

**For:** Tobacco State and County Offices

**Tobacco Payment Program (TOPP) Overpayment/Underpayment Procedures**

**Approved by:** Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Some incorrect TOPP payments may be made in error. These situations will result in overpayment/underpayment situations that must be corrected.

Software Release No. 511 will activate option 7, thereby enabling County Offices to record overpayments/underpayments.

**B Purpose**

This notice provides instructions for making TOPP payment corrections.

**2 Basic Provisions**

**A Overpayment/Underpayment Process**

The TOPP overpayment/underpayment process provides a way to correct payments issued during the TOPP payment process. This software enables County Offices to do either of the following:

- in case of underpayment, correct TOPP application information and issue additional payments
- in case of overpayment, generate a receivable.

The corrections made using this software are done on a farm-by-farm application basis, 1 application at a time.

<p><b>Disposal Date</b></p> <p>January 1, 2004</p>	<p><b>Distribution</b></p> <p>Tobacco State Offices; State Offices relay to applicable County Offices</p>
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**2 Basic Provisions (Continued)**

**A Overpayment/ Underpayment Process (Continued)**

Possible corrections may include:

- adjusting (an increase or decrease) an applicant’s pounds
- adding an eligible applicant who was not included on the original application
- deleting an ineligible applicant who was paid during the TOPP payment process.

**Note:** If a farm has multiple producers and 1 of the producers was not paid through option 5, “Issuing Payments Because of an Ineligible Code”, the County Office may update the eligibility flag and process the payment using option 7, “Recording Overpayment/Underpayment”.

**B Accounting Interface**

The TOPP system will:

- print a “Payment Calculation/Correcting” report for each farm selected through option 7, “Recording Overpayments/Underpayments”
- prompt County Offices to confirm the correctness of the modified application.

After the correction is confirmed, the TOPP system will interface with accounting to perform the following actions.

<b>IF...</b>	<b>THEN...</b>
An applicant was underpaid	an additional amount shall be paid.
an applicant was overpaid	a receivable shall be established, and the applicant shall be notified to recover the overpaid amount.
an applicant, paid during the initial TOPP process, was removed from the application	a receivable shall be established and the applicant shall be notified to recover the amount paid.
a new applicant was entered	a TOPP payment shall be issued.

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**3 County Office Action**

**A Accessing Menu TOPP Overpayments/ Underpayments**

From Menu FAX250, access Menu TOPP according to the following table.

<b>Step</b>	<b>Action</b>	<b>Result</b>
1	On Menu FAX250: <ul style="list-style-type: none"> <li>• ENTER "3" or "4", "Application Processing", as applicable</li> <li>• PRESS "Enter".</li> </ul>	Menu FAX09002 will be displayed
2	On Menu FAX09002: <ul style="list-style-type: none"> <li>• enter the appropriate County Office, if applicable</li> <li>• PRESS "Enter".</li> </ul>	Menu FAX07001 will be displayed.
3	On Menu FAX07001: <ul style="list-style-type: none"> <li>• ENTER "18", "Tobacco/Peanuts"</li> <li>• PRESS "Enter".</li> </ul>	Menu M00100 will be displayed.
4	On Menu M00100: <ul style="list-style-type: none"> <li>• ENTER "8", "Tobacco Payment Program"</li> <li>• PRESS "Enter".</li> </ul>	Menu MNH000 will be displayed.

**B Example of Menu MNH000**

The following is an example of Menu MNH000.

COMMAND TOBACCO PAYMENT PROGRAM - TOPP MENU	MENU: MNHOO
1. Display Farm and Tract Data 2. Print Multiple Farm and Tract Data 3. CCC-950 Application Processing 4. Preliminary Payment Calculation/Payment Register 5. Issuing Payments *6. (Reserved) 7. Recording Overpayment/Underpayments *8. (Reserved) 9. Add Other Producers  21. Return to Application Selection Menu 22. Return to Office Selection Menu 23. Return to Primary Selection Menu 24. Sign Off	
Cmd3 - Previous	* Option Currently Not Available
Ready for option number or command	

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**3 County Office Action (Continued)**

**C Recording Overpayments/Underpayments**

Make corrections to Menu TOPP payments according to the following table.

