

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Supplemental Revenue Assistance Payments Program  
1-SURE**

**Amendment 16**

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



**Amendment Transmittal**

**A Reasons for Amendment**

Part 16, Section 2 has been added to provide procedure for SWIMS that provides an automated process to manage the storage and retrieval of the 2008 SURE Workbook .xml files.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
5-8	16-1, 16-2 16-75 through 16-136 16-137 through 16-168 (add) 16-169 (add)	1, page 3 3, page 1



## Table of Contents (Continued)

Page No.

### Part 11 Applying for SURE Benefits

321	Applying for Benefits .....	11-1
322	FSA-682 Overview .....	11-5
323-325	(Reserved)	
326	Processing FSA-682's.....	11-21
327	Interaction Between Counties for Multi-County Producers .....	11-24
328-330	(Reserved)	
331	Reconsideration, Appeal, or Mediation of COC Determinations .....	11-31
332	Restrictions and Limitations .....	11-32
333-335	(Reserved)	
336	Establishing Eligible Causes of Loss for SURE.....	11-41
337-340	(Reserved)	
341	Completing FSA-682 for a Single County Producer .....	11-51
342	Examples of FSA-682 for 2008 and 2009 .....	11-55
343	Completing FSA-682 in an Administrative County for a Multi-County Producer .....	11-58
344	Completing FSA-682 in Recording County for Multi-County Producer .....	11-62
345-350	(Reserved)	
351	Completing FSA-682A .....	11-71
352	Examples of FSA-682A for 2008 and 2009 .....	11-73
353	Completing FSA-683's for 2008 .....	11-75
354	Completing Manual FSA-682's.....	11-77
355-379	(Reserved)	
380	FSA-682 Corrections .....	11-131
381-385	(Reserved)	
386	FSA-682 Cancellations Because of March 18, 2010, Quality Factor Changes...	11-151
387-390	(Reserved)	

### Part 12 Compliance Reviews

391	SURE Compliance Reviews .....	12-1
392	Spot Check Process for Production.....	12-4
393	Spot Check Process for Verifying Quality Adjustment Factors .....	12-7
394- 400	(Reserved)	

## Table of Contents (Continued)

Page No.

### Parts 13-15 (Reserved)

401-510 (Reserved)

### Part 16 2008 SURE

#### Section 1 2008 SURE Interim Workbook

511	Function of the SURE Interim Workbook .....	16-1
512	Preparing Documents to Complete SURE Interim Workbook .....	16-3
513	SURE Interim Report (SIR).....	16-5
514	Accessing, Saving, Retrieving, and Transferring the 2008 SURE Interim Workbook .....	16-14
515	Completing SURE Interim Workbook Data Entry Worksheet.....	16-22
516	Completing SURE Interim Workbook Farm Summary Worksheet .....	16-44
517	Completing SURE Interim Workbook Determining 10 Percent Loss Tool .....	16-54
518	Completing SURE Interim Workbook FSA-682, Page 2 .....	16-62
519	Factoring RMA Data.....	16-63
520	RMA Net Indemnity Calculator.....	16-67
521	Blending Multiple RMA Weighted Adjusted Yields.....	16-69
522	Tolerance Tool .....	16-71
523	Peanut Tool .....	16-74
524-539	(Reserved)	

#### Section 2 SWIMS

540	Accessing Software.....	16-137
541	Import SURE Workbook XML File .....	16-139
542	Bulk Import.....	16-147
543	Search and Export.....	16-158
544	Reports .....	16-161
545-550	(Reserved)	

### Parts 17 2009 SURE Automation

#### Section 1 Compliance Tool Software

551	Accessing Software.....	17-1
552	Search Selection Screen .....	17-3
553	Producer Search .....	17-4
554	Farm Number Search .....	17-5
555	Producer Selection .....	17-6
556	State/County Selection.....	17-7
557	Producers Crop Data.....	17-8
558	Importing XML File Into SURE Workbook.....	17-12
559-570	(Reserved)	

**Table of Contents (Continued)**

**Page No.**

**Parts 17 2009 SURE Automation (Continued)**

**Section 2 2009 SURE Workbook**

571	SURE Workbook Function.....	17-31
572	Preparing Documents to Complete SURE Workbook.....	17-33
573	SIR .....	17-35
574	Accessing, Saving, Retrieving, and Transferring the SURE Workbook .....	17-45
575	Completing SURE Workbook Data Entry Worksheet.....	17-53
576	Completing SURE Workbook Farm Summary Worksheet.....	17-84
577	Completing SURE Workbook Crop Loss Tools.....	17-94
578	Completing SURE Workbook FSA-682, Page 2.....	17-103
579	Factoring RMA Data.....	17-104
580	Blending Multiple RMA Weighted Adjusted Yields.....	17-111
581	Tolerance Tool.....	17-113
582	Peanut Tool .....	17-117
583	SURE Report of FSA Payments .....	17-120
584	SURE Detail Report.....	17-125
585	SURE Summary Report.....	17-127
586	SURE Report Alpha Program Codes.....	17-128
587-600	(Reserved)	

**Parts 18, 19 (Reserved)**

601-700 (Reserved)

**Part 20 2008 Interim SURE Payment Process**

**Section 1 SURE Payment Process**

701	Web-Based SURE Payment Process .....	20-1
702	Preparing to Issue Payments .....	20-5
703, 704	(Reserved)	

**Section 2 General Payment Provisions**

705	Payment Limitation.....	20-11
706	Payment Eligibility .....	20-13
707	Funds Control .....	20-15
708	Financial System Provisions.....	20-17
709, 710	(Reserved)	

## Table of Contents (Continued)

Page No.

### Part 20 2008 Interim SURE Payment Process (Continued)

#### Section 3 Recording SURE Payment Data

711	2008 Interim SURE Web-Based Software .....	20-31
712	Recording SURE Payment Data .....	20-32
713	Record Calculated Payment Web Page.....	20-33
714	Calculated Payment Confirmation Web Page.....	20-35
715	Modifying/Deleting Previously Recorded SURE Payment Data .....	20-36
716	Modify/Delete Calculated Payment Web Page.....	20-38
717	Modify Calculated Payment Confirmation Web Page.....	20-40
718	Delete Calculated Payment Confirmation Web Page .....	20-41
719	Handling Overpayments .....	20-42
720	(Reserved)	

#### Section 4 Payment Reports

721	Nonpayment Report .....	20-51
722	Payment History Report.....	20-55

#### Exhibits

1	Reports, Forms, Abbreviations, and Redelegations of Authority
2	Definitions of Terms Used in This Handbook
3	Menu and Screen Index
4	SIR RMA Data
5	Crops Without NASS U.S. Prices
6	NASS U.S. Prices
6.5	SURE RMA Adjustments
7	COC-Established Maximum Average Loss Levels Based on Other County Losses
8-11	(Reserved)
12	SURE Plan/Coverage Code Charts
13-16	(Reserved)
17	RMA Quality Adjustments Table
18, 19	(Reserved)
20	PRF Price and Yield Charts
21	Multi-County Producer FSA-682 Process
22	Multi-County Producer FSA-682 Page Order
23	Multi-County Producer FSA-682 FAX Cover Sheet
24-29	(Reserved)
30	SURE Crops With CC Yields
31-50	(Reserved)
51	Eligible 2009 Buy-In Crops

## \*--Part 16 2008 SURE

## Section 1 2008 SURE Interim Workbook--\*

## 511 Function of the SURE Interim Workbook

## A Overview

The SURE Interim Workbook provides a series of Excel worksheets used to complete a manual calculation of interim SURE payment, including the following:

- Data Entry
- Yield Determination Tool
- Weighted Average Yield Tool
- Value Loss Tool
- Farm Summary
- 10 Percent Loss Tool
- FSA-682, page 2.

One SURE Interim Workbook will be completed per producer, per administrative county. Only the crops and acreage administered in that county will be entered into the SURE Interim Workbook. Each line entry of crop data shall be entered into the SURE Interim Workbook by each unique:

- county
- crop name
- crop type
- IU
- stage code
- status code
- practice
- producer share
- all acres timely planted
- all acres not timely planted.

One SURE Interim Workbook accommodates 100 line entries; if additional line entries are required an additional SURE Interim Workbook will need to be completed. For more information on saving additional SURE Interim Workbooks for a producer whose workbook exceeds 100 line entries in 1 administrative county, see subparagraph 515 C.

The SURE Interim Workbook contains sensitive data. It is for FSA internal use **only** and shall **not** be distributed. This applies to the SURE Interim Workbook template and the .xml files that are generated when the workbook is saved. **Only** the producer for which the application was filed may be provided the printed Farm Summary page and the workbook-generated FSA-682, page 2.

**511 Function of the SURE Interim Workbook (Continued)****B Handling Single-County Producers**

If the administrative county and the recording county **are** the same and the producer is **not** multi-county, the SURE Interim Workbook can be completed in its entirety by 1 county and the resulting SURE payment amount can be entered into the payment software to be processed.

**Note:** For the definition of recording county, see 3-PL, Exhibit 2. The administrative county is the FSA county responsible for administering the acreage.

**C Handling Multi-County Producers**

If the administrative county and recording county are **not** the same and the producer is multi-county, the administrative county shall:

- complete the SURE Interim Workbook in its entirety for the crops and acreage administered in that county
- transmit the SURE Interim Workbook to the recording county.

In this situation the recording county shall:

- complete the SURE Interim Workbook in its entirety for the crops and acreage administered in that county
- collect all the SURE Interim Workbooks from all administrative counties with which the producer is associated
- summarize all SURE Interim Workbooks **before** the resulting SURE payment amount can be entered in the payment software to be processed.

