

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 22

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 9 E has been added to provide instructions for the Recently Accessed Customers function in Subsidiary Eligibility.

Subparagraph 9 F has been added to provide instructions for the Related Customer function in Subsidiary Eligibility.

Subparagraph 14 C has been amended to update the Business File Customer Page.

Paragraph 15 has been added to provide instructions for the Business File Alert Message System.

Subparagraph 365 B has been amended to reflect that clicking the Business File tab before selecting a customer now takes the user to the Business File Homepage.

Subparagraphs 379 B, 402 B, 551 B, and 561 D have been amended to update the Business File Customer Page.

Subparagraph 563 B has been amended to update the Select Permitted Entities Page.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Page Control Chart		
TC	Text	Exhibit
1, 2	2-2.5 2-2.6 through 2-2.8 (add) 2-17, 2-18 2-23 2-24 through 2-27 (add) 10-11, 10-12 10-47, 10-48 10-153, 10-154 10-591, 10-592 10-623, 10-624 10-629, 10-630	3, pages 1-2

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9 Accessing the Web-Based Subsidiary System (Continued)

D Restrictions on Multiple Browser Tabs

Use of multiple tabs open to the Subsidiary Application is not permitted in any internet browser. Multiple Subsidiary tabs with different producers could result in updates (eligibility flags, filing dates, etc.) submitted for the wrong producer. Validations are in place to:

- detect if a user has multiple tabs open to Subsidiary in the same browser window
- generate an error message if the user attempts to submit changes to a customer on an inactive (not most recently opened or used) tab open to Subsidiary
- update the tab to the producer from the most recently active tab open to Subsidiary.

A Subsidiary tab becomes “inactive” if the user opens a second tab to Subsidiary and selects a producer through the SCIMS search. The second tab is considered the “active” tab and data submission is permissible in this tab. If the user goes back to the first/inactive tab and tries to record eligibility updates on a producer who was displayed at the time the tab became inactive, they will receive the following error message:



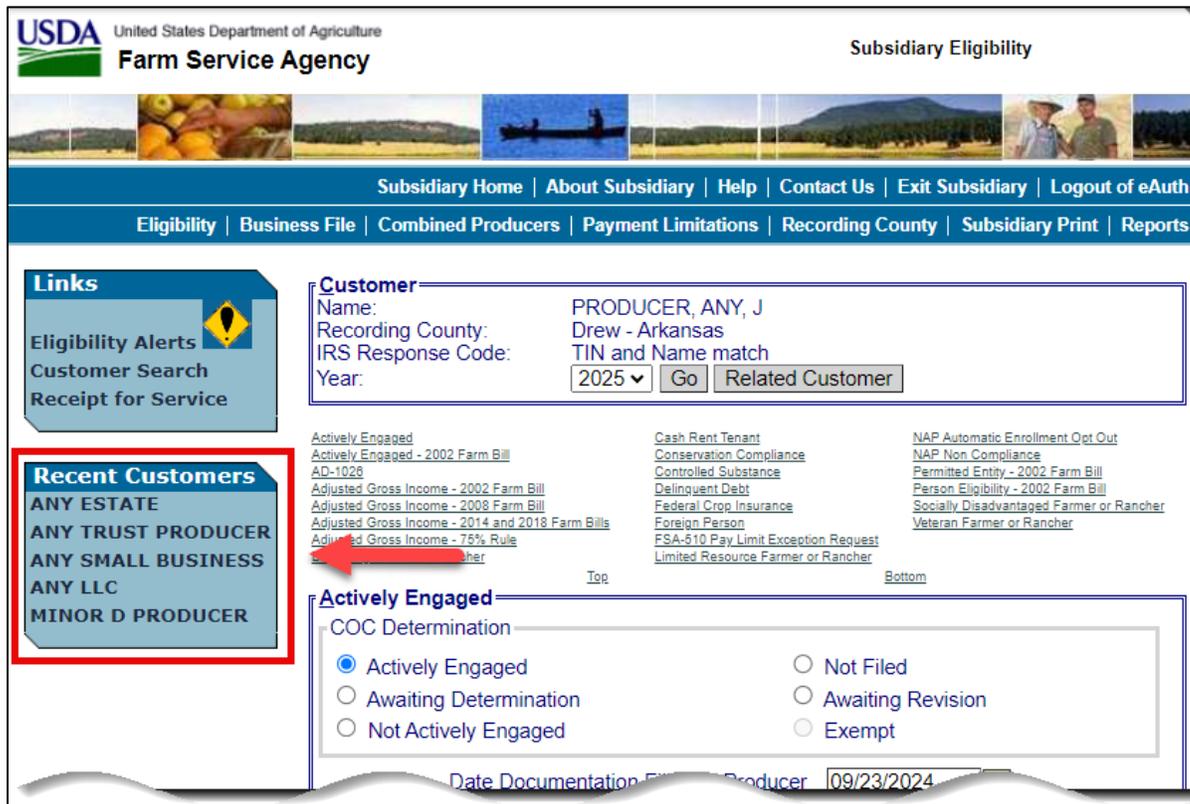
The screenshot shows the USDA Farm Service Agency Subsidiary Eligibility page. The page header includes the USDA logo and the text "United States Department of Agriculture Farm Service Agency" and "Subsidiary Eligibility". Below the header is a navigation bar with links: "Subsidiary Home | About Subsidiary | Help | Contact Us | Exit Subsidiary | Logout of eAuth". A secondary navigation bar contains: "Eligibility | Business File | Combined Producers | Payment Limitations | Recording County | Subsidiary Print | Reports". On the left, there is a "Links" box with "Get Change Alerts", "Customer Search", and "Receipt for Service". The main content area displays a red error message: "Error : Use of Browser Buttons And/Or Multiple Subsidiary Tabs is Not Allowed." Below the error message is the text "Screen ID: SUBWEB010". The footer contains: "Subsidiary Home | FSA Internet | FSA Intranet | USDA.gov", "Site Map | Policies and Links | FOIA | Accessibility Statement | Privacy | Non-Discrimination | Information Quality | USA.gov | White House".

