

For: State and County Offices

Updated Version of 2011 SURE Workbook

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

On October 14, 2012, the 2011 SURE signup began and 2011 SURE Workbook Template Version (v)1.0 was made available. Recently, it was determined that whenever a crop with multiple “A” (Acreage) Records for a unit is entered in the “Blended RMA Weighted Adjusted Yield” tool, and the user exits the “Yield Determination” tool, and then accesses the “Yield Determination” tool again, the “SURE Yield” could possibly be changed, causing a potential SURE payment calculation to be incorrect. The “Blended RMA Weighted Adjusted Yield” tool in the 2011 SURE Workbook has been modified to correct this error.

B Purpose

This notice:

- defines the error that was occurring in the “Blended RMA Weighted Adjusted Yield” tool within the 2011 SURE Workbook
- provides instructions to replace the 2011 SURE Workbook Template v1.0 with the 2011 SURE Workbook Template v1.1
- provides guidance on the instances when a 2011 SURE Workbook Template v1.0 file will need to be rerun in 2011 SURE Workbook Template v1.1.

Note: The “Blended RMA Weighted Adjusted Yield” tool is only used for situations outlined in 1-SURE, paragraph 132.

Disposal Date	Distribution
January 1, 2014	State Offices; State Offices relay to County Offices

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2 Blended Weighted Adjusted Yield Tool Error

A Error in 2011 SURE Workbook v1.0

An error had been occurring in the “Blended Weighted Adjusted Yield” tool in the 2011 SURE Workbook. This error may change the “SURE Yield” for insured crops that can affect expected revenue and eligibility for SURE. Whenever multiple “A” (Acreage) Records are entered for the same physical location/crop/type/IU/unit/coverage level/price election in the “Blended Weighted Adjusted Yield” tool, and if the user subsequently accesses the “Yield Determination” tool, the SURE Workbook will copy the “Acres” and “RMA Weighted Adjusted Yield” from the first line entered in the tool for each subsequent line for the same physical location/crop/type/IU/unit/coverage level/price election. “Acres” and “Weighted Adjusted Yield” will **not** be altered initially and the “SURE Yield” will be correct until the user exits and then reenters the “Yield Determination Tool”.

B Correction

2011 SURE Workbook Template v1.1 is being provided to correct the problem with the “Blended RMA Weighted Adjusted Yield” tool. This tool will now allow for the “SURE Yield” to be calculated correctly. After data is entered in the tool, the data will **not** change.

3 Replacing 2011 SURE Workbook Template v1.0

A 2011 SURE Workbook Template v1.0 Location

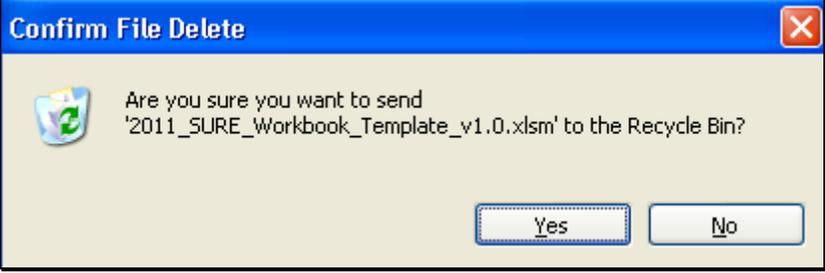
2011 SURE Workbook Template v1.1 is available on the SURE Intranet web site at <https://beringsea.sc.egov.usda.gov/sure-menu/index.jsp>. All copies of 2011 SURE Workbook Template v1.0 **must** be removed from each user’s computer and replaced with v1.1 immediately.

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3 Replacing 2011 SURE Workbook Template v1.0 (Continued)

B Deleting 2011 SURE Workbook Template v1.0 From User's Desktop

Delete 2011 SURE Workbook Template v1.0 according to the following.

Step	Action
1	RIGHT-CLICK “2011_SURE_Workbook_Template_v1.0.xlsm” icon on 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 ‘2011_SURE__Workbook_Template_v1.0.xlsm’ to the Recycle Bin?”, CLICK “Yes”. 