**\*--523 Peanut Tool (Continued)**

**B Using the Peanut Tool (Continued)**

<b>Label</b>	<b>Definition and Role</b>
Producer Name	Enter the producer’s name.
Phys. St/Co (if not Admin)	Enter the physical location for the county if multiple counties are administered in 1 county.
Crop Type	Enter or select the 3-character FSA crop type code. Entry must be a valid peanut crop type code.
Unit	Enter the RMA unit number.
RMA Plan Code	Enter the RMA insurance plan code.
RMA Acres	Enter the RMA acres from the “A” (Acreage) record. Acres will display in hundredths.
Adjusted APH Yield	Enter the adjusted APH yield from the “A” (Acreage) record. The yield will display in hundredths.
Current RMA Guarantee	Enter the RMA Guarantee Basis in whole dollars.

As each row of data is entered, the RMA Weighted Adjusted Yield and Guarantee Basis will be calculated and displayed in the applicable fields.

**C Navigation Buttons**

This table provides navigation buttons and functions.

<b>Button</b>	<b>Function</b>
	When clicked the “Confirmation for Clearing the Data” box will be displayed. Click on: <ul style="list-style-type: none"> <li>• “OK” to clear the data</li> <li>• “Cancel” to return to the tool.</li> </ul>
	Print the document.

--\*

**523 Peanut Tool (Continued)**

**D Loading Data in the SURE Interim Workbook**

After all RMA Weighted Adjusted Yields and Guarantee Basis have been calculated, follow paragraph 303 to combine remaining data as applicable and load the data in the SURE Interim Workbook.

**E Printing and Filing Peanut Tool Document**

Print the document and file in the producer's program folder.

**524-539 (Reserved)**

**\*--Section 2 SWIMS****540 Accessing Software****A Basic Information**

SWIMS is:

- designed to provide an automated process to manage the storage and retrieval of the SURE Workbook .xml files
- a shared database accessible to a limited number of all FSA National, State, and County Office employees.

**B Overview**

For 2008, a producer's current year recording county shall be responsible for uploading the recording county SURE Workbook .xml file and all associated nonrecording county SURE Workbook .xml files for that producer. The recording county shall also be responsible for resolving errors associated with any of the SURE Workbooks for that producer according to subparagraphs 541 F and 544 F.

**C Accessing SWIMS**

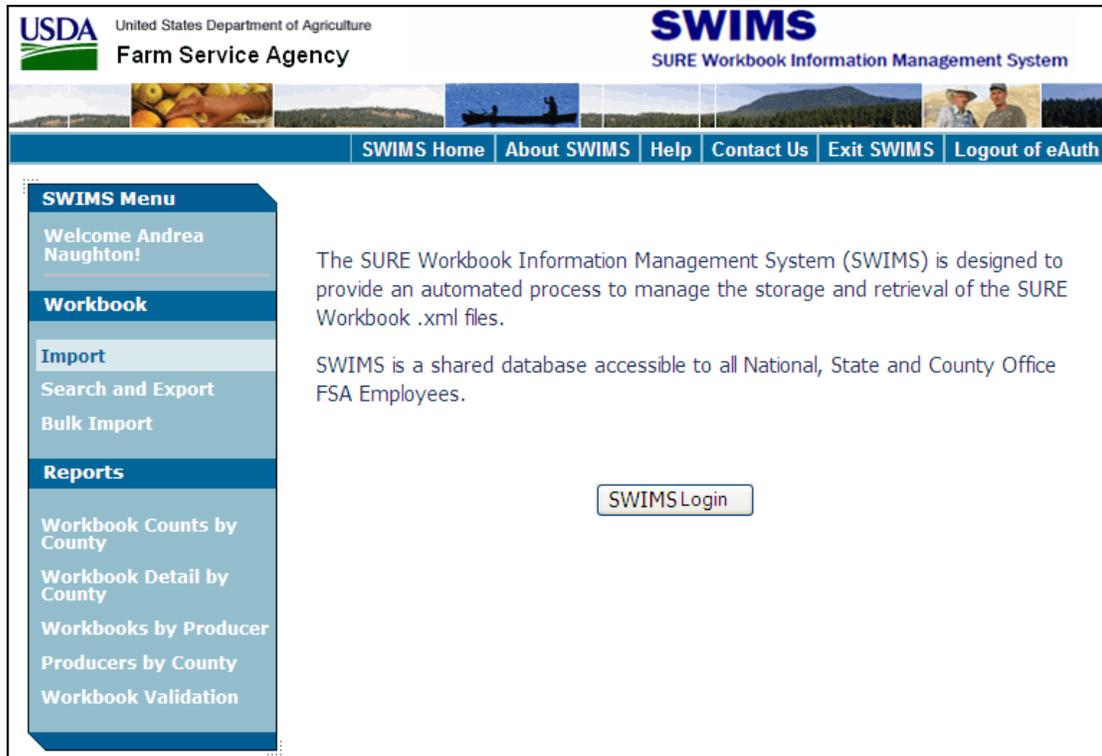
Access the SWIMS Home Page from the FSA Applications Intranet web site at [http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet\\_applications.html](http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet_applications.html). Under "Production Adjustment and Disaster Programs", **CLICK "SWIMS"**.

**Note:** Internet Explorer shall be used when accessing the SWIMS software.--\*

## \*--540 Accessing Software (Continued)

**D Login Screen**

After users click “SWIMS”, the following SURE Workbook Information Management System (SWIMS) Screen will be displayed. CLICK “**SWIMS Login**” to continue.

**E USDA eAuthentication**

After users click “SWIMS Login”, the USDA eAuthentication Warning Screen will be displayed. CLICK “**I Agree**” to proceed or “**Cancel**” to end the process.

The eAuthentication Login Screen will be displayed. Users must:

- enter eAuthentication user ID
- enter eAuthentication password
- CLICK “**Login**”.

The SWIMS Import SURE Workbook XML File Screen will be displayed.--\*

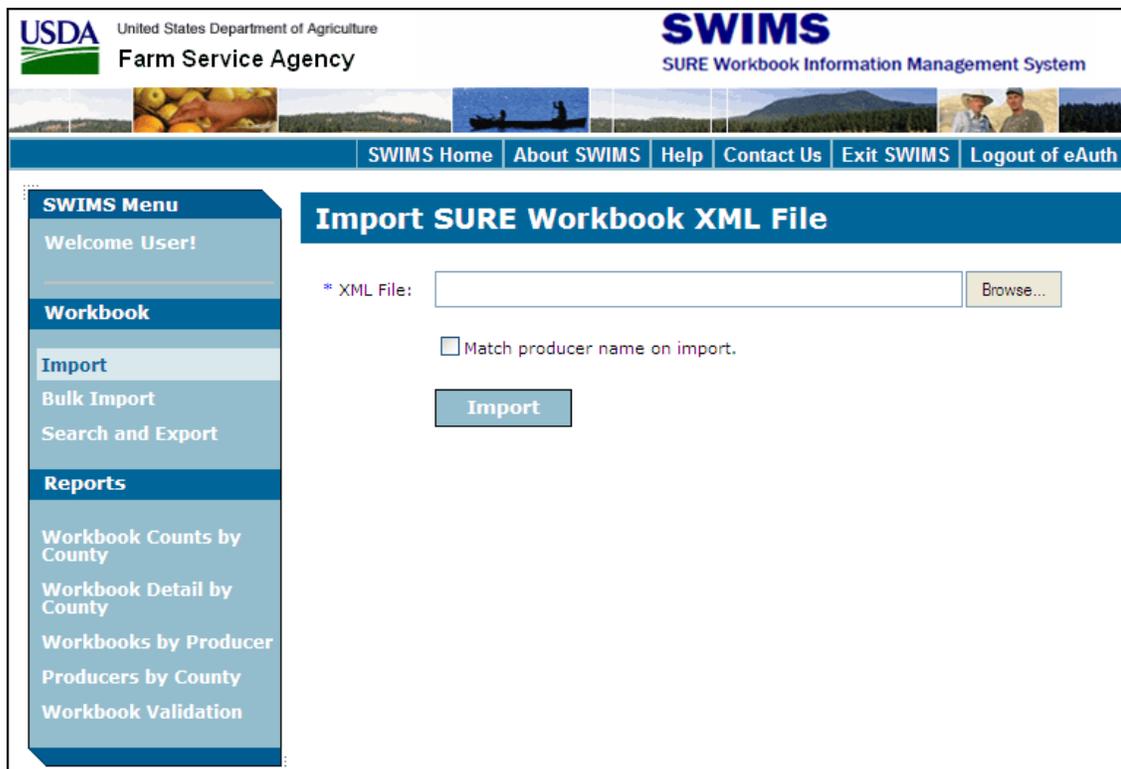
**\*--541 Import SURE Workbook XML File**

**A Overview**

After users are logged in and have been authenticated, the Import SURE Workbook XML File Screen will be displayed. The Import SURE Workbook XML File Screen allows users to import a single SURE Workbook .xml file. See subparagraph 540 B.

**B Example of Import SURE Workbook XML File Screen**

The following is an example of the Import SURE Workbook XML File Screen.

