

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

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**Supplemental Revenue Assistance  
Payments Program  
1-SURE**

**Amendment 20**

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



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**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 35 B has been amended to clarify that written agreements are **not** required for meeting RMPR.

Paragraphs 36 and 37 have been amended to clarify that the equitable relief provisions in these paragraphs pertain to RMPR **only**.

Subparagraph 63 A has been amended to clarify that NAMP is by physical location.

Subparagraph 201 D has been amended to clarify skip-row codes.

Subparagraph 234 A has been amended to inform that State university and STC-approved labs are acceptable quality tests for farm-stored production.

Part 16, Section 2 has been withdrawn and moved to Part 21, and amended, because SWIMS applies to all SURE program years.

Subparagraphs 614 C and 615 D have been amended to revise procedure for SURE Workbooks over 100 lines.

Subparagraph 614 G has been amended to clarify when to enter the quality adjustment factor.

Subparagraph 806 I has been amended to announce the deadlines to have imported all applicable 2010 SURE Workbook .xml files into SWIMS and have all errors associated with the .xml files loaded in SWIMS resolved for:

- 2009 by COB June 1, 2012
- 2010 by COB November 30, 2012.

Exhibit 6, subparagraph C has been amended to update 2010 NAMP for rice, sugar beets, and sugar cane.

**Amendment Transmittal (Continued)**

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
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**35 Risk Management Purchase Requirement (RMPR) (Continued)****B Purchase Requirements**

To be considered to have obtained at least the minimum level of insurance under SURE, a producer **must** obtain a plan of insurance with not less than 50 percent yield coverage at 55 percent of the insurable price for each crop planted or intended to be planted for harvest on a whole farm.

Producers are required to timely purchase, at a minimum, CAT and/or NAP coverage for **all** crops to be eligible for SURE.

**\*--Note:** Producers are **not** required to purchase Pilot Program insurance coverage or provide a written agreement to meet RMPR.--\*

**C Authorized Waivers**

Because sales closing dates for CAT and application closing deadlines for NAP had already passed for the 2008 crop year, the Food, Conservation, and Energy Act of 2008, Technical Corrections (Pub. L. 110-398) and ARRA provided several waivers of RMPR.

The following provides a list of those waivers:

- Buy-In 1
- Buy-In 2
- *de minimis*
- relief
- SDA/LR/BF.

**Note:** *De minimis*, relief, and SDA/LR/BF are not limited to the 2008 crop year.

**35 Risk Management Purchase Requirement (RMPR) (Continued)****D Buy-In 1 Waivers**

Generally, producers are eligible for SURE **only** if they had obtained either crop insurance or NAP coverage for all crops on all farms in all counties in which they have an interest.

For the 2008 crop year **only**, the Food, Conservation, and Energy Act of 2008 provided a waiver to producers of an insurable or noninsurable commodity that did not obtain a policy or plan of insurance or NAP coverage to buy-in or be waived-in to be eligible for the SURE Program.

To meet RMPR, producers were allowed to pay a buy-in fee in an amount equal to the applicable CAT fee and/or NAP fee for crops that did not have either a crop insurance policy or NAP coverage by **September 16, 2008**.

**E SDA, LR, and BF Waivers**

Producers who meet the SDA, LR, or BF requirements, as defined in the Food, Agriculture, Conservation, and Trade Act of 1990, Section 2501 (e) (7 U.S.C. 2279(e)), do **not** have to \*--meet RMPR. FSA-217 is required from producers seeking a waiver by program year.

**Note:** Producers must file a separate new FSA-217 for each program year for which an SDA, LR, or BF waiver is sought.--\*

## 35 Risk Management Purchase Requirement (RMPR) (Continued)

## I RMA Insurance Exceptions

Producers will be considered in compliance with the RMPR requirement if their share in a crop is insured based on 1 of the following RMA crop policy rules.

- **Husband/Wife** – Either spouse insures all interest in the crop under 1 policy.
- **Landlord/Tenant** – Either the landlord or tenant may insure both parties' share with permission of the other party.
- **Landlord Undivided Interest** – Land is jointly and severally owned with 1 person being the responsible person.
- **Joint Ventures** – One of the member's TIN is used to insure the entire interest of the joint venture with all members agreeing and signing the policy, even if their SBI is less than 10 percent share.

**Note:** The exception on joint ventures does **not** apply to corporations or any other entities with members.

- **Revocable Trusts** – An individual beneficiary's or grantor's TIN is used to insure the entire interest of the revocable trust. Documentation may include a copy of the statement advising where the authority can be found.
- **DBA** – A producer with TIN for DBA with only the individual as sole proprietor can insure using either DBA's TIN or the individual's TIN. If DBA has SBI other than the individual, then DBA is **not** eligible for the exception.

**Note:** A producer is considered to have met RMPR as listed in this subparagraph must be on \*--SIR, RMA Data Section, SBI as outlined in Part 16 or 17, as applicable.--\*

- **Transfer of Coverage and Right to an Indemnity** – A producer's share is insured under a policy purchased by another individual that transfers the insurance coverage to the producer. The original insured individual (transferor) transfers the insurance coverage to another person (transferee). The transferee's SBI must be listed on SIR. If not, it is the transferee's responsibility to contact the insurance company to request the SBI information be sent to RMA to be included on SIR.

**Note:** If the transferee is not listed on SIR as SBI, and the insurance company cannot provide SBI information to RMA, the insured must provide FSA a hard copy of a valid RMA form titled, "Transfer of Coverage and Right to an Indemnity".

## 35 Risk Management Purchase Requirement (RMPR) (Continued)

### J Exception for Immature Trees

Producers are not required to meet RMPR, for the applicable crop year, on immature trees, bushes, or vines. However, if the producer has other crops that are planted or intended to be planted for harvest on the whole farm, excluding forage crops intended for grazing, those crops must meet RMPR and linkage requirements, according to subparagraph 35 F.

**Example:** Blueberry Hill Orchards, Inc. did not obtain a policy or plan of insurance for the 2008 crop year, but paid the administrative fee, under Buy-in 2. The corporation suffered a total orchard loss, because of an eligible natural disaster in 2008. The producer completed a 2008 TAP application and the application was approved. The producer was paid to replant 50 acres of blueberry orchard. The blueberry bushes will not mature until 2011. Since the replanting is with seedlings, the crop is considered an immature crop, and is not required to meet RMPR for crop years 2009-2010 because insurance or NAP coverage is not available. The producer obtained crop insurance (at or equal to 70/100 level) by the next available crop insurance year (2011 crop year) and met linkage for 2008.

### K SBI Exceptions

In the following 2 situations, RMA does **not** require producers to be listed on the SBI file:

- marriage occurring after sales closing dates
- producers that have less than 10 percent interest in the crop.

In both situations, County Offices have the authority to use the shares recorded by FSA.

**Note:** For marriages, acceptable evidence **must** be available to prove the marriage occurred after the sales closing date.

## \*--36 Equitable Relief for 2008 RMPR--\*

### A Overview

The Food, Conservation, and Energy Act of 2008 provided special consideration to provide equitable relief in 2008 to eligible producers who failed to meet 2008 RMPR for SURE, because most sales closing dates for crop insurance and application closing dates for NAP occurred before the enactment.

**Note:** STC had authority to grant equitable relief on a case-by-case basis for producers who missed the 2008 deadline for obtaining coverage.

**\*--36 Equitable Relief for 2008 RMPR (Continued)--\*****B Extent of Equitable Relief**

Equitable relief was granted by STC, on a case-by-case basis, to an eligible producer who failed to meet 2008 RMPR when the determination was made that the producer made a good faith effort to comply, and when 1 of the following situations occurred:

- producer was unable to pay the 2008 buy-in fee for the crop by the September 16, 2008, deadline and the sales closing date for crop insurance or application closing date for NAP crops had passed

\* \* \*

- actual use of the crop that differs from IU was uninsurable.

**Example:** Certain insurance policies, such as Crop Revenue Coverage, insure corn **only** intended as grain. If corn is intended for silage, the coverage will **not** attach.

**\*--Note:** 7-CP, paragraph 45 was used to determine whether a producer made a good faith--\* effort.

**C Equitable Relief Not Granted**

Equitable relief shall **not** be granted to a producer who failed to meet 2008 RMPR because of 1 of the following reasons:

- producer intentionally chose **not** to insure a covered crop under RMA or NAP
- a lack of good faith in reporting acreage or production
- ineligibility determinations rendered under RMA or NAP regulations
- producer was prohibited from insuring acreage because the producer did **not** timely pay the crop insurance premiums in a prior year
- relief request was after February 16, 2009, when STC relief was suspended according to subparagraph H.

**D Equitable Relief Requests**

Equitable relief requests must be initiated by the participant.

**\*--36 Equitable Relief for 2008 RMPR (Continued)--\*****E Applicable Equitable Relief Fees**

Producers granted relief for **not** meeting 2008 RMPR must pay a \$100 per crop administrative fee.

**Note:** The administrative fee is \$100 per crop, but **not** more than either of the following:

- \$300 per producer per administrative county
- \$900 total per producer for all counties less any previously paid fees for CAT and/or NAP.

**F STC Action**

STC's shall do the following for relief cases submitted according to subparagraph I:

- review each request for equitable relief and clearly document in STC minutes the justification for granting or denying equitable relief
- include the following information in STC minutes when granting or denying equitable relief:
  - producer's name
  - program year
  - SURE Program
  - action taken by the producer.

**G COC Action**

COC shall do the following for relief cases submitted according to subparagraph I:

- review each equitable relief request and clearly document the justification for recommending equitable relief, along with all supporting documentation to STC
- document the justification for recommending equitable relief in COC minutes according to 7-CP, subparagraph 82 C **before** submitting equitable relief cases to STC.

**H Suspending Special Consideration Equitable Relief for 2008**

ARRA authorized an additional waiver for a second buy-in. This waiver allowed producers another opportunity to pay a buy-in fee to be eligible for SURE.

Since producers were given a second opportunity to pay a buy-in fee to meet 2008 RMPR, all STC relief provisions were suspended.

**\*--36 Equitable Relief for 2008 RMPR (Continued)--\*****I 7-CP Equitable Relief Cases**

For requests for relief cases submitted after May 18, 2009, State and County Offices shall follow 7-CP for submitting equitable relief cases to DAFP. If relief is approved under 7-CP, follow subparagraph 35 F for collecting fees.

**\*--37 Equitable Relief for 2009 and Subsequent Year RMPR--\*****A Overview**

The Food, Conservation, and Energy Act of 2008 provided special consideration to provide equitable relief in certain situations to eligible producers who failed to meet \* \* \* RMPR for SURE.

**\*--B Extent of RMPR Equitable Relief--\***

Equitable relief maybe granted by STC, on a case-by-case basis, to an eligible producer who failed to meet RMPR when the determination was made that the producer made a good faith effort to comply, and when 1 of the following situations occurred:

- producer was unable to file the necessary paperwork and pay the administrative fee by the applicable deadline for NAP crops or applicable deadline for insurable crops, and the sales closing date for crop insurance or application closing date for NAP crops had passed
- late-planting a crop because of weather-related causes
- actual use of the crop that differs from IU was uninsurable.

**Example:** Certain insurance policies, such as Crop Revenue Coverage, insure corn **only** intended as grain. If corn is intended for silage, the coverage will **not** attach.

**Note:** 7-CP, paragraph 45 was used to determine whether a producer made a good faith effort.

**\*--37 Equitable Relief for 2009 and Subsequent Year RMPR (Continued)--\***

**C Equitable Relief Not Granted**

Equitable relief shall **not** be granted to a producer who failed to meet RMPR because of 1 of the following reasons:

- producer intentionally chose **not** to insure a covered crop under RMA or NAP

**Note:** FSA has no obligation to prove that the producer intended not to obtain coverage; rather the producer must submit evidence supporting a conclusion on the failure to obtain coverage was inadvertent or accidental.

- a lack of good faith in reporting acreage or production
- ineligibility determinations rendered under RMA or NAP regulations
- producer was prohibited from insuring acreage because the producer did **not** timely pay the crop insurance premiums in a prior year.

**\*--D RMPR Equitable Relief Requests--\***

Equitable relief requests **must** be initiated by the participant.

**\*--E Applicable RMPR Equitable Relief Fees--\***

Producers granted relief for **not** meeting RMPR must pay a \$250 per crop administrative fee.

The total amount of relief fees that can be collected is **not** limited.

**\*--37 Equitable Relief for 2009 and Subsequent Year RMPR (Continued)--\***

**F STC Action**

STC's shall do the following for relief cases submitted according to subparagraph I:

- review each request for equitable relief and clearly document in STC minutes the justification for granting or denying equitable relief
- include the following information in STC minutes when granting or denying equitable relief:
  - producer's name
  - program year
  - SURE Program
  - action taken by the producer.

**G COC Action**

COC shall do the following for relief cases submitted according to subparagraph H:

- review each equitable relief request and clearly document the justification for recommending equitable relief, along with all supporting documentation to STC
- document the justification for recommending equitable relief in COC minutes according to 7-CP, paragraph 46 **before** submitting equitable relief cases to STC.

**\*--H 7-CP and RMPR Equitable Relief Cases--\***

County Offices shall follow 7-CP for submitting equitable relief cases to STC. If relief is approved under 7-CP, follow subparagraph 35 F for collecting fees.

**Note:** FSA-321 is **not** needed, just a memorandum to STC.

**38-60 (Reserved)**



## 62 Historical Yield and Price Data (Continued)

### B Guarantee Price (Continued)

\*--The price will be calculated using the Olympic average of the 5 consecutive crop years immediately preceding the previous crop year's historical data. The NAP market price--\* found on NCT will be used for the following crops:

- insured crops with plans of insurance that are revenue based or dollar plans of insurance
- insurable, but a plan of insurance was not obtained
- covered by NAP
- eligible for NAP; however, coverage was not obtained.

**Notes:** If a NAP market price was not established in NCT, the price must be calculated using the same rules used to establish a NAP price according to 1-NAP, paragraph 108.

For hybrid corn seed, the price for yellow corn for grain will be used.

For hybrid sorghum seed, the price will be established based on an average of all hybrid sorghum seed varieties grown.

