

For: State and County Offices

**Preparing 2008 SURE Interim Workbook .XML Files for Import Into
the SURE Workbook Information Management System (SWIMS)**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

County Offices shall have all 2008 SURE .xml files saved in the SURE Interim Workbook Template v3.1 format and stored according to Notice SURE-7.

Errors have been discovered because the .xml files are not being saved according to procedure.

SWIMS is a centralized database that has been created for users to import and export the SURE Workbook .xml files. The SWIMS database will be introduced in the near future.

B Purpose

This notice:

- informs users that 2008 SURE Interim Workbook .xml files **must** be saved according to Notice SURE-7 in preparation for the release of SWIMS
- reiterates the proper procedure for saving and maintaining SURE Workbook .xml files
- instructs users to clean up SURE Workbook .xml files if they are not saved according to Notice SURE-7.

Note: Although Notice SURE-7 references 2008 SURE Interim Workbook Template v3.0 as the latest version, all users should be using 2008 SURE Interim Workbook Template v3.1, which is the current and final version for 2008.

Disposal Date	Distribution
September 1, 2011	State Offices; State Offices relay to County Offices

Notice SURE-13

1 Overview (Continued)

C SWIMS .XML File Import Validation

The SWIMS software application contains some validation criteria to ensure that workbooks are complete. SWIMS import will fail if these validations are not met. While preparing these files for import into SWIMS, users shall ensure that the following validations are met:

- State and county codes must match the list of valid State and county codes in 1-CM, Exhibit 101

Note: This feature also validates that the code was entered correctly, with no dashes or slashes, according to 1-SURE, subparagraph 515 C.

- the following County Office credentials must be entered for all workbooks, according to 1-SURE, subparagraph 516 H:
 - “Data Loaded By”, initials and date
 - “2nd party Review”, initials and date
 - “Finalized By”, initials and date for recording county workbook **only**.

2 Saving 2008 SURE Interim Workbook .XML Files

A Saving 2008 SURE Interim Workbook v3.1 .XML Files

All 2008 SURE Interim Workbook:

- .xml files shall be imported into SURE Interim Workbook Template v3.1
- v3.1 .xml files shall be saved in the folder structure S:\Service_Center\FSA\2008_SURE

Note: No other files shall be saved in this folder structure.

Notice SURE-13

2 Saving 2008 SURE Interim Workbook .XML Files (Continued)

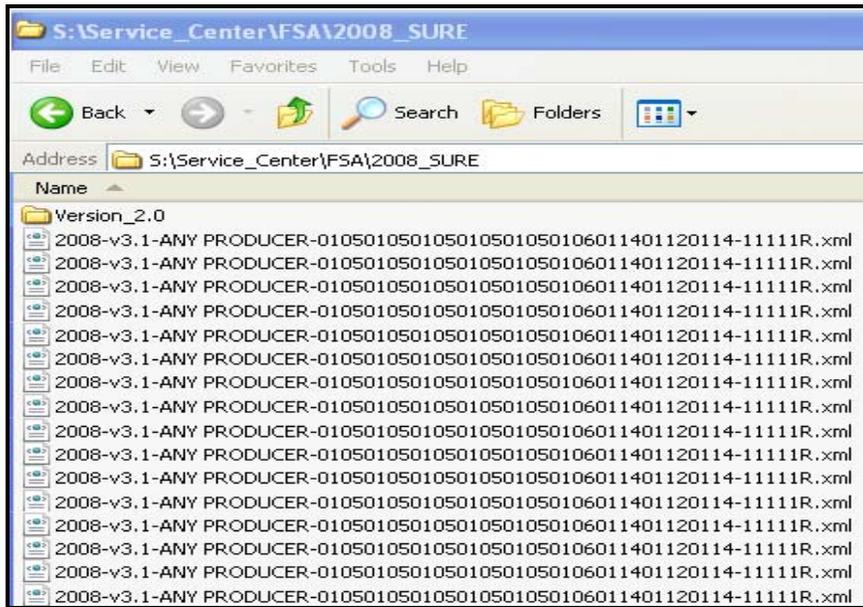
A Saving 2008 SURE Interim Workbook v3.1 .XML Files (Continued)

- .xml files saved to the S:\Service_Center\FSA\2008_SURE folder **shall** have the following naming convention:
 - program year (2008)
 - version number (v3.1)
 - producer name (no special characters)
 - 9-digit ID number (encrypted)
 - State and county code (no dashes)
 - recording county indicator (R or N).

Example: 2008-v3.1-Any Producer-000000000000000000000000000000000000-99999R.xml.

Note: The 2008 SURE Interim Workbook Template v3.1 automatically named the .xml files in the example.

The folder should appear as follows.



Notice SURE-13

2 Saving 2008 SURE Interim Workbook .XML Files (Continued)

C Maintaining 2008 SURE Interim Workbook v2.0 .XML Files

County Offices were instructed to maintain the .xml files that were created using version 2.0 **if** they contain information and payment amount data by which a SURE payment was issued to the producer.

