UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice SURE-16

For: State and County Offices

Saving Incomplete 2008 SURE Interim Workbook .XML Files

Approved by: Acting Deputy Administrator, Farm Programs

1 Overview

A Background

After the release of Notice SURE-13, the National Office received numerous questions from Field Offices about the proper procedure for saving 2008 SURE Interim Workbook .XML files that are incomplete.

There are many incomplete 2008 SURE Interim Workbook .XML files and many hours of data entry was used to create these workbooks. However, because the producer did not complete the application process, the files are incomplete.

B Purpose

This notice provides procedure for saving 2008 SURE Interim Workbook .XML files that are incomplete.

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

2 Saving 2008 SURE Interim Workbook .XML Files

A Incomplete 2008 SURE Interim Workbook .XML Files

Some 2008 SURE Interim Workbook .XML files are incomplete because SURE applications were initiated but **not** signed by the producer.

Incomplete files do **not** include 2008 SURE Interim Workbook .XML files that:

- are currently being processed or awaiting data to finalize the application
- were completed and signed but earned a zero payment.

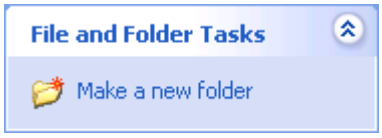
Notes: If:

- the incomplete 2008 SURE Interim Workbook .XML files are available, they shall be maintained

- County Offices did not maintain the incomplete 2008 SURE Interim Workbook .XML files, the National Office does not expect these files to be recreated.

B Creating a Subfolder

County Offices shall save and maintain the incomplete 2008 SURE Interim Workbook .XML files, by creating a subfolder within the "S:\Service_Center\FSA\2008_SURE" folder. This subfolder shall be named "Incomplete". The following provides instructions for creating the subfolder.

Step	Action
1	Navigate to S:\Service_Center\FSA\2008_SURE.
2	CLICK "File and Folder Tasks". Then CLICK "Make a New Folder". 
3	A new folder will be displayed with the name "New Folder".
4	Rename this new folder "Incomplete".

Note: Under **no** other conditions, unless instructed by the National Office, shall subfolders be created within the "S:\Service_Center\FSA\2008_SURE" folder structure.

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

C Moving .XML Files

Once the subfolder structure has been created, the user shall move the .xml files considered incomplete to the “Incomplete” folder according to subparagraph 2 A .

The incomplete 2008 SURE Interim Workbook .XML files in the “Incomplete” folder will not be imported into SURE Workbook Information Management System (SWIMS).

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 incomplete 2008 SURE Interim Workbook.xml files are saved according to paragraph 2.