

For: FSA National and State Offices

**Electronic Funds Management System (eFMS) Instructions for  
National and State Office Program Funds Managers**

Approved by: Associate Administrator for Operations and Management



**1 Overview**

**A Background**

The need for improved funds control necessitated implementing an automated funds control process. The Electronic Funds Control (e-FC) System is being replaced with eFMS. The eFMS process provides funds control and reporting for programs established as Web applications and for programs residing on System 36/AS400.

The eFMS process is initiated when a program has an appropriation, apportionment, or funding limitation. The National Office level allocation is updated into the eFMS Web application from the CCC General Ledger System in Kansas City.

**B Purpose**

This notice provides:

- notification of enhancements to the eFMS Web application
- the responsibilities of the National and State Office program funds managers for eFMS
- instructions for using the eFMS Web application.

**C Contact**

State Offices with questions about this notice should contact either of the following:

- Veronica Richardson, FMD Program Delivery Support Office, by either of the following:
  - e-mail to [veronica.richardson@wdc.usda.gov](mailto:veronica.richardson@wdc.usda.gov)
  - telephone at 703-305-1416
- Lindsay Teeple, FMD Funds Control Management Office, by either of the following:
  - e-mail to [lindsay.teeple@kcc.usda.gov](mailto:lindsay.teeple@kcc.usda.gov)
  - telephone at 816-926-1443.

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## Notice FI-2917

### 2 Programs Subject to Funds Control

#### A Determining Programs Subject to Funds Control

A program is subject to funds control if 1 of the following applies:

- the program is appropriated
- the program is apportioned
- there is a spending limitation for the program.

A nonapportioned, nonappropriated program without a spending limitation may be established in eFMS at the request of the National Office program funds manager.

The 2 types of funds control are as follows:

- Accrual Funds Control where fund availability in eFMS is validated at the point of payment
- Obligated Funds Control (enhancement) where fund availability in eFMS is validated at the point of obligation and contract approval; at the time of payment, eFMS validates that there are sufficient obligations to issue the payment.

#### B Initial Allotment Load

The initial National Office allocation is loaded to eFMS after the funding documents are received from OMB. An automated allotment import file process can be used to populate funds to the State and County Office allotment levels if the National Office program funds manager can determine anticipated allotment necessity based on approved contracts, eliminating the need to manually populate funds for the State or County Office.

At the start of FY, e-Fund programs may rollover based on prior FY balances or outstanding obligations. Obligations for accrual type programs will be certified by the National Office program funds manager at the end of the FY. The total outstanding obligation balance will be rolled over as the initial allocation load for prior program or contract years. Obligated type programs will use a new automated rollover process that will not require the allocation be re-entered each FY.

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### 3 Responsibilities in eFMS

#### A FMD Responsibilities

FMD shall:

- enter National Office allocations into CORE, CCC's general ledger system that updates the eFMS Web application
- determine software enhancements and modifications needed in the eFMS Web application.

**Note:** National Office allocations are based on authorization by OMB.

#### B National Office Program Funds Manager Responsibilities

National Office program funds managers shall:

- control State Office allotments and the national reserve in the eFMS Web application
- authorize State Office program funds manager access to eFMS.

National Office program funds managers may control the State Office reserves and County Office allotments when required.

#### C State Office Program Funds Manager Responsibilities

State Office program funds managers shall control the State Office reserves and County Office allotments.

### 4 Changes to eFMS Web Application

#### A eFMS Program Groups Established

Programs in eFMS have been segregated by program groupings. Users will have access to a program group, rather than single programs. The groups are:

- Conservation Programs
- PECD Direct and Counter-Cyclical Programs
- PECD Disaster Programs
- PECD Non-Disaster Programs
- PECD Section 32
- Price Support Programs
- Tobacco.

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### 4 Changes to eFMS Web Application (Continued)

#### A eFMS Program Groups Established (Continued)

Each program division also has a read-only category to allow State Office program funds managers to view the funds for programs that may only be updated by a National Office program funds manager. The read-only programs are programs that require National Office authorization before a payment can be made. See Exhibit 1 for eFMS program groups to be used when establishing a user in a group.

**Note:** If the user has access to more than 1 program group, then all programs within the groups to which the user has access will be displayed. The user shall select the program with which to work.

#### B Obligations

eFMS has been enhanced to enable controlling funds at the point of obligation. FMD and the National Office program funds manager will work together to determine if a program will use the enhanced obligated funds control. eFMS users will notice a new column on the Inquire Funds Availability Screen titled, "Total Obligated". This column will represent the total obligated amount for programs using the enhanced obligated funds control.

### 5 Requesting Access to eFMS Web Application

#### A Requesting National Office Program Funds Manager Access to eFMS

National Office program funds managers are assigned at the time the program is developed and implemented in eFMS. The National Office program funds manager shall work with their FMD representative to determine the program group to which the program shall be assigned.

#### B Requesting State Office Program Funds Manager Access to eFMS Programs

State Office program funds managers shall request access to the eFMS Web application through the State eGov coordinator or State security liaison representative (SLR). The request must include the program group to which the State Office program funds manager needs access. See:

- Exhibit 1 for eFMS program groups
- Exhibit 2 for the following:
  - National Office eFMS security codes that the National Office program funds manager must have to manage State and county allotments or National Service Center representatives may use to view allotments and fund balances in eFC
  - State Office eFMS security codes that the State eGov coordinator or State SLR must use to establish a State Office program funds manager access to eFMS.

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### 5 Requesting Access to eFMS Web Application (Continued)

#### B Requesting State Office Program Funds Manager Access to eFMS Programs (Continued)

The State eGov coordinator or State SLR shall send an e-mail request for PECD groups to [sandy.bryant@wdc.usda.gov](mailto:sandy.bryant@wdc.usda.gov).

For all other groups, send e-mail requests to **both** of the following:

- [lindsay.teeple@kcc.usda.gov](mailto:lindsay.teeple@kcc.usda.gov)
- [veronica.richardson@wdc.usda.gov](mailto:veronica.richardson@wdc.usda.gov).

Provide the following information for all requests:

- user's name
- e-Authentication user ID
- roles and program groups to which the user should have access.

**Note:** If the user already has a role established and the request is just for a group role, state this in the e-mail request.

