

**For:** State and County Offices

**New Options Available for the Business File Application**

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



**1 Overview**

**A Background**

Software to record farm operating plan (CCC-902) information for individuals, entities, and joint operations was released in phases starting in 2011. With each release, County Offices were instructed to dataload information in the Business File application from existing CCC-902's filed by producers.

One objective of the Business File application is to provide users with software to capture data that is currently recorded in the entity and joint operation system. To date, options were only available to record farm operating plan information in the Business File application for 2011 and future years.

**B Purpose**

This notice advises State and County Offices that:

- software will be released on or about April 19, 2013, that provides:
  - new options in the Business File application, including the following:
    - option to copy the farm operating plan back to a previous year
    - option to create or update entity and joint operation members for 2009 and 2010
    - transaction history report
  - modifications to existing Business File processes
- updates to the entity and joint operation files on the S/36 are no longer needed, except to support programs where payments are still being issued on the S/36.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2013 4-15-13	State Offices; State Offices relay to County Offices

## Notice PL-255

### 2 Business File Modifications

#### A Introduction

On or about April 19, 2013, software modifications for the Business File application will be released. An information bulletin will be issued when the new software is available.

**Note:** Procedure will be included in a forthcoming amendment to 3-PL (Rev. 1).

#### B New Options Available in the Business File Application

The following new options will be available in the Business File application when the software is released according to subparagraph A:

- option to copy the farm operating plan back to a previous year
- option to create or update entity and joint operation member information for 2009 and 2010
- transaction history report.

**Note:** The remainder of this notice provides detailed information about each option.

#### C Other Modifications to the Business File Application

The following existing functionalities have been modified to meet applicable program requirements.

- A new validation error message has been added at the end of the interview process for joint operations if the total land contributions by the joint operation and all members do not equal 100 percent.
- A suspended farm operating plan will no longer have an end date if that farm operating plan is still the active farm operating plan for the producer. Because the farm operating plan is still active, even though it is suspended, it should not have an end date.

### 3 “Copy Plan” Option

#### A Introduction

When the Business File software was initially released, County Offices were instructed to record CCC-902's in the system for:

- 2011 for individuals
- 2012 for entities and joint operations.

Because of the magnitude of the dataload effort, County Offices were only instructed to record information for prior years to resolve certain problematic cases to issue a payment. Once dataloaded, farm operating plans in a “determined” status roll over to the next subsidiary year. The only option for recording a prior year farm operating plan was for users to create a new farm operating plan for the prior year and dataload all information.

The “Copy Plan” option allows users to copy all the information from the farm operating plan already recorded in the Business File application for 1 year back to a previous year.

**Example:** The farm operating plan was recorded for 2012 based on CCC-902 filed in 2011. The 2012 farm operating plan then rolled to 2013. Now the producer has indicated CCC-902 filed in 2011 should be revised because of a member change, which was effective for the 2011 subsidiary year. Using the current software, the County Office would be required to:

- create a new farm operating plan for 2011
- modify farm operating plans for 2012 and 2013 to capture the member changes.

With the “Copy Plan” option, County Offices can:

- modify farm operating plans for 2012 and 2013 to capture the member changes
- copy the 2012 farm operating plan back to 2011 and then revise it as necessary to capture any other changes that may have been applicable in 2011.

#### B Rules for Using the “Copy Plan” Option

Although the option is now available to copy farm operating plans back to a previous year, County Offices are **not** required to create farm operating plans for all years. This option simply provides County Offices with a short cut to use information that exists for a year that was dataloaded to expedite the data collection process if a producer wishes to modify the farm operating plan already on file.

### 3 “Copy Plan” Option (Continued)

#### B Rules for Using the “Copy Plan” Option (Continued)

Further, depending on the amount of information that needs to be revised, some users may find it more expedient to create a new farm operating plan from scratch. Users can determine on a case-by-case basis which method is appropriate based on the number of changes required for the applicable farm operating plan.