The user should close any other browser tabs open to Subsidiary or use the “Customer Search” function to make the current tab active and access the desired producer record. If the user clicks “Eligibility” the page will update to the producer from the most recent “active” tab, so it is important to verify that any forms match the producer displayed on the screen.

9 Accessing the Web-Based Subsidiary System (Continued)

*--E Recently Accessed Customers

To assist with customer navigation, Subsidiary Eligibility will retain up to ten recently accessed customers. The following is an example of the Recent Customers navigation menu.



The recently accessed customers list will be displayed with the most recently accessed listed at the top. The displayed customer name is a hyperlink to access the named customer’s eligibility page for the current Subsidiary year.

Important: Recent customers will only be retained **for the current browser session**. If the internet browser is closed, or if the Subsidiary session times out, the Recent Customers navigation menu will be cleared.

Customers only accessed through the Business File tab will **not** be retained on the Recent Customers navigation menu unless the user also accesses the Eligibility tab.--*

9 Accessing the Web-Based Subsidiary System (Continued)

*--F Related Customers

To assist with customer navigation, Subsidiary Eligibility will display customers and entities “related” to the currently selected customer. The following is an example of the Related Producers navigation menu.

USDA United States Department of Agriculture
Farm Service Agency Subsidiary Eligibility

Subsidiary Home | About Subsidiary | Help | Contact Us | Exit Subsidiary | Logout of eAuth
Eligibility | Business File | Combined Producers | Payment Limitations | Recording County | Subsidiary Print | Reports

Links
Eligibility Alerts
Customer Search
Receipt for Service

Recent Customers
ANY J PRODUCER

Related Producers
Search...
ANY LLC
ANY75 PRODUCER
ANY1 PRODUCER
ANY J PRODUCER

Customer
Name: ANY GENERAL PARTNERSHIP
Recording County: Drew - Arkansas
IRS Response Code: TIN and Name match
Year: 2024 Go **Related Customer**

Actively Engaged
Actively Engaged - 2002 Farm Bill
AD-102B
Adjusted Gross Income - 2002 Farm Bill
Adjusted Gross Income - 2008 Farm Bill
Adjusted Gross Income - 2014 and 2018 Farm Bills
Adjusted Gross Income - 75% Rule
Beginning Farmer or Rancher