### 6 Accessing eFMS Web Application

#### A Logging Into the eFMS Web Application

The eFMS Web application is on FSA's Intranet; therefore, can only be accessed by FSA employees. On FSA Intranet Home Page, CLICK "FSA Applications".

USDA United States Department of Agriculture  
Farm Service Agency (FSA) Intranet  
Tuesday August 18, 2009

Home About FSA Newsroom Help Contact Us Offices Phone Employee Information

Search  
Go

Links  
FSA Applications  
FSA Releases  
FSA Infrastructure  
Service Center  
Agencies Online  
Unapproved Software  
Sign Up  
Other Related Links

FSA Home

### FSA Intranet

In the Spotlight

- 2008-2009 FSA Employee Directory
- 2009 USDA Departmental Special Observance Event Links
- FSA Transformation Agenda
- USDA Military Families

Directives

6 Accessing eFMS Web Application (Continued)

A Logging Into the eFMS Web Application (Continued)

On the FSA Applications Screen, under “Financial Services”, CLICK “Financial Applications”.

**Search**

**Go**

**Links**

- FSA Applications
- FSA Releases
- FSA Infrastructure
- Service Center
- Agencies Online
- Unapproved Software

**Sign Up**

**Other Related Links**

- BPMS
- CCE
- DACO
- DAFO Training
- FFAS
- ITS Website
- KC & STL
- NITC
- NRCS
- OCIO
- PAS
- RD
- State & County
- T-OPS/LWV

**FSA Applications**

**Common Applications**

- eForm (Employee site to process eForms)
- eRep
- eRep Report
- Farm Records
- ICAMS
- Fed Traveler
- FSA Data Marts
- LRA Site(Identity Proof a customer)
- OTIS
- SCIMS
- SCIMS Link Manager
- Subsidiary
- 2003 Tax Booklet
- 2004 Tax Booklet
- 2005 Tax Booklet
- 2006 Tax Booklet
- 2007 Tax Booklet
- 2008 Tax Booklet

**Conservation**

- Conservation On-Line System
- Conservation Payments
- CRP Extensions 2009
- CRP Soils Database Management System
- Emergency Forestry CRP
- HELIC/Wetlands Program
- State Acres for Wildlife Enhancement (SAFE)

**Farm Loan Programs**

- Farm Loan Programs Systems

**Price Support**

- Cotton Information Center
- DDAPIII - Dairy Disaster Assistance Payment
- eLDP - Electronic Loan Deficiency Payments
- EWR - Electronic Warehouse Receipts
- MILC-X - MILC Extension Program
- MILC - Milk Income Loss Contract
- Peanut Program
- SORS - State Office Reporting System
- Sugar Program
- TAA - Trade Adjustment Assistance
- Tobacco Transition Payment Program

**Administrative Applications**

- COC Elections
- COC State AO Reports
- COE Replacement
- ERSR
- Directive Tools
- OIP - Office Information Profile
- FOIA-CAP

**Financial Services**

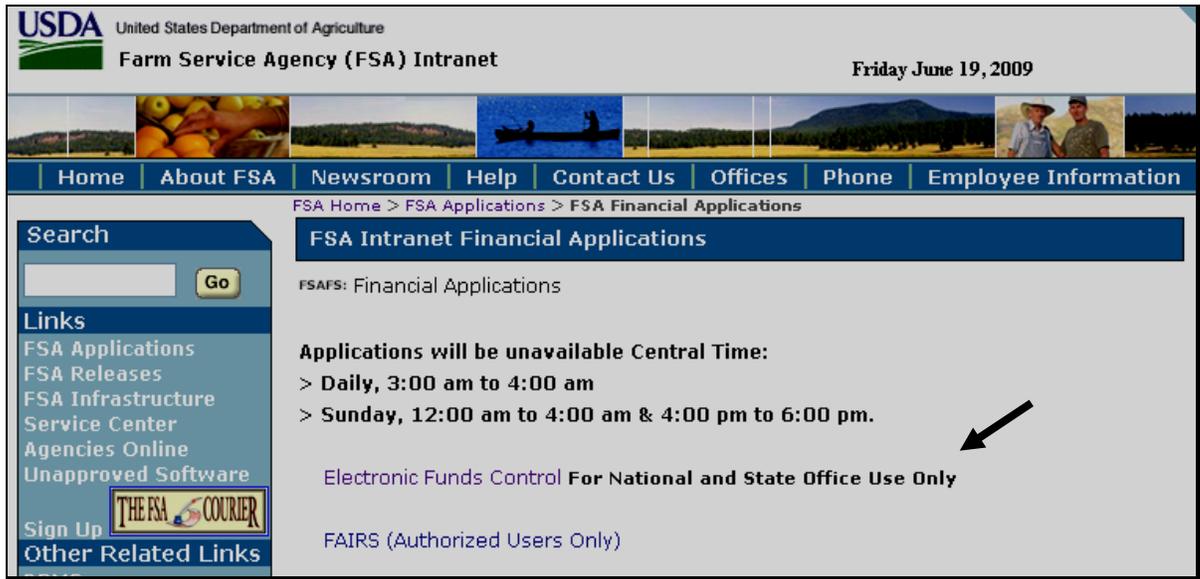
- Financial Applications

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### 6 Accessing eFMS Web Application (Continued)

#### A Logging Into the eFMS Web Application (Continued)

The FSA Intranet Financial Applications Screen will be displayed. To access eFMS, CLICK “**Electronic Funds Control**”. The e-Authentication Login Screen will be displayed.



On the e-Authentication Login Screen, enter the e-Authentication user ID and password, and CLICK “**Login**”. The eFMS Program Selection List will be displayed.

**Note:** The current address for the e-Authentication Login Screen to access eFMS is <https://indianocean.sc.egov.usda.gov/EFC/LoginServlet>.

The address is case sensitive and must be entered exactly as shown. However, the address is subject to change based on FSA’s needs. Any change in the address will be announced in an Information Bulletin.

7 Navigating the eFMS Program Selection List

A Example of eFMS Program Selection List

After successfully logging into eFMS, the Program Selection List Screen will be displayed with a list of eFMS controlled programs to which the user ID has access. The following is an example of the Program Selection List Screen for a National Office program funds manager.

