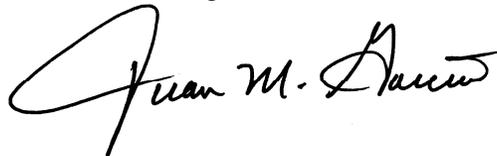


For: State and County Offices

Updated Version of 2010 SURE Workbook Template

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

On November 14, 2011, SURE signup began and the 2010 SURE Workbook Template v1.0 was made available. That same day, the 2010 SURE Workbook Template v1.1 was made available to correct the form date of FSA-682, page 2.

Some enhancements have been made to the 2010 SURE Workbook Template v1.1. The 2010 SURE Workbook Template v1.2 includes these enhancements.

B Purpose

This notice:

- defines the enhancements made to the 2010 SURE Workbook Template v1.2
- provides instructions to replace the 2010 SURE Workbook Template v1.1 with the 2010 SURE Workbook Template v1.2
- provides guidance on the instances where users are required to:
 - import “.xml” files that were created using the 2010 SURE Workbook Template v1.1 into the 2010 SURE Workbook Template v1.2
 - maintain “.xml” files that were created using the 2010 SURE Workbook Template v1.1.

Disposal Date	Distribution
October 1, 2012	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Modifications Included in 2010 SURE Workbook Template v1.2

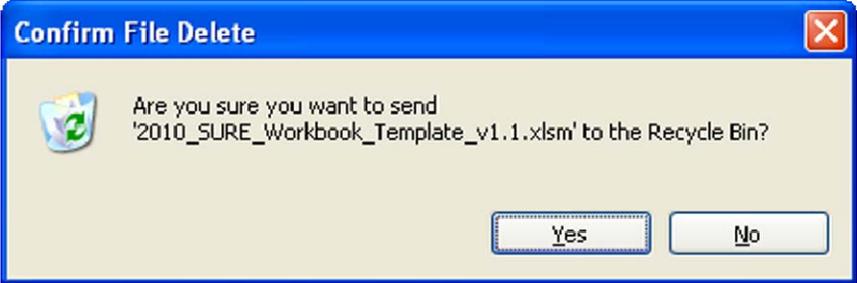
This table includes modifications included in the 2010 SURE Workbook Template v1.2.

Item	Description
Status Code	For double-cropping status codes that do not meet the double-cropping definition, such as “J”, “K”, “L”, “M”, “N”, and “P”. The cell was turning red and not allowing the user to complete the workbook. Now the cell turns orange and is only a warning to the user.
Printing	Some printers were not able to correctly print workbooks in excess of 30 lines of data. Now the workbook can be printed in its entirety regardless of the number of lines.

2 Replacing 2010 SURE Workbook Template v1.1

A Deleting 2010 SURE Workbook Template v1.1 From User’s Desktop

All users must delete all prior versions from the desktop and begin using v1.2. Follow these steps to delete the 2010 SURE Workbook Template v1.1.

Step	Action
1	RIGHT-CLICK “2010_SURE_Workbook_Template_v1.1.xlsm” icon on the user’s desktop. 
2	LEFT-CLICK “Delete”.
3	A “Confirm File Delete” dialog box will be displayed, asking “Are you sure you want to send ‘2010_SURE_Workbook_Template_v1.1.xlsm’ to the Recycle Bin?”. CLICK “Yes”. 

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2 Replacing 2010 SURE Workbook Template v1.1 (Continued)

B Saving 2010 SURE Workbook Template v1.2

Follow 1-SURE, subparagraph 613 A to save the 2010 SURE Workbook Template v1.2 to the user's desktop.

C Retrieving “.xml” Files Into 2010 SURE Workbook Template v1.1

It is **not** required for all “.xml” files previously saved using the 2010 SURE Workbook Template v1.1 to be retrieved into the 2010 SURE Workbook Template v1.2. It is only required for those:

- producers who had a crop with the status code of “J”, “K”, “L”, “M”, “N”, or “P”, and the user was not able to complete the application
- users who were **not** able to correctly print workbooks in excess of 30 lines of data.

This will create 2 files for the same application.

Examples:

The “.xml” file that was created using version 1.1 will be named:
“2010-v1.1-Any Producer-00000000000000000000000000000000-99999R.xml”.

The “.xml” file that was created using version 1.2 will be named:
“2010-v1.2-Any Producer-00000000000000000000000000000000-99999R.xml”.

Note: The County Office **must** maintain the “.xml” files that were created using version 1.1 if they contain information and payment amount data by which a SURE payment was issued to the producer.

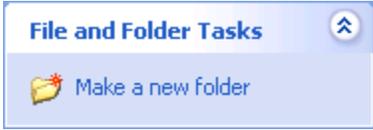
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2 Replacing 2010 SURE Workbook Template v1.1 (Continued)

D Maintaining “.xml” Files Created Using 2010 SURE Workbook Template v1.1

For those workbooks that must be retrieved into the 2010 SURE Workbook Template v1.2 according to subparagraph C, the County Office **must** maintain the “.xml” files that were created using the 2010 SURE Workbook Template v1.1.

A subfolder shall be created within the “S:\Service_Center\FSA\2010_SURE” folder. This subfolder shall be named “Version_1.1”.

Step	Action
1	Navigate to S:\Service_Center\FSA\2010_SURE .
2	CLICK “File and Folder Tasks” and “Make a new folder”. 
3	A new folder will display named “New Folder”. 
4	Rename “New Folder” to “Version_1.1”.

After the applicable “.xml” files previously saved using 2010 SURE Workbook Template v1.1 have been retrieved into the 2010 SURE Workbook Template v1.2, County Offices shall only move the duplicate “.xml” files with the version 1.1 naming convention (described in subparagraph C) to the “S:\Service_Center\FSA\2010_SURE\Version_1.1” folder.

This is important to ensure that the appropriate “.xml” file is imported into the SURE Workbook Information Management System.

Note: Under no other conditions shall subfolders be created within the “S:\Service_Center\FSA\2010_SURE” folder structure, unless instructed by the National Office.