Cash Rent Tenant
Conservation Compliance
Controlled Substance
Delinquent Debt
Federal Crop Insurance
Foreign Person
FSA-510 Pay Limit Exception Request
Limited Resource Farmer or Rancher

NAP Automatic Enrollment Opt Out
NAP Non Compliance
Permitted Entity - 2002 Farm Bill
Person Eligibility - 2002 Farm Bill
Socially Disadvantaged Farmer or Rancher
Veteran Farmer or Rancher

Actively Engaged
COC Determination
 Actively Engaged
 Awaiting Determination
 Not Actively Engaged

Not Filed
 Awaiting Revision
 Exempt

Date Documentation Filed by Producer 07/17/2024
 Update "AD-1026 Date Continuous Certification/Authorization Filed by Producer" with [date]

--*

9 Accessing the Web-Based Subsidiary System (Continued)

*--F Related Customers (Continued)

IF the selected customer is an...	AND a farm operating plan for the selected Subsidiary Year is...	THEN the Related Navigation menu will...
individual	on file in a determined status for an entity or joint operation where the selected individual is a member	list any entities or joint operations to which the customer has ownership in that selected year.
	not on file or is not in a determined status for an entity or joint operation where the selected individual is a member	display message "There are no related producers to display".
entity or joint operation	on file for the selected entity or joint operation and in a determined status	list members of that entity or joint operation (including embedded entities or joint operations).
	on file in a determined status for an entity or joint operation where the selected customer is a member	list any entities or joint operations to which the customer has ownership in that selected year.
	not on file for the selected entity or joint operation or not in a determined status	display message "There are no related producers to display".

The Related Customer navigation menu will expand in size to display approximately 23 customer names and features a scroll bar when the number of related customers exceeds the menu size allowance. The navigation menu also contains a search feature to allow users to narrow results to known customers. The displayed customer name is a hyperlink to access the named customer's eligibility page for the current Subsidiary year.--*

14 Accessing and Generating Receipt for Service (Continued)

C Generating Receipt for Service from Subsidiary (Continued)

The following is an example of the Generate Receipt for Service check box and applicable trigger links on the Business File home screen (BF002).

*--

Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Repor																																																
Business File Menu Welcome: SANDRA GRAYSON User Role: FSACO Select Different Customer Record New Farm Operating Plan Receipt For Service <input type="checkbox"/> Generate Receipt for Service* Business File Alerts (5)							<h3>Customer</h3> <table border="1"> <thead> <tr> <th colspan="2">CUSTOMER INFORMATION</th> </tr> </thead> <tbody> <tr> <td>FARMING OPERATION:</td> <td>ANY LLC</td> </tr> <tr> <td>BUSINESS TYPE:</td> <td>Limited Liability Company</td> </tr> <tr> <td>IRS RESPONSE CODE:</td> <td>TIN and Name match</td> </tr> </tbody> </table>						CUSTOMER INFORMATION		FARMING OPERATION:	ANY LLC	BUSINESS TYPE:	Limited Liability Company	IRS RESPONSE CODE:	TIN and Name match																												
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*--14 Accessing and Generating Receipt for Service (Continued)

C Generating Receipt for Service from Subsidiary (Continued)

The following is an example of the generate receipt for service check box and applicable trigger links on the left navigation bar during the Business File interview process.



14 Accessing and Generating Receipt for Service (Continued)

G Data Automatically Populated as “Items Provided to Customer” on the Receipt for Service (Continued)

IF the receipt for service is generated from the...	BY using trigger button...	AND the Eligibility change is...	THEN the following will be automatically populated...
Eligibility change confirmation screen	Accept	FSA-510 Pay Limit Exception Request	140-FSA-510-Request for an Exception to the \$125,000 Payment Limitation for Certain Programs.
		Limited Resource Farmer or Rancher	23-CCC-860-Socially Disadvantage, Limited Resource, Beginning and Veteran Farmer or Rancher Certification.
		NAP Automatic Enrollment Opt Out	23-CCC-860-Socially Disadvantage, Limited Resource, Beginning and Veteran Farmer or Rancher Certification.
		Socially Disadvantaged Farmer or Rancher	23-CCC-860-Socially Disadvantage, Limited Resource, Beginning and Veteran Farmer or Rancher Certification.
		Veteran Farmer or Rancher	23-CCC-860-Socially Disadvantage, Limited Resource, Beginning and Veteran Farmer or Rancher Certification.

