

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

**Web-Based Subsidiary Files  
for 2009 and Subsequent Years  
3-PL (Revision 2)**

**Amendment 12**

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



**Amendment Transmittal**

**A Background**

This handbook has been updated to include changes made in the Business File Web application.

**B Reasons for Amendment**

Subparagraph 402 C has been amended to include deceased date at the end of the IRS Response code if the Individual is deceased in Business Partner.

Subparagraph 503 E has been amended to include an error message, warning users if total member shares do not add up to 100%.

Subparagraph 522:

- B has been amended to update the screen to include showing deceased date for deceased members and “Customer not found in Business Partner” message.
- C has been amended to include showing deceased date and “Customer not found in Business Partner” message.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
	10-153, 10-154 10-467 through 10-500 10-503 through 10-506	



402 Customer Page (Continued)

B Example of Customer Page

The following is an example of the Customer Page.

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**Business File Menu**

Welcome:

User Role: FSACO

[Select Different Customer](#)

[Record New Farm Operating Plan](#)

Customer

CUSTOMER INFORMATION	
FARMING OPERATION:	ANY3 CORPORATION
BUSINESS TYPE:	Corporation
IRS RESPONSE CODE:	TIN and Name match

Farm Operating Plans

Program Year	Status	Version	Start Date	End Date	Option
2017	Initiated	1			<a href="#">Revise</a> <a href="#">Record Signatures</a> <a href="#">View 902</a> <a href="#">View Members</a>
Last Update: 05/11/2020					
2016	Filed	2			<a href="#">Revise</a> <a href="#">Record COC Date</a> <a href="#">View 902</a> <a href="#">View Members</a>
Last Update: 05/11/2020					
2015	Determined	3	01/02/2015	09/30/2015	<a href="#">Revise</a> <a href="#">Copy Plan</a> <a href="#">View 902</a> <a href="#">View Members</a> <a href="#">Record</a> <a href="#">Determinations</a>
Last Update: 05/11/2020					

[View Farm Operating Plan History](#)

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[Back to Top ^](#)

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402 Customer Page (Continued)

C Information on the Customer Page

The Customer Page provides the user with an overview of all farm operating plans recorded for the selected customer.

This table describes the information displayed on the Customer Page.

Section	Field	Description
"Customer Information"	"Farming Operation"	Name of selected customer.
	"Business Type"	Current year business type for the selected customer recorded in SCIMS.
	"IRS Response Code"	Name and Tax ID Validation Response from IRS.  *--"Deceased mm/dd/yyyy" will appear after the IRS Response code if the customer is an Individual and recorded as deceased in Business Partner.--*
"Farm Operating Plans"	Program Year"	Program year associated with the farm operating plan.  Date of the last update to the farm operating plan is listed directly below the program year.  <b>Reminder:</b> The date the farm operating plan was last updated is important because the Business File software will automatically delete any farm operating plans after 90 calendar days of no activity if the farm operating plan is in "initiated" status.
	"Status"	Current status of the farm operating plan.  See subparagraph 366 A for additional farm operating plan status categories.
	"Version"	Version number for the farm operating plan.  See subparagraph 366 B for additional information on version numbers for the farm operating plan.
	"Start Date"	Start date is only applicable if: <ul style="list-style-type: none"> <li>• COC has completed determinations associated with CCC-902</li> <li>• date has been recorded in the Business File software.</li> </ul> See subparagraph 366 D for additional information on start dates.
	"End Date"	End date is only applicable: <ul style="list-style-type: none"> <li>• for farm operating plans that are in "determined" status</li> <li>• when COC has completed determination on a subsequent CCC-902 for the same subsidiary year.</li> </ul> See subparagraph 366 D for additional information on end dates.

503 Signature Verification Page (Continued)

C Interview Questions (Continued)

Question/Field	Description
<p>“Enter the determination date.”</p>	<p>The date COC or an authorized representative:</p> <ul style="list-style-type: none"> <li>• completed the applicable determinations for CCC-902</li> <li>• affirmed the original determinations continue to be effective after CCC-902 was revised.</li> </ul> <p><b>Notes:</b> If the changes are for land only, then the original COC determination date remains effective.</p> <p>If CCC-901 was filed, do <b>not</b> enter COC determination date, because no determination was made by COC.</p> <p>The date recorded <b>cannot</b> be:</p> <ul style="list-style-type: none"> <li>• earlier than the date the farm operating plan was filed</li> <li>• later than the current date.</li> </ul>

D Page Options

The following options are available on the Signature Verification Page.

