Formulas Online

What's New in Formulas Online 1.6 (Industry Members)

June 18, 2015

The following system updates and new functionality are included in Version 1.6 of the Formulas Online system:

- Updated System Entry Point
- My Submissions Home Page Enhancements
- Search Results Enhancements
- General Submission Enhancements
- User Registration Submission Enhancements
- Uniform Submission Enhancements
- Drawback Submission Enhancements
- SDA Submission Enhancements
- Rider Submission Enhancements

- **Updated System Entry Point** – The TTB Online Portal now includes a vertical menu to streamline access to the most commonly accessed areas, such as the Public COLAs Registry and TTB contact information.

TTB Online Portal Page

- **My Submissions Home Page Enhancements** – The My Submissions home page now includes the following enhancements in functionality:

  o **Display My Submissions Home Page** – You may now display the contents of your My Submissions home page in increments of 50 or 100 or show all using the Show drop-down list. By default, Formulas Online will display the contents of your My Submissions home page in increments of 50.

Display My Submissions

  o **Display Only Open Submissions** – You may now view your open submissions (i.e., "In Process" or "Draft" status) in your My Submissions home page. You may view your cancelled, withdrawn, or closed submissions by performing an Advanced Search.

  o **Sort My Submissions Home Page** – You may now sort the columns in your My Submissions list by selecting the column header. You may toggle between ascending and descending order for a column by selecting the arrow next to the column header. You may also select multiple columns to sort by pressing the **Shift** key on your keyboard while selecting the column headers.

o **Filter My Submissions Home Page** – You may now enter filter criteria in the Filter field to automatically filter the contents of your My Submissions home page. This filter criteria must match the contents of your My Submissions home page; it will not apply to the contents within a particular submission.

Filter My Submissions

o **Navigate My Submissions** – You may now navigate your My Submissions home page using page number links as well as Previous and Next links. These links are located at the top and bottom of your My Submissions home page.

Navigate My Submissions

o **View Internal Statuses of Submissions** – You may now view the internal statuses of nonbeverage submissions on your My Submissions home page. This gives you more visibility on the progress of your submissions in Formulas Online.

  ▪ When you initially submit a Nonbeverage submission with samples, you will see the submission status as "Items Pending" instead of "In Process."
  ▪ When the sample has been received, you will see the submission status as "Assignment Pending."
  ▪ When the nonbeverage submission has been assigned for processing, you will see the submission status "Lab Analysis."
  ▪ If the assignment is complete but additional quality assurance is being performed, you will see the submission status as "QA Review."

o **Copy to Clipboard** – You may now select the **Copy** button to copy the contents of your My Submissions home page to the clipboard, allowing you to paste this data into another application, such as Microsoft Word.

<p align="center">**Copy to Clipboard**</p>

o **Print View** – You may now select the **PrintView** button to display a printable view of your My Submissions home page, allowing you to use your web browser's print function to print the data. You may press the **Esc** key on your keyboard to close the printable view and return to your My Submissions home page.

Print View

o **Export to Excel or PDF** – You may now select the **Excel** or **PDF** button to export the contents of your My Submissions home page into a Microsoft Excel file or an Adobe Acrobat PDF file.

Export to Excel

Export to PDF

- **Search Results Enhancements –** The results of a Quick or Advanced Search now include the following enhancements in functionality, similar to the enhancements in your My Submissions home page:

  o **Display Search Results** – You may now display the search results in increments of 50 or 100 or show all using the Show drop-down list. By default, Formulas Online will display the search results in increments of 50.

  o **Sort Search Results** – You may now sort the columns in the search results by selecting the column header. You may toggle between ascending and descending order for a column by selecting the arrow next to the column header. You may also select multiple columns to sort by pressing the **Shift** key on your keyboard while selecting the column headers.

  o **Filter Search Results** – You may now enter filter criteria in the Filter field to automatically filter the contents the search results. This filter criteria must match the contents of the search results; it will not apply to the contents within a particular submission.