Note: A receipt for service with no “items provided to customer” will be generated if the eligibility change **only** involves the following:

- Actively Engaged
- Actively Engaged – 2002 Farm Bill
- Cash Rent Tenant
- Conservation Compliance
- Controlled Substance
- Delinquent Debt
- Federal Crop Insurance
- Foreign Person
- NAP Non Compliance
- Permitted Entity – 2002 Farm Bill
- Person Eligibility – 2002 Farm Bill.

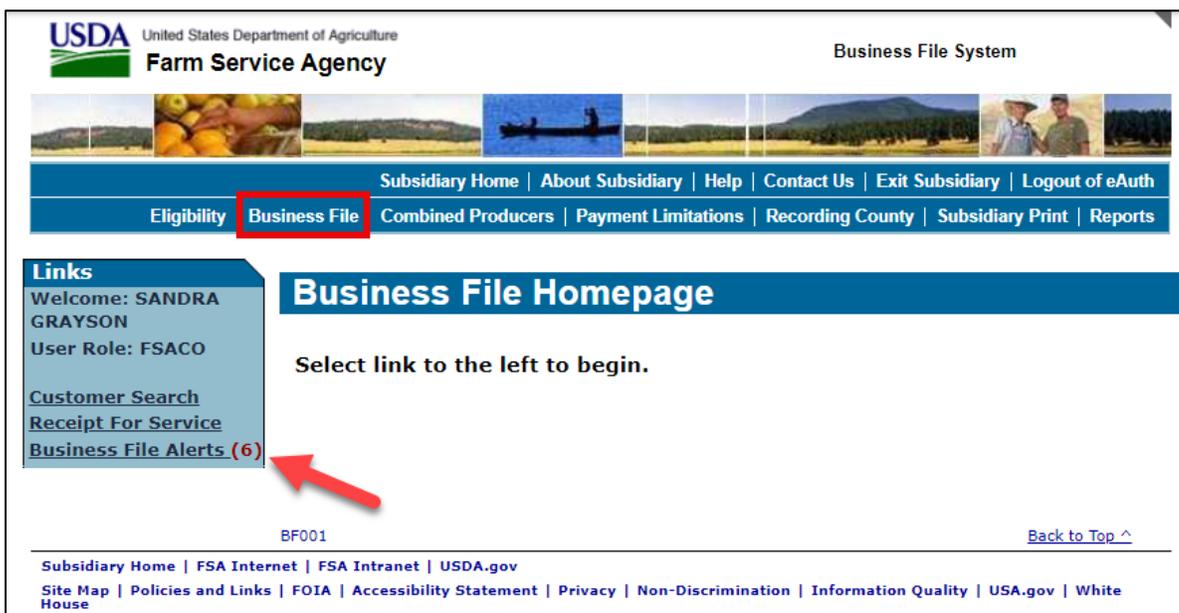
These eligibility sections are considered COC determinations not necessarily made during the same office visit for a customer. The related forms have been added to the RFS software and can be manually added to a receipt, if needed.

*--15 **Business File Alert Message System**

A Business File Alert Messages

A business file alert message is generated by the web-based Subsidiary Business File System to notify affected County Offices of status changes to a producer’s recorded farm operating plan for one or more years. These changes are identified as plan suspensions or plan terminations.

To view a Business File alert message, from the Business File Homepage, under “Links”, CLICK “**Business File Alerts**”, as displayed in the following example of Business File Homepage BF001.



Note: The number displayed in parenthesis indicates how many new alerts are available for review. It is no longer necessary to select a customer before accessing the Business File Homepage.

B Viewing Business File Alert Messages

Business File alert messages are generated and sent to affected County Offices when a plan status is changed to “Suspended” or “Terminated”.

The recording county for the producer will receive the Business File alert message. Users associated with that county’s OIP will be able to see and access the alert message.--*

*--15 Business File Alert Message System (Continued)

B Viewing Business File Alert Messages (Continued)

The following is an example of Business File Alert Screen BF410 that provides a log of unreviewed Business File alert messages.