Program	Program Year	Commodity (Code)	Status	Allotment Amount	Allot County	Allot State	Inq Funds Availability	Inq/Susp Funds
1. AGRICULTURAL CONSERVATION Annual Agreements	(3010)		Active	\$999,999,999.99	<a href="#">Allot County</a>	<a href="#">Allot State</a>	<a href="#">Inq Funds Availability</a>	<a href="#">Inq/Susp Funds</a>
2. AGRICULTURAL CONSERVATION Long-Term Agreements	(3220)		Inactive	\$999,999,999.99		<a href="#">Allot State</a>	<a href="#">Inq Funds Availability</a>	<a href="#">Inq/Susp Funds</a>
3. AGRICULTURAL INCENTIVE PROGRAM HARD WHITE WHEAT	(2691)		Inactive	\$999,999,999.99		<a href="#">Allot State</a>	<a href="#">Inq Funds Availability</a>	<a href="#">Inq/Susp Funds</a>
4. AMER INDIAN LIVSTOCK ASST PRG AMERICAN INDIAN LIVSTK FEED PRO	(2545)	2005	Active	\$999,999,999.99	<a href="#">Allot County</a>	<a href="#">Allot State</a>	<a href="#">Inq Funds Availability</a>	<a href="#">Inq/Susp Funds</a>
5. APPLE MARKET LOSS ASSISTANCE AMLAPIII PROGRAM	(5267)		Inactive	\$999,999,999.99		<a href="#">Allot State</a>	<a href="#">Inq Funds Availability</a>	<a href="#">Inq/Susp Funds</a>
6. COMMODITY CREDIT CORPORATION SUCCESSOR IN INTEREST CNTCTSRV	(5279)	2005	Active	\$999,999,999.99	<a href="#">Allot County</a>	<a href="#">Allot State</a>	<a href="#">Inq Funds Availability</a>	<a href="#">Inq/Susp Funds</a>

**Notes:** The differences between the National Office program funds manager’s Program Selection List Screen and the State Office program funds manager’s Program Selection List Screen are the following:

- “Organization Level” will display either “National” or “State”, as applicable
- “Allot State” column will **not** be displayed for State Office program funds manager.

The “Status” column will show “Inactive” if:

- no funds have been allotted to a State or County Office
- the total State Allotment plus the National Reserve does not equal the National Allocation
- the total County Allotments plus the State Reserve does not equal the State Allotment.

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7 Navigating the eFMS Program Selection List (Continued)

**B Description of eFMS Program Selection List Screen**

The eFMS Program Selection List Screen is the main page for the eFMS Web application. The eFMS Program Selection List Screen will be displayed with the programs included in the program groups to which the user ID has been granted access. The following describes the eFMS Program Selection List Screen fields. Items will be displayed at the National Office level for National Office program funds managers or at the State Office level for State Office program funds managers, as applicable.

Field	Description	Reference
Budget Fiscal Year	<ul style="list-style-type: none"> <li>• Accrual Type Funds Control – FY, the funds are allotted for disbursement.</li> <li>• Obligated Type Funds Control – FY, the funds are allotted for obligation.</li> </ul>	
Organization Level	Level to which the user ID is granted access; “National” or “State”.	
Program	Program name and the numeric accounting program code.	
Program Year	Program or crop year for which the funding is designated, if applicable.	
Commodity (Code)	If funding is by commodity, the commodity code will be displayed.	
Status	Status of “Active” or “Inactive”.	
Allotment Amount	Total amount allotted for the program.	
Allot County	Allows National or State Office program funds manager to allot funds from the State Office reserve to a county.	Paragraph 8.
Allot State	Allows National Office program funds manager to allot funds from the National Office reserve to a State.  <b>Note:</b> This field will <b>not</b> be displayed for State Office program funds managers.	Paragraph 8.
Inq Funds Availability	Allows National or State Office program funds manager to view the allotment, collections, earmarks, total funds obligated, unobligated fund disbursements, and remaining funds available in a State or county.	Paragraph 10.
Inq/Susp Funds	<ul style="list-style-type: none"> <li>• Accrual Type Funds Control, allows National or State Office program funds manager to suspend a State or County Office from issuing disbursements.</li> <li>• Obligated Type Funds Control, allows National or State Office program funds manager to suspend a State or County Office from establishing obligations, adjusting obligations, and issuing disbursements.</li> </ul>	Paragraph 9.

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### 7 Navigating the eFMS Program Selection List (Continued)

#### C Other Navigational Links in eFMS Web Application

Under “Accounting”, the “Status of e-Funds Programs” link allows users to display a snapshot of the current budget FY balances or a prior budget’s FY ending balances. This is for display purposes **only**. No information may be changed.

An initial allotment may be made by using an import file rather than manually updating each County Office allotment. This is particularly useful for programs that receive all applications before determining if a national payment factor must be applied. Under “Accounting”, the “Search Import Logs by Date” link allows National Office program funds managers to view the updates that were made using an import file.

The following are common navigational links that are displayed on eFC Web application screens.

Link	Description
eFunds Control Program	Returns user to the eFMS Program Selection List Screen.
Status of eFunds Programs	Allows user to display the current FY or the ending balances of a prior FY.
Inq/Susp Funds Allocation	Allows National Office program funds manager to suspend an entire program.
Logoff	Logs user off the eFMS Web application.
eForms	Displays the electronic forms web site.
Email Us or Contact Us	Sends an electronic message to the webmaster.
Search	Searches for items on FSA’s Intranet.
Local Office	Looks up State or County Office addresses and phone numbers.
USDA Home Page	Displays the USDA Home Page.

### 8 Adding or Increasing a State or County Office Allotment

#### A National Office Program Allocations

The National Office program allocation is established in eFMS by FMD based on the budgetary allotment in CCC’s CORE general ledger. CCC’s CORE general ledger entry is based on 1 of the following:

- an apportionment or appropriation being received from OMB
- a spending limitation imposed by OMB or FSA management
- rollover of a prior FY allotments, if funds are available until expended
- rollover of prior FY obligations.

After the National Office allocation is established, funds may be allotted to the State and County Office level.