The “Copy Plan” link is listed on the Manage Customer Page and the following rules apply.

- The “Copy Plan” link is only available for farm operating plans in a “determined” status.
- Farm operating plans can only be copied to the previous year.

**Example:** The farm operating plan recorded for 2013 can be copied to 2012. However, once the 2013 farm operating plan is copied back to 2012, the 2012 farm operating plan can be copied back to 2011.

- Farm operating plans cannot be copied to years before 2011.
- Farm operating plans cannot be copied back to a previous year if the farm operating plan already exists for the prior year, including farm operating plans that were initiated and then deleted after 90 calendar days of inactivity.
- Farm operating plans cannot be copied to a previous year if the business type for the parent entity is different in the previous year.
- Farm operating plans cannot be copied to a prior year if the member structure has already been created through another farming operation for the previous year.

**Example:** ABC Corporation has its own farming operation, but is also an embedded member of XYZ Partnership. The farm operating plan for XYZ Partnership has already been copied back to 2011. The 2012 farm operating plan for ABC Corporation cannot be copied back to 2011. However, the member data will be available if a new farm operating plan is created for ABC Corporation.

**Note:** See paragraph 6 for additional information on the “Copy Plan” option.

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### 4 Structure Only Maintenance for 2009 and 2010

#### A Introduction

To accommodate the retirement of the S/36, the 2009 and 2010 entity and joint operation data has been migrated to the Business File application.

Any 2009 and 2010 member data information that was recorded in the S/36 entity and joint operation files that was uploaded to the mainframe before April 15, 2013, will be available in the Business File application and can be read by applicable software applications.

**Notes:** For multi-county producers, the entity and joint operation data is uploaded from the county listed as the “Rc St & Cty” from the multi-county section of the MABDIG.

Member data will **not** be transferred to the Business File application if the business type in SCIMS differs from what was recorded in the S/36 or is not available in SCIMS.

#### B Modifying 2009 and 2010 Data

If member information changes for 2009 and/or 2010, County Offices can access and update member information migrated to the Business File application according to the following table.

**Note:** While the software does **not** prevent it, there is no need to record information for individual producers. The 2009 and 2010 options are primarily intended to take the place of the entity and joint operation file options on the S/36.

Step	Action
1	On the Manage Customer Page, CLICK “Record New Farm Operating Plan”.
2	On the Create New Farm Operating Plan Page, select the year to be updated from the drop-down list. <b>Note:</b> Available years are now 2009 through 2013.
3	If 2009 or 2010 is selected, the system will bypass all the normal Business File interview questions and navigate directly to the member section of the interview process. <b>Note:</b> For individual producers, the system will bypass the normal interview and navigate directly to the Remarks Page at the end of the interview process.
4	The member information migrated from the S/36 will be retrieved and displayed in the normal manner.
5	County Offices shall modify member, member share, and member signature information according to 3-PL (Rev. 1), paragraph 522. <b>Note:</b> Options are <b>not</b> available to record contribution information.
6	Once the member updates are complete, continue the interview process in the normal manner.

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### 4 Structure Only Maintenance for 2009 and 2010 (Continued)

#### B Modifying 2009 and 2010 Data (Continued)

Step	Action
7	<p>Record the producer signature date from CCC-902E, CCC-901, CCC-502, or CCC-501B, as applicable.</p> <p><b>Note:</b> Like with member information for the farm operating plan for 2011, 2012, or 2013, member data cannot be used until at least the producer signature has been recorded. The member structure is in an “initiated” status until the producer signature date is recorded.</p> <p>County Offices shall only record a COC determination date if CCC-903 for CCC-503A determinations were completed following the submission of the new member information.</p>
8	<p>Record the member contribution and substantive change determinations according to 3-PL (Rev. 1), paragraphs 473 and 474.</p> <p><b>Note:</b> Member contribution and substantive change determinations can only be recorded if the COC determination date from CCC-903 has been recorded and the farm operating plan has a “determined” status.</p>
9	<p>Use the “View 902” link on the Manage Customer Page to identify the members who are recorded for the applicable year.</p>

#### C Maintaining Entity and Joint Operation Information on the S/36

As of April 19, 2013, County Offices are no longer required to maintain data in the entity and joint operation files on the S/36.