### C Sources of Information

STC's must use the best available information when establishing crop CEY's and prices. Sources of information may include, but are not limited to:

- Federal crop insurance
- NASS (must be used if available) (Exhibit 5)
- CSREES
- County Agricultural Commissioner's Office
- local markets
- COC's knowledge
- prices in similar areas
- for hybrid seed varieties, except for hybrid seed corn, seed companies or RO's.

All SURE prices, including the guarantee price and NAMP, are on a harvested basis without the inclusion of transportation, storage, processing, packing, marketing, or other post-harvest expenses.

If any data source used to establish any SURE price includes transportation, storage, processing, packing, marketing, or other post-harvest expenses, post-harvest expenses must be excluded from the price used to establish NAMP. NASS is a farm level price and does **not** include post-harvest expenses.

63 NAMP

**A NAMP Applicability**

NAMP is intended to reflect the actual marketing value of a crop during the marketing year, \*--by physical location, and may be adjusted for regional variations. NAMP will **not** apply--\* to value loss crops.

**Note:** When NASS has established a marketing year for a crop, that marketing year will be used for the SURE Program. If NASS has not established a marketing year, the marketing year will be defined as the 12-month period following the final harvest date.

**B Determining NAMP**

NAMP is determined by crop, type, and IU using the following.

<b>IF the crop...</b>	<b>THEN use...</b>
type and IU is in Exhibit 6	NASS U.S. price included in Exhibit 6.
type and IU is in Exhibit 5	the applicable marketing year price for the county or crushing district, if available, or the State average price, if not available.  Calculate the price using the same rules used to establish a NAP price according to 1-NAP, paragraph 108.
is durum wheat for grain	durum wheat price for States where NASS has established a durum wheat price. For all other States, use the NASS spring wheat price.
type and IU does <b>not</b> meet any of the previous conditions in this table	the applicable marketing year price for the State or the best available data.  Calculate the price using the same rules used to establish a NAP price according to 1-NAP, paragraph 108.

**Note:** GRP policies that have several types of forage are insured under the higher forage value. To ensure consistency between prices used for the guarantee and the revenue; all forage production, regardless of type, under these policies will have the higher value NAMP applied to determine the total crop value.

**Example:** The 2008 marketing year price corresponds to the 2008 historic price entered in the 2010 NCT, if available.

**Note:** The 2010 NCT is **not** required to be updated for the 2008 SURE Program, but the 2008 historic prices required for establishing NAMP must be available by whatever means is the most efficient within a State.

If the 2008 historic price is not available, STC shall establish NAMP using the best data available identified in subparagraph 62 C.

**Note:** To help ensure consistency in the SURE Program, a reduction factor of .85 will be applied to NAMP for all honey crops to account for harvest expenses. This is the same reduction applied to the guarantee price. See subparagraph 163 A.

201 Production (Continued)

D Production for SURE (Continued)

The following table provides production sources for RMA, NAP, and waived-in crops.

FOR...	IF...	THEN...
RMA	RMA production data is provided on SIR "L" (Loss) Record	use production from SIR "L" (Loss) Record.
	RMA production data is <b>not</b> provided on the SURE Interim Report "L" (Loss) Record, but subsequent year's yield and subsequent year's acreage are provided on SIR "Y" (Subsequent Year Yield) Record  <b>Notes:</b> If "PW" indicator is present on "SY Yield" type, the subsequent year's yield and acres are ignored.  *--Subsequent year's yields are in dollar amounts for contract seed peas and beans and cannot be used.  In these cases the producer <b>must</b> provide--* acceptable production evidence according to subparagraphs G through J.	calculate production by multiplying the subsequent year acreage by the subsequent year yield from SIR "Y" (Subsequent Year Yield) Record.
	RMA production data is <b>not</b> on SIR Loss "L" Record and subsequent year's yield and subsequent year's acreage are <b>not</b> provided on SIR "Y" (Subsequent Year Yield) Record	producer must provide acceptable production evidence according to subparagraphs G through J.
NAP	NAP production data is provided on SIR	use provided production.
	producer on NAP covered crop did not file CCC-576 for payment or certify production for APH purposes	producer must provide acceptable production evidence according to subparagraphs G through J.
waived-in crops	producer met RMPR on the crop by way of requesting a waiver as SDA, LR, BF, paid a buy-in fee, or was granted relief	producer must provide acceptable production evidence according to subparagraphs G through J.

**Notes:** If cotton has a value in the "Skip-Row Code" field of the "Y" record, then RMA production may **not** be used on the "L" (Loss) Record or "SY Yield". Producers **must** provide production evidence according to subparagraphs G through J.

Applicable Skip-Row Codes for cotton are as follows:

- for Arkansas, Louisiana, Missouri, and all States east of these States, 102, 103, 106, 107, 108, 111, 112, 117, and 118

## 201 Production (Continued)

## D Production for SURE (Continued)

- for New Mexico and the following counties in Texas: Baylor, Concho, Runnels, Schleicher, Shackelford, Sutton, Taylor, Throckmorton, Val Verde, Wilbarger, and all counties west of these counties, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, and 217
- for Kansas, Oklahoma, and all Texas counties not previously listed in this note, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, and 317.

**\*--Note:** If the row width is included with these codes, they will be 5-digit; for example, “20230”, “21740”.

For 2009 and subsequent years, if corn has a value of 10130, 20130, 20136, 20230,--\* or 11111 in the “Skip-Row Code” field of the “Y” (Subsequent Year Yield) record, then RMA production may not be used on the “SY Yield” or “L” (Loss) records. Producers must provide production evidence according to subparagraphs G through J.

Some RMA policies do not require production records for loss purposes and do not require production reporting for APH purposes. Producers insured under these policies must provide acceptable production records according to subparagraphs G through J, including:

- Group Risk Plan (Plan Code 12)
- Apiculture and PRF-RI (Plan Code 13)
- Apiculture and PRF-VI (Plan Code 14)
- Pecan Revenue (Plan Code 41)
- Indexed Income Protection (Plan Code 45)
- Avocado Revenue Coverage (Plan Code 46)
- ARH (Plan Code 47)
- Dollar Amount of Insurance (Plan Codes 50R and 50N)
- Fixed Dollar (Plan Code 51)
- Yield-Based Dollar Amt of Insurance (Plan Code 55)
- AGR-Lite (Plan Code 61)
- AGR (Plan Code 63)
- GRIP (Plan Code 73).

Production to count includes all actual and assigned production on the farm.

**Note:** Available production records, from any source, must be provided. See paragraph 205 for additional information on assigned production. See subparagraph L for determining production not to count.

**234 Quality Loss Production****A Determining Quantity and Price of Stored Production**

For farm-stored production, the producer **must** have had the quantity and quality of production determined by:

- FSA employees, if done as part of an official measurement service
- FSA-certified LA's
- RMA or reinsured company appraisers
- \*--State university or STC-approved lab.--\*

**Note:** Actual measurements to verify production for a particular year **must** be taken **before** harvesting the next year's crop to document the year of production.

See subparagraph 235 D for forage crops.

**B Quality Test Deadline**

To be considered acceptable, tests for forage and stored commodities must have been completed by January 1 of the year following harvest. Tests for stored production must identify the location of the storage facility. The test must have been taken by a third party as defined in subparagraph A. Tests associated with the sale of the commodities may be used for quality adjustment purpose up to the SURE signup deadline.

**Note:** If the harvested commodity is stored and sold after January 1, follow subparagraph C for providing verifiable evidence.

234 Quality Loss Production (Continued)

**C Tests Taken After January 1**

If the forage or stored commodity test is taken after January 1 of the year following harvest, COC shall limit the quality loss to the average loss documented before January 1.

**Note:** The average loss can be determined based on verifiable quality tests or sales evidence determined before January 1.

COC shall use all available data to determine the average loss including:

- a representative sample of the crop tests or sales evidence taken before January 1 by similar farms
- Extension Service or university data documenting quality losses
- any other published data determined to be representative of the area by COC.

\*--523 Peanut Tool (Continued)

**B Using the Peanut Tool (Continued)**

<b>Label</b>	<b>Definition and Role</b>
Producer Name	Enter the producer's name.
Phys. St/Co (if not Admin)	Enter the physical location for the county if multiple counties are administered in 1 county.
Crop Type	Enter or select the 3-character FSA crop type code. Entry must be a valid peanut crop type code.
Unit	Enter the RMA unit number.
RMA Plan Code	Enter the RMA insurance plan code.
RMA Acres	Enter the RMA acres from the "A" (Acreage) record. Acres will display in hundredths.
Adjusted APH Yield	Enter the adjusted APH yield from the "A" (Acreage) record. The yield will display in hundredths.
Current RMA Guarantee	Enter the RMA Guarantee Basis in whole dollars.

As each row of data is entered, the RMA Weighted Adjusted Yield and Guarantee Basis will be calculated and displayed in the applicable fields.

**C Navigation Buttons**

This table provides navigation buttons and functions.

<b>Button</b>	<b>Function</b>
	When clicked, the "Confirmation for Clearing the Data" box will be displayed. CLICK: <ul style="list-style-type: none"> <li>• "OK", to clear the data</li> <li>• "Cancel", to return to the tool.</li> </ul>
	Print the document.

--\*

**523 Peanut Tool (Continued)**

**D Loading Data in the SURE Interim Workbook**

After all RMA Weighted Adjusted Yields and Guarantee Basis have been calculated, follow paragraph 303 to combine remaining data as applicable and load the data in the SURE Interim Workbook.

**E Printing and Filing Peanut Tool Document**

Print the document and file in the producer's program folder.

**524-539 (Reserved)**

**Section 2 (Withdrawn--Amend. 20)**

**540-544 (Withdrawn--Amend. 20)**

**545-550 (Reserved)**

614 Completing SURE Workbook Data Entry Worksheet (Continued)

C Entering Producer Information

The following is an example of the Data Entry Worksheet, “Basic Information” data cells.

Basic Information		
Producer Name:	Any Producer	
ID Number (9 Digits):	999999999	ID Type: S
Recording County	StCo Code 11-001	District of Columbia DC
Admin. County	StCo Code 11-001	District of Columbia DC
Put an "x" in cell if:	Land is in a Disaster County	x
	Producer is multi-county	x
	Producer is SDA/LR/BF	

The following provides instructions for completing the “Basic Information” fields.

Field	Definition and Rule
Producer Name	Enter producer’s name as it appears in SCIMS ( <b>no</b> special characters, such as “&” ampersands, “\” backslashes, etc.).  <b>Note:</b> If a producer’s Data Entry Worksheet exceeds 100 line entries, an additional SURE Workbook will need to be completed according to subparagraph 611 A. This additional SURE Workbook will need to have a unique identifier in the “Producer Name” field, in addition to the producer’s name. For example, if the producer’s name is “Any Producer” the first SURE Workbook will have a producer name entry of “Any Producer” the second SURE Workbook will have a producer name of “Any Producer 2”. This step <b>must</b> be completed, in these cases, or 1 workbook will overwrite the other and data will be <b>lost</b> . In addition, these 2 SURE Workbooks * * * will need to be summarized together as if the producer is multi-county, according to subparagraph 615 D.
ID Number (9-digits)	Enter producer’s TIN as it appears in SCIMS, <b>without</b> dashes. If producer is not in SCIMS, see paragraph 607.
ID Type	Use the drop-down menu to select “ <b>S</b> ” (Social Security) or “ <b>E</b> ” (EIN).
Recording County StCo Code	Enter the FSA State and county code for the producer’s recording State and county. Do <b>not</b> enter a dash or slash; a code entered as “01001” will be displayed as “01-001”. See 1-CM, Exhibit 101 for FSA State and county codes. The State and county name will be populated automatically based on the State and county code entered.
Admin County StCo Code	Enter State and county code for the producer’s administrative State and county for which this SURE Workbook is being completed. Do <b>not</b> enter a dash or slash; a code entered as “01001” will be displayed as “01-001”. See 1-CM, Exhibit 101 for FSA State and county codes.

\*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

C Entering Producer Information (Continued)

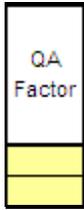
Field	Definition and Rule
Land is in a Disaster County	Enter “ <b>X</b> ” if the producer’s land (land in the administrative county or land physically located in another county, but administered in the administrative county) is in a county that has, or is contiguous to, a county that has a Secretarial Disaster Declaration. At least 1 county with which the producer is associated should have an “X”, if <b>not</b> ; the producer <b>must</b> qualify based on an individual loss of 50 percent or more.
Producer is multi-county	Enter “ <b>X</b> ” if the producer is eligible for SURE in more than 1 county. User shall mark “X” manually for recording county workbook for a multiple county producer. “X” will be populated automatically if the recording and admin county code differ. An error message will be displayed if multi-county flag is deleted and other county data is present on the Farm Summary.
Producer is SDA/LR/BF	Enter “ <b>X</b> ” if the producer has self-certified as SDA, LR, or BF on FSA-217 and is entered as such in 2010 Web Eligibility.

--\*

614 Completing SURE Workbook Data Entry Worksheet (Continued)

G Entering Revenue Data (Continued)

The following is an example of the Data Entry Worksheet revenue data cells.



Enter revenue data in yellow cells according to the following.

Label	Full Name	Source	Definition and Rule
QA Factor	Quality Adjustment Factor	2010 NCT	<p>Enter quality adjustment factor, as determined by STC, if applicable, according to paragraph 66. Required for crops with quality affected because of disaster, except value loss. Enter the value as a number with up to 4 decimal places.</p> <p>QA Factor will not be allowed to be entered if the Production Type code is "A".</p> <p>The calculation defaults to "1.000" if no value is entered.</p>

Determine when to enter quality adjustment factor according to the following.

