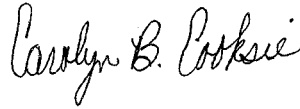


For: FSA National and State Offices

**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 (eFC) System was replaced with eFMS in September 2009. 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 the FMD, Funds and Commodity Management Office, Electronic Funds Management Centralized Mailbox at **RA.mokansasc2.FMD.electronic.funds.management**.

Disposal Date	Distribution
April 1, 2011 5-27-10	FSA National and State Offices

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 funds availability in eFMS is validated at the point of the payment
- Obligated Funds Control where funds availability in eFMS is validated at the point of obligation (usually application/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 approved 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.

C Yearend Rollover

At the start of the FY, funding for accrual type programs will rollover based on the outstanding obligation balance, outstanding advance balance, or prior FY balance, depending on the program. These balances are certified by the National Office program funds manager at the end of the FY. They are 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 to be re-entered each FY.

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.

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 the eFMS Web Application

A FMMI Readiness Release 2.1 Changes

This notice provides complete instructions for the eFMS Web application. The following table highlights the enhancements to the eFMS Web application as part of the anticipated software release. The table provides users with a quick reference to the paragraphs in the notice that discuss the enhancements.

Changes to eFMS	Notice Reference
Allocation Unavailable Field	Subparagraph 8 C
Inquire Funds Available	Subparagraph 10 A
Suspend and Allot Prior Budget Fiscal Year (BFY)	Subparagraph 11 B

B FMMI Readiness Release 2.1 Release Date

FMMI Readiness Release 2.1 is targeted for release May 27, 2010.

5 Requesting Access to the eFMS Web Application

Note: Users will maintain their current access. Users do **not** need to re-request their current access. **Only new requests** need to be submitted.

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.

IF access is for...	THEN State eGov coordinator or State SLR shall send an e-mail request to...
PECD groups	sandy.bryant@wdc.usda.gov and steve.peterson@wdc.usda.gov.
all other groups	RA.mokansasc2.FMD.electronic.funds.management.

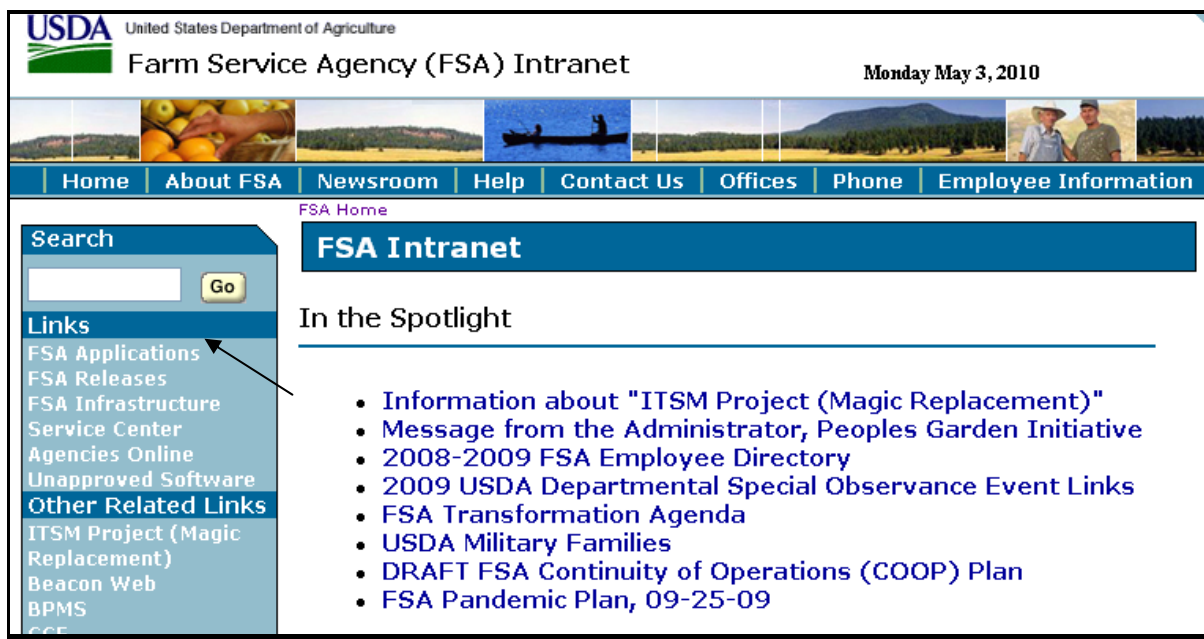
Provide the following information for **all** requests:

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

6 Accessing the 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 the FSA Intranet Home Page, CLICK "**FSA Applications**".