  o **Navigate My Work List** – You may now navigate the search results using page number links as well as Previous and Next links. These links are located at the top and bottom of the search results.

  o **Copy to Clipboard** – You may now select the **Copy** button to copy the contents of the search results to the clipboard, allowing you to paste this data into another application, such as Microsoft Word.

  o **Print View** – You may now select the **PrintView** button to display a printable view of the search results, allowing you to use your web browser's print function to print the data. You may press the **Esc** key on your keyboard to close the printable view and return to the search results.

  o **Export to Excel or PDF** – You may now select the **Excel** or **PDF** button to export the contents of the search results into a Microsoft Excel file or an Adobe Acrobat PDF file.

- **General Submission Enhancements** – Formulas Online 1.6 includes the following general submission enhancements:

  o **Modal Windows Replace Pop-Up Windows** – The majority of pop-up windows in Formulas Online have been replaced with modal windows. A modal window displays within the current browser window – unlike a pop-up window, which displays outside the current browser window and resembles ads that your browser may be set up to block and are easy to miss or dismiss.

Modal Window

  o **Perjury Statement Update** – The Perjury Statement now displays at the bottom of all tabs within a submission. Previously, the Perjury Statement displayed in a pop-up window when you selected the **Submit** button to submit after you successfully validated the submission.

Perjury Statement

  o **Tab Content Indicator** – If you have content in the Comments tab or Docs/Links tab of your submission, Formulas Online now displays an asterisk (*) next to the tab to indicate it includes content.
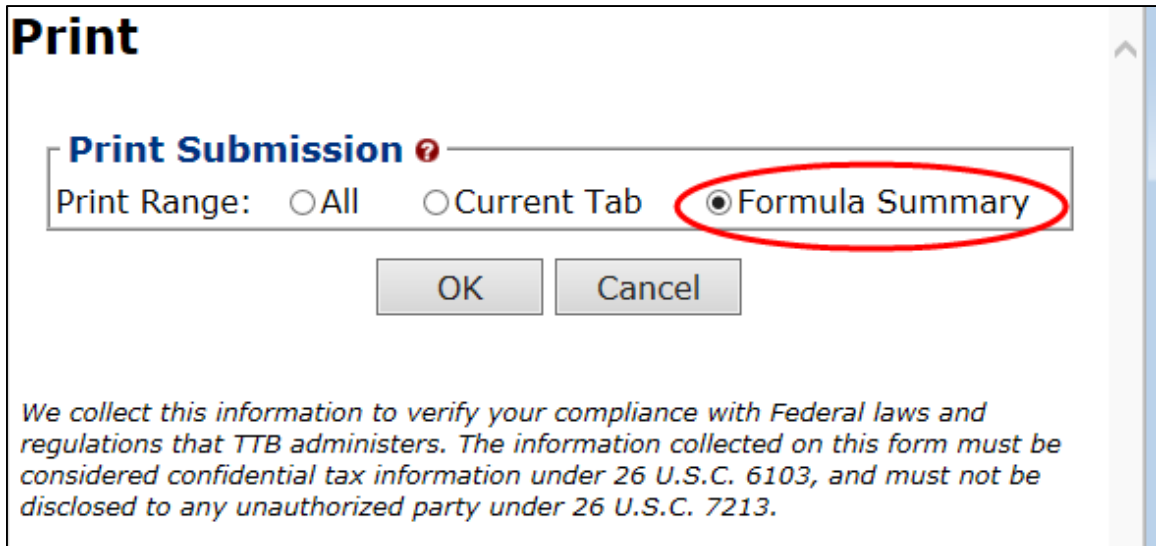
Tab Content Indicator

o **Print Range Default Update** – You may now print a submission and Formulas Online will automatically default the Print Range to "Formula Summary." This displays data from the Main and Formula tabs for Drawback submissions and data from the Main, Formula, Results, and Needs Correction tabs for Uniform, Rider, and SDA submissions. Previously, Formulas Online defaulted the Print Range to the less commonly utilized option "All," which displays all tabs for the submission.