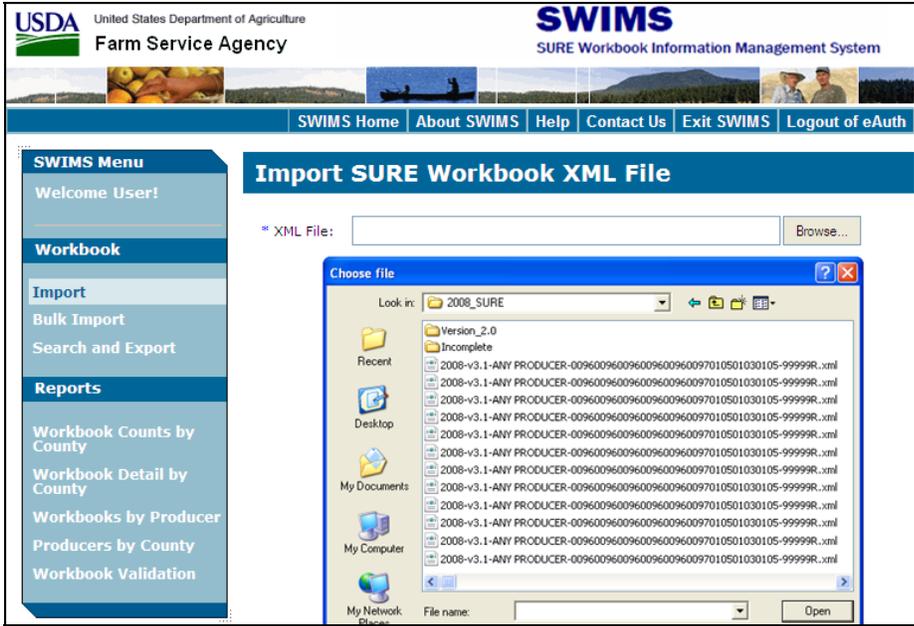


--\*

\*--541 Import SURE Workbook XML File (Continued)

C Importing a Single SURE Interim Workbook XML File

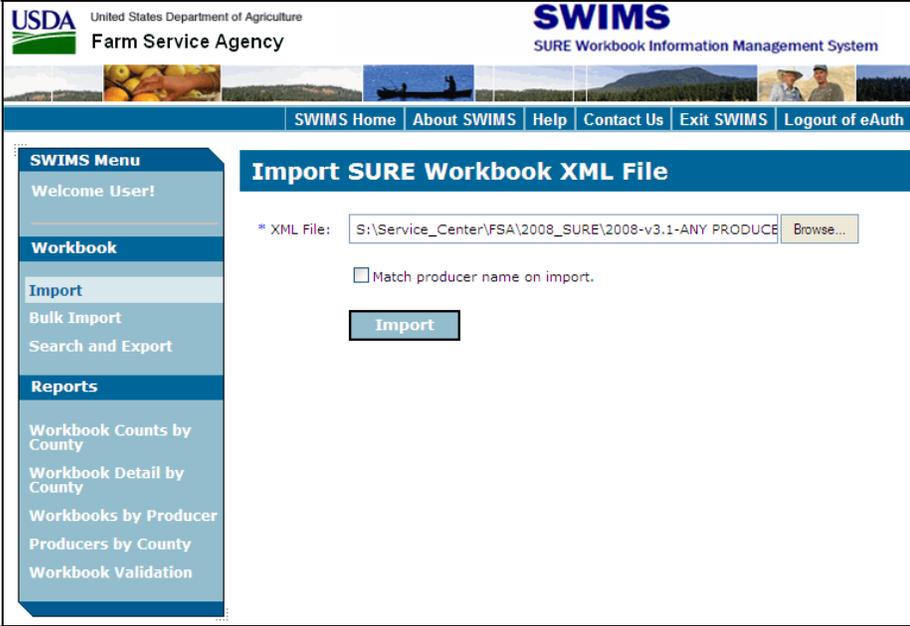
Import a single SURE Interim Workbook .xml file into SWIMS according to the following.

Step	Action
1	To import a single .xml file, on the Import SURE Workbook XML File Screen, CLICK “ <b>Browse</b> ”.
2	The Choose File dialog box will be displayed. Navigate to the “S:\Service_Center\FSA\2008_SURE” folder.
3	<p>The user shall <b>select the file</b> to import according to subparagraph 540 B and CLICK “<b>Open</b>”.</p> <p>The following is an example of the Choose File dialog box.</p> 
4	Once the user clicks “Open” on the Choose File dialog box, the XML File field will populate with the name of the file selected.
5	<p>The option to match producer name on import is available by clicking the check box for “<b>Match producer name on import</b>”.</p> <p><b>Note:</b> If the option to match producer name is <b>not</b> selected, then SWIMS will search for duplicates in the system based on TIN and TIN type only.</p> <p>Selecting the option to match by producer name upon import shall be used in the case of workbooks that have exceeded the 100 line limit, where the tax ID number and State and county code is the same but the producer name has been deliberately made different. See subparagraph 515 C. Selecting this option prompts SWIMS to search for duplicate workbooks by TIN, TIN type, and producer name, and prevents overwriting workbooks.</p>

--\*

\*--541 Import SURE Workbook XML File (Continued)

C Importing a Single SURE Workbook XML File (Continued)

Step	Action
6	<p>The user shall CLICK “Import”.</p> 
7	<p>Once the user clicks “Import”, either the Import Successful Screen or Import Failed Screen will be displayed. If import:</p> <ul style="list-style-type: none"> <li>• was successful, proceed to step 8</li> <li>• failed, see subparagraphs E and F.</li> </ul> <p><b>Note:</b> If a message window is displayed with the following message, “The workbook with matching crop year, state/county code and producer already exist in the system. Do you want to replace the existing workbook?”, see subparagraph G.</p>
8	<p>CLICK “Import Another Workbook” to return to the Import SURE Workbook XML File Screen.</p>

--\*

\*--541 Import SURE Workbook XML File (Continued)

**D Import Successful Screen**

If the import was successful, the Import Successful Screen will be displayed with the following data populated by the .xml file that the user imported.

Field/Button	Description
A message stating the import was successful.	Workbook was successfully imported.
“XML File”	.xml file name.
“Crop Year”	SURE program year.
“State/County”	State and county code, county name, State name, and recording county indicator.
“Producer Name”	Name of the producer.
“TIN”	Tax ID number, ID type, and multi-county indicator.
“Data Loaded By”	The initials and date of the employee that data loaded the workbook.
“Reviewed By”	The initials and date of the employee that 2 <sup>nd</sup> party reviewed the workbook.
“Finalized By”	The initials and date of the employee that finalized the workbook.
Workbook by Producer TIN (X)	This table lists all of the workbooks that have been loaded into SWIMS for this producer, nationwide, matched by TIN. In parentheses is the count of workbooks for this producer, nationwide, that have been loaded into SWIMS.
State County Code	State and county code.
Recording County	“Yes” or “No”.
Producer Name	Name of the producer.
Import Date	The date the .xml file was imported into SWIMS.

The following is an example of the Import Successful Screen.

--\*

\*--541 Import SURE Workbook XML File (Continued)

**E Import Failed Screen**

If the import was unsuccessful, SWIMS will display the Import Failed Screen. Users shall resolve the errors displayed according to subparagraph F.

The following is an example of the Import Failed Screen.

--\*

**\*--541 Import SURE Workbook XML File (Continued)**

**F Error Messages**

Users shall resolve the error messages displayed on the Import Failed Screen according to the following.

<b>Error Message</b>	<b>Reason</b>	<b>Resolution</b>
Invalid StCo Code. : 00-000	<p>State and county code combination is not found in 1-CM. Not a valid State and county code combination.</p> <p>If the State and county code is in 1-CM, the code contains a dash that must be removed before import.</p>	<ul style="list-style-type: none"> <li>• Retrieve the SURE Workbook .xml file into the 2008 SURE Interim Workbook Template v3.1.</li> <li>• Re-enter the valid State and county code without a dash.</li> <li>• Save to file.</li> <li>• Re-import SURE Workbook .xml file into SWIMS.</li> </ul>
Any of county office credentials “Data Loaded By Initials”, “Data Loaded By Date”, “2nd Party Rev Initials”, and “2nd Party Rev Date” are null or blank.	On Farm Summary, the data loader and/or the 2nd party reviewer initials and date are missing.	<ul style="list-style-type: none"> <li>• Retrieve the SURE Workbook .xml file into the 2008 SURE Interim Workbook Template v3.1.</li> <li>• Enter applicable initials according to subparagraph 516 H.</li> <li>• Save to file.</li> </ul>
Either of county office credentials “Finalized By Initials” or “Finalized By Date” are null or blank for recording county.	On Farm Summary, the finalized by initials and date are missing.	<ul style="list-style-type: none"> <li>• Re-import SURE Workbook .xml file into SWIMS.</li> </ul>
Invalid XML File Format	There is some missing or invalid data in the workbook.	<ul style="list-style-type: none"> <li>• Retrieve the SURE Workbook .xml file into the 2008 SURE Interim Workbook Template v3.1.</li> <li>• Check for missing or invalid entries in:                             <ul style="list-style-type: none"> <li>• Producer Name</li> <li>• TIN.</li> </ul> </li> <li>• Save to file.</li> <li>• Re-import SURE Workbook .xml file into SWIMS.</li> </ul>

--\*

\*--541 Import SURE Workbook XML File (Continued)