To view the details of an individual Business File alert message, CLICK “View”.

USDA United States Department of Agriculture
Farm Service Agency Business File System

Subsidiary Home | About Subsidiary | Help | Contact Us | Exit Subsidiary | Logout of eAuth
 Eligibility | Business File | Combined Producers | Payment Limitations | Recording County | Subsidiary Print | Reports

Links
 Welcome: SANDRA GRAYSON
 User Role: FSACO
 Customer Search
 Receipt For Service
Business File Alerts (6)

Alerts

Notification Status: Pending

View	Date	County	Year	Title
View	09-23-2024	Drew - AR	2025	ANY GENERAL PARTNERSHIP - Plan Status Change.
View	09-23-2024	Drew - AR	2025	ANY GENERAL PARTNERSHIP - Plan Status Change.
View	09-23-2024	Drew - AR	2021	ANY3 CORPORATION - Plan Status Change.
View	09-23-2024	Drew - AR	2022	ANY1 PRODUCER - Plan Status Change.
View	09-23-2024	Drew - AR	2025	ANY LLC - Plan Status Change.
View	09-23-2024	Drew - AR	2025	ANY REVOCABLE TRUST EIN - Plan Status Change.

BF410 [Back to Top ^](#)

[Subsidiary Home](#) | [FSA Internet](#) | [FSA Intranet](#) | [USDA.gov](#)
[Site Map](#) | [Policies and Links](#) | [FOIA](#) | [Accessibility Statement](#) | [Privacy](#) | [Non-Discrimination](#) | [Information Quality](#) | [USA.gov](#) | [White House](#)

Note: The customer name displayed in the “Title” column is a hyperlink that will take the user directly to that customer’s Business File Homepage.--*

*--15 Get Change Alert Message System (Continued)

C Details of Business File Alert Message

After users click “View” on Business File Alert Screen BF410, the details of the selected Business File alert message will display. The following is an example of Business File Alert Detail Screen BF411, “Business File Alert Entry Heading” section.



Users can mark a Business File alert message as “Reviewed” which will archive the message and reduce the unread Business File Alert counter by 1. Business File alert messages will automatically be updated to “Reviewed” status and archived after 90 days of inactivity.--*

*--15 Get Change Alert Message System (Continued)

D Reviewing Archived Business File Alert Messages

Business File Alert Messages marked as reviewed by the user or through the automated process remain available to the user as archived messages. The following is an example of Business File Alert Screen BF410 with the notification status toggled to “Archived.”

The screenshot shows the Business File System interface. At the top, it displays the USDA logo and 'Farm Service Agency' on the left, and 'Business File System' on the right. Below this is a navigation bar with links: 'Subsidiary Home', 'About Subsidiary', 'Help', 'Contact Us', 'Exit Subsidiary', and 'Logout of eAuth'. A secondary navigation bar includes: 'Eligibility', 'Business File', 'Combined Producers', 'Payment Limitations', 'Recording County', 'Subsidiary Print', and 'Reports'. On the left side, there is a 'Links' section with 'Welcome: SANDRA GRAYSON', 'User Role: FSACO', and a 'Business File Alerts (5)' link. The main content area is titled 'Alerts' and features a 'Notification Status:' dropdown menu currently set to 'Archived'. Below this is a table with the following data:

View	Date	County	Year	Title
View	09-23-2024	Drew - AR	2025	ANY LLC - Plan Status Change.

At the bottom of the screen, it shows 'BF410' and a 'Back to Top' link. A footer contains various policy and contact links.

E Details of Archived Business File Alert Messages

After users click “View” on Business File Screen BF410 with the notification status set to “Archived”, the details of the selected archived Business File alert message will display with no action available to the user. The following is an example of Business File Alert Detail Screen BF411, “Business File Alert Entry Heading” section.

The screenshot shows the 'Alert Details' screen. On the left, the 'Links' section is identical to the previous screen. The main content area is titled 'Alert Details' and contains the following information:

Business File Alert Entry Heading

Date: 09-23-2024
 County: Drew-AR
 Title: ANY LLC-Plan Status Change

Details

The 2025 Plan for ANY LLC has been Terminated.