IF the crop ...	AND the type of Approved Quality Adjustment Factor is...	THEN ENTER in the "QA Factor" field on the Data Entry Worksheet...	AND ENTER in the "Prod. QA Factor" field on the Crop Loss Tool or 10 Percent Loss Tool...
<ul style="list-style-type: none"> <li>is insured</li> <li>has an "L" (Loss) Record present on SIR</li> <li>is listed in Exhibit 17 with a "yes"</li> </ul>	Excessive Moisture and Other	the <b>combined</b> Excessive Moisture and Other Quality Adjustment Factor (according to paragraph 66)	<b>only</b> the Excessive Moisture Quality Adjustment Factor.
	Total	the Total Quality Adjustment Factor	leave blank, not applicable.
<ul style="list-style-type: none"> <li>is listed in Exhibit 17 with a "no"</li> <li>is not listed in Exhibit 17</li> </ul> <p>•*--or:</p> <ul style="list-style-type: none"> <li>is insured</li> <li>does <b>not</b> have an "L" (Loss) Record present on SIR</li> <li>is listed in Exhibit 17 with a "yes"--*</li> </ul>	Excessive Moisture and Other	the <b>combined</b> Excessive Moisture and Other Quality Adjustment Factor (according to paragraph 66)	no entry required if QA Factor loaded on Data Entry.
	Total	the Total Quality Adjustment Factor	no entry required if QA Factor loaded on Data Entry.

**Note:** The workbook does not allow QA Factors to be entered if the production type code is (A) appraised or if the stage code is (UH) unharvested.

**\*--614 Completing SURE Workbook Data Entry Worksheet (Continued)**

**G Entering Revenue Data (Continued)**

The following is an example of the Data Entry Worksheet revenue data cells.

Salvage Value (\$)

Enter revenue data in yellow cells according to the following.

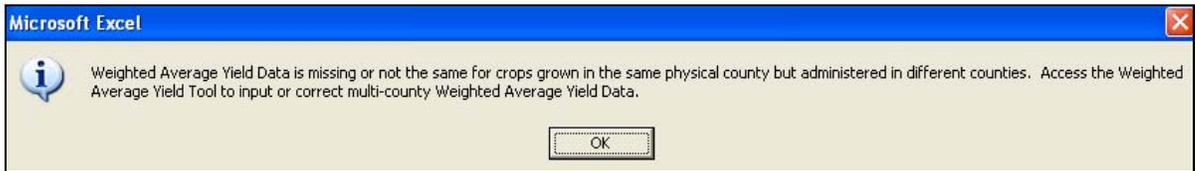
<b>Label</b>	<b>Full Name</b>	<b>Source</b>	<b>Definition and Rule</b>
Salvage Value (\$)	Salvage Value in Dollars	<ul style="list-style-type: none"> <li>• 2010 SIR (Web) RMA Data</li> <li>• 2010 SIR (S36) NAP Data</li> <li>• Producer</li> </ul>	Enter salvage value in whole dollars, if applicable.

--\*

**\*--615 Completing SURE Workbook Farm Summary Worksheet (Continued)**

**D Farm Data for Other Counties (Continued)**

If the message, “Weighted Average Yield Data is missing or not the same for crops grown in the same physical county but administered in different counties. Access the Weighted Average Yield Tool to input or correct multi-county Weighted Average Yield Data.”, is displayed, see subparagraph 614 L.



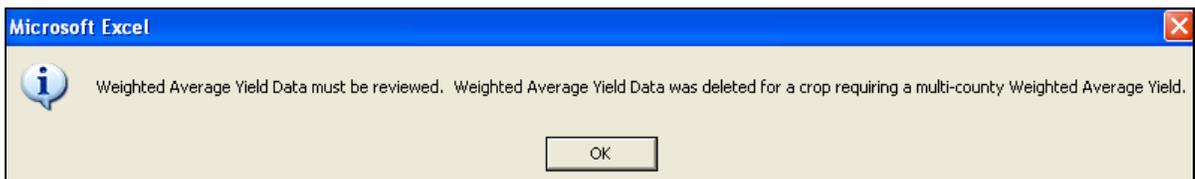
If the user needs to remove the pasted data, the user shall:

- ENTER “**D**” (for delete) in the cell above the pasted county data
- PRESS “**Enter**”
- CLICK “**To Delete a County Enter a “D” above the county, press “enter” and click on this box**”.

Farm Data		Enter data for up to six additional counties:			
County:	11-001	D 11-002			
1. Program Guarantee	\$ 595,692	\$ 4,654			
2. Not Applicable for 2010					
3. Expected Revenue	\$ 769,456	\$ 6,226			
4. Estimated Crop Value	\$ 185,092	\$ 6,544			
5. Other Revenue	\$ 46,634	\$ 750			
6. Disaster Declaration (X)	x	x			

**To Delete a County**  
Enter a "D" above the county, press "enter" and click on this box.

If the message, “Weighted Average Yield Data must be reviewed. Weighted Average Yield Data was deleted for a crop requiring a multi-county Weighted Average Yield.”, is displayed, see subparagraph 614 L.



--\*

615 Completing SURE Workbook Farm Summary Worksheet (Continued)

**D Farm Data for Other Counties (Continued)**

Each SURE Workbook is only able to summarize 6 additional county workbooks. If a recording county has a producer with more than 6 additional workbooks to summarize, follow this table.

Step	Action
1	Complete the workbook with the maximum 6 additional workbooks.
2	Create a second workbook for the same recording county.
3	Only complete the “Basic Information” block on the Data Entry Worksheet showing the same recording county. Do <b>not</b> enter <b>any</b> crop or payment data.
4	Go to the Farm Summary page.
5	Add the remaining administrative counties.
6	Save the file adding a “2” at the end of the file name so it will not overwrite the first recording county workbook.
7	Send the 2 .xml files to the National Office by e-mail. The files will be merged and returned as 1 file.

\*--Each SURE Workbook is only able to hold 100 lines of data. If a County Office has a producer with more than 100 lines of data, follow this table.

Step	Action
1	Complete the first SURE Workbook with the maximum 100 line entries.
2	Save the SURE Workbook .xml file, according to subparagraph 613 D.
3	Create a second SURE Workbook for the same county, giving the producer's name a “2”.  <b>Example:</b> The first workbook was saved with the producer’s name, “Any Producer”. The second workbook will be saved with the producer’s name as, “Any Producer 2”.
4	Complete the second SURE Workbook with the maximum 100 line entries.
5	Save the SURE Workbook .xml file, according to subparagraph 613 D.
6	Send <b>both</b> .xml files to the National Office by e-mail. The files will be merged and returned as 1 file.

--\*

**E Eligibility Information**

The following Farm Requirement items will be automatically populated from the Data Entry Worksheet or calculated.

Item	Title
7	Located in a Disaster County?
8	Production Loss % for the farm

Eligibility Information		
Farm Requirement	7. Located in a Disaster County?	Yes
	8. Production Loss % for the farm	59%

**Note:** Screen capture for example purposes **only**.

If a producer is multi-county and the “copy and paste” process has been performed as described in subparagraph D, the percentage displayed in item 8 will represent the revenue loss for all counties included in the summarization.

**722 Payment History Report**

**A Introduction**

Because of the expedited process for release of the SURE payment software, development has **not** been completed on the Payment History Report that shows the payment information sent to NPS after payment eligibility and payment limitation provisions have been applied.

**B Projected Release Date**

Efforts are underway to provide a Payment History Report, but a projected release date has **not** been determined.

**723-800 (Reserved)**



**\*--Part 21 SWIMS****801 Accessing Software****A Basic Information**

SWIMS is:

- designed to provide an automated process to manage the storage and retrieval of the SURE Workbook .xml files
- a shared database accessible to a limited number of all FSA National, State, and County Office employees.

**B Overview**

A producer's recording county shall be responsible for uploading the recording county SURE Workbook .xml file and all associated nonrecording county SURE Workbook .xml files for that producer. This does not include incomplete or withdrawn workbooks, according to subparagraph 802 A.

The recording county shall also be responsible for resolving errors associated with any of the SURE Workbooks for that producer according to subparagraphs 803 F and 806 F.

**Note:** The recording county, in this case, is the county that made or would have made the SURE payment in the applicable program year.

**C Accessing SWIMS**

Access the SWIMS Home Page from the FSA Applications Intranet web site at [http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet\\_applications.html](http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet_applications.html). Under "Production Adjustment and Disaster Programs", CLICK "**SWIMS**".

**Note:** Internet Explorer shall be used when accessing the SWIMS software.--\*

**\*--801 Accessing Software (Continued)**

**D USDA eAuthentication**

After users click “SWIMS Login”, the USDA eAuthentication Warning Screen will be displayed. CLICK “**I Agree**” to proceed or “**Cancel**” to end the process.

The eAuthentication Login Screen will be displayed. Users must:

- enter eAuthentication user ID
- enter eAuthentication password
- CLICK “**Login**”.

The SWIMS Import SURE Workbook XML File Screen will be displayed.

**E Identifying SWIMS Users**

SWIMS access is limited to:

- 2 County Office employees per county
- 2 State Office employees per State.

To grant or revoke access, the State Office must submit the following to the National Office:

- State and county code
- State abbreviation
- county name
- office phone number
- e-mail address
- location (State or County Office)
- user type (employee)
- eAuthentication user ID
- action (remove, modify, or add user).--\*

**\*--802 Preparing Files for SWIMS**

**A Incomplete SURE Workbook XML Files**

There are many incomplete SURE 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.

Some SURE Workbook .xml files are incomplete because SURE applications were initiated, but **not** signed by the producer.

Incomplete files do **not** include SURE Workbook .xml files that:

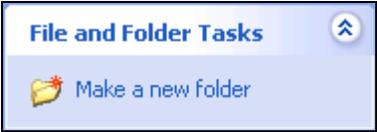
- are currently being processed or awaiting data to finalize the application
- were completed and signed, but earned a zero payment.

**Notes:** If:

- the incomplete SURE Workbook .xml files are available, they shall be maintained
- County Offices did not maintain the incomplete SURE 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 20XX SURE Workbook .xml files, by creating a subfolder within the “S:\Service\_Center\FSA\20XX\_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\20XX_SURE.
2	CLICK “ <b>File and Folder Tasks</b> ” and “ <b>Make a New Folder</b> ”. 
3	A new folder will be displayed named, “New Folder”. 
4	Rename this “New Folder” to “ <b>Incomplete</b> ”.

**Note:** Under **no** other conditions, unless instructed by the National Office, shall subfolders be created within the “S:\Service\_Center\FSA\20XX\_SURE” folder structure.--\*

**\*--802 Preparing Files for SWIMS**

**C Moving the XML Files**

After the “Incomplete” subfolder has been created, the user shall move the SURE Workbook .xml files considered incomplete, according to subparagraph A, to the “Incomplete” folder.

The incomplete SURE Workbook .xml files, in the “Incomplete” folder will **not** be imported into SWIMS.

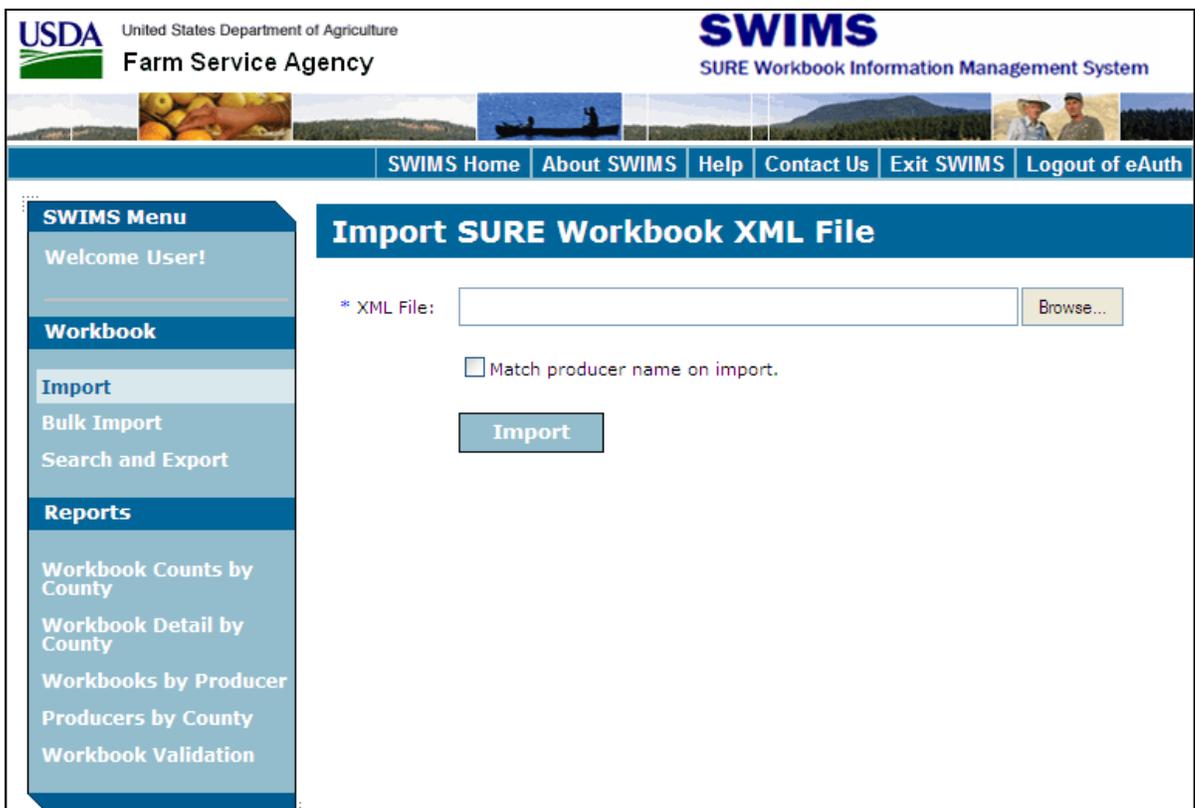
**803 Import SURE Workbook XML File**

**A Overview**

After users are logged in and have been authenticated, the Import SURE Workbook XML File Screen will be displayed that allows users to import a single SURE Workbook .xml file. See subparagraph 801 B.

**B Example of Import SURE Workbook XML File Screen**

The following is an example of the Import SURE Workbook XML File Screen.