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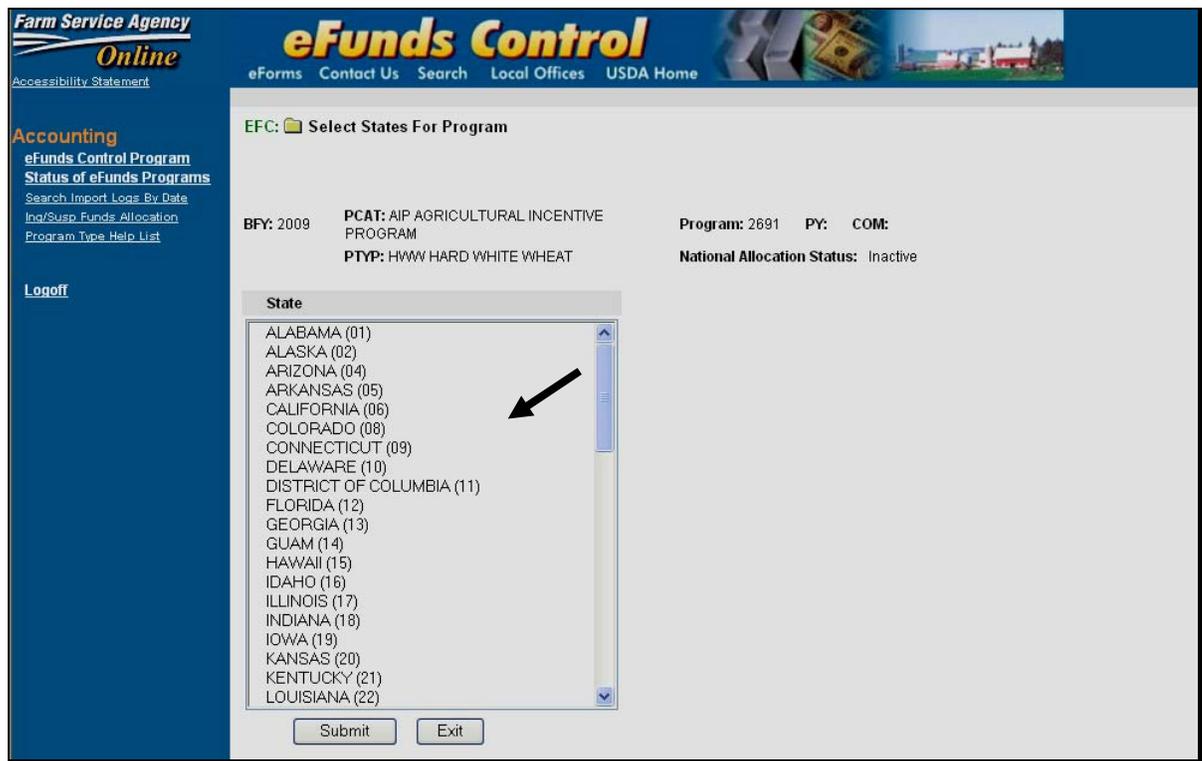
### 8 Adding or Increasing a State or County Office Allotment (Continued)

#### B Adding a State or County Office to Receive An Allotment

A program is inactive in eFMS until funds are allotted to the State Office level for National Office allotments or the County Office level for State Office allotments. To establish an initial allotment, the:

- National Office program funds manager shall CLICK “Allot State”; the Select States for Program Screen will be displayed
- State Office program funds manager shall CLICK “Allot County”; the Select Counties for Program Screen will be displayed.

The following is an example of the Select States for Program Screen.



On the Select State for Program Screen, select States to be added or removed and CLICK “Submit” according to this table.

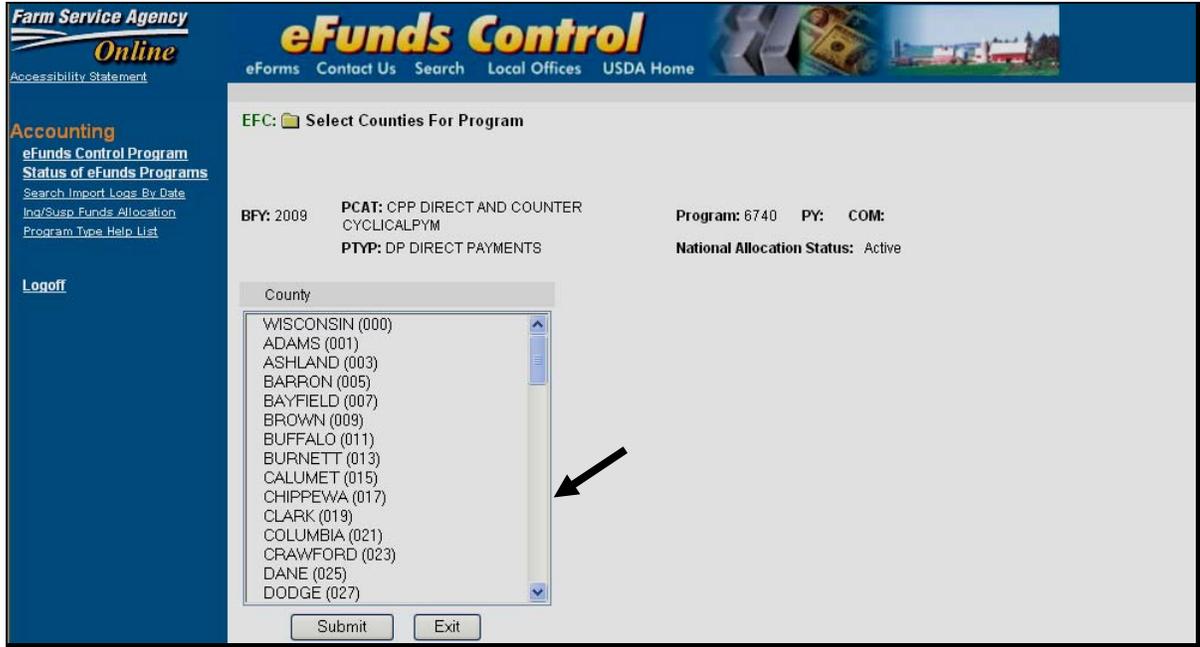
IF...	THEN hold down the...
more than 1 State is to be added or a State that has been selected is to be deselected	“Ctrl” key and click the State; this will select/deselect the desired State.
all States are to be added	“Shift” key and click the first and last State.
most States are to be selected	“Shift” key, select the first and last State, and then deselect States by holding down the “Ctrl” key and clicking on the State to deselect.