Option	Action
“Back”	Returns to the Validations Page without saving any data entered.
“Save”	Allows the user to save the information recorded without continuing to the next applicable page.
“Save & Continue”	Saves the data recorded, exits the process, and returns to the Customer Page.

503 Signature Verification Page (Continued)

E Page Error Messages

The following error messages may be displayed on the Signature Verification Page if the data recorded does **not** meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
"Date <b>cannot</b> be later than today's date."	A date later than today's date was entered for either: <ul style="list-style-type: none"> <li>• date CCC-902 was filed</li> <li>• COC determination date.</li> </ul>	Correct the applicable date.
"Date <b>must</b> be later than October 1, 2008."	The date CCC-902 was filed is earlier than October 1, 2008.	The CCC-902 was <b>not</b> applicable before October 1, 2008.  Correct the date CCC-902 was filed in the County Office.
"Invalid date."	An invalid date was entered.	Date format is either of the following: <ul style="list-style-type: none"> <li>• mm/dd/yyyy</li> <li>• mmddyyyy.</li> </ul> Users can also select the date using the calendar icon.
"Date <b>cannot</b> be earlier than the date the documentation was filed."	COC determination date is earlier than the date CCC-902 was filed.	COC determination date <b>cannot</b> be earlier than the date CCC-902 is filed.  Correct the applicable date.
*--"Warning: Member shares do not equal 100%. The customer will not be eligible for any program benefits. Select "Yes" to file the plan as recorded. Select "No" to correct the plan."	The total member shares do not equal 100% for the entity and embedded entities.	Select "No" to return to the Signatures Verification page so the shares can be reviewed. Select "Yes" to record the farm operating plan as filed with the shares not equal to 100%.--*

504-520 (Reserved)

522 Select (*Member*) Page

**A Introduction**

The Select (*Member*) Page is the primary page for adding or deleting members in the farming operation. This page:

- is organized into 3 sections
- is organized in a “tree” structure that allows the organizational structure to be expanded or collapsed, as needed, by the user
- lists all members associated with the farming operation
- allows members to be added, modified, or deleted to/from the farming operation.

522 Select (Member) Page (Continued)

B Example of Page

The following is an example of the Select (Member) Page.

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**Business File Menu**

Welcome:

User Role: FSA

[Select Different Customer](#)

[Record New Farm Operating Plan](#)

[Manage Customer](#)

**Gen Partnership**

[Seeking Benefits](#)

[General](#)

[Contributions](#)

[Capital](#)

[Land](#)

[Custom Services](#)

[Equipment](#)

[Labor](#)

[Management](#)

[Summary](#)

**Partner**

[Select Partner](#)

**Other**

[Remarks](#)

**Submit Plan**

[Summary](#)

[Validations](#)

[Record Signatures](#)

[View 902](#)

Select Partner

CUSTOMER INFORMATION	
FARMING OPERATION:	ANY FAMILY PARTNERSHIP
BUSINESS TYPE:	General Partnership
PLAN YEAR:	2020

**Partner List**  Shares display left

ANY FAMILY PARTNERSHIP	100.0000% (TIN and Name match)
ANY A PRODUCER	5.0000% (IRS not validated)
ANY B PRODUCER	33.0000% (Waiting for IRS response)
ANY DECEASED PRODUCER	5.0000% (Waiting for IRS response) <span style="color: red;">Deceased 05/15/2019</span>
ANY Y PRODUCER	5.0000% <span style="color: red;">Member not found in Business Partner</span>
ANY Z CORPORATION	52.0000% (TIN and Name match)
ANY C PRODUCER	50.0000% (TIN and Name match)
ANY D PRODUCER ESTATE	50.0000% (TIN and Name match)
ANY A PRODUCER TRUST	50.0000% (Waiting for IRS response)
ANY A PRODUCER	100.0000% (IRS not validated)
ANY E PRODUCER	50.0000% (TIN and Name match)

SELECTED FARMING OPERATION	TOTAL SHARES
ANY FAMILY PARTNERSHIP	100.0000%

[Add Partner](#)

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[< Back](#)
[Continue >](#)

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[Back to Top ^](#)

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522 Select (*Member*) Page (Continued)

**C Information on the Page**

The Select (*Member*) Page is divided into 3 sections. This table describes the information available on the page, based on the example in subparagraph B.