At the bottom, there is a 'Mark as Reviewed' button (highlighted with a red box) and a 'Back' button. The screen footer shows 'BF411' and a 'Back to Top' link.

--*

Section 1 General Overview of Web-Based Business File Software

365 Accessing the Business File Software

A Accessing the Business File Software From the Subsidiary System

The Business File software is included in the Subsidiary System. See paragraph 9 for information on accessing the Subsidiary System.

After successfully logging into the Subsidiary System, the Subsidiary Page will be displayed. To access the Business File software, CLICK “**Business File**” tab.



B Selecting a Customer

This table specifies which page will be displayed after users click “**Business File**” tab.

IF users click “Business File” tab...	AND CCC-902 has...	THEN...
before a customer has been selected		*--Business File Homepage BF001 will be displayed.--*
after a customer has been selected	been recorded for the selected customer for any year	Customer Page will be displayed listing farm operating plans already recorded.
	not been recorded for the selected customer	Customer Page will be displayed with the message, “There are no farm operating plans recorded”.

366 General Information for Managing Farm Operating Plans

A Status Categories for Farm Operating Plans

There are 5 status categories that may be associated with farm operating plans.

Status	Definition
Initiated	<p>The farm operating plan is considered “initiated” when information has been recorded, but the County Office has not indicated that all signatures have been obtained and/or CCC-902 has not been received in the County Office.</p> <p>Note: Farm operating plans in “initiated” status will remain in the Business File software for 90 calendar days from the date of the last update. On the 91st calendar day, the “initiated” farm operating plan will automatically be deleted from the Business File software.</p>
Filed	<p>The farm operating plan is considered “filed” when CCC-902 is received in the County Office and all valid signatures have been obtained. The date farm operating plan is filed is the later of the date:</p> <ul style="list-style-type: none"> • last signature was obtained from the required signatories • documentation was actually received in an FSA County Office.
Determined	<p>The farm operating plan is considered “determined” when:</p> <ul style="list-style-type: none"> • COC determinations have been completed for the farming operation • date the determinations were completed is recorded in the Business File software.
Terminated	<p>The farm operating plan is automatically terminated when the following conditions occur in Business Partner:</p> <ul style="list-style-type: none"> • business type for the customer is changed • resident alien status for the customer is changed from a U.S. citizen and/or legal resident alien to a nonresident alien status • birth date is added or changed making the customer a minor when they were previously considered an adult.
Suspended	<p>The farm operating plan is automatically suspended when a change is made to the organizational structure for an entity or joint operation through another farm operating plan.</p>

379 Farm Operating Plan History

A Farm Operating Plan History Overview

The Farm Operating Plan History Page allows users to display all farm operating plans recorded for the producer.

B Accessing the Farm Operating Plan History Page

On Customer Page BF002, CLICK “View Farm Operating Plan History”.

*--

The screenshot displays the 'Customer' page for BF002. At the top, there is a navigation bar with links: Eligibility | Business File | Combined Producers | Payment Limitations | Recording County | Subsidiary Print | Reports. On the left, a 'Business File Menu' contains options like 'Welcome: SANDRA GRAYSON', 'User Role: FSACO', and 'Generate Receipt for Service*'. The main content area is titled 'Customer' and includes a table for 'CUSTOMER INFORMATION' with fields: FARMING OPERATION: ANY LLC, BUSINESS TYPE: Limited Liability Company, and IRS RESPONSE CODE: TIN and Name match. Below this is a 'Farm Operating Plans' table with columns: Program Year, Status, Version, Start Date, End Date, and Option. The table lists two plans: one for 2025 (Terminated, Version 15) and one for 2018 (Initiated, Version 14). At the bottom, there are links for 'View All Farm Operating Plans' and 'View Farm Operating Plan History', with a red arrow pointing to the latter. The page ID 'BF002' and a 'Back to Top' link are also visible.

Program Year	Status	Version	Start Date	End Date	Option
2025	Terminated	15			View 902*
Last Update: 09/23/2024					
2018	Initiated	14			Revise Record
Last Update: 05/30/2017					

--*

379 Farm Operating Plan History (Continued)

B Accessing the Farm Operating Plan History Page (Continued)

The Farm Operating Plan History Page will display information on all farm operating plans recorded for the producer.