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8 Adding or Increasing a State or County Office Allotment (Continued)

B Adding a State or County Office to Receive An Allotment (Continued)

The following is an example of the Select Counties for Program Screen.



On the Select Counties for Program Screen, click which county is to be added and **CLICK “Submit”**. If more than 1 county is to be added or a county that has all ready been selected is to be deselected, hold down the “Ctrl” key, and click the county. This will select/deselect the desired county. To add all counties, hold down the “Shift” key and click the first and last county. **CLICK “Submit”** when the applicable counties have been selected.

IF...	THEN hold down the...
more than 1 county is to be added or a county that has been selected is to be deselected	“Ctrl” key and click the county; this will select/deselect the desired county.
all counties are to be added	“Shift” key and click the first and last county.

**Notes:** The first county listed on the Select Counties for Program Screen is the State Office as a county. If a program is paid at the State Office level, then the State Office must be selected as a county and funds allotted to county “000”. ECP Technical Assistance is an example of a program paid at the State Office Level.

Throughout the remainder of this notice, the State Office level screens will only be shown if there is a major difference between the National Office level and State Office level screens.

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**8 Adding or Increasing a State or County Office Allotment (Continued)**

**C Adding or Increasing a State or County Office Allotment From the Reserve**

Once a State or county has been selected, the Allot Funds State or Allot Funds County Screen will be displayed. Users may:

- establish an initial allotment for the State or County Office
- increase or decrease the current State or County Office allotment
- change the National or State Office reserve
- add additional States or counties
- view the history of changes to State or County Office allotments.

The following is an example of the Allot Funds State Screen for a program that has already had an initial allotment.

**EFC: Allot Funds State**

BFY: 2009    PCAT: CPP DIRECT AND COUNTER CYCLICALPYM    Program: 6740    PY: COM:  
 PTYP: DP DIRECT PAYMENTS    National Allocation Status: Active

**NATIONAL ALLOCATION: \$ 999,999,999.99**

<b>Total State Allotment:</b>	\$ 999,999,999.99	<b>New Total State Allotment:</b>	\$ 0.00
<b>Remaining Balance:</b>	\$ 0.00	<b>New Remaining Balance:</b>	\$ 0.00
<b>National Reserve:</b>	\$ 0.00	<b>New National Reserve:</b>	\$ <input type="text" value="0.00"/>

State - History	Current Allotment	Current Reserve	Allotment Adjustment	New Allotment	New Reserve
1. <a href="#">California (06)</a> <a href="#">H</a>	\$ 200,000,000.00	\$ 39,896,000.00	\$ <input type="text" value="0.00"/>	\$ 0.00	\$ 0.00
2. <a href="#">Georgia (13)</a> <a href="#">H</a>	\$ 300,000,000.00	\$ 0.00	\$ <input type="text" value="0.00"/>	\$ 0.00	\$ 0.00
3. <a href="#">Missouri (29)</a> <a href="#">H</a>	\$ 199,000,000.00	\$ 99,000,000.00	\$ <input type="text" value="0.00"/>	\$ 0.00	\$ 0.00
4. <a href="#">North Dakota (38)</a> <a href="#">H</a>	\$ 300,000,000.00	\$ 0.00	\$ <input type="text" value="0.00"/>	\$ 0.00	\$ 0.00
5. <a href="#">Wisconsin (55)</a> <a href="#">H</a>	\$ 999,999.99	\$ 0.00	\$ <input type="text" value="0.00"/>	\$ 0.00	\$ 0.00
<b>Allotment Total:</b>	<b>\$ 999,999,999.99</b>			<b>\$ 0.00</b>	

**Note:** If this is the first allotment for a program, then the “National Reserve” or “State Reserve” fields would equal the “Total National Allotment” or “Total State Allotment” fields, and the “Current Allotment” and “Current Reserve” columns would be zero.

8 Adding or Increasing a State or County Office Allotment (Continued)

C Adding or Increasing a State or County Office Allotment From the Reserve (Continued)

Complete the Allot Funds State Screen or Allot Funds County Screen by making the following entries:

- enter the amount of the increase in the “Allotment Adjustment” field for the State or County Office that is to be increased
- enter the total National Office reserve or State Office reserve in the “New National Reserve” or “New State Reserve” field.

The “Total State Allotment” or “Total County Allotment” field plus the “State Reserve” or “County Reserve” field must equal the “National Allocation” or the “State Allocation” field. If the total does not equal the allocation, then the program will be made inactive.

**Notes:** Clicking “Recalculate” will recalculate the entries, but will **not** save the data that has been entered. However, clicking “Recalculate” will mitigate the risk of timing out when the user has several entries to make before saving the data.

The user may zero out the “New National Reserve” or “New State Reserve” field, and click “**Recalculate**” to allow the system to determine the reserve balance. The new reserve balance will be displayed in the “New Remaining Balance” field. Enter the recalculated amount in the “New National Reserve” or “New State Reserve” field and CLICK “**Recalculate**”. The “New Remaining Balance” field should be zero. CLICK “**Save**”.

Clicking “**Back**” button on the browser will go back to the previous screen and will **not** save any information that was entered. All data will be lost up to the last save. There is **no** warning provided if users accidentally click “Back”. Clicking “**Save**” is the **only** way to save any changes.

To add additional States or counties, click “**Add State**” or “**Add County**”.

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### 8 Adding or Increasing a State or County Office Allotment (Continued)

#### C Adding or Increasing a State or County Office Allotment From the Reserve (Continued)

If totals exceed the “National Allocation”, then the State Allotment Adjustments Confirmation Screen will be displayed with the message, “State Allotment amount(s) plus the National Reserve does not equal the National Allocation. The allocation will be assigned a status of inactive”. Clicking “**Save**” will result in an out-of-balance and inactive program. Payments **cannot** be issued when an accrual type program is in inactive status. Obligation **cannot** be established or adjusted, nor can payments be issued when an obligated type program is in inactive status. CLICK “**Cancel**” to return to the Allot Funds State Screen to make the appropriate increase or decrease to the State Office allotments corrections.