Print Range Default Update
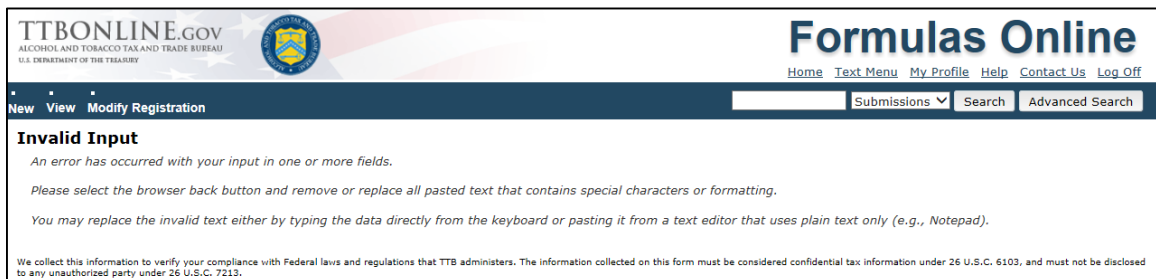
o **Invalid Character Validation** – You may now validate if an invalid character (i.e., certain special characters such as Ã or formatting) has been entered in a field in Formulas Online. If you enter an invalid character in a field and attempt to commit the change (i.e., select the **OK** or **Submit** button), the following error message displays, prompting you to select the web browser back button and remove the invalid character by entering it directly or pasting it from a plain text editor such as Notepad:

An error has occurred with your input in one or more fields.

Please select the browser back button and remove or replace all pasted text that contains special characters or formatting.

You may replace the invalid text either by typing the data directly from the keyboard or pasting it from a text editor that uses plain text only (e.g., Notepad).

Invalid Character Error Message

o **Advanced Search Issue Resolved** – You may now perform an Advanced Search for submissions with a "Withdrawn" or "Cancelled" status and successfully return search results that match your search criteria. Previously, there was an issue where an Advanced Search for "Withdrawn" or "Cancelled" submissions incorrectly returned no search results.

- **User Registration Submission Enhancements** – Formulas Online 1.6 includes the following User Registration submission enhancements:

  o **SA or POA Acknowledgement for Beverage User Registration** – You must now acknowledge you have a valid Signing Authority (SA) or Power of Attorney (POA) on file at the National Revenue Center (NRC) if you select "Signing Authority" or "Power of Attorney" as your Signature Authorization when registering an Alcohol Beverage company in Formulas Online.

SA or POA Acknowledgement for Beverage User Registration

- **Uniform Submission Enhancements** – Formulas Online 1.6 includes the following Uniform submission enhancements:

  o **Method of Manufacture Attachment Required for Uniform Submission with Samples** – You must now attach a Method of Manufacture (MOM) before you may submit a Uniform submission with samples. If you attempt to validate or submit a Uniform submission with samples without attaching a MOM, the following error message displays:

    This submission requires a method of manufacture on company letterhead or a TTB Form 5100.51 signed by the producer. Please use the upload function to attach one of these documents and select 'Method of Manufacture' when you are prompted for Type.

    You must go to the Docs/Links tab and attach a document with the Type "Method of Manufacture" in order to proceed with the submission.

Method of Manufacture Attachment Required Error Message

o **Method of Manufacture Attachment or Description Required for Uniform Submission without Samples** –You must now enter a MOM description OR attach a MOM before you may submit a Uniform submission without samples. If you attempt to validate or submit a Uniform submission without samples without entering a MOM description OR attaching a MOM, the following error message displays:

Method of Manufacture description or document attachment is required. If you are using the upload function to attach one of these documents, you must select 'Method of Manufacture' when you are prompted for Type.

You must go to the Formula tab and enter a Method of Manufacture description OR you must go to the Docs/Links tab and attach a document with the Type "Method of Manufacture" in order to proceed with the submission.

Method of Manufacture Description or Attachment Required Error Message

o **Uniform Ingredient Quantity (Low) Validation** – You may now enter a Quantity (Low) value of 0 (Zero) for Uniform Fermentable, Finished Alcohol, Flavor, and Other Ingredients. Previously, this value had to be greater than 0 (Zero).

