-955/CCC-956 (Continued)

This is an example of the BQL Correction Update Successful Screen for a PE CCC-955/CCC-956. The CCC-955/CCC-956 will remain in PE status until the user obtains all the required signatures and updates CCC-955/CCC-956 to CP or AP status.

**Note:** A list of all CCC-955/CCC-956 status codes and descriptions are provided in subparagraph 4 D.

The screenshot shows the USDA Tobacco Transition Payment Program interface. The main heading is "BQL Correction Update Successfully". Below this, a message states: "Transaction has been successfully performed. Resulting contracts are as follows:". A table displays the following data:

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

On the left side, there is a "Links" menu 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.

D TTPP Reports

This is an example of the Report Selection Criteria Screen that will be displayed after users click "Reports" on TTPP Homepage under Links.

The screenshot shows the USDA Tobacco Transition Payment Program interface. The main heading is "Report Selection Criteria". Below this, a list of report options is displayed:

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

On the left side, there is a "Links" menu with the following items: Section 508, Accessibility, Manage Farm (Quota Holder), Quota Holder Data, Producer Data, Manage contract payment, and Prompt Pay Interest.

4 System Functionality (Continued)

D 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.

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

**Search Reports By Name**

Report Name: Farm  
County:  
Farm No.

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

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

**Search Reports By Name**

Report Name: Farm  
Farm No. 0000169



**Notice TB-1254**

**4 System Functionality (Continued)**

**D TTPP Reports (Continued)**

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

<b>TTPP Contracts for Farm Number: '0000169'</b>							
<b>State:KENTUCKY</b>				<b>County:Shelby</b>			
<b>Contract Number</b>	<b>Producer Name</b>	<b>Tax ID / Type</b>	<b>Contract Approval Date</b>	<b>Contract Status</b>	<b>Form Number</b>	<b>Tobacco Type</b>	<b>Program year BQL</b>
999999999991	SMITH	*****9991(S)	18-01-2005	ZZ	CCC-955	Burley	5908
<b>Contract Total BQL</b>							<b>5908</b>
<b>Contract Number</b>	<b>Producer Name</b>	<b>Tax ID / Type</b>	<b>Contract Approval Date</b>	<b>Contract Status</b>	<b>Form Number</b>	<b>Tobacco Type</b>	<b>Program year BQL</b>
999999999992	JONES	*****9992(S)	19-20-2005	ZZ	CCC-956	Burley	2963
							2899
							2912
<b>Contract Total BQL</b>							<b>8774</b>
<b>Contract Number</b>	<b>Producer Name</b>	<b>Tax ID / Type</b>	<b>Contract Approval Date</b>	<b>Contract Status</b>	<b>Form Number</b>	<b>Tobacco Type</b>	<b>Program year BQL</b>
999999999993	BROWN	*****9993(S)	18-22-2005	ZZ	CCC-956	Burley	2962
							2900
							2912
<b>Contract Total BQL</b>							<b>8774</b>

This is an example of a report request by tract.

<b>TTPP Contracts for Tract Number: '0000045'</b>							
<b>State:KENTUCKY</b>				<b>County: Shelby</b>			
<b>Contract Number</b>	<b>Producer Name</b>	<b>Tax ID / Type</b>	<b>Contract Approval Date</b>	<b>Contract Status</b>	<b>Form Number</b>	<b>Tobacco Type</b>	<b>Tobacco Quota Pounds</b>
999999999999	SMITH JAMES	*****9994(S)	18-09-2005	Pending	CCC-955	Burley	2722
							283
<b>Contract Total Pounds</b>							<b>3005</b>

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4 System Functionality (Continued)

D TTPP Reports (Continued)

This is an example of the Contract Maintenance Report. The Contract Maintenance Report will display all CCC-955/CCC-956's connected to each other because of CCC-955/CCC-956 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

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 will be displayed 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
	99999999999	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					
	<b>Total Paid</b>	<b>110.60</b>					

**Notice TB-1254**

**4 System Functionality (Continued)**

**E CCC-955/CCC-956 Statuses**

The following table provides the current CCC-955/CCC-956 statuses and their description.

<b>CCC-955/CCC-956 Status</b>	<b>CCC-955/CCC-956 Status Description</b>
PE	Pending
PO	Pending - Pending De-Obligation
CP	Complete
AP	Approved
AO	Approved - Pending Obligation
AF	Approved - Obligation Complete
AC	Approved - Rescind Signed Payment - Pending Obligation Adjustment
AA	Approved - Pending Annual Batch Obligation
CL	Cancelled
CO	Cancel - Pending De-Obligation
SC	Cancel Sold – Pending Re-Obligation
SI	Sold
SO	Sold Pending De- Obligation
DI	In Dispute
DC	In Dispute - Rescind Signed Payment - Pending Obligation Adjustment
DA	In Dispute - Pending Annual Batch Obligation
IT	Involuntary Termination
IO	Involuntary Termination Pending De-Obligation
VT	Voluntary Termination
TO	Voluntary Termination Pending De-Obligation
VC	Voluntary Cancellation
VO	Voluntary Cancellation Pending De-Obligation