The screenshot shows the 'eFunds Control' web application interface. The top navigation bar includes 'Farm Service Agency Online', 'eForms', 'Contact Us', 'Search', 'Local Offices', and 'USDA Home'. The main content area is titled 'EFC: State Allotment Adjustments Confirmation'. A prominent red warning box with a yellow triangle icon contains the text: 'State Allotment amount(s) plus the National Reserve does not equal the National Allocation. The allocation will be assigned a status of "inactive".' Below this, the program details are displayed: 'BFY: 2009', 'PCAT: CPP DIRECT AND COUNTER CYCLICALPYM', 'PTYP: DP DIRECT PAYMENTS', 'Program: 6740', 'PY: COM', and 'National Allocation Status: Active'. A disclaimer states: 'Clicking submit initiates a process requiring intense network communication across different remote systems. The nature of this communication may result in a delay of suspending the program on these remote systems.' At the bottom, there are 'Save' and 'Cancel' buttons.

**Note:** If the “New Remaining Balance” field is saved with an amount other than zero, the program will be inactive until the “New Remaining Balance” is zero.

### 9 Decreasing a State or County Office Allotment

#### A Suspending a County to Decrease Allotment

An established County Office allotment may be decreased, but the County **must** be suspended **first**. For programs paid through System 36/AS400, until the site replicates back the funds available to the eFMS Web application, the funds available balance **cannot** be decreased. This may take up to 1 hour to process.

**Notes:** Suspending a State will trigger all counties in that State with allotments to stop processing activity for that program and send the latest funds availability information to the eFC Web application. It is **not** necessary to suspend a State when reducing the State allotment because the funds will be taken from the State reserve.

Users should **not** attempt to change any other county amount while waiting for replication to occur after suspending a county in the same State. Saving any other county will re-date the allotment that has been suspended and users will have to wait again for replication to occur after the save time. It essentially re-starts the clock.

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### 9 Decreasing a State or County Office Allotment (Continued)

#### A Suspending a County to Decrease Allotment (Continued)

To suspend a County CLICK “Inq/Susp Funds Allocation” for that program on the Program Selection List Screen. The following Inquire Funds Screen will be displayed.

**Farm Service Agency Online**  
Accessibility Statement

**eFunds Control**  
eForms Contact Us Search Local Offices USDA Home

EFC: Inquire Funds

BFY: 2009 PCAT: CPP DIRECT AND COUNTER CYCLICALPYM Program: 6740 PY: COM:  
PTYP: DP DIRECT PAYMENTS National Allocation Status: Active

State: Arkansas (05) Status: Active

County	Current Allotment	Reserve Amount	Suspended	User ID	Timestamp(CST)
Cross (037)	\$ 10,000,000.00	\$ 0.00	no	Tabatha.Davis	Aug 11, 2009 2:29:15 PM

Printer Friendly Format

Under the “Suspended” column for the County to be suspended, CLICK “no”. The Change Allotment Status Screen will be displayed.

The following is an example of the Change Allotment Status Screen.

**Farm Service Agency Online**  
Accessibility Statement

**eFunds Control**  
eForms Contact Us Search Local Offices USDA Home

EFC: Change Allotment Status

BFY: 2009 PCAT: CPP DIRECT AND COUNTER CYCLICALPYM Program: 6740 PY: COM:  
PTYP: DP DIRECT PAYMENTS National Allocation Status: Active

State: Arkansas (05) County: 037 - Cross (037)

Select Allotment Status:  Suspend Check this box to initiate a request for "suspending / unsuspending" the program above.

Clicking submit initiates a process requiring intense network communication across different remote systems. The nature of this communication may result in a delay of suspending the program on these remote systems.

If this is the correct county to suspend, CHECK (✓) “Suspend” and CLICK “Submit”. The Suspend/Unsuspend Allotment Confirmation Screen will be displayed.

**Note:** If this is **not** the correct county to suspend, CLICK “Exit”.

9 Decreasing a State or County Office Allotment (Continued)

A Suspending a County to Decrease Allotment (Continued)

A final Suspend/Unsuspend Allotment Confirmation Screen will confirm that the entire program for that county will be suspended. The following is an example of the Suspend/Unsuspend Allotment Confirmation Screen.



CLICK “OK” to suspend the entire county selected. The Inquire Funds Screen will be redisplayed with “Yes” in the “Suspended” column.

If the county is **not** to be suspended, CLICK “Cancel”.

B Decreasing a State or County Office Allotment

To decrease a State or County Office allotment, on the Program Selection List Screen for the applicable program, CLICK “Allot State” or “Allot County”. The Allot Funds State or Allot Funds County Screen will be displayed. See subparagraph 8 C for an example of the Allot Funds State Screen. Decrease an established allotment according to the following:

- enter the total of the new higher National or State Office reserve in the “New National Reserve” or “New State Reserve” field

**Example:** If the “State Reserve” was \$12,000 and the reserve after decreasing the County Office allotment will be \$13,000, ENTER “**13,000**” in the “New State Reserve” field.

- in the “Allotment Adjustment” column, enter a minus sign (-) and the amount by which the allotment is to be decreased

**Example:** If the County Office allotment was \$4,000, and it should be \$3,000, ENTER “**-1,000**” in the “Allotment Adjustment” field.

**Note:** Allotments can **only** be decreased for an amount less than or equal to the funds available at that site.

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### 9 Decreasing a State or County Office Allotment (Continued)

#### B Decreasing a State or County Office Allotment (Continued)

- CLICK “**Recalculate**” to update the screen information

**Note:** The “New Remaining Balance” field should display zero after recalculating.

- CLICK “**Save**” to save the desired changes.