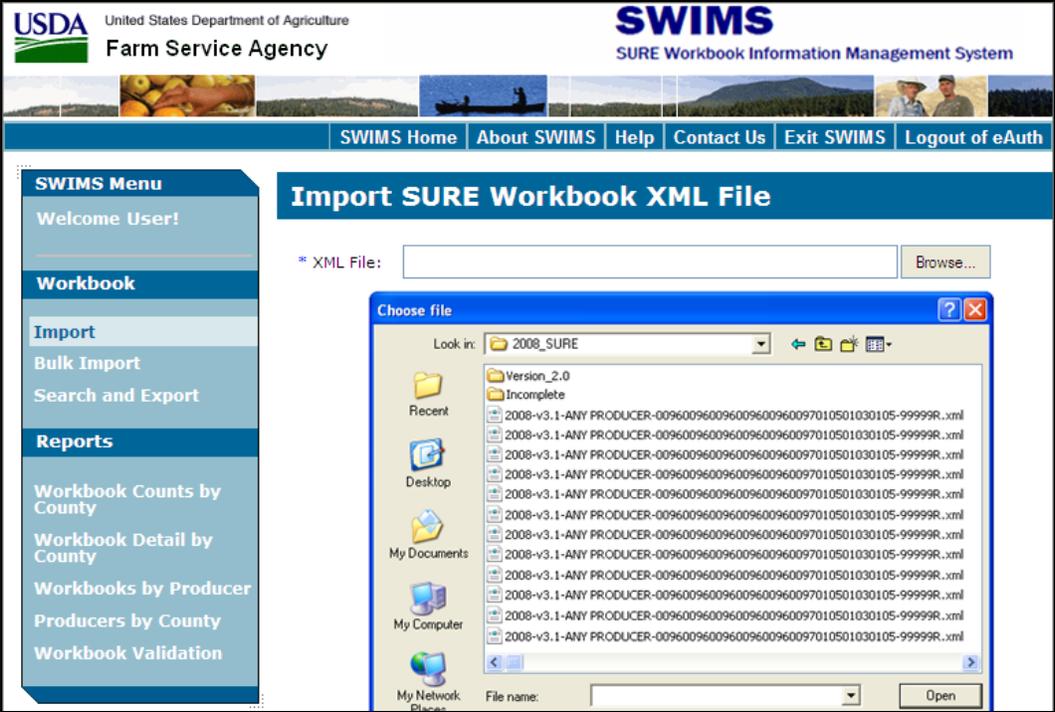


--\*

\*--803 Import SURE Workbook XML File (Continued)

C Importing a Single SURE Workbook XML File

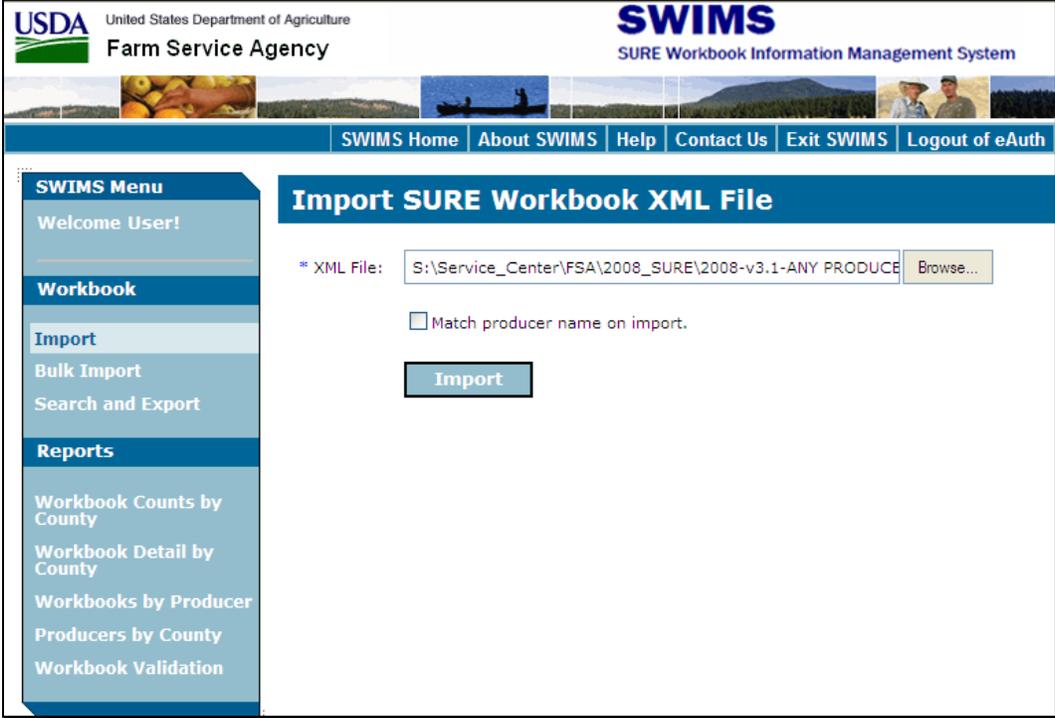
Import a single SURE Workbook .xml file into SWIMS according to the following.

Step	Action
1	To import a single .xml file, on the Import SURE Workbook XML File Screen, CLICK “Browse”.
2	The Choose File dialog box will be displayed. Navigate to the “S:\Service_Center\FSA\20XX_SURE” folder.
3	<p>The user shall <b>select the file</b> to import according to subparagraph 801 B and CLICK “Open”.</p> <p>The following is an example of the Choose File dialog box.</p> 
4	After the user clicks “Open” on the “Choose File” dialog box, the “XML File” field will populate with the name of the file selected.
5	<p>The option to match producer name on import is available by checking (✓) the box for “<b>Match producer name on import</b>”.</p> <p><b>Note:</b> If the option to match producer name is <b>not</b> selected, then SWIMS will search for duplicates in the system based on TIN and TIN type <b>only</b>.</p> <p>Selecting the option to match by producer name upon import shall be used in the case of workbooks that have exceeded the 100 line limit, where the tax ID number and State and county code is the same but the producer name has been deliberately made different. See subparagraphs 515 C, 575 C, and 614 C. Selecting this option prompts SWIMS to search for duplicate workbooks by TIN, TIN type, and producer name, and prevents overwriting workbooks.</p>

--\*

\*--803 Import SURE Workbook XML File (Continued)

C Importing a Single SURE Workbook XML File (Continued)

Step	Action
6	<p>The user shall CLICK “Import”.</p> 
7	<p>After the user clicks “Import”, either the Import Successful Screen or Import Failed Screen will be displayed. If import:</p> <ul style="list-style-type: none"> <li>• was successful, proceed to step 8</li> <li>• failed, see subparagraphs E and F.</li> </ul> <p><b>Note:</b> If a message window is displayed with the following message, “The workbook with matching crop year, state/county code and producer already exist in the system. Do you want to replace the existing workbook?”, see subparagraph G.</p>
8	<p>CLICK “<b>Import Another Workbook</b>” to return to the Import SURE Workbook XML File Screen.</p>

--\*

\*--803 Import SURE Workbook XML File (Continued)

**D Import Successful Screen**

If the import was successful, the Import Successful Screen will be displayed with the following data populated by the SURE Workbook .xml file that the user imported.

Field/Button	Description
A message stating the import was successful.	Workbook was successfully imported.
“XML File”	.xml file name.
“Crop Year”	SURE program year.
“State/County”	State and county code, county name, State name, and recording county indicator.
“Producer Name”	Name of the producer.
“TIN”	TIN, ID type, and multi-county indicator.
“Data Loaded By”	Initials and date of the employee that data loaded the workbook.
“Reviewed By”	Initials and date of the employee that 2 <sup>nd</sup> party reviewed the workbook.
“Finalized By”	Initials and date of the employee that finalized the workbook.
Workbook by Producer TIN (X)	This table lists all of the workbooks that have been loaded into SWIMS for this producer, nationwide, matched by TIN. In parentheses is the count of workbooks for this producer, nationwide, that have been loaded into SWIMS.
State County Code	State and county code.
Recording County	“Yes” or “No”.
Producer Name	Name of the producer.
Import Date	Date the .xml file was imported into SWIMS.

The following is an example of the Import Successful Screen.

**\*--803 Import SURE Workbook XML File (Continued)**

**E Import Failed Screen**

If the import was unsuccessful, SWIMS will display the Import Failed Screen. Users shall resolve the errors displayed according to subparagraph F.

The following is an example of the Import Failed Screen.

--\*

\*--803 Import SURE Workbook XML File (Continued)

**F Error Messages**

Users shall resolve the error messages displayed on the Import Failed Screen according to the following.

Error Message	Reason	Resolution
Invalid StCo Code.: 00-000	<p>State and county code combination is not found in 1-CM. Not a valid State and county code combination.</p> <p>If the State and county code is in 1-CM, the code contains a dash that must be removed before import.</p>	<ul style="list-style-type: none"> <li>• Retrieve the 20XX SURE Workbook .xml file into the 20XX SURE Workbook Template vX.X</li> <li>• Re-enter the valid State and county code without a dash.</li> <li>• Save to file.</li> <li>• Re-import 20XX SURE Workbook .xml file into SWIMS.</li> </ul>
Any of county office credentials “Data Loaded By Initials”, “Data Loaded By Date”, “2nd Party Rev Initials”, and “2nd Party Rev Date” are null or blank.	On Farm Summary, the data loader and/or the 2nd party reviewer initials and date are missing.	<ul style="list-style-type: none"> <li>• Retrieve the SURE Workbook .xml file into the 20XX SURE Workbook Template vX.X.</li> <li>• Enter applicable initials according to subparagraphs 516 H, 576 H, and 615 H.</li> </ul>
Either of county office credentials “Finalized By Initials” or “Finalized By Date” are null or blank for recording county.	On Farm Summary of the recording county workbook, the finalized by initials and date are missing.	<ul style="list-style-type: none"> <li>• Save to file.</li> <li>• Re-import 20XX SURE Workbook .xml file into SWIMS.</li> </ul>
Invalid XML File Format	There is some missing or invalid data in the workbook.	<ul style="list-style-type: none"> <li>• Retrieve the SURE Workbook .xml file into the 20XX SURE Workbook Template vX.X.</li> <li>• Check for missing or invalid entries in: <ul style="list-style-type: none"> <li>• Producer Name</li> <li>• TIN.</li> </ul> <p><b>Note:</b> The file must be a 20XX SURE Workbook .xml.</p> </li> <li>• Save to file.</li> <li>• Re-import 20XX SURE Workbook .xml file into SWIMS.</li> </ul>

--\*

**\*--803 Import SURE Workbook XML File (Continued)**

**F Error Messages (Continued)**

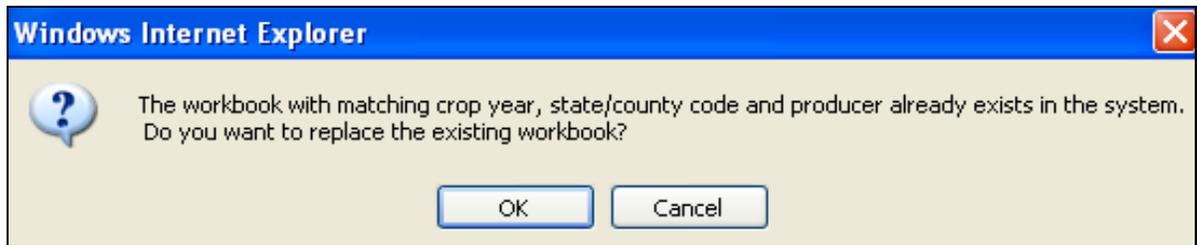
<b>Error Message</b>	<b>Reason</b>	<b>Resolution</b>
Invalid TIN Type	The TIN type in the Basic Producer Information on data entry is missing or invalid.	<ul style="list-style-type: none"> <li>• Retrieve the 20XX SURE Workbook .xml file into the 20XX SURE Workbook Template vX.X.</li> <li>• Check for missing or invalid entries in:                             <ul style="list-style-type: none"> <li>• Producer Name</li> <li>• TIN.</li> </ul> </li> <li>• Save to file.</li> <li>• Re-import 20XX SURE Workbook .xml file into SWIMS.</li> </ul>
Invalid State/County Code in Farm Summary	A summarized nonrecording county workbook has an invalid State/county code on the Farm Summary page.	<ul style="list-style-type: none"> <li>• Retrieve the nonrecording county 20XX SURE Workbook .xml file into the 20XX SURE Workbook Template vX.X.</li> <li>• Save to file.</li> <li>• Re-summarize nonrecording and recording county 20XX SURE Workbooks according to subparagraphs 516 D, 576 D, and 615 D.</li> <li>• Re-import nonrecording and recording county 20XX SURE Workbook .xml files into SWIMS.</li> </ul>

--\*

**\*--803 Import SURE Workbook XML File (Continued)****G Duplicate Workbooks**

After the user selects “Import”, if a message window is displayed with the following message, “The workbook with matching crop year, state/county code and producer already exists in the system. Do you want to replace the existing workbook?”, then a duplicate workbook for the same year, State and county code, and producer already exists in the SWIMS database.

The following is an example of the Windows Internet Explorer message window.



CLICK:

- “**OK**” to replace the workbook that is already in SWIMS with the workbook that the user is attempting to load
- “**Cancel**” to keep the workbook that is already in SWIMS and to cancel the upload of the workbook that the user is attempting to load.--\*

**\*--804 Bulk Import**

**A Overview**

The bulk import option allows users to import multiple SURE Workbook .xml files, according to subparagraph 801 B, by uploading a compressed file. Before using the Bulk Import option, the user must create a compressed file according to subparagraph B.