**F Error Messages (Continued)**

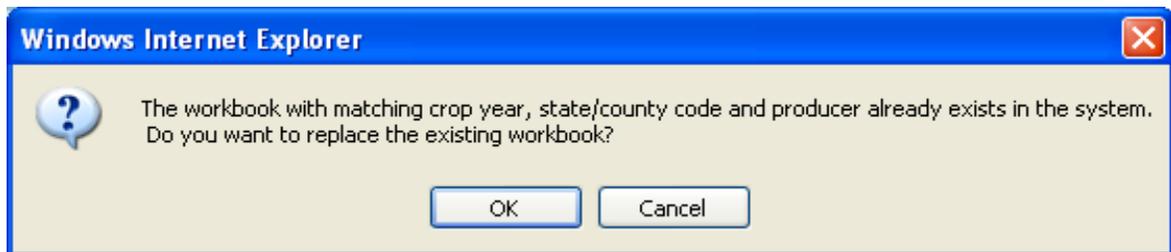
Error Message	Reason	Resolution
Invalid TIN Type	The TIN type in the Basic Producer Information on data entry is missing or invalid.	<ul style="list-style-type: none"> <li>• Retrieve the SURE Workbook .xml file into the 2008 SURE Interim Workbook Template v3.1.</li> <li>• Check for missing or invalid entries in:                             <ul style="list-style-type: none"> <li>• Producer Name</li> <li>• TIN.</li> </ul> </li> <li>• Save to file.</li> <li>• Re-import SURE Workbook .xml file into SWIMS.</li> </ul>
Invalid State/County Code in Farm Summary	A summarized nonrecording county workbook has an invalid State/county code on the Farm Summary page.	<ul style="list-style-type: none"> <li>• Retrieve the nonrecording county SURE Workbook .xml file into the 2008 SURE Interim Workbook Template v3.1.</li> <li>• Save to file.</li> <li>• Re-summarize nonrecording and recording county SURE Workbooks according to, subparagraph 516 D.</li> <li>• Re-import nonrecording and recording county SURE Workbook .xml files into SWIMS.</li> </ul>

--\*

**\*--541 Import SURE Workbook XML File (Continued)****G Duplicate Workbooks**

Once the user selects “Import”, if a message window is displayed with the following message, “The workbook with matching crop year, state/county code and producer already exist in the system. Do you want to replace the existing workbook?”, then a duplicate workbook for the same year, State and county code, and producer already exists in the database.

The following is an example of the Windows Internet Explorer message window.



CLICK:

- “OK” to replace the workbook that is already in the system with the workbook that the user is attempting to load
- “Cancel” to keep the workbook that is already in the system and to cancel the upload of the workbook that the user is attempting to load.--\*

**\*--542 Bulk Import**

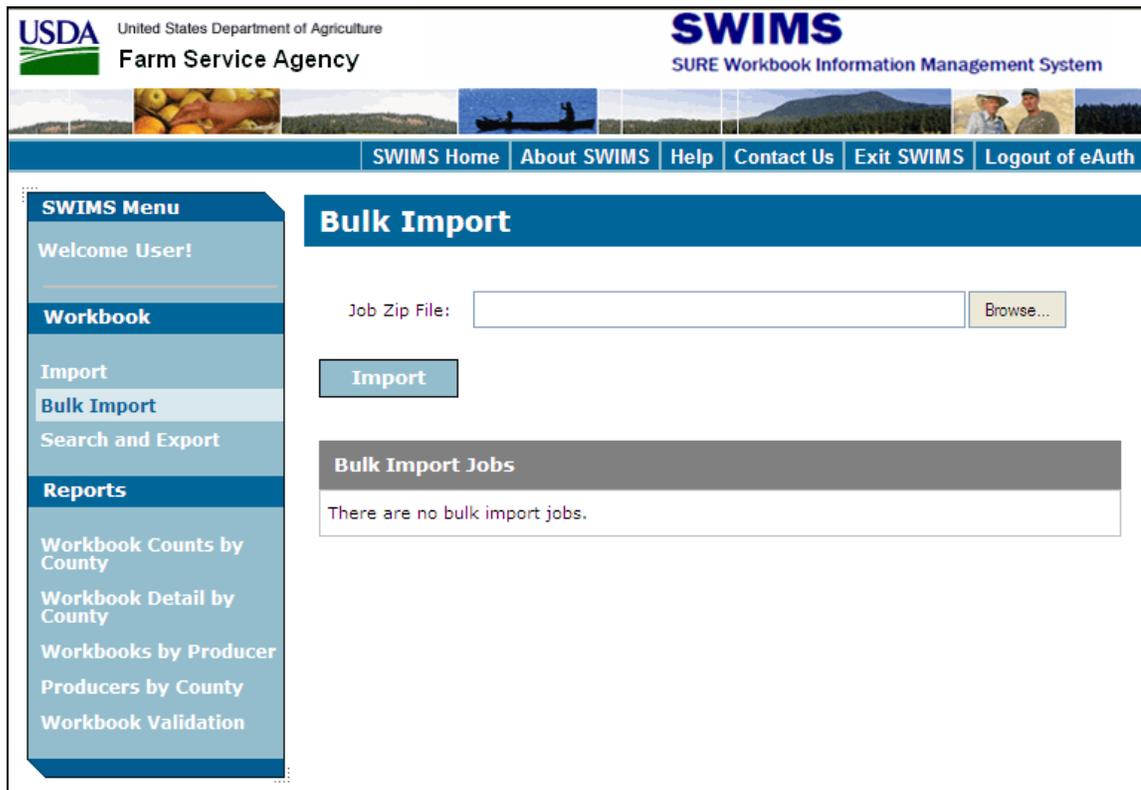
**A Overview**

The Bulk Import Screen allows users to import multiple SURE Workbook .xml files, according to subparagraph 540 B, by uploading a compressed file. Create a compressed file according to subparagraph C.

From the left margin, CLICK “Bulk Import”. The Bulk Import Screen will be displayed.

**B Example of Bulk Import Screen**

The following is an example of the Bulk Import Screen.

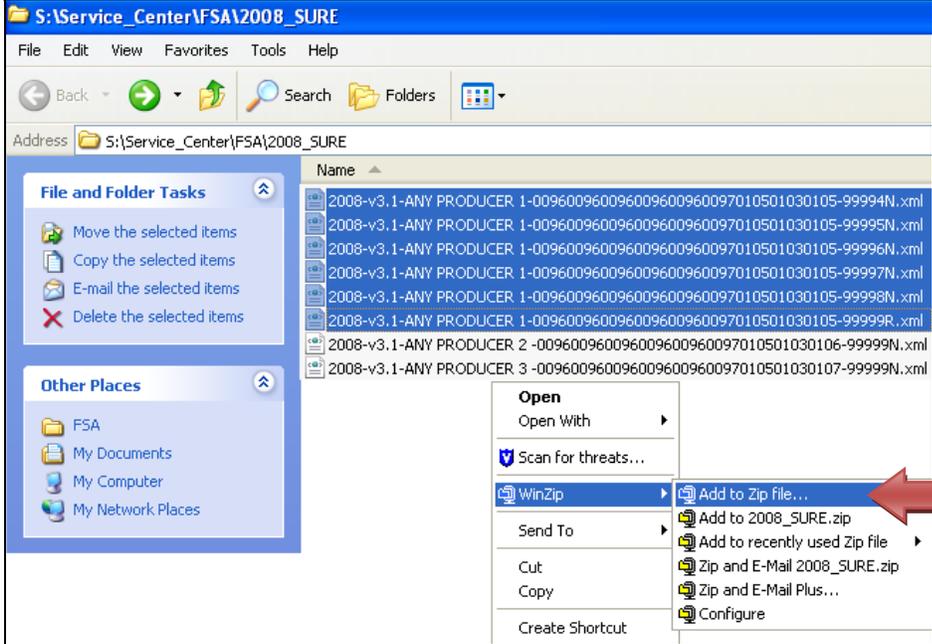


--\*

\*--542 Bulk Import (Continued)

C Creating a Compressed File

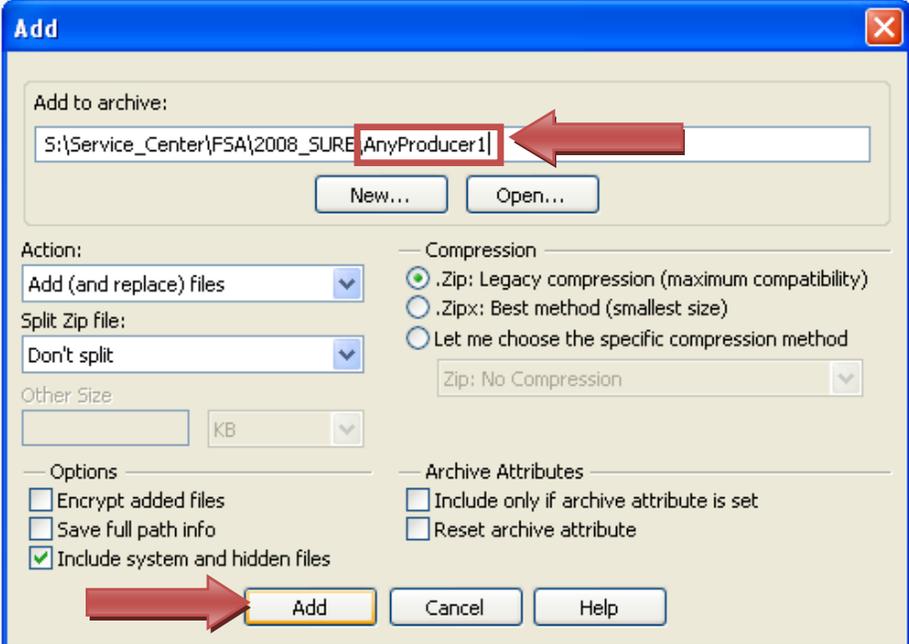
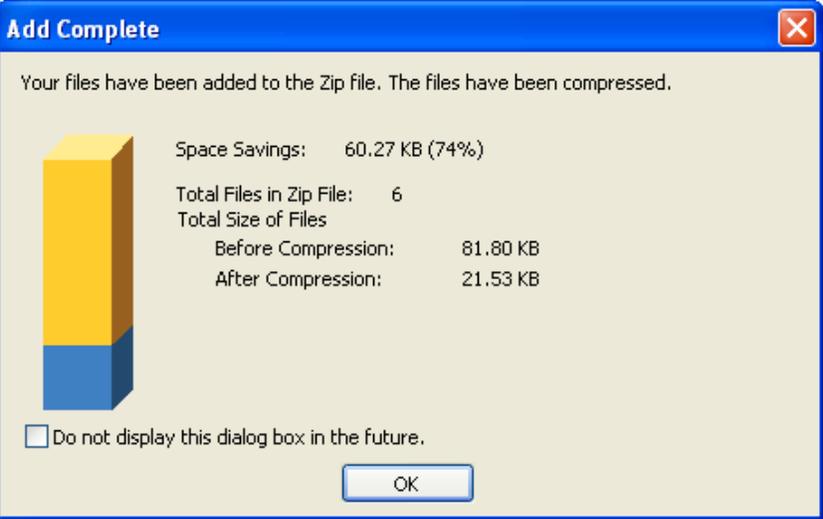
To use the Bulk Import option, the user will first have to compress the files in the “S:\Service\_Center\FSA\2008\_SURE” folder. Complete the following to compress the files.