#### C Unsuspending a County

To unsuspend a county:

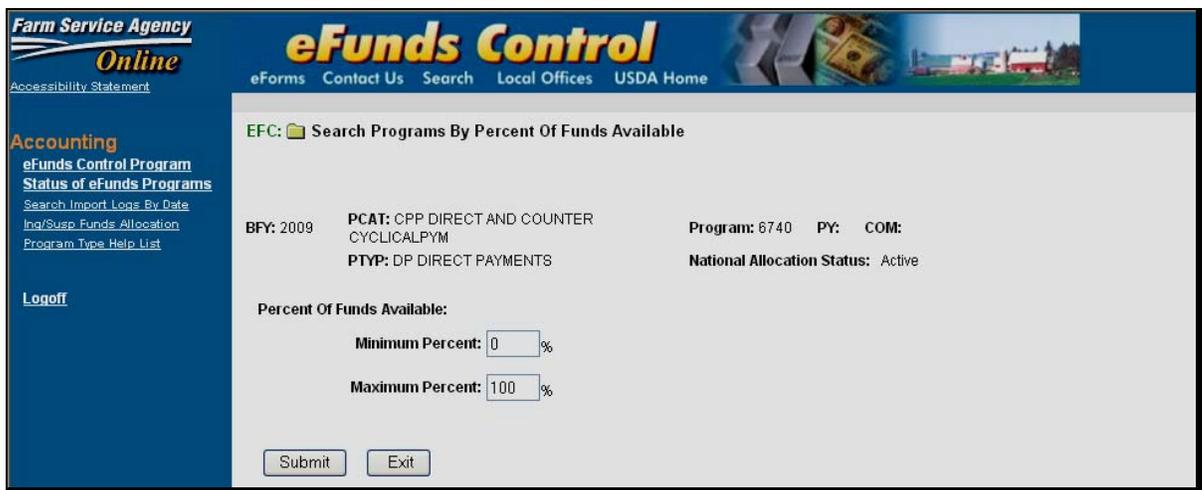
- on the Program Selection List Screen for the applicable State or county, CLICK “**Inq/Susp Funds**”; the Inquire Funds Screen will be displayed
- in the “Suspended” column for the applicable county, CLICK “**Yes**”; the Change Allotment Status Screen will be displayed
- CLICK “**OK**” to confirm the removal of the suspension.

**Note:** See subparagraph A for the screen examples.

### 10 Funds Availability Inquiry

#### A Initiating a Funds Availability Inquiry

The eFMS Web application maintains a running total of funds availability. To inquire about funds availability for an eFMS program, CLICK “**Inq Funds Availability**” for the applicable program. The Search Program By Percent of Funds Available Screen will be displayed. The following is an example of the Search Program By Percent of Funds Available Screen.



The screenshot displays the eFunds Control web application interface. The header includes the Farm Service Agency Online logo and navigation links for eForms, Contact Us, Search, Local Offices, and USDA Home. The main content area is titled "EFC: Search Programs By Percent Of Funds Available". It shows search criteria: BFY: 2009, PCAT: CPP DIRECT AND COUNTER CYCLICALPYM, PTYP: DP DIRECT PAYMENTS, Program: 6740, PY: COM, and National Allocation Status: Active. Below this, there are input fields for "Percent Of Funds Available": Minimum Percent (0%) and Maximum Percent (100%). At the bottom, there are "Submit" and "Exit" buttons. A left sidebar contains links for Accounting, eFunds Control Program, Status of eFunds Programs, Search/Import Logs By Date, Inq/Susp Funds Allocation, Program Type Help List, and Logoff.

**Notice FI-2917**

**10 Funds Availability Inquiry (Continued)**

**A Initiating a Funds Availability Inquiry (Continued)**

On the Search Program By Percent of Funds Available Screen, enter the minimum percentage of funds available and the maximum percentage of funds available. The default is zero percent to 100 percent. These percentages may be varied to narrow the search criteria as needed.

**Example:** If the “Minimum Percentage” equals zero and the “Maximum Percentage” equals 30, the inquiry will produce a report that shows those States or counties that have obligated and/or disbursed at least 70 percent of funds.

CLICK “**Submit**” to inquire about the funds available.

**Note:** Collections may cause a State or county to not be displayed when the criteria is zero to 100. The “Minimum Percentage” may be changed to “-99”. The “Maximum Percentage” may be changed to “999”.

**B Result of a Funds Availability Inquiry**

The following is an example of a Funds Availability Inquiry Report Screen.

**Farm Service Agency Online**  
 eForms Contact Us Search Local Offices USDA Home

**eFunds Control**  
 EFC: Inquire Funds Availability

Accounting  
 eFunds Control Program  
 Status of eFunds Programs  
 Search Import Logs By Date  
 Inq/Susp. Funds Allocation  
 Logoff

BFY: 2009 PCAT: TTP TOBACCO TRUST FUND CCC REIMB Program: 5281 PY: COM:  
 PTYP: QHP TOBACCO QUOTA HOLDERS PAYMTS National Allocation Status: Active

State: California (06) Status: Active

County	Current Allotment	Total Funds Collected	Total Funds Earmarked For Disbursement	Total Funds Obligated	Un-Obligated Funds Disbursed	Funds Available	Last Replicated(CST)
Merced (047)	\$ 1,000,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000,000.00	Oct 6, 2008 9:19:36 AM
Riverside (065)	\$ 10,000,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,000,000.00	Oct 6, 2008 9:19:36 AM
<b>Totals:</b>	<b>\$ 11,000,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 11,000,000.00</b>	

Printer Friendly Format

The following table describes the Funds Availability Inquiry Report Screen.

Item	Description
Current Allotment	Allotment for the State or county to support the program.
Total Funds Collected	Funds that were collected for the program.
Total funds Earmarked for Disbursement	Funds that are in the disbursement process at the time the inquiry is run.

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**10 Funds Availability Inquiry (Continued)**

**B Result of a Funds Availability Inquiry (Continued)**

<b>Item</b>	<b>Description</b>
Total Funds Obligated	Funds that have been used for contracts for the program. Only obligated type programs will utilize this column.
Un-Obligated Funds Disbursed	<ul style="list-style-type: none"> <li>• Accrual Type Programs, funds that have been disbursed for the program.</li> <li>• Obligated Type Programs, only prompt payment interest disbursements for the program. (This column will <b>not</b> include disbursements issued on obligations.)</li> </ul>
Funds Available	<ul style="list-style-type: none"> <li>• Accrual Type Programs, remaining funds available for disbursement.</li> <li>• Obligated Type Programs, remaining funds available for obligations.</li> </ul>
Last Replication (CST)	<p>Last time the eFMS Web application AS/400 database sent totals to the web-farm.</p> <p><b>Note:</b> Programs paid through NPS do <b>not</b> replicate. For NPS programs, the “Last Replication” date remains equal to the date the allotment was first established in a given county.</p>

**C Printing a Funds Availability Inquiry Report**

On the bottom of the Funds Availability Inquiry Result Screen, CLICK “**Print**” to arrange the report in a printer friendly format. CLICK “**Print**” on the browser’s toolbar to print the Funds Availability Inquiry Report.