**B Creating a Compressed File**

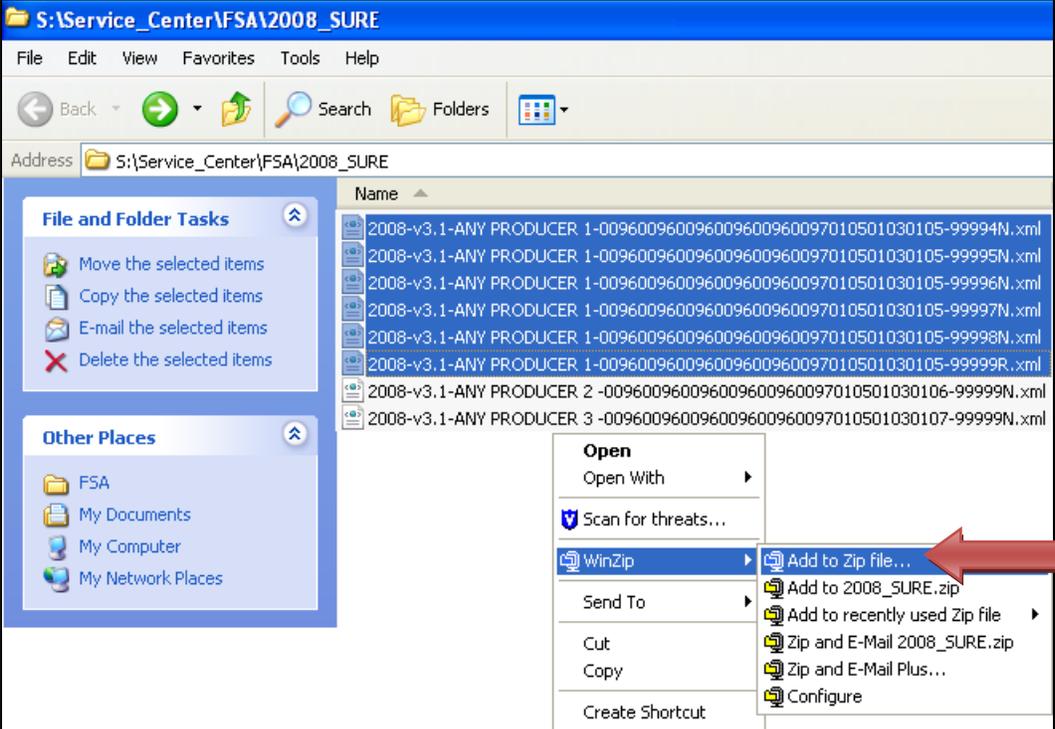
To use the Bulk Import option, the user will first have to compress the files in the “S:\Service\_Center\FSA\20XX\_SURE” folder. Complete the following to compress the files.

<b>Step</b>	<b>Action</b>
1	Navigate to the “S:\Service_Center\FSA\20XX_SURE” folder
2	Select all of the files to be bulk imported into SWIMS according to subparagraph 801 B.  <b>Note:</b> To select multiple files, single left click the first file until it is highlighted, scroll down pressing the “ <b>Ctrl</b> ” key while selecting each file to import according to subparagraph 801 B.

--\*

\*--804 Bulk Import (Continued)

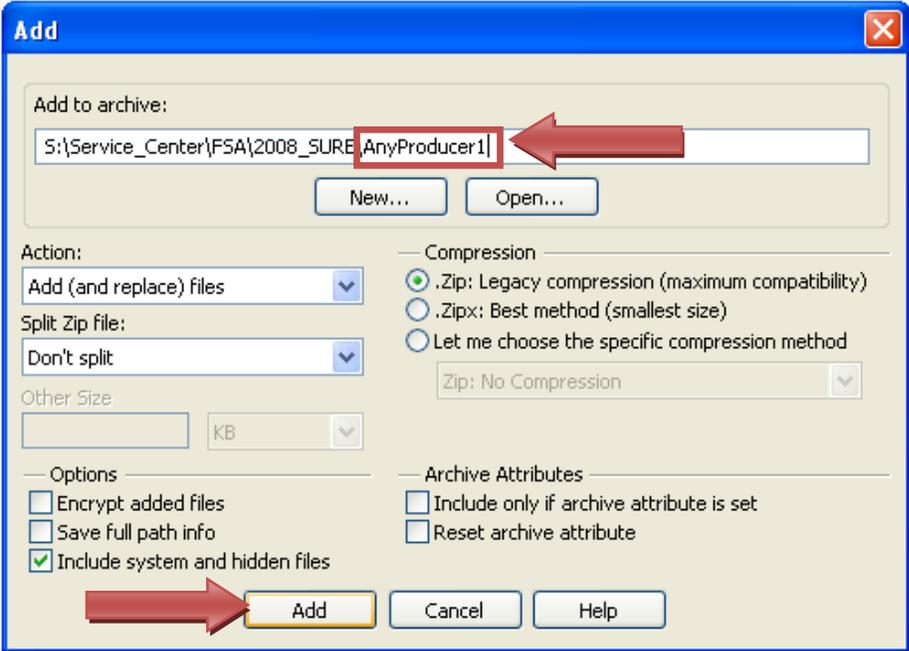
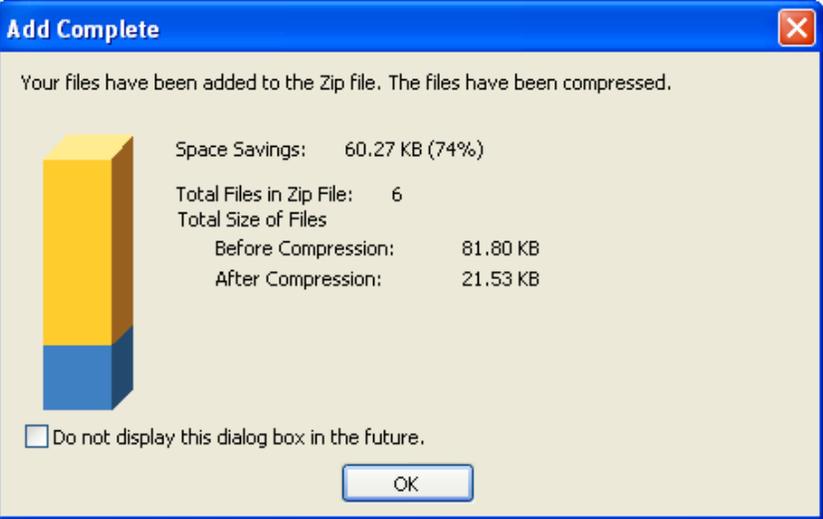
B Creating a Compressed File (Continued)

Step	Action
3	<p data-bbox="386 323 1476 394">Right click the selected group of files, left CLICK “WinZip”, and left CLICK “Add to Zip file...”.</p>  <p data-bbox="386 1207 1476 1388">In this example, county 99999 is the recording county for Any Producer 1. The user in county 99999 will import Any Producer 1’s recording and nonrecording county workbooks. County 99999 is also the nonrecording county for Any Producer 2 and Any Producer 3. County 99999 will not import these workbooks according to subparagraph 801 B.</p>

--\*

\*--804 Bulk Import (Continued)

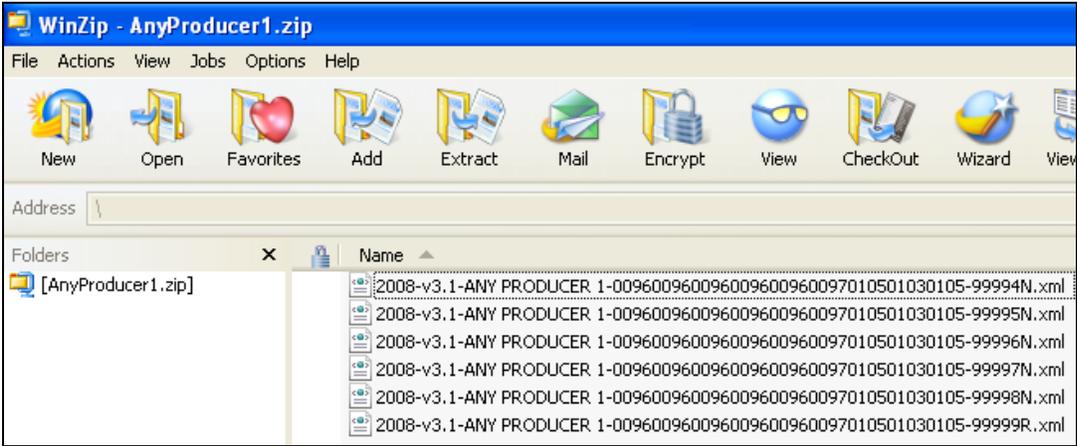
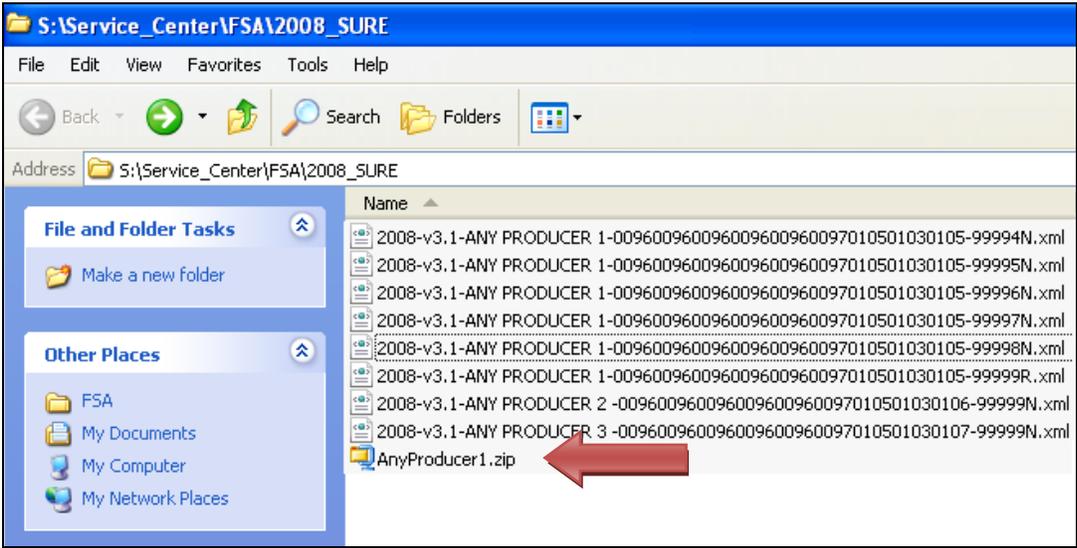
**B Creating a Compressed File (Continued)**

Step	Action
4	<p>An Add dialog box will be displayed. In the “Add to archive:” field, “S:\Service_Center\FSA\20XX_SURE” will pre-populate. Add a unique file name to this. In this example, “AnyProducer1”. Use default settings as depicted and CLICK “Add”.</p> 
5	<p>After the user selects “Add”, an Add Complete dialog box will be displayed, CLICK “OK”.</p>  <p><b>Note:</b> The user may choose to check ( <input type="checkbox"/> ) “Do not display this dialog box in the future.”</p>

--\*

\*--804 Bulk Import (Continued)

B Creating a Compressed File (Continued)

Step	Action
6	<p>After the user clicks “OK”, a WinZip window will be displayed.</p> 
7	<p>The user may close the WinZip window.</p>
8	<p>Within the “S:\Service_Center\FSA\20XX_SURE” folder, the compressed file just created will be displayed.</p> 

--\*

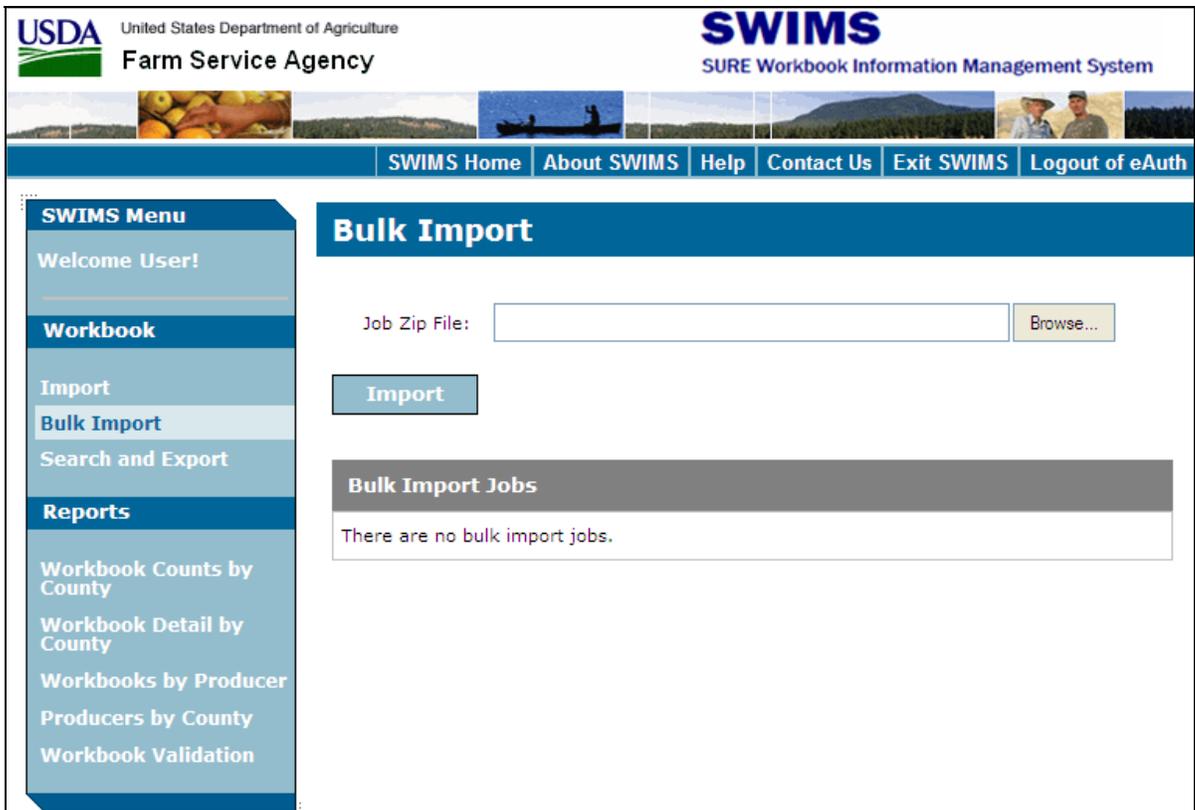
**\*--804 Bulk Import (Continued)**

**C Importing a Compressed File**

After the user has created a compressed file according to subparagraph B, the file is ready to be imported into SWIMS, using the Bulk Import option.

From the left margin, CLICK **“Bulk Import”**. The Bulk Import Screen will be displayed.

The following is an example of the Bulk Import Screen.

