

**For:** State Offices

**Instructions for Updating Prior Year Business Types in  
Service Center Information Management System (SCIMS)**

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



**1 Overview**

**A Background**

Notice:

- PL-125 provides guidance to State and County Offices for handling situations that involve requests to continue to use a taxpayer ID number after the farming operation is reorganized into another type of entity or joint operation
- PL-126 advised State Offices that new software is being developed that allows authorized State Office employees to update prior year business type information for SCIMS customers.

**Note: Software to change prior year business types will not be available until Web Transmittal No. 39 is posted.**

**B Purpose**

This notice:

- provides instructions for accessing and updating prior year business type information for SCIMS customers
- outlines the documentation required for review before prior year business type information can be updated
- provides guidelines for situations in which prior year business type information can and cannot be updated
- provides examples of situations that may require updates.

<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2005	State Offices

## Notice CM-497

### 2 Web-Based Process for Updating Prior Year Business Type Information

#### A Accessing the Web Application

Only authorized State Office employees who have requested access to the web-based application according to Notice PL-126 may access the application to update prior year business type information.

Authorized users should access SCIMS in the normal manner through Internet Explorer then take the following action.

- On the customer selection web page, select the customer by entering the customer's name or ID number in the normal manner.
- After the customer's SCIMS data is displayed, click on "PYBC" located in the last column of the customer's information. The prior year business type update web page will be displayed for the selected customer.

**Note:** If the State Office user does not have at least read-only access to the SCIMS database, the "PYBC" will not be displayed in the last column. In this situation, click on the customer's name and the prior year business type update web page will automatically be displayed.

The following is an example of the SCIMS customer results web page.

Common Name	Tax Id	Tax Id Type	Delivery Address Line	City, State ZIP Code	Phone No	Legacy State	Legacy County	Prior Year Business Code
<a href="#">ALAN C SMITH</a>		No Tax Id				FLORIDA	DADE	<a href="#">PYBC</a>
<a href="#">ALAN SMITH</a>		Social Security				FLORIDA	DADE	<a href="#">PYBC</a>
<a href="#">ALBERTO F SMITH</a>		No Tax Id				FLORIDA	DADE	<a href="#">PYBC</a>
<a href="#">CAROLYN W SMITH</a>		Social Security				FLORIDA	DADE	<a href="#">PYBC</a>
<a href="#">CHARLES SMITH</a>		Social Security				FLORIDA	DADE	<a href="#">PYBC</a>

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**2 Web-Based Process for Updating Prior Year Business Type Information (Continued)**

**B Information Displayed on the Prior Year Business Type Update Web Page**

This table identifies the data that will be displayed on the web page used to update prior year business type information.