All 2008 SURE Interim Workbook Template:

- v2.0 .xml files shall be saved in the folder structure
S:\Service_Center\FSA\2008_SURE\Version_2.0

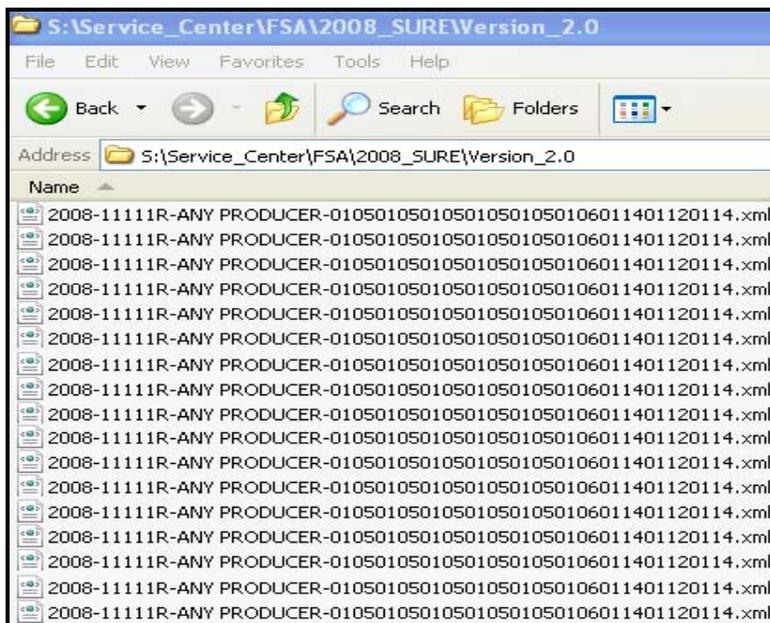
Note: No other files shall be saved in this folder structure.

- .xml files saved to the S:\Service_Center\FSA\2008_SURE\Version_2.0 folder shall have the following naming convention:
 - program year (2008)
 - State and county code (no dashes)
 - recording county indicator (R or N)
 - producer name (no special characters)
 - 9-digit ID number (encrypted).

Example: 2008-99999R-Any Producer-00.xml.

Note: The 2008 SURE Interim Workbook Template v2.0 automatically named the .xml files in the example.

The folder should appear as follows.



Notice SURE-13

2 Saving 2008 SURE Interim Workbook .XML Files (Continued)

D Correcting 2008 SURE Interim Workbook v2.0 .XML Files

If any .xml files are not properly maintained and do not appear as described in subparagraph 2 C, follow the instructions in the table.

IF...	AND...	THEN...
not all 2008 SURE Interim Workbook Template v2.0.xml files are saved in the S:\Service_Center\FSA\2008_SURE\Version_2.0 folder	S:\Service_Center\FSA\2008_SURE\Version_2.0 folder has been created	move the files from their current location into this folder.
	S:\Service_Center\FSA\2008_SURE\Version_2.0 folder has not been created	<ul style="list-style-type: none"> • create folder (1-SURE 514 B and Notice SURE-7, subparagraph 3 D) • move the files from their current location into the created folder.
not all 2008 SURE Interim Workbook .xml files saved in the S:\Service_Center\FSA\2008_SURE\Version_2.0 folder have the 2008-99999R-Any Producer-00000000000000000000000000000000.xml naming convention	the file is saved with the 2008-v3.1-Any Producer-00000000000000000000000000000000-99999R.xml 3.1 naming convention	move the files from their current location into S:\Service_Center\FSA\2008_SURE folder.
	the file is not an .xml file	move these files from their current location to another location. Only v2.0 .xml files shall be saved to this folder.
	the file is saved with an older version's naming convention	<ul style="list-style-type: none"> • open the SURE Interim Workbook Template v3.1 (1-SURE, subparagraph 575 A) • retrieve the file that was created using a previous version (1-SURE, subparagraph 514 D) • make any applicable entries (1-SURE, paragraphs 515-516) • save the file to the S:\Service_Center\FSA\2008_SURE folder (1-SURE, subparagraph 514 C) • approve/disapprove (1-SURE, paragraphs 321-322,326) • pay if applicable (1-SURE, paragraphs 711-714).

Note: Notice SURE-7 instructed the County Offices to maintain the “.xml” files that were created using version 2.0 if they contain information and payment amount data by which a SURE payment was issued to the producer.

Notice SURE-13

3 Action

A State Office Action

State Offices shall ensure that County Offices follow the procedure in this notice and related notices and handbooks.

B County Office Action

County Offices shall ensure that 2008 SURE Interim Workbook.xml files are properly saved according to subparagraphs 2 A and 2 C, in preparation for the release of SWIMS.