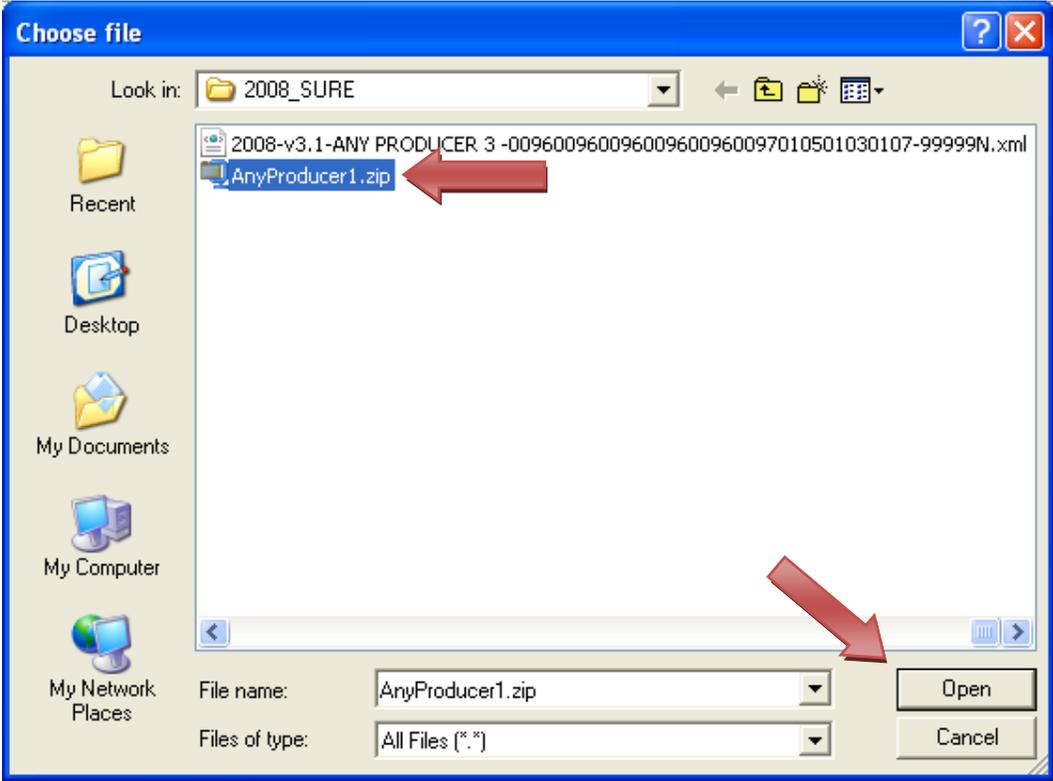
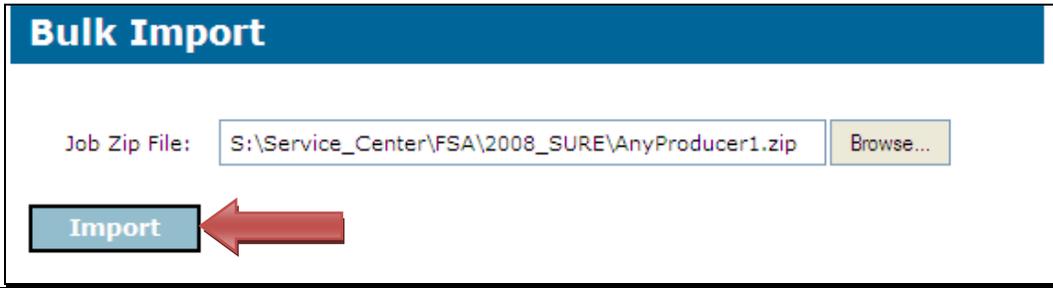


Step	Action
1	On the Bulk Import Screen, CLICK <b>“Browse”</b> . 
2	Navigate to the “S:\Service_Center\FSA\20XX_SURE” folder.

--\*

\*--804 Bulk Import (Continued)

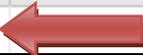
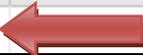
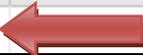
C Importing a Compressed File (Continued)

Step	Action
3	<p>Select the compressed file created using the instructions in subparagraph C and CLICK “Open”.</p> 
4	<p>On the Bulk Import Screen, CLICK “Import”.</p> 

--\*

\*--804 Bulk Import (Continued)

C Importing a Compressed File (Continued)

Step	Action																		
5	<p>Upon import, the Bulk Import Jobs table may indicate a status of “Not Started” or “Processing”.</p> <table border="1" data-bbox="396 436 1451 680"> <thead> <tr> <th colspan="6" data-bbox="396 436 1451 491">Bulk Import Jobs</th> </tr> <tr> <th data-bbox="396 491 711 625"><a href="#">File Name</a></th> <th data-bbox="711 491 862 625"><a href="#">Submitted Date</a> ▼</th> <th data-bbox="862 491 997 625"><a href="#">Total No. of files</a></th> <th data-bbox="997 491 1131 625"><a href="#">No. of files not imported</a></th> <th data-bbox="1131 491 1284 625"><a href="#">Status</a></th> <th data-bbox="1284 491 1451 625"><a href="#">Error Report</a></th> </tr> </thead> <tbody> <tr> <td data-bbox="396 625 711 680">2008_SURE_99999.zip</td> <td data-bbox="711 625 862 680">5/2/2011</td> <td data-bbox="862 625 997 680">0</td> <td data-bbox="997 625 1131 680">0</td> <td data-bbox="1131 625 1284 680">Not started</td> <td data-bbox="1284 625 1451 680"></td> </tr> </tbody> </table> <p><b>Note:</b> If the Bulk Import Jobs table needs refreshed, CLICK “Status”. Do not click the “Refresh” button the browser, as it will only replicate the jobs, slowing down the system.</p>	Bulk Import Jobs						<a href="#">File Name</a>	<a href="#">Submitted Date</a> ▼	<a href="#">Total No. of files</a>	<a href="#">No. of files not imported</a>	<a href="#">Status</a>	<a href="#">Error Report</a>	2008_SURE_99999.zip	5/2/2011	0	0	Not started	
Bulk Import Jobs																			
<a href="#">File Name</a>	<a href="#">Submitted Date</a> ▼	<a href="#">Total No. of files</a>	<a href="#">No. of files not imported</a>	<a href="#">Status</a>	<a href="#">Error Report</a>														
2008_SURE_99999.zip	5/2/2011	0	0	Not started															
6	<p>SWIMS features an e-mail notification system. The user that imported the compressed file will receive an e-mail when the import is complete. The following is an example of the e-mail notification.</p> <table border="1" data-bbox="396 978 1451 1415"> <tr> <td data-bbox="396 978 1451 1415"> <p>***** SWIMS Notification Message *****</p> <p>User</p> <p>The bulk import job you submitted has completed.</p> <p>Job File Name: AnyProducer1.zip</p> <p>Submitted Date: 5/25/2011</p> <p>Number of files added or updated: 0</p> <p>Number of files not imported: 6</p> <p>Total number of files in job: 6</p> <p>To see the bulk import error report, login to SWIMS by clicking <a href="#">here</a>.</p> <p><b>Questions or Concerns?</b></p> <p>Contact the EMSO Help Desk by e-mail at <a href="mailto:FSA.EMSO@wdc.usda.gov">FSA.EMSO@wdc.usda.gov</a> or by phone at 202-690-2256.</p> </td> </tr> </table>	<p>***** SWIMS Notification Message *****</p> <p>User</p> <p>The bulk import job you submitted has completed.</p> <p>Job File Name: AnyProducer1.zip</p> <p>Submitted Date: 5/25/2011</p> <p>Number of files added or updated: 0</p> <p>Number of files not imported: 6</p> <p>Total number of files in job: 6</p> <p>To see the bulk import error report, login to SWIMS by clicking <a href="#">here</a>.</p> <p><b>Questions or Concerns?</b></p> <p>Contact the EMSO Help Desk by e-mail at <a href="mailto:FSA.EMSO@wdc.usda.gov">FSA.EMSO@wdc.usda.gov</a> or by phone at 202-690-2256.</p>																	
<p>***** SWIMS Notification Message *****</p> <p>User</p> <p>The bulk import job you submitted has completed.</p> <p>Job File Name: AnyProducer1.zip</p> <p>Submitted Date: 5/25/2011</p> <p>Number of files added or updated: 0</p> <p>Number of files not imported: 6</p> <p>Total number of files in job: 6</p> <p>To see the bulk import error report, login to SWIMS by clicking <a href="#">here</a>.</p> <p><b>Questions or Concerns?</b></p> <p>Contact the EMSO Help Desk by e-mail at <a href="mailto:FSA.EMSO@wdc.usda.gov">FSA.EMSO@wdc.usda.gov</a> or by phone at 202-690-2256.</p>																			
7	<p>When the user receives the e-mail that the bulk import job is complete, the user may return to SWIMS and review the bulk import job and the status report.</p> <table border="1" data-bbox="396 1549 1451 1793"> <thead> <tr> <th colspan="6" data-bbox="396 1549 1451 1604">Bulk Import Jobs</th> </tr> <tr> <th data-bbox="396 1604 711 1745"><a href="#">File Name</a></th> <th data-bbox="711 1604 862 1745"><a href="#">Submitted Date</a> ▼</th> <th data-bbox="862 1604 997 1745"><a href="#">Total No. of files</a></th> <th data-bbox="997 1604 1131 1745"><a href="#">No. of files not imported</a></th> <th data-bbox="1131 1604 1284 1745"><a href="#">Status</a></th> <th data-bbox="1284 1604 1451 1745"><a href="#">Status Report</a></th> </tr> </thead> <tbody> <tr> <td data-bbox="396 1745 711 1793">AnyProducer1.zip</td> <td data-bbox="711 1745 862 1793">5/25/2011</td> <td data-bbox="862 1745 997 1793">6</td> <td data-bbox="997 1745 1131 1793">6</td> <td data-bbox="1131 1745 1284 1793">Completed</td> <td data-bbox="1284 1745 1451 1793"><a href="#">View Report</a></td> </tr> </tbody> </table>	Bulk Import Jobs						<a href="#">File Name</a>	<a href="#">Submitted Date</a> ▼	<a href="#">Total No. of files</a>	<a href="#">No. of files not imported</a>	<a href="#">Status</a>	<a href="#">Status Report</a>	AnyProducer1.zip	5/25/2011	6	6	Completed	<a href="#">View Report</a>
Bulk Import Jobs																			
<a href="#">File Name</a>	<a href="#">Submitted Date</a> ▼	<a href="#">Total No. of files</a>	<a href="#">No. of files not imported</a>	<a href="#">Status</a>	<a href="#">Status Report</a>														
AnyProducer1.zip	5/25/2011	6	6	Completed	<a href="#">View Report</a>														
8	<p>The user may delete the compressed file from the “S:\Service_Center\FSA\20XX_SURE” folder After the Bulk Import Jobs Status is displayed as “Completed”.</p>																		

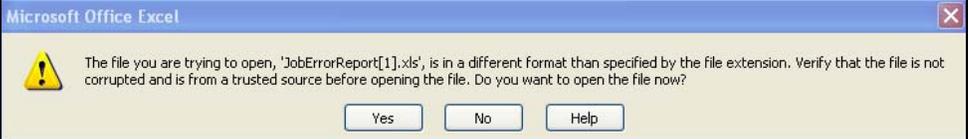
--\*

**\*--804 Bulk Import (Continued)**

**D Bulk Import Jobs Table**

After a user has completed importing a compressed file, the Bulk Import Jobs table will be displayed.

<b>Bulk Import Jobs</b>					
<a href="#">File Name</a>	<a href="#">Submitted Date</a> ▼	<a href="#">Total No. of files</a>	<a href="#">No. of files not imported</a>	<a href="#">Status</a>	<a href="#">Status Report</a>
AnyProducer1.zip	5/25/2011	6	6	Completed	<a href="#">View Report</a>

<b>Field/Button</b>	<b>Description</b>
File Name	File name of the compressed file that was uploaded.
Submitted Date	Date the compressed file was uploaded.
Total No. of Files	Total number of files contained within the compressed file that was uploaded.
No. of files not imported	Total number of files contained within the compressed file that was uploaded that <b>did not</b> import successfully into SWIMS.
Status	“Not Started”, “Processing”, or “Completed”.
Status Report	<p>User shall CLICK “<b>View Report</b>” to resolve errors.</p> <p><b>Note:</b> If the user clicks, “View Report” and the following message is displayed, “The file you are trying to open, ‘JobErrorReport[1].xls’, is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?”, CLICK “<b>Yes</b>”.</p> 

**Note:** Users shall resolve all errors on the Bulk Import Status Report **before** attempting to resolve errors on the Workbook Validation Report.--\*

**\*--804 Bulk Import (Continued)****E Status Report**

After the user has clicked “View Report”, the report will open in an Excel document and the following information will be displayed.

<b>Field/Button</b>	<b>Description</b>
Bulk Import Status Report	Title.
FSA Internal Use Only: This report shall not be distributed	Disclaimer stating that the report shall not be shared with anyone that is <b>not</b> an FSA employee.
Job File Name	Name of the compressed file that was uploaded.
Submitted Date	Date the compressed file was uploaded.
User	Name of the user that uploaded the compressed file.
Number of files added or updated	Number of SURE Workbook .xml files successfully imported.
Number of files not imported	Number of SURE Workbook .xml files that did <b>not</b> import.
Total number of files in job	Total number of SURE Workbook .xml files in the compressed file that was uploaded.
Job Status	“Not Started”, “Processing”, or “Completed”.
Report Generated On	Date the report was created.
File Name	Name of the SURE Workbook .xml file.
Status	“Updated”, “Failed to Import”, or “Added”.
Message	Message about the status of the import. See subparagraph F.

--\*

\*--804 Bulk Import (Continued)

E Status Report (Continued)

The following is an example of the Bulk Import Status Report.

<b>Bulk Import Status Report</b>		
FSA Internal Use Only: This report shall not be distributed.		
Job File Name: AnyProducer1.zip		
Submitted Date: 6/29/2011		
User: User		
Number of files added or updated: 0		
Number of files not imported: 6		
Total number of files in job: 6		
Job Status: Completed		
Report Generated On: June 29, 2011		
File Name	Status	Message
2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99994N.xml	Failed to import	Invalid StCo Code.
2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99994N.xml	Failed to import	Any of county office credentials "Data Loaded By Initials", "Data Loaded By Date", "2nd Part Rev Initials", and "2nd Part Rev Date" are null or blank.
2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99995N.xml	Failed to import	Invalid StCo Code.
2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99996N.xml	Failed to import	Invalid StCo Code.
2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99996N.xml	Failed to import	Any of county office credentials "Data Loaded By Initials", "Data Loaded By Date", "2nd Part Rev Initials", and "2nd Part Rev Date" are null or blank.
2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99997N.xml	Failed to import	Invalid StCo Code.
2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99997N.xml	Failed to import	Any of county office credentials "Data Loaded By Initials", "Data Loaded By Date", "2nd Part Rev Initials", and "2nd Part Rev Date" are null or blank.
2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99998N.xml	Failed to import	Invalid StCo Code.
2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99998N.xml	Failed to import	Any of county office credentials "Data Loaded By Initials", "Data Loaded By Date", "2nd Part Rev Initials", and "2nd Part Rev Date" are null or blank.
2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99999R.xml	Failed to import	Invalid StCo Code.
2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99999R.xml	Failed to import	Either of county office credentials "Finalized By Initials" or "Finalized By Date" are null or blank for recording county.