When printing is completed, CLICK “**Exit**”.

## Notice FI-2917

### 11 Status of e-Funds for a Prior FY and Logging Off eFMS

#### A Displaying Prior FY Balances

The eFC Web application was released in FY 2003. The Web application contains a history of funds availability as of the close of each FY. To view the ending funds availability report for a prior FY, on the Program Selection List Screen, under “Accounting”, CLICK “**Status of eFunds Programs**”. The Status of eFunds Programs by Budget Fiscal Year Screen will be displayed to select FY.



The screenshot shows the eFunds Control web application interface. The header includes the Farm Service Agency Online logo and navigation links for eForms, Contact Us, Search, Local Offices, and USDA Home. The main content area displays the title "EFC: Status of eFunds Programs by Budget Fiscal Year". Below this, there is a "Select Budget Fiscal Year:" label followed by a drop-down menu currently set to "2009". To the right of the menu, a message states: "Programs are only available for Budget Fiscal Year 2003 and greater." At the bottom of the form, there are two buttons: "Submit" and "Exit". The left sidebar contains a navigation menu with links for "Accounting", "eFunds Control Program", "Status of eFunds Programs", "Search Import Logs By Date", "Inq/Susp Funds Allocation", "Program Type Help List", and "Logoff".

CLICK “Select Budget Fiscal Year” drop-down menu to select FY. The report will be the same as the Funds Availability Inquiry Report displayed in paragraph 10.

#### B Logging Off Procedure

To log off the eFMS Web application from most pages, under “Accounting” CLICK “**Logoff**”. This will ensure that the connection and the associated user ID has been disconnected. It is also recommended that users log off eFMS when leaving their PC. This will reduce the possibility of improper or unauthorized use of the application.

**eFMS Program Groups**

The following provides eFMS program groups to be used when establishing a user in a group.

eFC Program Group Code	Description
app.fsa.efc.grp.CONSERVATION	Conservation programs allotted to the county by State Office program funds manager.
app.fsa.efc.grp.PECD.DCP	<p>PECD DCP's allotted to the county by State Office program funds manager. Currently, the programs are:</p> <ul style="list-style-type: none"> <li>• Direct Payments</li> <li>• Counter Cyclical Payments.</li> </ul>
app.fsa.efc.grp.PECD.DISASTER	<p>PECD disaster programs allotted to the county by State Office program funds manager. Currently, the programs are:</p> <ul style="list-style-type: none"> <li>• Loss Adjustor</li> <li>• NAP</li> <li>• NAP prior year payments.</li> </ul>
app.fsa.efc.grp.PECD.READONLY	<p>PECD programs only allotted to the county by the National Office program funds manager. State Office program funds manager may only view funding status. Currently, the programs are:</p> <ul style="list-style-type: none"> <li>• Citrus</li> <li>• Citrus Nursery Loss</li> <li>• Crop Disaster</li> <li>• Florida Hurricane Citrus</li> <li>• Fruit and Vegetable</li> <li>• Livestock Assistance</li> <li>• Nursery</li> <li>• Quality Losses</li> <li>• Sugar Beets Disaster</li> <li>• Tree Assistance</li> <li>• Tree Indemnity</li> <li>• Tropical Fruit.</li> </ul>

eFMS Program Groups (Continued)

eFC Program Group Code	Description
app.fsa.efc.grp.PECD.REGULAR	<p>PECD nondisaster programs allotted to the county by State Office program funds manager. Currently, the programs are:</p> <ul style="list-style-type: none"> <li>• Crop Disaster with appropriation</li> <li>• Emergency Livestock Feed</li> <li>• Hard White Wheat</li> <li>• Livestock</li> <li>• Livestock Compensation</li> <li>• Livestock Indemnity</li> <li>• Livestock Indemnity Contract Growers</li> <li>• Market Loss Assistance</li> <li>• Tree Assistance.</li> </ul>
app.fsa.efc.grp.PECD.Section32	<p>PECD program allotted to the county by State Office program funds manager. Currently, only the Hurricane Indemnity Program is in this category.</p>
app.fsa.efc.grp.PRICE.SUPPORT	<p>Price support programs allotted to the county by State Office program funds manager. Currently, only the Trade Adjustment Program is in this category.</p>
app.fsa.efc.grp.PRICE.SUPPORT.READONLY	<p>Price support programs only allotted to the county by National Office program funds manager. State Office program funds manager may <b>only</b> view funding status.</p>
app.fsa.efc.grp.TOBACCO	<p>Tobacco programs allotted to the county by State Office program funds manager.</p>
app.fsa.efc.grp.TOBACCO.READONLY	<p>Tobacco programs only allotted to the county by National Office program funds manager. State Office program funds manager may <b>only</b> view funding status.</p>

**National and State Office eFC Security Roles**

**A National Office eFC Security Roles**

The following provides National Office eFMS security codes that the National Office program funds manager must have to manage State and county allotments or National Service Center representatives may use to view allotments and fund balances in eFC.

eFC Security Role Code	Description
app.fsa.efc.rol.NPM	National Office program funds managers have access to manage the State and County Office allotments.
app.fsa.efc.rol.NSCR	National Service Center representatives may view State and County allotments and fund balances in eFC, but do <b>not</b> have authority to make changes to the allotments.

**B State Office eFC Security Roles**

The following provides State Office eFMS security codes that the State eGov coordinator or State SLR must use to establish a State Office program funds manager access to eFMS.

eFC Security Role Code	Description
app.fsa.efc.rol.SPM	State Office program funds manager that has authority to manage the County Office allotments.
app.fsa.efc.rol.SSCR	State Service Center Representative may view allotments and fund balances in eFC but does not have authority to make changes to the County Office allotments.