

**For:** State and County Offices

**Updated Version of 2008 Supplemental Revenue Assistance Payments (SURE) Interim Workbook**

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



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**1 Overview**

**A Background**

Various enhancements and modifications were made to the 2008 SURE Interim Workbook Template. The 2008 SURE Interim Workbook Template v3.0 includes these enhancements and modifications.

**B Purpose**

This notice:

- defines the enhancements and modifications made to the 2008 SURE Interim Workbook Template
- provides instructions to replace the 2008 SURE Interim Workbook Template v2.0 with the 2008 SURE Interim Workbook Template v3.0
- provides guidance on the requirement to:
  - import all “.xml” files that were created using the 2008 SURE Interim Workbook Template v2.0 into the 2008 SURE Interim Workbook Template v3.0
  - maintain “.xml” files that were created using the 2008 SURE Interim Workbook Template v2.0.

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**Disposal Date**

October 1, 2010  
4-9-10

**Distribution**

State Offices; State Offices relay to County Offices

## Notice SURE-7

### 2 Modifications Included in 2008 SURE Interim Workbook Template v3.0

#### A Modifications

This table includes modifications included in the 2008 SURE Interim Workbook Template v3.0.

Item	Description
Enabling Macros	Enhanced to provide a reminder message on the Start Page to enable macros. The message will only appear to users using Office 2007. Users will <b>not</b> be able to proceed without enabling macros.
Producer's Name	Enhanced to limit the entry of special characters. Turns red if a special character has been entered.
St Co Code Entry	Enhanced to limit the entry of special characters. Turns red if a special character has been entered.
Imputed CAT/NAP Payment	Enhanced to display the calculated imputed CAT/NAP payments in the Other Payment Amounts Section. Only applies to Buy-In 2 and Relief.
Intended Use	Corrected to remove the option to select "blank". The user can only select "_" for crops with no intended use.
Go To Buttons	Enhanced to only allow the user to move forward through the workbook or go back to "Data Entry".
NAP Cap	Corrected to apply the NAP cap to all NAP crops, including purchased and waived-in crops.
Retrieval Error	Corrected to resolve the error when retrieving or importing the ".xml" file into the workbook template.
Yield Determination Tool	Added the Yield Determination Tool Worksheet to provide additional data entry for counter-cyclical yields, RMA weighted adjusted yields, and NAP APH's.
Farm Summary Change	In the Farm Data Section of the Farm Summary, State and county codes will be displayed instead of the State and county name.
10 Percent Display	Enhanced to display as a whole percent, unrounded and truncated on both the Farm Summary and the 10% Loss Tool.  <b>Example:</b> .099998 will be the calculation, but "9%" will be displayed on the Farm Summary and the 10% Loss Tool.