--\*

\*--804 Bulk Import (Continued)

**F Status Report – Messages**

Resolve messages on the Bulk Import Status Report according to the following.

<b>Message</b>	<b>Reason</b>	<b>Resolution</b>
Workbook successfully replaced an existing workbook.	The workbook imported was a duplicate and replaced a workbook already in database.	Not applicable.
Invalid StCo Code.	State and county code combination is <b>not</b> found in 1-CM. Not a valid State and county code combination.	<ul style="list-style-type: none"> <li>• Retrieve the SURE Workbook .xml file into the 20XX SURE Workbook Template vX.X.</li> <li>• Re-enter the valid State county code without a dash.</li> <li>• Save to file.</li> <li>• Re-import SURE Workbook .xml file into SWIMS.</li> </ul>
	If the State and county code is in 1-CM, then the code contains a dash that must be removed before import.	
Any of county office credentials “Data Loaded By Initials”, “Data Loaded By Date”, “2nd Party Rev Initials”, and “2nd Party Rev Date” are null or blank.	On Farm Summary, the data loader and/or the 2nd party reviewer initials and date are missing.	<ul style="list-style-type: none"> <li>• Retrieve the SURE Workbook .xml file into the 20XX SURE Workbook Template vX.X.</li> <li>• Enter applicable initials according to subparagraphs 516 H, 576 H, and 615 H.</li> <li>• Save to file.</li> <li>• Re-import SURE Workbook .xml file into SWIMS.</li> </ul>
Either of county office credentials “Finalized By Initials” or “Finalized By Date” are null or blank for recording county.	On Farm Summary of the recording county workbook, the finalized by initials and date are missing.	
Invalid TIN Type	The TIN type in the Basic Producer Information on data entry is missing or invalid.	<ul style="list-style-type: none"> <li>• Retrieve the 20XX SURE Workbook .xml file into the 20XX SURE Workbook Template vX.X.</li> <li>• Check for missing or invalid entries in:                             <ul style="list-style-type: none"> <li>• Producer Name</li> <li>• TIN.</li> </ul> </li> <li>• Save to file.</li> <li>• Re-import 20XX SURE Workbook .xml file into SWIMS.</li> </ul>

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**\*--805 Search and Export**

**A Overview**

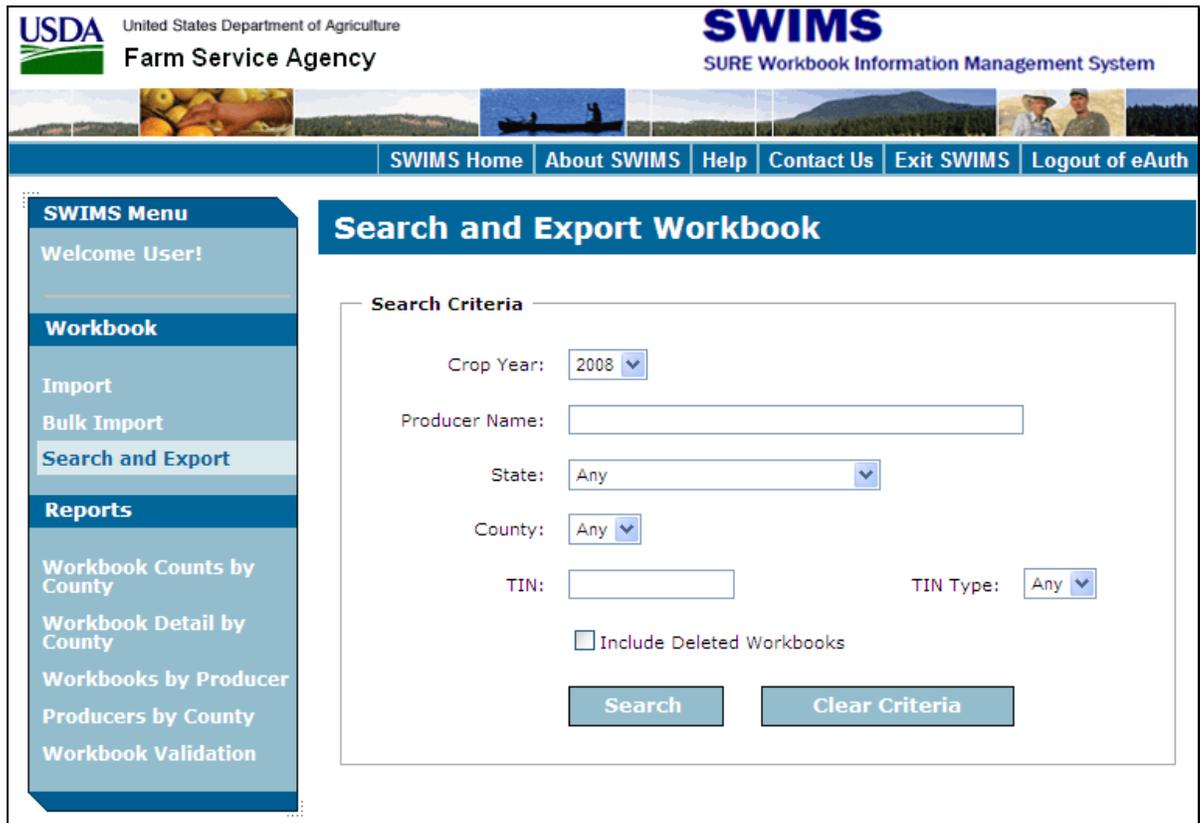
The Search and Export Screen allows users to find a single SURE Workbook .xml file from the SWIMS database, to save and retrieve into the workbook template to make additions/corrections and for summarization into the recording county workbook.

Search and Export also allows users to delete SURE Workbook .xml file from the SWIMS database and to restore deleted SURE Workbook .xml file to the SWIMS database.

From the left margin, CLICK “**Search and Export**”. The Search and Export Workbook Screen will be displayed.

**B Example of Search and Export Workbook Screen**

The following is an example of the Search and Export Workbook Screen.



--\*

\*--805 Search and Export (Continued)

**C Searching and Exporting a Single SURE Workbook XMLFile**

To search for a SURE Workbook .xml file for export, users may enter **any** of the following search criteria:

- Crop Year
- Producer Name
- State
- County
- TIN
- TIN Type.

The option to search for workbooks that have been deleted from SWIMS is available by clicking the check box “Include Deleted Workbooks”.

After the desired search criteria has been entered, the user shall CLICK “**Search**”.

SWIMS will display a table that lists the workbooks that match the criteria entered.

The following is an example of the Search and Export Workbook Screen with the displayed search results.

The screenshot displays the SWIMS interface for searching and exporting workbooks. The top navigation bar includes links for SWIMS Home, About SWIMS, Help, Contact Us, Exit SWIMS, and Logout of eAuth. A sidebar menu on the left contains options like Workbook, Import, Bulk Import, Search and Export, Reports, and Workbook Counts by County. The main content area is titled "Search and Export Workbook" and shows the following search criteria:

- Crop Year: 2008
- Producer Name: Any Producer
- State: Any
- County: Any
- TIN:
- TIN Type: Any

A "Modify Criteria" link is provided below the search criteria. Below this, a table titled "Workbooks (1)" displays the search results:

Producer Name	State County Code	Recording County	TIN	Export	Delete/Restore
Any Producer 1 Errors	11-001	Yes	000000000-S	Export	Delete

--\*

\*--805 Search and Export (Continued)

**C Searching and Exporting a Single SURE Workbook XML File (Continued)**

The Search and Export Workbook Screen will display the search results with the following information.

<b>Field/Button</b>	<b>Description</b>
Producer Name	CLICK “ <b>Producer Name</b> ” to sort the table by producer name.
(x) Errors (if applicable)	If validation errors are found within the workbook, the number of errors will be displayed in parentheses. User may place their cursor over “Errors” and a box will be displayed, with the error messages listed. See subparagraph 803 F to resolve errors.  <b>Note:</b> If no validation errors are found within the workbook, this will not be displayed.
State and County Code	CLICK “ <b>State County Code</b> ” to sort the table by State and county code.
Recording County	“ <b>Yes</b> ” or “ <b>No</b> ”. CLICK “ <b>Recording County</b> ” to sort the table by recording county (yes) and nonrecording county (no).
TIN	CLICK “ <b>TIN</b> ” to sort the table by TIN.
Export	CLICK “ <b>Export</b> ” to download the SURE Workbook .xml file, save to “S:\Service_Center\FSA\20XX_SURE” folder structure, and make applicable changes, if necessary.
Delete/Restore	CLICK “ <b>Delete</b> ” to delete the SURE Workbook .xml file from SWIMS.  <b>Note:</b> There is no confirmation message when “Delete” is selected. If a workbook is inadvertently deleted, the user may search for the SURE Workbook .xml file by choosing the option to “Include Deleted Workbooks” in the search criteria.  CLICK “ <b>Restore</b> ” to restore the SURE Workbook .xml file in SWIMS.

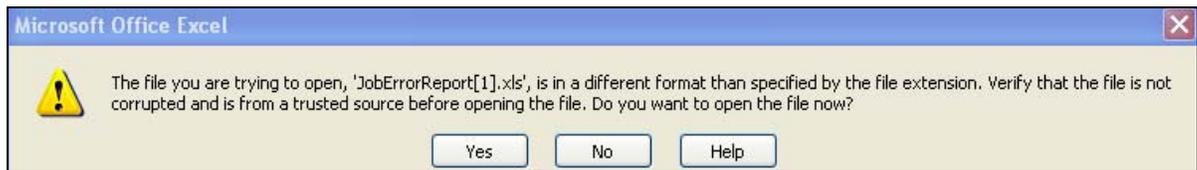
--\*

**\*--806 Reports****A Overview**

There are multiple reports available in SWIMS. In the left hand margin, under “Reports”, CLICK 1 of the following reports:

- Workbook Counts by County
- Workbook Detail by County
- Workbooks by Producer
- Producers by County
- Workbook Validation.

When opening these reports, users may receive the message, “The file you are trying to open, ‘JobErrorReport[1].xls’, is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?”. CLICK “Yes”.



**Note:** These reports shall **not** be distributed, because they are for FSA Internal Use **Only**. These reports may be saved, e-mailed, and printed. Any report that contains PII **must** be encrypted **before** e-mailing. Modifications to the report can be made. For example, column widths may be changed for more efficient printing, or additional columns may be added for remarks to be typed into the report. Modifications to the pre-populated data in the report shall **not** be changed.--\*

**\*--806 Reports (Continued)**

**B Workbook Counts by County**

The Workbook Counts by County Report will provide the total number of workbooks in the following categories.

Field/Button	Description
State and County	State and county for which the workbooks have been loaded.
Single County - Recording County Count	Number of recording county workbooks where the producer is only in 1 county.
Multi-County Recording County Count	Number of recording county workbooks where the producer is in multiple counties.
Recording County Count	Number of recording county workbooks.
Non-Recording County Count	Number of nonrecording county workbooks.
Total Count	Total number of workbooks that have been imported into SWIMS for this State and county.

The Workbook Counts by County Report can be generated by crop year and State and can be exported to Excel by clicking “Export to Excel”.

The screenshot shows the SWIMS interface with the following elements:

- Header:** USDA United States Department of Agriculture Farm Service Agency and SWIMS SURE Workbook Information Management System.
- Navigation:** SWIMS Home, About SWIMS, Help, Contact Us, Exit SWIMS, Logout of eAuth.
- SWIMS Menu:** Welcome Andrea Naughton!, Workbook (Import, Bulk Import, Search and Export), Reports (Workbook Counts by County, Workbook Detail by County, Workbooks by Producer, Producers by County, Workbook Validation).
- Report Title:** Workbook Counts by County Report
- Filters:** Crop Year: 2008, State: All
- Table:** SURE Workbook Counts by County (1185 Producers)

State County	Single-County - Recording County Count	Multi-County Recording County Count	Recording County Count	Non-recording County Count	Total Count
01-001 Alabama, Autauga	0	0	0	0	0
01-003 Alabama, Baldwin	1	0	1	0	1
01-005 Alabama, Barbour	0	0	0	0	0
01-007 Alabama, Bibb	0	0	0	0	0

--\*

\*--806 Reports (Continued)

**C Workbook Detail by County**

The Workbook Detail by County Report will provide a report in Excel format by crop year, State, and county of specific details from within each of the workbooks, for a county or all counties that have been imported into SWIMS.

Field/Button	Description
Producer Name	Name of the producer.
State County Code	State and county code.
State	State name.
County	County name.
Recording County	“Yes” or “No”.
Multi-County	Multiple or single.
SDA/LR/BF	SDA/Limited Resource/Beginning Farmer: “Yes” or “No”.
Data Loaded By	Data loaded by initials.
Data Loaded Date	Data loaded by date.
Reviewed By	2nd party review initials.
Reviewed Date	2nd party review date.
Finalized By	Finalized by initials.
Finalized Date	Finalized by date.
Created By	Name of the user that first imported the SURE Workbook .xml file.
Creation Date	Date the SURE Workbook .xml file was created.
Last Updated By	Name of the user that last uploaded the SURE Workbook .xml file.
Last Updated Date	Date the SURE Workbook .xml file was last uploaded.
Last Downloaded By	Name of the user that last downloaded the SURE Workbook .xml file.
Last Download Date	Date the SURE Workbook .xml file was last downloaded.
Last Deleted By	Name of the user that last deleted the SURE Workbook .xml file.
Last Deletion Date	Date the SURE Workbook .xml file was last deleted.
Last Restored By	Name of the user that last restored a deleted SURE Workbook .xml file.
Last Restoration Date	Date the deleted SURE Workbook .xml was last restored.
File Name	SURE Workbook .xml file name.
Status	“Active” or “Inactive”.