**Exception:** If the producer is participating in a program that continues to be administered and paid using S/36 software, the entity and joint operation data may need to be recorded to administer the program properly. In this case, only the County Office where the producer’s application resides or where the payment will be processed is required to update the entity and joint operation files. Continue to follow 2-PL for updating the S/36 entity and joint operation files.

**Note:** Data recorded in the S/36 entity and joint operation files will continue to be uploaded to the mainframe, but the data will **not** transfer to the Business File application after April 16, 2013.

#### D Permitted Entity Designations

As with farm operating plans recorded for 2011 and later years, the system will automatically designate the first 3 entities associated with an individual for 2009 and 2010.

If the individual is associated with more than 3 entities, then County Offices can manually designate the permitted entities according to 3-PL (Rev. 1), paragraphs 561 through 563.

## 5 Farm Operating Plan History

### A Introduction

A large number of problems have been identified over the past year where member data was not returning even though there were “filed” and “determined” farm operating plans recorded for producers. In most cases, a version of the producer’s farm operating plan was initiated after the filed or determined farm operating plan was finalized, and then the new farm operating plan was automatically deleted after 90 calendar days.

State Offices also had access to a “Delete” option during the dataload effort and a number of farm operating plans were deleted using that option.

The effort to reconcile various situations where member data was not returning properly created a tremendous workload effort. Therefore, a new option is now available on the Manage Customer Page that allows users to view the farm operating plan history. This option:

- assists with reconciling why member data may not be returning
- lists all the version numbers associated with a producer
- provides the status of each farm operating plan and the date it was last updated.

### B Example of Farm Operating Plan History Page

The following is an example of the Farm Operating Plan History Page.

**Business File Menu**

Welcome: Bobbie Butler  
User Role: FSA

[Select Different Customer](#)

[Record New Farm Operating Plan](#)

[Manage Customer](#)

Farm Operating Plan History

CUSTOMER INFORMATION						
<b>FARMING OPERATION:</b>		Ima Farmer				
<b>BUSINESS TYPE:</b>		Corporation				
Year	Version	Status	Filed Date	Determined Date	Record Status	Last Update Date
2012	12	Filed	02/28/2013		Active	02/28/2013
2012	10	Determined	01/23/2013	01/23/2013	Active	02/28/2013
2012	9	Initiated			Deleted	03/30/2012
2012	8	Determined	03/30/2012	03/30/2012	Active	10/01/2012
2012	7	Initiated			Deleted	02/23/2012
2012	6	Initiated			Deleted	02/14/2012
2012	5	Initiated			Deleted	02/01/2012
2012	4	Initiated			Deleted	02/01/2012
2012	3	Initiated			Deleted	02/01/2012
2012	2	Determined	01/30/2012	01/30/2012	Active	01/23/2013
2012	1	Determined Suspended	01/10/2012	01/17/2012	Deleted	01/18/2012
2011	11	Determined	02/28/2011	02/28/2011	Active	02/28/2013
2009	13	Determined	02/28/2009	02/28/2009	Active	02/28/2013

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### 5 Farm Operating Plan History (Continued)

#### C Information on the Farm Operating Plan History Page

The following information is available on the Farm Operating Plan History Page.