Step	Action
1	Navigate to the “S:\Service_Center\FSA\2008_SURE” folder
2	<p>Select all of the files to be bulk imported into SWIMS according to subparagraph 540 B.</p> <p><b>Note:</b> To select multiple files, single left click the first file until it is highlighted, scroll down pressing the “Ctrl” key while selecting each file to import according to subparagraph 540 B.</p>
3	<p>Right click the selected group of files, left click “WinZip”, and left click “Add to Zip file...”.</p>  <p>In this example, county 99999 is the recording county for Any Producer 1. The user in county 99999 will import Any Producer 1’s recording and nonrecording county workbooks.</p> <p>County 99999 is also the nonrecording county for Any Producer 2 and Any Producer 3. County 99999 will not import these workbooks according to subparagraph 540 B.</p>

--\*

\*--542 Bulk Import (Continued)

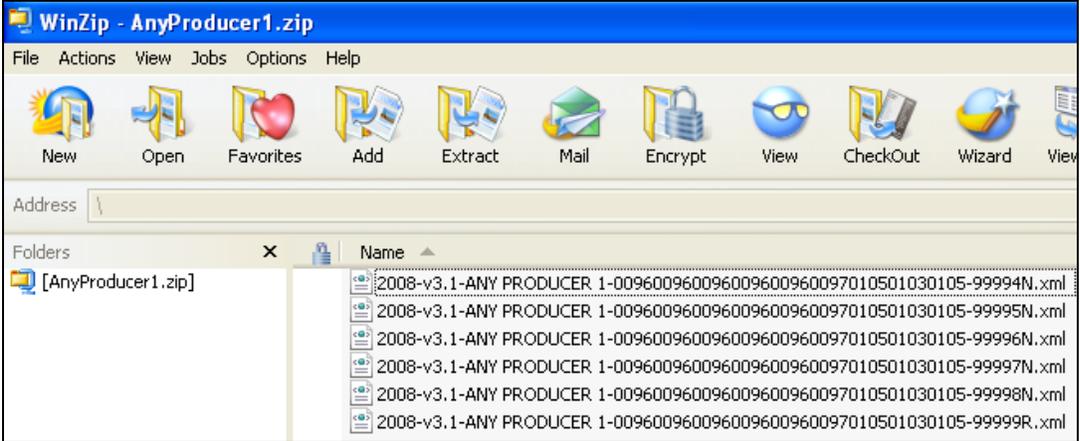
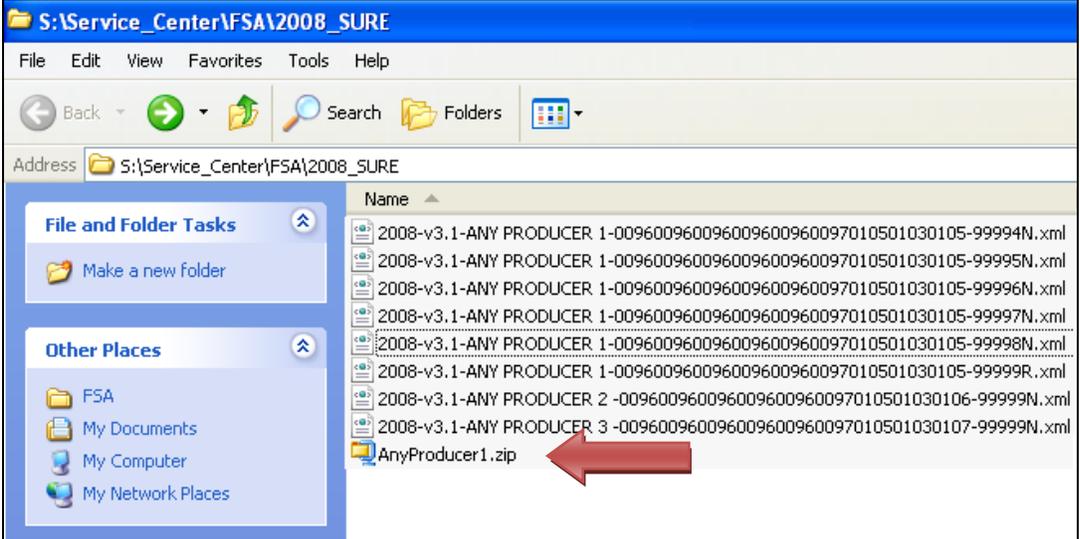
C Creating a Compressed File (Continued)

Step	Action
4	<p>An Add dialog box will be displayed. In the “Add to archive:” field, “S:\Service_Center\FSA\2008_SURE” will pre-populate. Add a unique file name to this. In this example, “AnyProducer1”. Use default settings as depicted and CLICK “Add”.</p> 
5	<p>Once the user selects “Add”, an Add Complete dialog box will be displayed, CLICK “OK”.</p>  <p><b>Note:</b> The user may choose to check (✓) “Do not display this dialog box in the future.”</p>

--\*

\*--542 Bulk Import (Continued)

C Creating a Compressed File (Continued)

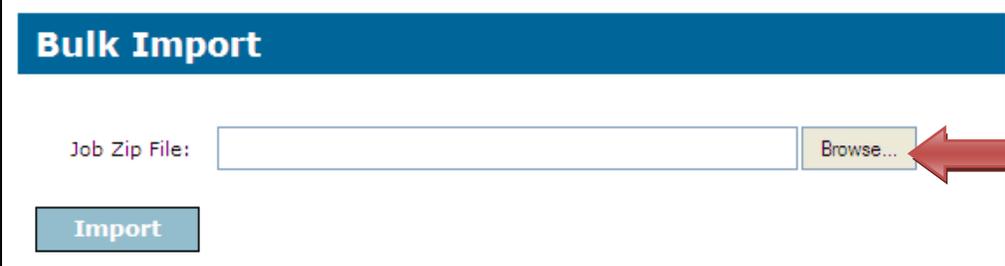
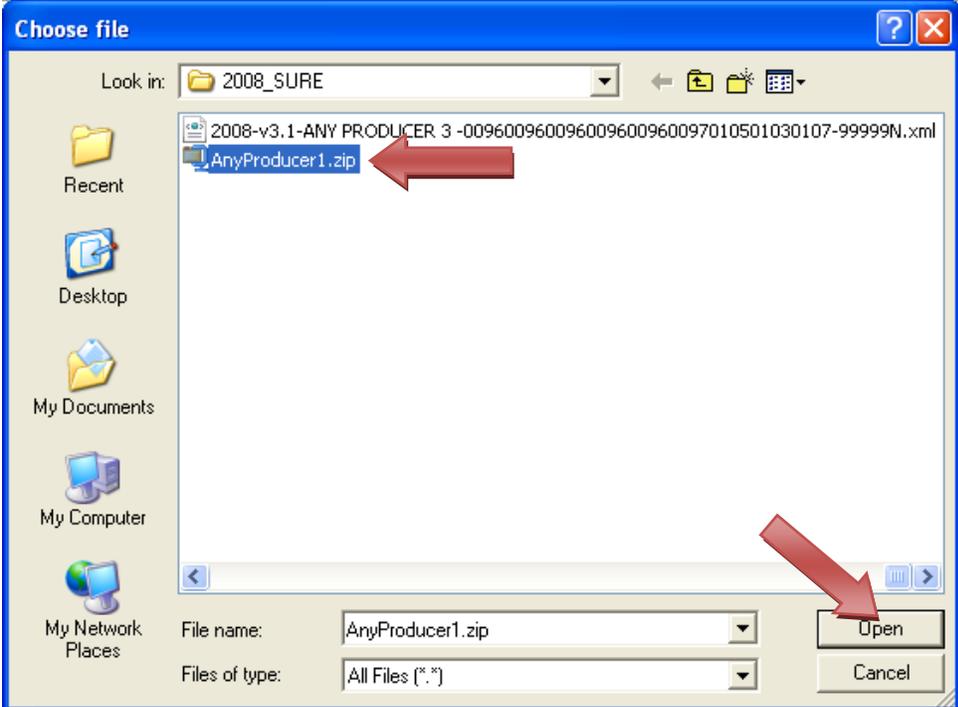
Step	Action
6	<p>Once the user clicks “OK”, a WinZip window will be displayed.</p> 
7	<p>The user may close the WinZip window.</p>
8	<p>Within the “S:\Service_Center\FSA\2008_SURE” folder, the compressed file just created will be displayed.</p> 