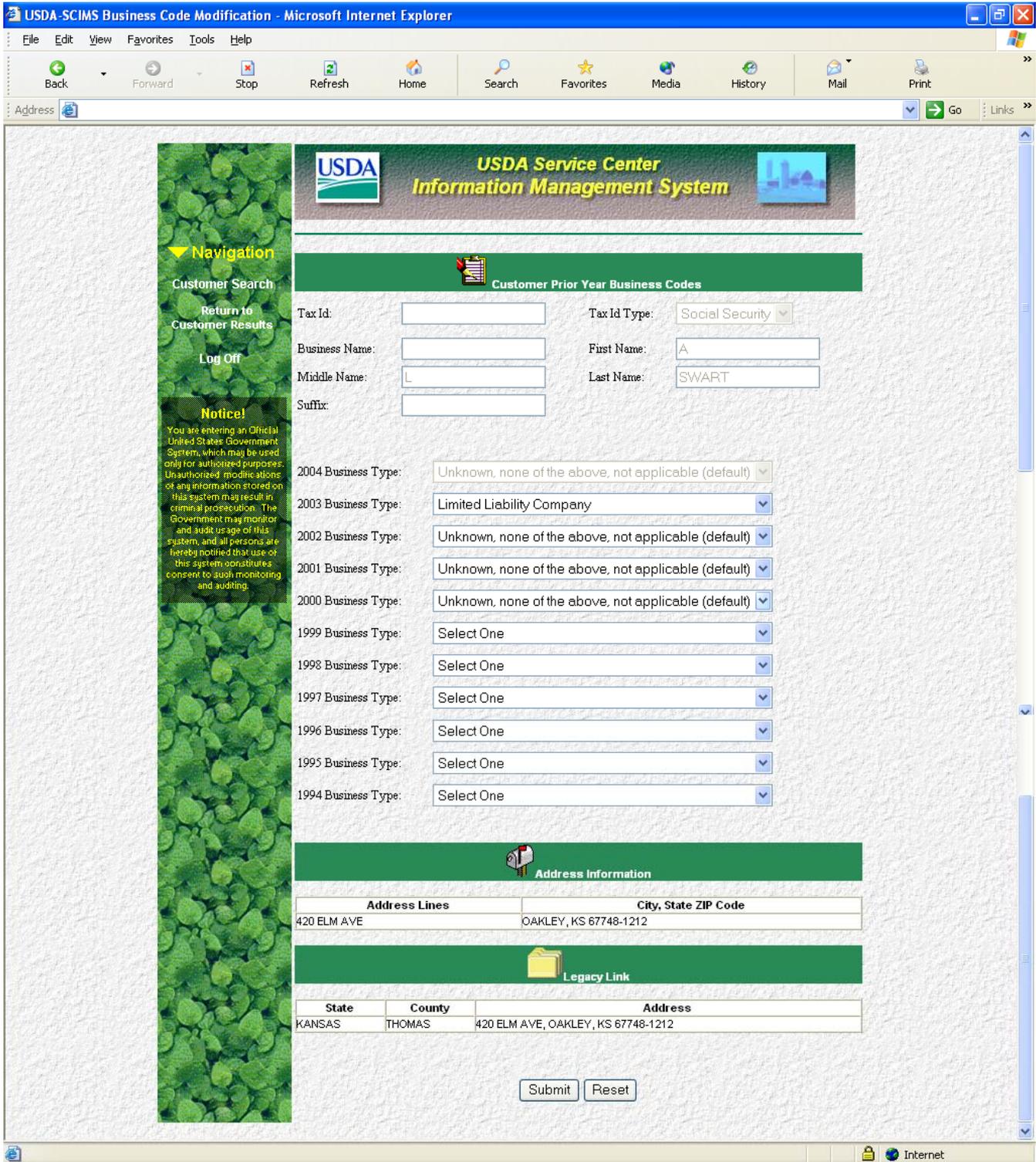
<b>Field</b>	<b>Description</b>	<b>Update Capability</b>
Tax ID	Tax ID number and ID type recorded in SCIMS for the selected customer.  Customer name recorded in SCIMS, as applicable for the selected customer.	No. Field is displayed for verification purposes only.
Tax ID Type		
Business Name		
First Name, Middle Name, Last Name, and Suffix	Business type recorded in SCIMS for the applicable year. Ten years of business type information is displayed for update and the applicable year will be displayed next to each field.  <b>Note:</b> When data was merged into SCIMS, the business type was merged for the 3 most current years, which were 2002, 2001, and 2000. There have been 2 subsequent rollover processes, so data has been added for 2004 and 2003. Data is not recorded in SCIMS for 1995 through 1999. See subparagraph D for additional information on updating business types for these fields.	Yes and No. Only prior year business type data can be updated through this process. County Offices are expected to update current year information through the normal SCIMS process.
Business Type		
Address Information	Current address information recorded in SCIMS for the selected customer.	No. Field is displayed for verification purposes only.
Legacy Link	State and County Office information that the selected customer is linked to.	

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2 Web-Based Process for Updating Prior Year Business Type Information (Continued)

C Example of the Prior Year Business Type Update Web Page

The following is an example of the web page for updating prior year business type information.



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### 2 Web-Based Process for Updating Prior Year Business Type Information (Continued)

#### D Updating Prior Year Business Types

Update prior year business type information according to this table.