<b>Step</b>	<b>Action</b>		<b>Result</b>
1	On Menu MNH000: <ul style="list-style-type: none"> <li>• ENTER “7”</li> <li>• PRESS “Enter”.</li> </ul>		Screen MNH70201 will be displayed.
2	On Screen MNH70201: <ul style="list-style-type: none"> <li>• enter a farm number</li> <li>• select “Field Exit”</li> <li>• enter the number that represents the kind of tobacco selected</li> <li>• PRESS “Enter”.</li> </ul>		Screen MNH70202 will be displayed.
3	On Screen MNH70202:		
	<b>IF this application is...</b>	<b>THEN...</b>	
	correct	<ul style="list-style-type: none"> <li>• ENTER “Y”</li> <li>• PRESS “Enter”.</li> </ul>	Screen MNH30101 will be displayed.
	<b>not</b> correct	<ul style="list-style-type: none"> <li>• ENTER “N”</li> <li>• PRESS “Enter”.</li> </ul>	Screen MNH70201 will be displayed.
4	<b>IF the pounds displayed are...</b>	<b>THEN...</b>	
	correct	<ul style="list-style-type: none"> <li>• modify the allocated pounds, as applicable</li> <li>• select “Field Exit”</li> <li>• PRESS either of the following:                             <ul style="list-style-type: none"> <li>• “Enter” to continue to the next screen</li> <li>• “Tab” to move the cursor to another allocated-pounds space to be modified</li> </ul> </li> <li>• enter the modified pounds</li> <li>• select “Field Exit”</li> <li>• PRESS “Enter”.</li> </ul>	Screen MNH30201 will be displayed.

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**3 County Office Action (Continued)**

**C Recording Overpayments/Underpayments (Continued)**

<b>Step</b>	<b>Action</b>		<b>Result</b>
4 (Cont)	<b>IF the pounds displayed are...</b>	<b>THEN...</b>	
	<b>not correct</b>	<ul style="list-style-type: none"> <li>• select "Field Exit"</li> <li>• enter "Y" to the question, "Do you wish to modify Pounds?"</li> <li>• PRESS "Enter".</li> </ul>	Screen MNH70201 will be displayed.
5	On Screen MNH30201: <ul style="list-style-type: none"> <li>• enter correct poundage information in the applicable allocation</li> <li>• add another applicant</li> <li>• PRESS "Enter".</li> </ul>		Screen MNH70301 will be displayed.
6	On Screen MNH70301, PRESS "Enter".		Screen MNH4600 will be displayed.
7	On Screen MNH4600: <ul style="list-style-type: none"> <li>• enter the printer ID and the number of copies to print</li> <li>• PRESS "Enter".</li> </ul>		The "Payment Calculation/Correction" report of the selected farm will print, and Screen MNH70800 will be displayed.

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**3 County Office Action (Continued)**

**C Recording Overpayments/Underpayments (Continued)**

<b>Step</b>	<b>Action</b>		<b>Result</b>
8	<b>IF the “Payment Calculation/Correction” report information is...</b>	<b>THEN...</b>	
	correct	<ul style="list-style-type: none"> <li>• ENTER “Y”</li> <li>• PRESS “Enter”.</li> </ul>	The system will display an information screen as the TOPP payment correction data is passed to the accounting system. Screen ANK55010 will be displayed.  Menu MNH000 will be displayed.
	<b>not</b> correct	<ul style="list-style-type: none"> <li>• ENTER “N”</li> <li>• PRESS “Enter”.</li> </ul>	
9	On Screen ANK55010: <ul style="list-style-type: none"> <li>• process additional payments</li> <li>• establish receivable</li> <li>• print the producer transaction statement through the accounting system according to 1-FL.</li> </ul>		Screen MNH70201 will be redisplayed.

**4 State Office Action**

**A Action**

State Offices shall ensure that County Offices follow this notice.