--\*

**\*--542 Bulk Import (Continued)**

**D Importing a Compressed File**

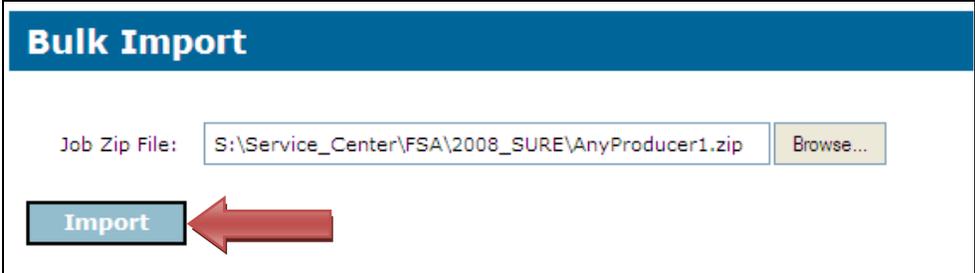
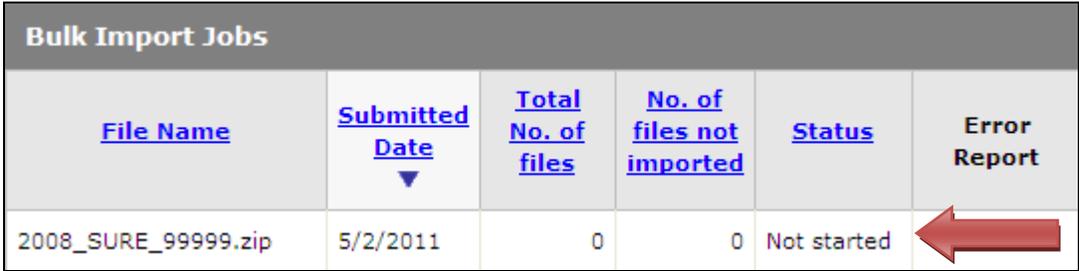
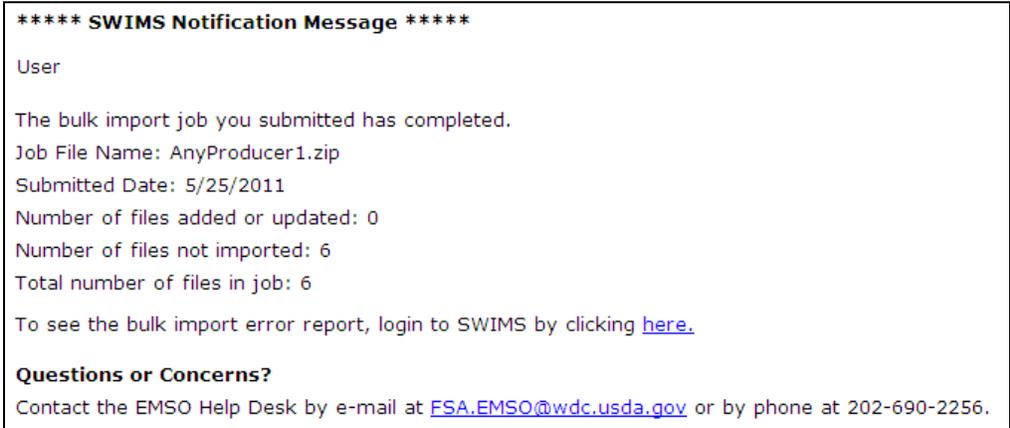
Once the user has created a compressed file according to subparagraph C, the file is ready to be imported into SWIMS, using the Bulk Upload option.

Step	Action
1	On the Bulk Import Screen, CLICK “Browse”. 
2	Navigate to the “S:\Service_Center\FSA\2008_SURE” folder.
3	Select the compressed file created using the instructions in subparagraph C and CLICK “Open”. 

--\*

\*--542 Bulk Import (Continued)

**D Importing a Compressed File (Continued)**

Step	Action
4	<p>On the Bulk Import Screen, CLICK “Import”.</p> 
5	<p>Upon import, the Bulk Import Jobs table may indicate a status of “Not Started” or “Processing”.</p>  <p><b>Note:</b> If the Bulk Import Jobs table needs refreshed, CLICK “Status”. Do <b>not</b> click the Refresh button the browser, as it will only replicate the jobs, slowing down the system.</p>
6	<p>SWIMS features an e-mail notification system. The user that imported the compressed file will receive an e-mail when the import is complete. The following is an example of the e-mail notification.</p> 

--\*

\*--542 Bulk Import (Continued)

**D Importing a Compressed File (Continued)**

Step	Action																		
7	<p>When the user receives the e-mail that the bulk import job is complete, the user may return to SWIMS and review the bulk import job and the status report.</p> <table border="1" data-bbox="391 432 1474 701"> <thead> <tr> <th colspan="6" data-bbox="391 432 1474 495">Bulk Import Jobs</th> </tr> <tr> <th data-bbox="391 495 716 638"><a href="#">File Name</a></th> <th data-bbox="716 495 870 638"><a href="#">Submitted Date</a> ▼</th> <th data-bbox="870 495 1008 638"><a href="#">Total No. of files</a></th> <th data-bbox="1008 495 1146 638"><a href="#">No. of files not imported</a></th> <th data-bbox="1146 495 1300 638"><a href="#">Status</a></th> <th data-bbox="1300 495 1474 638"><a href="#">Status Report</a></th> </tr> </thead> <tbody> <tr> <td data-bbox="391 638 716 701">AnyProducer1.zip</td> <td data-bbox="716 638 870 701">5/25/2011</td> <td data-bbox="870 638 1008 701">6</td> <td data-bbox="1008 638 1146 701">6</td> <td data-bbox="1146 638 1300 701">Completed</td> <td data-bbox="1300 638 1474 701"><a href="#">View Report</a></td> </tr> </tbody> </table>	Bulk Import Jobs						<a href="#">File Name</a>	<a href="#">Submitted Date</a> ▼	<a href="#">Total No. of files</a>	<a href="#">No. of files not imported</a>	<a href="#">Status</a>	<a href="#">Status Report</a>	AnyProducer1.zip	5/25/2011	6	6	Completed	<a href="#">View Report</a>
Bulk Import Jobs																			
<a href="#">File Name</a>	<a href="#">Submitted Date</a> ▼	<a href="#">Total No. of files</a>	<a href="#">No. of files not imported</a>	<a href="#">Status</a>	<a href="#">Status Report</a>														
AnyProducer1.zip	5/25/2011	6	6	Completed	<a href="#">View Report</a>														
8	<p>The user may delete the compressed file from the “S:\Service_Center\FSA\2008_SURE” folder once the Bulk Import Jobs Status is displayed as “Completed”.</p>																		

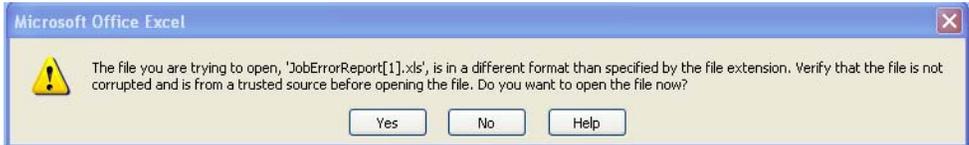
--\*

\*--542 Bulk Import (Continued)

**E Bulk Import Jobs Table**

Once a user has completed importing a compressed file, the Bulk Import Jobs table will be displayed.

Bulk Import Jobs					
<a href="#">File Name</a>	<a href="#">Submitted Date</a> ▼	<a href="#">Total No. of files</a>	<a href="#">No. of files not imported</a>	<a href="#">Status</a>	<a href="#">Status Report</a>
AnyProducer1.zip	5/25/2011	6	6	Completed	<a href="#">View Report</a>

Field/Button	Description
File Name	The file name of the compressed file that was uploaded.
Submitted Date	The date the compressed file was uploaded.
Total No. of Files	The total number of files contained within the compressed file that was uploaded.
No. of files not imported	The total number of files contained within the compressed file that was uploaded that did <b>not</b> import successfully into SWIMS.
Status	“Not Started”, “Processing”, or “Completed”.
Status Report	<p>The user shall CLICK “View Report” to resolve errors.</p> <p><b>Note:</b> If the user clicks “View Report” and the following message is displayed, “The file you are trying to open, ‘JobErrorReport[1].xls’, is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?”, CLICK “Yes”.</p> 

**Note:** Users shall resolve all errors on the Bulk Import Status Report **before** attempting to resolve errors on the Workbook Validation Report.--\*

## \*--542 Bulk Import (Continued)

**F Status Report**

Once the user has clicked “View Report”, the report will open in an Excel document and the following information will be displayed.

<b>Field/Button</b>	<b>Description</b>
Bulk Import Status Report	Title.
FSA Internal Use Only: This report shall not be distributed	Disclaimer stating that the report shall not be shared with anyone that is <b>not</b> an FSA employee.
Job File Name	The name of the compressed file that was uploaded.
Submitted Date	The date the compressed file was uploaded.
User	The name of the user that uploaded the compressed file.
Number of files added or updated	The number of .xml files successfully imported.
Number of files not imported	The number of .xml files that did <b>not</b> import.
Total number of files in job	The total number of .xml files in the compressed file that was uploaded.
Job Status	“Not Started”, “Processing”, or “Completed”.
Report Generated On	The date the report was created.
File Name	The name of the .xml file.
Status	“Updated”, “Failed to Import”, or “Added”.
Message	A message about the status of the import. See subparagraph G.