Step	Action
1	<p>Click the drop-down box for the year in which the update is needed and select the correct business type from the list provided.</p> <p><b>Notes:</b> All valid business types will be listed in the drop down list for selection. However, users shall ensure that 1-CM provisions are followed when updating business types.</p> <p>Individuals do not typically have a business type. As a result, “Unknown, none of the above, not applicable (default)” designates the customer is an individual and should be used to change the customer to an individual.</p>
2	Repeat step 1 for each year in which an update is needed.
3	<p>Once all years have been updated, click the “Submit” button. The business type information will be updated in SCIMS and the message, “Record Updated”, will be displayed.</p> <p><b>Note:</b> State Offices are not required to update business type information for 1994 through 1999. However, the fields are available for use in the event the data needs to be updated.</p>

Users also have the option to “Reset”, which allows the user to reset the business types back to the values that were last updated in the SCIMS database. Users can use this option in the event mistakes are made during the update process, however once the “Submit” button is clicked and the database is updated, this button cannot be used to reset the business types back to their previous values.

### 3 Reviewing Cases

#### A Documentation Requirements

State Offices shall obtain and review **all** of the following documentation from applicable County Offices before updating any prior year business types.

- CCC-502 documentation applicable to the year in question from the customer's control county.

**Example:** If the business type for 2002 is incorrect in the system, then CCC-502 that was effective for program year 2002 should be obtained. In many cases, CCC-502 was filed in a year prior to the 2002 program year. CCC-502 filed for 2003 or 2004 shall not be used to determine the customer's business type in this example.

- MABDIG for the applicable program year or years for each County Office where the producer participates. If more than 1 year is incorrect in the system, then MABDIG's should be submitted for each year in question.

**Note:** MABDIG can only be printed for the 3 most current years. If the update is needed for a year prior to the 3 most current years, then MABDIG is not required.

- Accounting summary print for the producer. See 1-FI, paragraphs 269 and 275.
- 2002 PFC and DCP direct producer payment histories (PPH's), if the incorrect business type affects 2002.
- Any other documentation that may be required to determine the correct business type for the producer, such as partnership or corporation papers.

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**3 Reviewing Cases (Continued)**

**B Reviewing Documentation and Updating SCIMS**

State Offices shall review requests to update prior year business types according to this table.

<b>Step</b>	<b>Action</b>						
1	<p>Determine what the correct business type was for the applicable year by reviewing the CCC-502 filed for that year. In some cases, the partnership or corporation papers may be needed to determine the correct business type for the customer. The business type information shall not be updated until it is positively determined the correct business type for the producer.</p> <p><b>Note:</b> Notice PL-125 provides guidance for customers that reorganize from 1 business type to another.</p>						
2	<p>Access the prior year business type update web page according to subparagraph 2 A to determine how the business type is recorded in SCIMS for the applicable year.</p> <table border="1"> <thead> <tr> <th><b>IF the business type in SCIMS is...</b></th> <th><b>THEN...</b></th> </tr> </thead> <tbody> <tr> <td>correct</td> <td>proceed to step 4</td> </tr> <tr> <td>incorrect</td> <td> <p>review the following to determine program payments that have been issued to the producer:</p> <ul style="list-style-type: none"> <li>• accounting summary report which lists all programs benefits issued since the last purge process</li> <li>• PPH for applicable programs.</li> </ul> </td> </tr> </tbody> </table>	<b>IF the business type in SCIMS is...</b>	<b>THEN...</b>	correct	proceed to step 4	incorrect	<p>review the following to determine program payments that have been issued to the producer:</p> <ul style="list-style-type: none"> <li>• accounting summary report which lists all programs benefits issued since the last purge process</li> <li>• PPH for applicable programs.</li> </ul>
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incorrect	<p>review the following to determine program payments that have been issued to the producer:</p> <ul style="list-style-type: none"> <li>• accounting summary report which lists all programs benefits issued since the last purge process</li> <li>• PPH for applicable programs.</li> </ul>						
3	<p>Business types shall be corrected for the following situations.</p> <ul style="list-style-type: none"> <li>• Producer to be listed on an overpayment register. In most cases, the producer may have been paid correctly, but the SCIMS business type data is incorrect because of the SCIMS duplicate resolution process.</li> <li>• Simple corrections because of an error in how the data was originally recorded in SCIMS.</li> <li>• Customer reorganizations from a joint operation to an entity or visa versa. This ensures that the payment limitation is controlled properly for the 3 most current years. Payment limitation must be manually reviewed for years prior to the 3 most current years.</li> </ul>						
4	<p>When it is confirmed that the business type data should be updated, State Offices shall notify County Offices that the producer should be deleted from the joint operation and permitted entity file for the applicable year.</p> <p><b>Note:</b> The SCIMS data will not download to the System/36 unless this action is taken prior to updating the business type data in SCIMS.</p>						
5	<p>Once it is confirmed that all County Offices have deleted the joint operation and entity file data, authorized State Office users shall update the prior year business type data according to subparagraph 2 D.</p> <p><b>Note:</b> If the SCIMS data is determined to be correct in step 2, then no changes are required to the business type data, however “Submit” must be clicked to trigger a download to the System/36 after the joint operation or entity file data is deleted.</p>						