C Saving 2011 SURE Workbook Template v1.1

Follow 1-SURE, subparagraph 663 A to save “2011_SURE__Workbook_Template_v1.1” to user’s desktop.

Reminder: For all computers with Windows XP, macros **must** be enabled each time a SURE Workbook is opened. If the security warning that prompts to enable macros is not displayed on the start page of the SURE Workbook when opened on a computer with Windows XP, macros have been permanently enabled and the macro settings **must** be changed. Permanently enabling macros in Windows XP may cause security issues. For computers with Windows 7, macros only need to be enabled the first time a copy of the SURE Workbook on a computer is opened.

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3 Replacing 2011 SURE Workbook Template v1.0 (Continued)

D Retrieving “.xml” Files Into 2011 SURE Workbook Template v1.1

It is **not** required for all “.xml” files previously saved using the 2011 SURE Workbook Template v1.0 to be retrieved into the 2011 SURE Workbook Template v1.1. It is only required for 2011 SURE Workbooks that have entries from SIR with multiple “RMA Weighted Adjusted Yields” for a crop in a county and have multiple “A” (Acreage) Records that have been entered in the “Blended Weighted Adjusted Yield” tool.

When an affected SURE Workbook is loaded in v1.1 of the 2011 SURE Workbook, the “Blended Weighted Adjusted Yield” tool will be blank. All data **must** be reentered into this tool. After completed, this will allow for a correct “SURE Yield” and SURE payment to be calculated. The edited SURE Workbook will then be completed and finalized with any changes to the payment amount handled appropriately. It is expected that most, if not all, SURE Workbooks affected by this error and corrected, will show that the producer was originally underpaid.

After a SURE Workbook has been completed and saved in v1.1, this will create 2 files for the same SURE application.

Examples: The “.xml” file that was created using v1.0 will be named:
“2011-v1.0-Any Producer-00000000000000000000000000000000-99999R.xml”

The “.xml” file that was created using v1.1 will be named:
“2011-v1.1-Any Producer-00000000000000000000000000000000-99999R.xml”.

Note: County Offices **must** maintain the “.xml” files that were created using v1.0 if they contain information and payment data by which a SURE payment was issued to the producer.

E List of Identified Producers

The SURE program specialist in each State Office will be e-mailed a list of all producers that have been identified by the National Office as having SIR’s that may have SURE Workbooks that could be affected by this error. The list was developed by querying the RMA data. Some of the producers in this list may **not** have applied for SURE yet.

Note: The situations outlined in 1-SURE, paragraph 132 that describe using SIR’s from multiple producers are **not** on this list.

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3 Replacing 2011 SURE Workbook Template v1.0 (Continued)

F Maintaining “.xml” Files Created Using 2011 SURE Workbook Template v1.0

For SURE Workbooks that must be retrieved into the 2011 SURE Workbook Template v1.1 according to subparagraph D, the County Office **must** maintain the “.xml” files that were created using the 2011 SURE Workbook Template v1.0, according to the following.

Step	Action
1	Navigate to “S:\Service_Center\FSA\2011_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 1.0 ”.

After the applicable “.xml” files previously saved using 2011 SURE Workbook Template v1.0 have been retrieved into the 2011 SURE Workbook Template v1.1, County Offices shall only move the duplicate “.xml” file with “v1.0” naming convention (described in subparagraph D) to the “S:\Service_Center\FSA\2011_SURE\Version_1.0” 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\2011_SURE” folder structure, unless instructed by the National Office.

4 Action

A State Office Action

State Offices shall:

- distribute a list of possible producers affected to the appropriate County Office from the list sent to the State Office by the National Office
- ensure that County Offices follow all provisions of this notice.

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4 Action (Continued)

B County Office Action

County Offices shall ensure that **all**:

- copies of the 2011 SURE Workbook Template v1.0 are replaced with 2011 SURE Workbook Template v1.1
- affected 2011 SURE Workbooks are corrected by using the list of possible affected producers provided by the State Office
- affected SURE payment amounts are corrected and handled appropriately, including both overpayments and underpayments.