**Warning:** The most important aspect of recording member information correctly is to ensure that the correct producer, embedded entity, or member is selected before proceeding.

Section	Description
1	<p data-bbox="407 579 1211 613">Lists all the members that have been added to the farming operation.</p> <ul style="list-style-type: none"> <li data-bbox="407 646 1414 716">• The members are displayed in a “tree” structure with each member level indented slightly.</li> <li data-bbox="407 749 1435 819">• A plus (+) or minus (-) is provided for the payment entity and embedded entities, if applicable, that allows the user to expand or collapse the information for display.</li> <li data-bbox="407 852 1062 886">•*--Following the name of the producer/member is the:               <ul style="list-style-type: none"> <li data-bbox="451 919 727 953">• last 4 digits of TIN</li> <li data-bbox="451 987 688 1020">• shares recorded</li> <li data-bbox="451 1054 732 1087">• IRS Response code</li> <li data-bbox="451 1121 1430 1190">• deceased date (if applicable, the deceased date will only appear in the plan year and subsequent plan years the member is deceased)</li> <li data-bbox="451 1224 1321 1293">• “Customer not found in Business Partner” message (see the following explanation).                   <p data-bbox="500 1327 1442 1461">“A Customer not found in Business Partner” message will appear if the member was loaded in the plan and later inactivated or merged in Business Partner. If this occurs the member should be deleted from the plan and replaced with the correct member from Business Partner.</p> </li> </ul> </li> </ul> <p data-bbox="407 1465 1451 1535">“The “Shares display left” option allows users to display the producer/member shares on the left rather than the last 4 of the TIN”.--*</p> <p data-bbox="407 1568 911 1602">CLICK “Checkbox” to change the display.</p>
2	<p data-bbox="407 1604 1458 1696">Provides information about the selected producer or member in section 1. The producer or member name that is highlighted in section 1 will be listed along with their share in the operation.</p>

522 Select (Member) Page (Continued)

C Information on the Page (Continued)

Section	Description											
2 (Cntd)	<p>This information is helpful in determining the overall shares that have been recorded for the parent entity or an embedded entity.</p> <p><b>Example:</b> Using the example in subparagraph B, before members Any C Producer and Any D Estate are added to the organizational structure, the information in section 2 would be listed as follows:</p> <ul style="list-style-type: none"> <li>• 66 percent for Any Family Partnership; because members have <b>not</b> yet been added for Any Z Corporation, the total ownership share recorded is only 66 percent</li> <li>• 0 percent for Any Z Corporation because there are no members.</li> </ul> <p>As members are added to the organizational structure, the shares for entities and joint operations change to reflect each change. To determine the shares recorded for the parent and embedded entities, click the producer name listed in section 1.</p> <p>In the example in subparagraph B, Any Family Partnership is selected, as indicated, by the name in section 2 and 100 percent of the shares have been recorded.</p>											
3	<p>Provides the options available for the selected producer/member. The options change based on the actions that can be taken for the selected customer. The following provides the options available.</p>											
	<b>FOR...</b>	<b>THEN the...</b>										
	the parent entity	<p>only option available is to “Add (<i>Member</i>)”.</p> <p>Click this option to display the SCIMS Search Page and select the member to be added.</p>										
	an “individual” member	<p>following options are available:</p> <table border="1" data-bbox="602 1270 1463 1480"> <thead> <tr> <th data-bbox="602 1270 870 1306">Option</th> <th data-bbox="870 1270 1463 1306">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="602 1306 870 1375">“Delete”</td> <td data-bbox="870 1306 1463 1375">Select to delete the member from the organizational structure.</td> </tr> <tr> <td data-bbox="602 1375 870 1444">“Edit Share/ Signature”</td> <td data-bbox="870 1375 1463 1444">Select to edit the member’s share or signature authority.</td> </tr> <tr> <td data-bbox="602 1444 870 1480">“Edit Contribution”</td> <td data-bbox="870 1444 1463 1480">Select to modify contribution information.</td> </tr> </tbody> </table>	Option	Action	“Delete”	Select to delete the member from the organizational structure.	“Edit Share/ Signature”	Select to edit the member’s share or signature authority.	“Edit Contribution”	Select to modify contribution information.		
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