This is an example of the Farm Operating Plan History Page.

*--

Business File Menu

Welcome: Mel Thompson
User Role: FSA

[Select Different Customer](#)
[Record New Farm Operating Plan](#)
[Manage Customer](#)
[Receipt For Service](#)

Farm Operating Plan History

CUSTOMER INFORMATION						
FARMING OPERATION:				BUSINESS FILE TESTING 1		
BUSINESS TYPE:				General Partnership		
Year	Version	Status	Filed Date	Determined Date	Record Status	Last Update Date
2024	9	Initiated			Active	04/11/2024
2024	8	Determined	08/08/2019	08/08/2019	Active	04/11/2024
2023	7	Determined	08/08/2019	08/08/2019	Active	04/11/2024
2022	6	Determined	08/08/2019	08/08/2019	Active	04/11/2024
2021	5	Determined	08/08/2019	08/08/2019	Active	04/11/2024
2020	1	Determined	08/08/2019	08/08/2019	Active	04/11/2024
2019	2	Determined	10/01/2018	10/01/2018	Active	08/09/2019
2018	3	Determined	10/01/2018	10/01/2018	Active	08/09/2019
2017	4	Determined	10/01/2017	10/01/2017	Active	08/09/2019

[< Back](#)

BF002b
[Back to Top ^](#)

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402 Customer Page (Continued)

B Example of Customer Page

The following is an example of the Customer Page.

*--

Business File Menu		Customer																																																																												
Welcome: SANDRA GRAYSON User Role: FSACO Select Different Customer Record New Farm Operating Plan Receipt For Service <input type="checkbox"/> Generate Receipt for Service* Business File Alerts (5)		<table border="1"> <thead> <tr> <th colspan="2">CUSTOMER INFORMATION</th> </tr> </thead> <tbody> <tr> <td>FARMING OPERATION:</td> <td>ANY LLC</td> </tr> <tr> <td>BUSINESS TYPE:</td> <td>Limited Liability Company</td> </tr> <tr> <td>IRS RESPONSE CODE:</td> <td>TIN and Name match</td> </tr> </tbody> </table>						CUSTOMER INFORMATION		FARMING OPERATION:	ANY LLC	BUSINESS TYPE:	Limited Liability Company	IRS RESPONSE CODE:	TIN and Name match																																																															
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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. Reminder: 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"> • COC has completed determinations associated with CCC-902 • date has been recorded in the Business File software. See subparagraph 366 D for additional information on start dates.
	"End Date"	End date is only applicable: <ul style="list-style-type: none"> • for farm operating plans that are in "determined" status • when COC has completed determination on a subsequent CCC-902 for the same subsidiary year. See subparagraph 366 D for additional information on end dates.

Subsection 10 Recording Determinations

551 General Information

A Introduction

After CCC-902 is signed by the producer, COC or their designee makes all applicable determinations for the farm operating plan. The following determinations are recorded in the web-based Eligibility System according to Part 3:

- actively engaged in farming
- cash rent tenant
- foreign person.

Combined attribution determinations are recorded according to Part 4. Member contribution and substantive change determinations shall be recorded according to the remainder of this subsection for 2011 and subsequent years after CCC-902 has been dataloaded in the Business File software for the applicable year.

* * *

551 General Information (Continued)

B Accessing the Determination Process in Business File

To access the process to record member contribution and substantive change determinations, County Offices will, on the Customer Page, CLICK **“Record Determinations”**.

Note: **“Record Determinations”** is only available if the COC determination date has been recorded for the selected farm operating plan.

The following is an example of the Customer Page.

*--

Business File Menu Welcome: SANDRA GRAYSON User Role: FSACO Select Different Customer Record New Farm Operating Plan Receipt For Service <input type="checkbox"/> Generate Receipt for Service* Business File Alerts (5)	Customer																														
CUSTOMER INFORMATION																															
FARMING OPERATION:	ANY LLC																														
BUSINESS TYPE:	Limited Liability Company																														
IRS RESPONSE CODE:	TIN and Name match																														
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561 General Information (Continued)

D Accessing the Permitted Entity Designation Process in Business File

For County Offices to access the process to record permitted entity designations, from the Customer Page, under “Business File Menu”, CLICK “**Manage Permitted Entity Designations**”.