Uniform Ingredient Quantity (Low) Validation

o **Import Uniforms New TTB Formula ID Issue Resolved** – Formulas Online has resolved the issue where Import Uniform submissions with no Company Formula Numbers were getting new TTB Formula IDs generated when you resubmitted after the submission was sent back to you in "Needs Correction" status.

o **Supersedes Fields Removed from Create New Uniform Pop-Up Window** – You may now only enter supersede information through the Main tab when creating a new Uniform submission. You may no longer enter supersede information on the Create New Uniform pop-up window; these fields have been removed to streamline functionality.

Supersedes Fields on Main Tab (Uniform)

- **Drawback Submission Enhancements** – Formulas Online 1.6 includes the following Drawback submission enhancements:

o **Unfit for Beverage Statement Required for Drawback Submission** – You must now complete the Unfit for Beverage Statement field under Additonal Details in the Formula tab for a Drawback submission. Unfit for Beverage Statement is now a required field, indicated by a red asterisk (*).

Unfit for Beverage Statement Required for Drawback Submission

o   **Contains Colors and Limited Ingredients Fields Updated** – You may now enter information in the updated Contains Colors and Limited Ingredient fields in the Alcoholic Components (Disapproved Intermediates) and Alcoholic Components (Ineligible Alcohol) ingredient modal windows for a Drawback submission. Instead of checkboxes, these fields are drop-down lists with **Yes** or **No** values. If you select **Yes** in the Contains Colors field, the FDA Approved field displays allowing you to enter the information. If you select **Yes** in the Limited Ingredients field, the Names and % by Weight field displays allowing you to enter the information.

Alcoholic Components (Disapproved Intermediates) for Simple Mix or Filtration

Alcoholic Components (Disapproved Intermediates) for Washed Extracts

Alcoholic Components (Ineligible Alcohol) for Simple Mixture or Filtration

Alcoholic Components (Ineligible Alcohol) for Washed Extracts

o **Limited Ingredients Field Added for Individual Liquids and Individual Solids** – You may now enter Limited Ingredient information for nonalcoholic components (individual liquid ingredients and individual solid ingredients) for a Drawback submission. Instead of checkboxes, this field is a drop-down list with **Yes** or **No** values. If you select **Yes** in the Limited Ingredients field, the Names and % by Weight field displays allowing you to enter the information.

Nonalcoholic Components (Individual Liquid Ingredients)

Nonalcoholic Components (Individual Solid Ingredients)

o **TTB Limited Ingredients Parts Per Million Value Increase** – You may now enter a Parts Per Million (PPM) value of up to 999,999 in all TTB Limited Ingredients fields for a Drawback submission. Previously, the limit was a PPM value of up to 99,999.

TTB Limited Ingredients Parts Per Million Value Increase

- o **Supersedes Fields Removed from Create New Drawback Pop-Up Window** – You may now only enter supersede information through the Main tab when creating a new Drawback, submission. You may no longer enter supersede information on the Create New Drawback pop-up window; these fields have been removed to streamline functionality.

Supersedes Fields on Main Tab (Drawback)

- • **SDA Submission Enhancements** – Formulas Online 1.6 includes the following SDA submission enhancements:

  - o **Revise Existing Formula Fields from Create New Pop-Up Window (SDA)** – You may now only enter revised existing formula information through the Main tab when creating a new SDA submission. You may no longer enter revised existing formula information on the Create New SDA pop-up window; these fields have been removed to streamline functionality.

Revise Existing Formula Fields on Main Tab (SDA)

- **Rider Submission Enhancements** – Formulas Online 1.6 includes the following Rider submission enhancements:

    o **Supersedes Fields Removed from Create New Rider Pop-Up Window** – You may now only enter supersede information through the Main tab when creating a new Rider submission. You may no longer enter supersede information on the Create New Rider pop-up window; these fields have been removed to streamline functionality.

Supersedes Fields on Main Tab (Rider)