**Note:** See paragraph 6 for additional information for accessing the Farm Operating Plan History Page.

Field	Description
Year	Subsidiary year associated with: <ul style="list-style-type: none"><li>• farm operating plan for 2011 through 2013</li><li>• structure-only information for 2009 and 2010.</li></ul>
Version	Version number automatically assigned by the system.
Status	Indicates whether the farm operating plan is initiated, filed, determined, terminated, or suspended. See 3-PL (Rev. 1), paragraph 366 for information status information.
Filed Date	Date recorded in the system as the date the producer filed CCC-902 or CCC-502, as applicable.
Determined Date	Date recorded in the system as the date COC determinations were completed from CCC-903 or CCC-503A, as applicable.
Record Status	Indicates whether the version of the farm operating plan is active or deleted.  <b>Note:</b> Active farm operating plans are also listed on the Manage Customer Page. Deleted farm operating plans are <b>not</b> listed on the Manage Customer Page.
Last Update Date	Date the applicable version was last updated.

### 6 Accessing New Business File Options

#### A Introduction

All the new options available in the April 19, 2013, release are accessible from the Manage Customer Page. County Offices shall access the Manage Customer Page according to 3-PL (Rev. 1), paragraph 402.

6 Accessing New Business File Options (Continued)

B Example of Manage Customer Page

The following is an example of the revised Manage Customer Page.

<b>Business File Menu</b> Welcome: Bobbie Butler User Role: FSA  <a href="#">Select Different Customer</a> <a href="#">Record New Farm Operating Plan</a>	<h2 style="margin: 0;">Customer</h2>																		
<b>CUSTOMER INFORMATION</b>																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;"><b>FARMING OPERATION:</b></td> <td>Ima Farmer</td> </tr> <tr> <td><b>BUSINESS TYPE:</b></td> <td>Corporation</td> </tr> </table>		<b>FARMING OPERATION:</b>	Ima Farmer	<b>BUSINESS TYPE:</b>	Corporation														
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<h3>Farm Operating Plans</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th>Program Year</th> <th>Status</th> <th>Version</th> <th>Start Date</th> <th>End Date</th> <th></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">2013  Last Update: 01/10/2013</td> <td style="vertical-align: top;">Determined</td> <td style="vertical-align: top;">2</td> <td style="vertical-align: top;">10/01/2012</td> <td style="vertical-align: top;"></td> <td style="vertical-align: top;"> <a href="#">Revise</a>  <a href="#">View COC Date</a>  <a href="#">Copy Plan</a>  <a href="#">View 902</a>  <a href="#">Record Determinations</a> </td> </tr> <tr> <td style="vertical-align: top;">2012  Last Update: 01/22/2013</td> <td style="vertical-align: top;">Determined</td> <td style="vertical-align: top;">1</td> <td style="vertical-align: top;">10/01/2011</td> <td style="vertical-align: top;">09/30/2012</td> <td style="vertical-align: top;"> <a href="#">Revise</a>  <a href="#">View COC Date</a>  <a href="#">Copy Plan</a>  <a href="#">View 902</a>  <a href="#">Record Determinations</a> </td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;"><a href="#">View Farm Operating Plan History</a></p>		Program Year	Status	Version	Start Date	End Date		2013  Last Update: 01/10/2013	Determined	2	10/01/2012		<a href="#">Revise</a> <a href="#">View COC Date</a> <a href="#">Copy Plan</a> <a href="#">View 902</a> <a href="#">Record Determinations</a>	2012  Last Update: 01/22/2013	Determined	1	10/01/2011	09/30/2012	<a href="#">Revise</a> <a href="#">View COC Date</a> <a href="#">Copy Plan</a> <a href="#">View 902</a> <a href="#">Record Determinations</a>
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C New Options

The following table describes the new options available on the Manage Customer Page.

Option	Description
Copy Plan	Available for versions of farm operating plans with a “determined” status. This option allows: <ul style="list-style-type: none"> <li>2013 farm operating plan to be copied back to 2012</li> <li>2012 farm operating plan to be copied back to 2011.</li> </ul> <p><b>Note:</b> See paragraph 3 for additional information.</p>
View Farm Operating Plan History	Displays a list of all versions associated with the selected customer.
Record Determinations	This option is <b>not</b> new, but once selected, the 2009 and 2010 subsidiary years are now accessible in the drop-down list on the Create New Farm Operating Plan History Page.