The following is an example of the Customer Page.

*--

Business File Menu
 Welcome: SANDRA GRAYSON
 User Role: FSACO
[Select Different Customer](#)
[Record New Farm Operating Plan](#)
[Manage Permitted Entity Designations](#)
[Receipt For Service](#)
 Generate Receipt for Service*
 Business File Alerts (5)

Customer

CUSTOMER INFORMATION	
FARMING OPERATION:	ANY J PRODUCER
BUSINESS TYPE:	Individual
IRS RESPONSE CODE:	TIN and Name match

Farm Operating Plans

Program Year	Status	Version	Start Date	End Date	Option
2025	Determined	33	10/01/2024		Revise View 902*
Last Update: 07/17/2024					
2024	Determined	33	07/17/2024	09/30/2024	Revise Copy Plan View 902*
Last Update:					

--*

562 Manage Permitted Entities Page

A Introduction

The Manage Permitted Entities Page:

- will be displayed after users click “**Manage Permitted Entity Designations**” from the Customer Page
- will be displayed differently depending on the number of entities/joint operations with which the selected member is associated.

This table describes the information displayed in various situations.

IF the selected member is...	THEN...
not associated with any farm operating plans for entities or joint operations	message, “There are no Permitted Entity Designations recorded”, will be displayed.
a member of 3 or less permitted entities	the following are applicable: <ul style="list-style-type: none"> • each of the permitted entities are displayed • an indicator designates that the permitted designations have been determined by the system • link is available that allows users to revise the system designations <p>Caution: A new CCC-501B may be needed if the system-generated designations are incorrect because the system automatically selects all permitted entities when the selected individual is associated with 3 or less.</p> <ul style="list-style-type: none"> • link is available to view CCC-501B.

563 Select Permitted Entities Page (Continued)

B Example of the Page

The following is an example of the Select Permitted Entities Page.

*--

Business File Menu

Welcome: SANDRA GRAYSON
User Role: FSACO

[Select Different Customer](#)

[Record New Farm Operating Plan](#)

[Manage Customer](#)

[Receipt For Service](#)

Select Permitted Entities

CUSTOMER INFORMATION	
FARMING OPERATION:	ANY J PRODUCER
BUSINESS TYPE:	Individual

Select the three entities with embedded entities, if any, through which you wish to receive payments.

For Subsidiary Year : 2025

Significant	Insignificant	Entities with Embedded Entities	Tax ID	Share %
<input checked="" type="checkbox"/>		ANY J PRODUCER	5901 S	100.0000%
<input checked="" type="checkbox"/>		ANY LLC	7422 E	50.0000%
<input checked="" type="checkbox"/>		ANY LLC through ANY REVOCABLE TRUST EIN	7422 E	25.0000%

Enter the date these designations were made by the individual

< Back
Save
Save & Continue >

BF401
[Back to Top](#)

--*

563 Select Permitted Entities Page (Continued)

C Information on the Page

The Select Permitted Entities Page provides the user with a list of the permitted entities with which the selected member is associated. This table describes the information displayed on the Select Permitted Entities Page.

Section of Page	Field	Description
Customer Information	Farming Operation	Name of selected member.
	Business Type	The current year business type for the selected member recorded in Business Partner.
Permitted Entity Information	Significant	Check box is listed in this column if the selected member has a significant interest in the farming operation. Users can select up to 3 significant permitted entities. Note: Joint operations and other producers that are combined with the selected member will be grouped together with only 1 checkbox.
	Insignificant	Check box is listed in this column if the selected member has an insignificant interest in the farming operation. User can select all insignificant permitted entities. Note: A checkbox is also available in the “significant” column for all entities in which the selected member has an ownership share less than 10 percent. This allows the permitted entity to be selected as significant if the COC determines the member’s interest is significant.
	Entities with Embedded Entities	Name of the permitted entities that the selected member is associated with based on information recorded through all farm operating plans recorded in the Business File software.
	Tax ID	Last 4 digits of the payment entity’s tax ID number.
	Share percent	Calculated ownership share of the selected member in the applicable permitted entity. Note: The permitted entities are listed from highest to lowest ownership share.

Menu and Screen Index

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