--\*

\*--542 Bulk Import (Continued)

**F Status Report (Continued)**

The following is an example of the Bulk Import Status Report.

<b>Bulk Import Status Report</b>		
FSA Internal Use Only: This report shall not be distributed.		
Job File Name: AnyProducer1.zip		
Submitted Date: 6/29/2011		
User: User		
Number of files added or updated: 0		
Number of files not imported: 6		
Total number of files in job: 6		
Job Status: Completed		
Report Generated On: June 29, 2011		
File Name	Status	Message
2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99994N.xml	Failed to import	Either of county office credentials "Finalized By Initials" or "Finalized By Date" are null or blank for recording county.
2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99994N.xml	Failed to import	Invalid StCo Code.
2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99994N.xml	Failed to import	Any of county office credentials "Data Loaded By Initials", "Data Loaded By Date", "2nd Part Rev Initials", and "2nd Part Rev Date" are null or blank.
2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99995N.xml	Failed to import	Invalid StCo Code.
2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99996N.xml	Failed to import	Either of county office credentials "Finalized By Initials" or "Finalized By Date" are null or blank for recording county.
2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99996N.xml	Failed to import	Invalid StCo Code.
2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99996N.xml	Failed to import	Any of county office credentials "Data Loaded By Initials", "Data Loaded By Date", "2nd Part Rev Initials", and "2nd Part Rev Date" are null or blank.
2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99997N.xml	Failed to import	Invalid StCo Code.
2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99997N.xml	Failed to import	Any of county office credentials "Data Loaded By Initials", "Data Loaded By Date", "2nd Part Rev Initials", and "2nd Part Rev Date" are null or blank.
2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99998N.xml	Failed to import	Invalid StCo Code.
2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99998N.xml	Failed to import	Any of county office credentials "Data Loaded By Initials", "Data Loaded By Date", "2nd Part Rev Initials", and "2nd Part Rev Date" are null or blank.
2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99999R.xml	Failed to import	Invalid StCo Code.

--\*

\*--542 Bulk Import (Continued)

**G Status Report – Messages**

Resolve messages on the Bulk Import Status Report according to the following.

Message	Reason	Resolution
Workbook successfully replaced an existing workbook.	The workbook imported was a duplicate and replaced a workbook already in database.	Not applicable.
Invalid StCo Code.	<p>State and county code combination is <b>not</b> found in 1-CM. Not a valid State and county code combination.</p> <p>If the State and county code is in 1-CM, then the code contains a dash that must be removed before import.</p>	<ul style="list-style-type: none"> <li>• Retrieve the SURE Workbook .xml file into the 2008 SURE Interim Workbook Template v3.1.</li> <li>• Re-enter the valid State county code without a dash.</li> <li>• Save to file.</li> <li>• Re-import SURE Workbook .xml file into SWIMS.</li> </ul>
Any of county office credentials “Data Loaded By Initials”, “Data Loaded By Date”, “2nd Party Rev Initials”, and “2nd Party Rev Date” are null or blank.	On Farm Summary, the data loader and/or the 2nd party reviewer initials and date are missing.	<ul style="list-style-type: none"> <li>• Retrieve the SURE Workbook .xml file into the 2008 SURE Interim Workbook Template v3.1.</li> <li>• Enter applicable initials according to subparagraph 516 H.</li> </ul>
Either of county office credentials “Finalized By Initials” or “Finalized By Date” are null or blank for recording county.	On Farm Summary, the finalized by initials and date are missing.	<ul style="list-style-type: none"> <li>• Save to file.</li> <li>• Re-import SURE Workbook .xml file into SWIMS.</li> </ul>

--\*

**\*--543 Search and Export**

**A Overview**

The Search and Export Screen allows users to find a single SURE Workbook .xml file from the SWIMS database, to save and retrieve into the workbook template to make additions/corrections and for summarization into the recording county workbook.

Search and Export also allows users to delete SURE Workbook .xml file from the SWIMS database and to restore deleted SURE Workbook .xml file to the SWIMS database.

From the left margin, CLICK “Search and Export”. The Search and Export Workbook Screen will be displayed.

**B Example of Search and Export Workbook Screen**

The following is an example of the Search and Export Workbook Screen.

--\*

\*--543 Search and Export (Continued)

**C Searching and Exporting a Single SURE Workbook .XML File**

To search for a SURE Workbook .xml file for export, users may enter **any** of the following search criteria:

- Crop Year
- Producer Name
- State
- County
- TIN
- TIN Type.

The option to search for workbooks that have been deleted from SWIMS is available by clicking the check box “Include Deleted Workbooks”.

Once the desired search criteria has been entered, the user shall CLICK “Search”.

SWIMS will display a table that lists the workbooks that match the criteria entered.

The following is an example of the Search and Export Workbook Screen with the displayed search results.

Producer Name	State County Code	Recording County	TIN	Export	Delete/ Restore
Any Producer 1 Errors	11-001	Yes	000000000-S	<a href="#">Export</a>	<a href="#">Delete</a>

--\*

\*--543 Search and Export (Continued)

**C Searching and Exporting a Single SURE Workbook .XML File (Continued)**

The Search and Export Workbook Screen will display the search results with the following information.

<b>Field/Button</b>	<b>Description</b>
Producer Name	CLICK “Producer Name” to sort the table by producer name.
(x) Errors (if applicable)	<p>If validation errors are found within the workbook, the number of errors will be displayed in parentheses. User may place their cursor over “Errors” and a box will be displayed, with the error messages listed. See subparagraph 541 F to resolve errors.</p> <p><b>Note:</b> If no validation errors are found within the workbook, this will not be displayed.</p>
State and County Code	CLICK “State County Code” to sort the table by State and county code.
Recording County	“Yes” or “No”. CLICK “Recording County” to sort the table by recording county (yes) and nonrecording county (no).
TIN	CLICK “TIN” to sort the table by Tax ID number.
Export	CLICK “Export” to download the .xml file, save to “S:\Service_Center\FSA\2008_SURE” folder structure, and make applicable changes, if necessary.
Delete/Restore	<p>CLICK “Delete” to delete the SURE Workbook .xml file from SWIMS.</p> <p><b>Note:</b> There is no confirmation message when “Delete” is selected. If a workbook is inadvertently deleted, the user may search for the SURE Workbook .xml file by choosing the option to “Include Deleted Workbooks” in the search criteria.</p> <p>CLICK “Restore” to restore the SURE Workbook .xml file in SWIMS.</p>

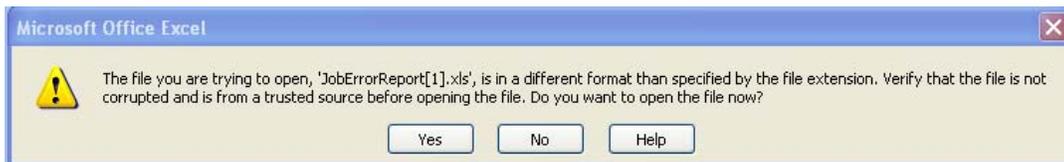
--\*

**\*--544 Reports****A Overview**

There are multiple reports available in SWIMS. In the left hand margin, under “Reports”, CLICK 1 of the following reports:

- Workbook Counts by County
- Workbook Detail by County
- Workbooks by Producer
- Producers by County
- Workbook Validation.

When opening these reports, users may receive the message, “The file you are trying to open, ‘JobErrorReport[1].xls’, is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?”. CLICK “Yes”.



**Note:** These reports shall **not** be distributed as for FSA Internal Use Only. These reports may be saved, e-mailed, and printed. Modifications to the report can be made. For example, column widths may be changed for more efficient printing. An additional column may be added for remarks to be typed into the report. Modifications to the pre-populated data in the report shall **not** be changed.--\*

\*--544 Reports (Continued)

**B Workbook Counts by County**

The Workbook Counts by County Report will provide the total number of workbooks in the following categories.

Field/Button	Description
State and County	The State and county for which the workbooks have been loaded.
Single County - Recording County Count	The number of recording county workbooks where the producer is only in 1 county.
Multi-County Recording County Count	The number of recording county workbooks where the producer is in multiple counties.
Recording County Count	The number of recording county workbooks.
Non-Recording County Count	The number of nonrecording county workbooks.
Total Count	The total number of workbooks that have been imported into SWIMS for this State and county.

The Workbook Counts by County Report can be generated by crop year and State and can be exported to Excel by clicking “Export to Excel”.

**SWIMS Menu**

- Welcome Andrea Naughton!
- Workbook**
  - Import
  - Bulk Import
  - Search and Export
- Reports**
  - Workbook Counts by County**
  - Workbook Detail by County
  - Workbooks by Producer
  - Producers by County
  - Workbook Validation

**Workbook Counts by County Report**

[Export to Excel](#)

Crop Year: 2008

State: All

1 2 3 4 5 Next>

State County	Single County - Recording County Count	Multi-County Recording County Count	Recording County Count	Non-recording County Count	Total Count
01-001 Alabama, Autauga	0	0	0	0	0
01-003 Alabama, Baldwin	1	0	1	0	1
01-005 Alabama, Barbour	0	0	0	0	0
01-007 Alabama, Bibb	0	0	0	0	0

--\*

\*--544 Reports (Continued)

**C Workbook Detail by County**

The Workbook Detail by County Report will provide a report in Excel format by crop year, State, and county of specific details from within each of the workbooks, for a county or all counties, that have been imported into SWIMS.