The following is an example of the Workbook Detail by County Report search screen.

**Workbook Detail by County Report**

Crop Year: 2008

State: Alabama (01)

County: All

Generate Report

**\*--806 Reports (Continued)**

**D Workbooks by Producer**

The Workbook by Producer Report will provide a report in Excel format by crop year, producer TIN, and TIN type of specific details from within each of the workbooks for that producer that has been imported into SWIMS. See subparagraph C for more information on the data elements in this report. This report also includes validation errors. For a list of validation errors and resolutions, see subparagraph F.

Following is an example of the Workbooks by Producer Report search screen.

**Workbooks by Producer Report**

Crop Year: 2008 ▼

TIN:

TIN Type: E ▼

Generate Report

\*--

**\*--806 Reports (Continued)**

**E Producers by County**

The Producers by County Report will provide a list of all the workbooks that have been imported into SWIMS by crop year, State, and county. The details that are listed in the report for these workbooks include the following.

Field/Button	Description
Name	Producer's name.
Recording County	"Yes" or "No".
TIN	Producer's tax ID number.
Single/Multiple County	Single or multiple county producer.
SDA/LR/BF	Socially Disadvantaged/Limited Resource/Beginning Farmer: "Yes" or "No".

This report can be generated by crop year and State and can be exported to Excel by clicking "Export to Excel".

This report can also be generated by recording county only. By clicking "Recording County Only", SWIMS will list workbooks for which the selected county is the recording county.

The following is an example of the Producer by County Report search screen.

### Producers by County Report

[Export to Excel](#)

Crop Year:

State:

County:

Recording County Only

**Producers (1)**

<a href="#">Name</a> ▲	<a href="#">Recording County</a>	<a href="#">TIN</a>	<a href="#">Single / Multiple County</a>	<a href="#">SDA/LR/BF</a>
Any Producer	Yes	000000000-S	Multiple	No

--\*

**\*--806 Reports (Continued)**

**F Workbook Validation**

The Workbook Validation Report will:

- list any validation errors found in any of the workbooks that have been imported into SWIMS based on the search criteria
- provide the user a report in Excel format by crop year, State, and county that can be grouped by “Producer” or “Validation Message”, by selecting either radio button on the search criteria.

The following is an example of the Workbook Validation Report search screen.

**Workbook Validation Report**

Crop Year: 2008

Group By:  Producer  Validation Message

State: District of Columbia (11)

County: District of Columbia (001)

**Generate Report**

\*--806 Reports (Continued)

**F Workbook Validation (Continued)**

The following includes the potential validation errors and resolutions.

<b>Validation Error</b>	<b>Description</b>	<b>Resolution</b>
Producer is multi-county and combination of Crop Year, StCo Code, and Producer ID match at least one existing instance in the database.	There is a duplicate workbook for the same crop year, State and county code, and producer TIN in the database.	The recording county shall review the workbooks in SWIMS for the same year, State and county, and producer and delete the duplicate workbook.
For any producer, more than one workbook is marked as the recording county.	There is more than 1 workbook in the database that is marked as the recording county workbook.	This is a valid situation if the County Office created multiple workbooks for the same recording county for workbooks exceeding 100 line entries according to subparagraphs 511 A, 515 C, 571 A, 575 C, 611 A, and 614 C, as applicable. If the County Office did not intend for there to be more than 1 recording county workbook, determine the correct recording county for the producer and the recording county shall ensure that the appropriate county's workbook is marked as recording county and all other workbooks are marked as nonrecording county.
A non-recording county workbook present in the database is not present in the Farm Summary of the producer's recording county workbook.	An administrative or nonrecording county workbook is present in the database but has not been summarized to the recording county workbook.	The recording county shall ensure all of a producer's administrative county's workbooks have been correctly summarized to the recording county workbook.
For multi-county producer and recording county workbook, a non-recording county workbook identified in the Farm Summary is not present in the database.	An administrative or nonrecording county workbook has been summarized to the recording county workbook but is not present in the database.	This is a valid situation if the County Office created multiple workbooks for the same recording county for workbooks exceeding 100 line entries according to subparagraphs 511 A, 515 C, 571 A, 575 C, 611 A, and 614 C, as applicable. The recording county shall ensure that all administrative county workbooks have been imported into the database.
For the producer, no workbook is marked as the recording county.	There is no workbook in the database that is marked as the recording county workbook.	Determine the correct recording county for the producer and the recording county shall ensure that the appropriate county's workbook is marked as recording county and all other workbooks are marked as nonrecording county.

--\*

\*--806 Reports (Continued)

F Workbook Validation (Continued)

Validation Error	Description	Resolution
<p>Producer Name is not the same for a group of the same Producer IDs.</p>	<p>For a group of workbooks with the same producer TIN, the producer's name is not consistent.</p>	<p>This is a valid situation if the County Office used a unique identifier in the producer's name for workbooks exceeding 100 line entries according to subparagraphs 511 A, 515 C, 571 A, 575 C, 611 A, and 614 C, as applicable.</p> <p>If the County Office did not intend for the producer's name to be different, the recording county shall ensure the producer's name is correct in all workbooks.</p> <p>The user shall delete the file from SWIMS with the incorrect name, fix the SURE Workbook .xml file to have the correct name, and re-import the file with the correct name.</p> <p><b>Note:</b> The correct producer's name is the producer's name as it appears in SCIMS.</p>
<p>For the producer marked as multi-county, the count of workbooks in the database is not greater than one or is greater than seven.</p>	<p>The recording county workbook for multi-county producers can hold summarized data for 7 total counties. The recording county and 6 additional administrative counties. This validation error indicates that there are 8 or more SURE Workbooks in SWIMS.</p>	<p>This is a valid situation if the producer does indeed participate in more than 7 counties and the workbooks were sent to the National Office for manual summarization according to subparagraph 516 D, 576 D, and 615 D.</p> <p><b>Note:</b> If the County Office is receiving this validation message and the workbooks were sent to the National Office for manual summarization, the State Office shall send the following to the National Office for an exception to be created in SWIMS:</p> <ul style="list-style-type: none"> <li>• the State and county code</li> <li>• producer name</li> <li>• producer TIN</li> <li>• TIN type.</li> </ul> <p>If the producer does not participate in more than 7 counties, the recording county shall review the workbooks that have been loaded in SWIMS to delete any workbooks that are causing the error.</p>

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**\*--806 Reports (Continued)**

**F Workbook Validation (Continued)**

Validation Error	Description	Resolution
For any producer, workbooks with the same StCo Code are present more than once.	There is more than 1 workbook in the database with the same State and county code for the same producer.	<p>This is a valid situation if the County Office created multiple workbooks for the same producer for workbooks exceeding 100 line entries according to subparagraph 511 A, 515 C, 571 A, 575 C, 611 A, and 614 C, as applicable.</p> <p>If the County Office did not intend for there to be more than 1 workbook with the same State and county code, the recording county shall ensure there is 1 workbook per county with which the producer is associated.</p>

**G Recording County Office Action**

The producer’s recording county shall be responsible for uploading the recording county SURE Workbook .xml file and all associated nonrecording county SURE Workbook .xml files for that producer. This does **not** include incomplete or withdrawn workbooks.

**H Nonrecording County Office Action**

Nonrecording counties shall **not** attempt to resolve errors that the recording counties are responsible for resolving, this could result in incorrectly overwriting workbooks in SWIMS.--\*

**\*--806 Reports (Continued)**

**I State Office Action**

State Offices shall ensure Recording County Offices are generating reports and resolving errors on a regular basis.

For:

- 2008, State Offices shall ensure that the County Offices have imported all applicable 2008 SURE Workbook .xml files into SWIMS and have all errors associated with the .xml files loaded in SWIMS resolved by COB **September 30, 2011**
- 2009, State Offices shall ensure that the County Offices have imported all applicable 2009 SURE Workbook .xml files into SWIMS and have all errors associated with the .xml files loaded in SWIMS resolved by COB **June 1, 2012**
- 2010, State Offices shall ensure that the County Offices have imported all applicable 2010 SURE Workbook .xml files into SWIMS and have all errors associated with the .xml files loaded in SWIMS resolved by COB **November 30, 2012.--\***



Reports, Forms, Abbreviations, and Delegations of Authority (Continued)

Abbreviations Not Listed in 1-CM (Continued)

Approved Abbreviation	Term	Reference
SIR	SURE Information Report  <b>Note:</b> For 2008, SIR stood for SURE Interim Report.	Text, Ex. 4
SURE	Supplemental Revenue Assistance Payments	Text, Ex. 2, 4, 12, 22, 23
SWIMS	SURE Workbook Information Management System	Part 21
SY	subsequent year	201, 301-303, 305, 307-309, 513, 573, Ex. 4
VI	vegetation index	130, 162, 201, 304

Delegations of Authority

This table lists delegations of authority in this handbook.

Delegation	Reference
In routine cases, COC may redelegate, in writing, to CED the authority to act on, or sign, as applicable, FSA-682's.	5



## Menu and Screen Index

The following menus and screens are displayed in this handbook.

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SURE08Confirm01	Record Calculated Payment Confirmation Page	714
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SURE08MainMenu01	Supplemental Agricultural Disaster Assistance (SURE) Home Page	711
SURE08Record01	Record Calculated Payment Page	713
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**NASS U.S. Prices (Continued)**

**C 2010 NASS U.S. Prices**

The following provides NASS U.S. prices for determining NAMP.

<b>Crop Code</b>	<b>Type Abbr</b>	<b>Crop Name</b>	<b>Type Name</b>	<b>Use</b>	<b>Meas</b>	<b>2010 Price</b>
0001		Tobacco Burley			LBS	1.549
0002	FCA	Tobacco Flue Cured	Flue Cured (012)		LBS	1.690
	FCB	Tobacco Flue Cured	Flue Cured (013)		LBS	1.690
	FCC	Tobacco Flue Cured	Flue Cured (014)		LBS	1.690
	FCD	Tobacco Flue Cured	Flue Cured (11a)		LBS	1.690
	FCE	Tobacco Flue Cured	Flue Cured (11b)		LBS	1.690
0003		Tobacco Virginia Fire Cured			LBS	2.000
0004	FRA	Tobacco Fire Cured	Flue Cured (022)		LBS	2.467
	FRB	Tobacco Fire Cured	Flue Cured (023)		LBS	2.467
0005	DAA	Tobacco Dark Air Cured	Dark Air Cured (035)		LBS	2.242
	DAB	Tobacco Dark Air Cured	Dark Air Cured (036)		LBS	2.242
0008	CBA	Tobacco Cigar Binder	Cigar Binder (051)		LBS	6.188
0010	CGA	Tobacco Cigar Filler	Cigar Filler Tobacco (041)		LBS	1.750
0011	HRS	Wheat	Hard Red Spring Wheat	GR	BU	6.49
	HRW	Wheat	Hard Red Winter Wheat	GR	BU	5.37
	HWR	Wheat	Hard White Winter Wheat	GR	BU	5.37
	HWS	Wheat	Hard White Spring Wheat	GR	BU	6.49
	SRW	Wheat	Soft Red Winter Wheat	GR	BU	5.37
	SWS	Wheat	Soft White Spring Wheat	GR	BU	6.49
	SWW	Wheat	Soft White Winter Wheat	GR	BU	5.37
0016	SPR	Oats	Spring	GR	BU	2.52
	WTR	Oats	Winter	GR	BU	2.52
0018	LGR	Rice	Long Grain		LBS	*--0.127
	MGR	Rice	Medium Grain		LBS	0.127
	SGR	Rice	Short Grain		LBS	0.127--*
0022		Cotton, ELS			LBS	1.790
0031	COM	Flax	Common	SD	BU	12.20
	LIN	Flax	Linola	SD	BU	12.20
0038		Sugarcane		PR	LBS	*--0.0209
0039		Sugar Beets		PR	TON	66.70--*

NASS U.S. Prices (Continued)

C 2010 NASS U.S. Prices

Crop Code	Type Abbr	Crop Name	Type Name	Use	Meas	2010 Price
0041	YEL	Corn	Yellow	GR	BU	5.18
	YEL	Corn	Yellow	SD	BU	5.18
0051	GRS	Sorghum	Grain	GR	BU	5.02
	HIF	Sorghum	Hybrid Interplanting Fg	SD	BU	5.02
	HIG	Sorghum	Hybrid	SD	BU	5.02
	HSF	Sorghum	Hybrid Standardplant Fg	SD	BU	5.02
	HSG	Sorghum	Hybrid Standardplant Gr	SD	BU	5.02
	HSS	Sorghum	Hybrid Standardplant Su	SD	BU	5.02
0058		Cranberries		FH	BBL	46.50
		Cranberries		PR	BBL	46.50
0067	AUS	Peas	Austrian Peas	DE	LBS	0.171
0075	RUN	Peanuts	Runner Peanuts	NP	LBS	0.225
	SPE	Peanuts	Southeast Spanish Peanuts	NP	LBS	0.225
	SPW	Peanuts	Southwest Spanish Peanuts	NP	LBS	0.225
	VAL	Peanuts	Valencia Peanuts	NP	LBS	0.225
	VIR	Peanuts	Virginia Peanuts	NP	LBS	0.225
0078	NON	Sunflowers	Confectionery - Sunflower	GR	LBS	*--0.2660
	OIL	Sunflowers	Sunflower Oil	GR	LBS	0.2260
0080	DOP	Millet	Dove Proso	GR	BU	4.54--*
0081	COM	Soybeans	Common	GR	BU	11.30
	EDA	Soybeans	Edamame Soybeans	GR	BU	11.30
	LER	Soybeans	Lerado	GR	BU	11.30
0091	SPR	Barley	Spring Barley	GR	BU	3.22
	WTR	Barley	Winter Barley	GR	BU	3.22
0094		Rye		GR	BU	5.03
0129		Rapeseed		SD	LBS	*--0.234
0469		Macadamia Nuts			LBS	0.750
0711	FAL	Canola	Fall Seeded	SD	LBS	0.193
	SPR	Canola	Spring Canola	SD	LBS	0.193--*

**Note:** For all price entries with “NA”, prices are not currently available and will be updated when the price becomes available.