**Notice SURE-7**

**2 Modifications Included in 2008 SURE Interim Workbook Template v3.0 (Continued)**

**A Modifications (Continued)**

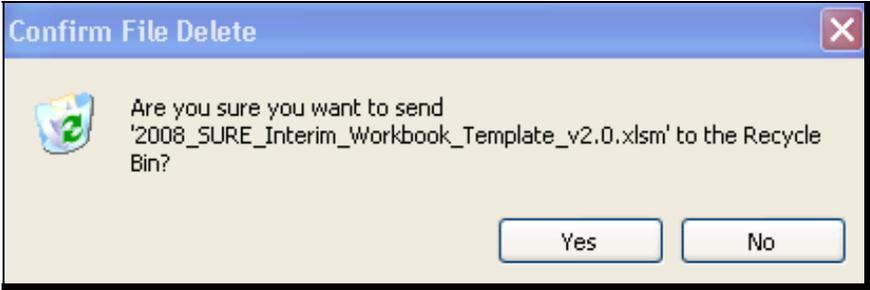
<b>Item</b>	<b>Description</b>
50 Percent Display	Enhanced to display as a whole percent, unrounded and truncated on the Farm Summary.  <b>Example:</b> .499998 will be the calculation, but “49%” will be displayed on the Farm Summary.  If equal to .500000, the message, “Not greater than 50% Loss”, will be displayed. If between 0.500001 and .509999, the message, “Greater than 50% Loss”, will be displayed.
10 Percent for Multi-Market Crops	Enhanced the 10% Loss Tool to add a multi-market exception. All crops calculate 10 percent loss by crop, type, and use unless the user indicates there is an exception for multi-market crops on the 10% Loss Tool. If the user has indicated a multi-market exception, the 10 percent loss will be calculated by crop and type.
Quality Adjustment	Enhanced the 10 percent and 50 percent loss calculations to incorporate an additional quality adjustment factor that is entered on the 10% Loss Tool.
Zero Cropland in the Disaster Declared, Non-Recording County	Enhanced to recognize the disaster declaration eligibility when 2 counties’ workbooks are summarized, the nonrecording county is the disaster county, and there are no crops grown in the nonrecording county.
Data Loaded By	Enhanced to limit the entry of special characters. Turns red if a special character has been entered.
2nd Party Review	Enhanced to limit the entry of special characters. Turns red if a special character has been entered.
Finalized By	Enhanced to limit the entry of special characters. Turns red if a special character has been entered.
Naming Convention	Changed the automatic naming convention of the “.xml” file to “program year, version number, producer name, 9-digit ID number (encrypted), State and county codes, recording county indicator”.  <b>Example:</b> 2008-v3.0-Any Producer-00000000000000000000000000000000-99999R.xml
Import/Export Improvement	Enhanced “Save to File” and “Retrieve from File” to return the user to the worksheet where they left off.
Error in Parsing	Changed the “Error in Parsing” message to “Cannot save. Ensure basic information is correctly formatted, crop data is complete, or save to file from the Farm Summary.”

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### 3 Replacing 2008 SURE Interim Workbook Template v2.0

#### A Deleting 2008 SURE Interim Workbook Template v2.0 From User's Desktop

Follow these steps to delete the 2008 SURE Interim Workbook Template v2.0.

Step	Action
1	RIGHT-CLICK “2008_SURE_Interim_Workbook_Template_v2.0” 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 ‘2008_SURE_Interim_Workbook_Template_v2.0.xls (or .xlsm in Office 2007)’ to the Recycle Bin?” CLICK “Yes”. 

#### B Saving 2008 SURE Interim Workbook Template v3.0

Follow 1-SURE, subparagraph 514 A to save the 2008 SURE Interim Workbook Template v3.0 to the user’s desktop.

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### 3 Replacing 2008 SURE Interim Workbook Template v2.0 (Continued)

#### C Retrieving “.xml” Files Into 2008 SURE Interim Workbook Template v3.0

All “.xml” files previously saved using the 2008 SURE Interim Workbook Template v2.0 **must be** retrieved into the 2008 SURE Interim Workbook Template v3.0. This will create 2 files for the same application.

**Examples:**The “.xml” file that was created using version 2.0 will be named  
“2008\_99999R\_Any Producer\_00000000000000000000000000000000.xml”.

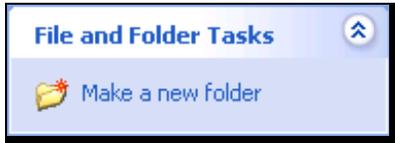
The “.xml” file that was created using version 3.0 will be named  
“2008-v3.0-Any Producer-00000000000000000000000000000000-99999R.xml”.

**Note:** The County Office **must** 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.

#### D Maintaining “.xml” Files Created Using 2008 SURE Interim Workbook Template v2.0

The County Office **must** maintain the “.xml” files that were created using the 2008 SURE Interim Workbook Template v2.0.

A subfolder shall be created within the “S:\Service\_Center\FSA\2008\_SURE” folder. This subfolder shall be named “Version\_2.0”.

Step	Action
1	Navigate to S:\Service_Center\FSA\2008_SURE.
2	CLICK “File and Folder Tasks” and “Make a new folder”. 
3	A new folder will be displayed named “New Folder”. 
4	Rename “New Folder” to “Version_2.0”.

After all “.xml” files previously saved using the 2008 SURE Interim Workbook Template v2.0 have been retrieved into the 2008 SURE Interim Workbook Template v3.0, the “.xml” files with the version 2.0 naming convention (described in subparagraph C) shall be moved to the “S:\Service\_Center\FSA\2008\_SURE\Version\_2.0” folder.

**Note:** Under **no** other conditions shall subfolders be created within the “S:\Service\_Center\FSA\2008\_SURE” folder structure.