Field/Button	Description
Producer Name	Name of the producer.
State County Code	State and county code.
State	State name.
County	County name.
Recording County	“Yes” or “No”.
Multi-County	Multiple or single.
SDA/LR/BF	Socially Disadvantaged/Limited Resource/Beginning Farmer: “Yes” or “No”.
Data Loaded By	Data loaded by initials.
Data Loaded Date	Data loaded by date.
Reviewed By	2nd party review initials.
Reviewed Date	2nd party review date.
Finalized By	Finalized by initials.
Finalized Date	Finalized by date.
Created By	Name of the user that created the .xml file.
Creation Date	Date the .xml file was created.
Last Updated By	Name of the user that last uploaded the .xml file.
Last Updated Date	Date the .xml file was last uploaded.
Last Downloaded By	Name of the user that last downloaded the .xml file.
Last Download Date	Date the .xml file was last downloaded.
Last Deleted By	Name of the user that last deleted the .xml file.
Last Deletion Date	Date the .xml file was last deleted.
Last Restored By	Name of the user that last restored a deleted .xml file.
Last Restoration Date	Date the deleted .xml was last restored.
File Name	.xml file name.
Status	“Active” or “Inactive”.

The following is an example of the Workbook Detail by County Report search screen.

Workbook Detail by County Report

Crop Year:

State:

County:

**\*--544 Reports (Continued)**

**D Workbooks by Producer**

The Workbook by Producer Report will provide a report in Excel format by crop year, producer TIN, and TIN type of specific details from within each of the workbooks for that producer that has been imported into SWIMS. See subparagraph C for more information on the data elements in this report. This report also includes validation errors. For a list of validation errors and resolutions. See subparagraph F.

Following is an example of the Workbooks by Producer Report search screen.

**Workbooks by Producer Report**

Crop Year: 2008 ▼

TIN:

TIN Type: E ▼

**Generate Report**

--\*

\*--544 Reports (Continued)

**E Producers by County**

The Producers by County Report will provide a list of all the workbooks that have been imported into SWIMS by crop year, State, and county. The details that are listed in the report for these workbooks include the following.

Field/Button	Description
Name	Producer's name.
Recording County	"Yes" or "No".
TIN	Producer's tax ID number.
Single/Multiple County	Single or multiple county producer.
SDA/LR/BF	Socially Disadvantaged/Limited Resource/Beginning Farmer: "Yes" or "No".

This report can be generated by crop year and State and can be exported to Excel by clicking "Export to Excel".

This report can also be generated by recording county only. By clicking "Recording County Only", SWIMS will list workbooks for which the selected county is the recording county.

The following is an example of the Producer by County Report search screen.

Producers by County Report

[Export to Excel](#)

Crop Year:

State:

County:

Recording County Only

Producers (1)

Name	Recording County	TIN	Single / Multiple County	SDA/LR/BF
Any Producer ▲	Yes	000000000-S	Multiple	No

--\*

**\*--544 Reports (Continued)**

**F Workbook Validation**

The Workbook Validation Report will:

- list any validation errors found in any of the workbooks that have been imported into SWIMS based on the search criteria
- provide the user a report in Excel format by crop year, State, and county that can be grouped by “Producer” or “Validation Message”, by selecting either radio button on the search criteria.

The following is an example of the Workbook Validation Report search screen.

**Workbook Validation Report**

Crop Year: 2008

Group By:  Producer  Validation Message

State: District of Columbia (11)

County: District of Columbia (001)

**Generate Report**

--\*

\*--544 Reports (Continued)

**F Workbook Validation (Continued)**

The following includes the potential validation errors and resolutions.

<b>Validation Error</b>	<b>Description</b>	<b>Resolution</b>
Producer is multi-county and combination of Crop Year, StCo Code, and Producer ID match at least one existing instance in the database.	There is a duplicate workbook for the same crop year, State and county code, and producer TIN in the database.	The recording county shall review the workbooks in SWIMS for the same year, State and county, and producer and delete the duplicate workbook.
For any producer, more than one workbook is marked as the recording county.	There is more than 1 workbook in the database that is marked as the recording county workbook.	Determine the correct recording county for the producer and the recording county shall ensure that the appropriate county's workbook is marked as recording county and all other workbooks are marked as nonrecording county.
A non-recording county workbook present in the database is not present in the Farm Summary of the producer's recording county workbook.	An administrative or nonrecording county workbook is present in the database but has not been summarized to the recording county workbook.	The recording county shall ensure all of a producer's administrative county's workbooks have been correctly summarized to the recording county workbook.
For multi-county producer and recording county workbook, a non-recording county workbook identified in the Farm Summary is not present in the database.	An administrative or nonrecording county workbook has been summarized to the recording county workbook but is not present in the database.	The recording county shall ensure that all administrative county workbooks have been imported into the database.
For the producer, no workbook is marked as the recording county.	There is no workbook in the database that is marked as the recording county workbook.	Determine the correct recording county for the producer and the recording county shall ensure that the appropriate county's workbook is marked as recording county and all other workbooks are marked as nonrecording county.

--\*

\*--544 Reports (Continued)

F Workbook Validation (Continued)

Validation Error	Description	Resolution
<p>Producer Name is not the same for a group of the same Producer IDs.</p>	<p>For a group of workbooks with the same producer TIN, the producer's name is not consistent.</p>	<p>This is a valid situation if the County Office used a unique identifier in the producer's name for workbooks exceeding 100 line entries according to subparagraphs 511 A and 515 C.</p> <p>If the County Office did not intend for the producer's name to be different, the recording county shall ensure the producer's name is correct in all workbooks.</p> <p><b>Note:</b> The correct producer's name is the producer's name as it appears in SCIMS.</p>
<p>For the producer marked as multi-county, the count of workbooks in the database must be greater than one and less than eight.</p>	<p>The recording county workbook for multi-county producers can hold summarized data for 7 total counties. The recording county and 6 additional administrative counties. This validation error indicates that there are 8 or more workbooks in SWIMS.</p>	<p>This is a valid situation if the producer does indeed participate in more than 7 counties and the workbooks were sent to the National Office for manual summarization according to subparagraph 516 D.</p> <p>If the producer does not participate in more than 7 counties, the recording county shall review the workbooks that have been loaded in SWIMS to delete any workbooks that are causing the error.</p>
<p>For any producer, workbooks with the same StCo Code are present more than once.</p>	<p>There is more than 1 workbook in the database with the same State and county code for the same producer.</p>	<p>This is a valid situation if the County Office created multiple workbooks for the same producer for workbooks exceeding 100 line entries according to subparagraph 511 A and 515 C.</p> <p>If the County Office did not intend for there to be more than 1 workbook with the same State and county code, the recording county shall ensure there is 1 workbook per county with which the producer is associated.</p>

--\*

**\*--544 Reports (Continued)**

**G Recording County Office Action**

The producer's recording county shall be responsible for uploading the recording county SURE Workbook .xml file and all associated nonrecording county SURE Workbook .xml files for that producer.

**H Nonrecording County Office Action**

Nonrecording counties shall **not** attempt to resolve errors that the recording counties are responsible for resolving, this could result in incorrectly overwriting workbooks in SWIMS.

**I State Office Action**

State Offices shall ensure Recording County Offices are generating reports and resolving errors on a regular basis.

State Offices shall ensure the County Offices have imported all applicable 2008 SURE Workbook .xml files into SWIMS and have all errors associated with the .xml files loaded in SWIMS resolved by COB September 30, 2011.--\*

**545-550 (Reserved)**



Reports, Forms, Abbreviations, and Delegations of Authority (Continued)

Abbreviations Not Listed in 1-CM (Continued)

Approved Abbreviation	Term	Reference
SIR	SURE Information Report  <b>Note:</b> For 2008, SIR stood for SURE Interim Report.	Text, Ex. 4
SURE	Supplemental Revenue Assistance Payments	Text, Ex. 2, 4, 12, 22, 23
SWIMS	SURE Workbook Information Management System	Part 16
SY	subsequent year	201, 301-303, 305, 307-309, 513, 573, Ex. 4
VI	vegetation index	130, 162, 201, 304

Delegations of Authority

This table lists delegations of authority in this handbook.

Delegation	Reference
In routine cases, COC may redelegate, in writing, to CED the authority to act on, or sign, as applicable, FSA-682's.	5



## Menu and Screen Index

The following menus and screens are displayed in this handbook.

<b>Menu or Screen</b>	<b>Title</b>	<b>Reference</b>
	SCIMS Customer Search Screen	553
	SWIMS Bulk Import Screen	542
	SWIMS Import Failed Screen	541
	SWIMS Import Successful Screen	541
	SWIMS Import SURE Workbook XML File Screen	541
	SWIMS Search and Export Workbook Screen	543
CQT 100	Compliance Query Tool (CQT) Screen	551
CQT 201	Search Selection Screen	552
CQT 202	Farm Selection Screen	554
CQT 203	Producer Selection Screen	555
CQT 204	State/County Selection Screen	556
CQT 205	Producers Crop Data	557
SURE08Confirm01	Record Calculated Payment Confirmation Page	714
SURE08Confirm01	Modify Calculated Payment Confirmation Page	717
SURE08Confirm01	Delete Calculated Payment Confirmation Page	718
SURE08MainMenu01	Supplemental Agricultural Disaster Assistance (SURE) Home Page	711
SURE08Record01	Record Calculated Payment Page	713
SURE08Record01	Modify/Delete Calculated Payment Page	716