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### 3 Reviewing Cases (Continued)

#### C Caution

Business type data should accurately reflect a producer's type of business. However, changing a business type after payments have been issued during the program year could result in an overpayment condition. It is imperative that State Offices thoroughly review each case before updating any business type information in SCIMS.

If there is any question about whether business type data should be changed, State Offices shall contact PECD, Common Provisions Branch (CPB) for guidance before SCIMS is updated.

#### D Case Files Previously Submitted to the National Office

Since State Offices now have the authority to update prior year business type information all case file documentation submitted to the National Office for updates to prior year business types will be discarded. Notification was sent to applicable State Offices for all cases that have been handled as of COB, August 18, 2004.

If notification was not received on a case previously submitted to the National Office, State Offices shall follow the procedure in this notice to update the prior year business type information for the SCIMS customer.

### 4 Case File Examples

#### A Changing an Individual to an Estate

Individual producers with a Social Security number do not have a business type in SCIMS. The following is an example of changing the business type from an individual to an estate.

Step	Action
1	Access the customer's business type information according to subparagraph 2 A.
2	Since the customer is currently an individual, "Unknown, none of the above, not applicable (default)" is listed as the customer's business type.
3	Click the dropdown box for the applicable year and select "Estate" from the list.
4	Repeat step 3 for any other year that is applicable.  <b>Note:</b> The customer should remain an individual for the years prior to the customer's death.
5	After "Estate" has been selected for all applicable years, scroll to the bottom of the web page and click "Submit". The SCIMS database will be updated when the message, "Record Updated", is displayed.

**4 Case File Examples (Continued)**

**B Changing an Estate Back to an Individual**

In some cases, County Offices may have changed the customer to an estate. However, the change may have been updated for a year in which the customer was still considered an individual. As a result, the business type may need to be changed back to an individual. The following is an example of changing the business type from an estate back to an individual.

**Note:** This action should only be taken if the customer has a Social Security number. If an employer ID number has been obtained for the estate, the business type for that ID should be “Estate”.

<b>Step</b>	<b>Action</b>
1	Access the customer’s business type information according to subparagraph 2 A.
2	Since the customer is currently an estate, “Estate” is listed as the customer’s business type.
3	Click the dropdown box for the applicable year and select “Unknown, none of the above, not applicable (default)” from the list.
4	Repeat step 3 for any other year that is applicable.
5	After “Unknown, none of the above, not applicable (default)” has been selected for all applicable years, scroll to the bottom of the web page and click “Submit”. The SCIMS database with be updated when the message, “Record Updated”, is displayed.

**C Changing a General Partnership to a Limited Liability Company**

The following is an example of changing the business type from an estate back to an individual.

**Note:** State Offices shall refer to 1-CM and Notice PL-125 to determine whether the business type can be changed when producers reorganize and choose to use the same ID number.

<b>Step</b>	<b>Action</b>
1	Access the customer’s business type information according to subparagraph 2 A.
2	“General Partnership” is listed as the customer’s business type.
3	Click the dropdown box for the applicable year and select “Limited Liability Company” from the list.
4	Repeat step 3 for any other year that is applicable.
5	After “Limited Liability Company” has been selected for all applicable years, scroll to the bottom of the web page and click “Submit”. The SCIMS database with be updated when the message, “Record Updated”, is displayed.