6 Accessing the eFMS Web Application (Continued)

A Logging Into the eFMS Web Application (Continued)

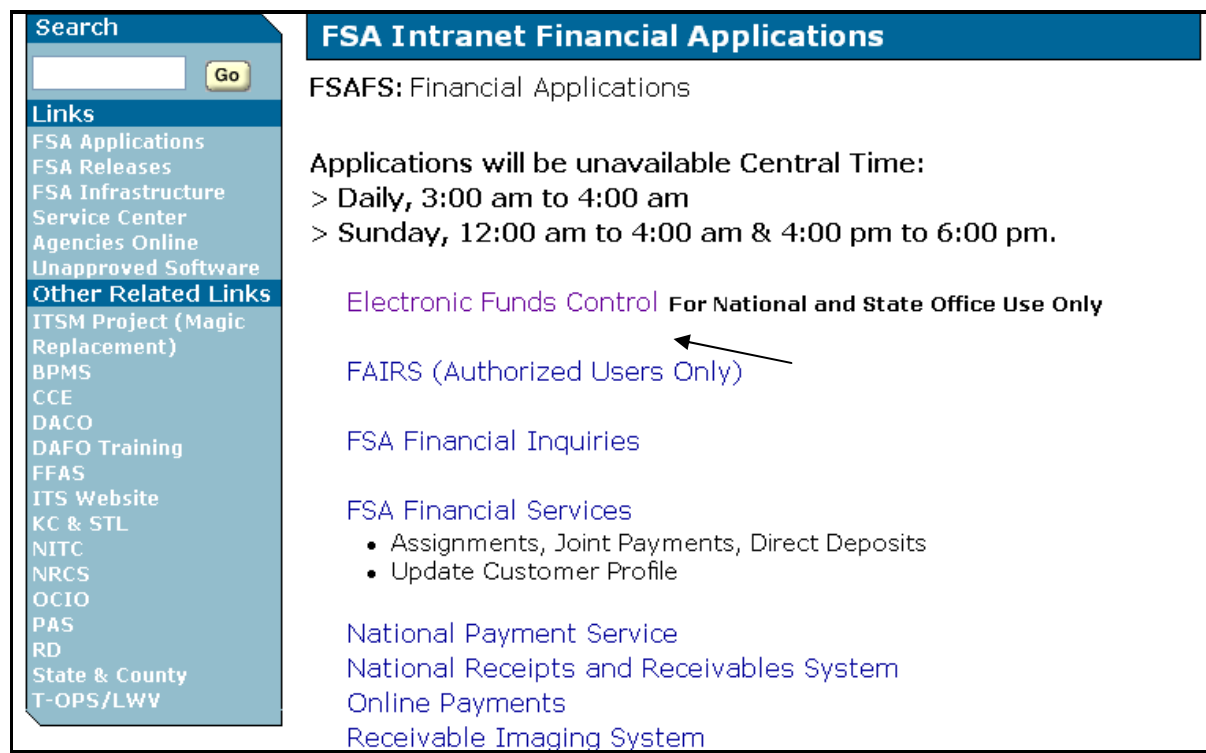
On the FSA Applications Screen, under “Financial Services”, CLICK “**Financial Applications**”.

FSA Applications		
<div> <div>Search</div> <div> <input type="text"/> <input type="button" value="Go"/> </div> <div> <div>Links</div> <div> FSA Applications FSA Releases FSA Infrastructure Service Center Agencies Online Unapproved Software <div>Other Related Links</div> ITSM Project (Magic Replacement) BPMS CCE DACO DAFO Training FFAS ITS Website KC & STL NITC NRCS OCIO PAS RD State & County T-OPS/LWV </div> </div> </div>	<div>Common Applications</div> <ul style="list-style-type: none"> • eForm (Employee site to process eForms) • Fiduciary • Comprehensive Information Management Systems (CIMS) • RLMS (eRep) • RLMS Report (eRep) • 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 <div>Administrative Applications</div> <ul style="list-style-type: none"> • COC Elections • COC State AO Reports • ERSR • Directive Tools • OIP - Office Information Profile • FOIA-CAP <div>Financial Services</div> <ul style="list-style-type: none"> • Financial Applications <div>Rates and Fact Sheets</div> <ul style="list-style-type: none"> • County LDP Rates 	<div>Conservation</div> <ul style="list-style-type: none"> • Conservation On-Line System • Conservation Payments • CRP Extensions 2009 • CRP Soils Database Management System • Emergency Forestry CRP • HELC/Wetlands Program <div>Farm Loan Programs</div> <ul style="list-style-type: none"> • Farm Loan Programs Systems <div>Price Support</div> <ul style="list-style-type: none"> • Cotton Information Center • eLDP - Electronic Loan Deficiency Payments • EWR - Electronic Warehouse Receipts • MILC - Milk Income Loss Contract • Peanut Program • SORS - State Office Reporting System • Sugar Program • Tobacco Transition Payment Program <div>Production Adjustment & Disaster Programs</div> <ul style="list-style-type: none"> • LFP - Livestock Forage Program • LIP - Livestock Indemnity Program • 2005-2006-2007 CDP Crop Table • 2003-2004-2005 CDP Crop Table • Compliance Query Tool • ACRE Election • DCP-ACRE Contract

6 Accessing the 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 eAuthentication Login Screen will be displayed.



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

B URL for eFMS

The current address for the eAuthentication Login Screen to access eFMS is **<https://arcticoccean.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 the eFMS Web application, 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	Year	Commodity (Code)	Status	Allotment Amount
1. ADVANCES FROM AMS AMS SECTION 32 CONTINGENCY Allot eFunds Inq Funds Availability Inq/Susp Funds	(8340)	2010	Active	\$999,999,999.99
2. ADVANCES FROM AMS AMS SECTION 32 REGULAR Allot eFunds Inq Funds Availability Inq/Susp Funds	(8341)	2010	Inactive	\$999,999,999.99
3. ADVANCES FROM AMS AMS SEC32 SPECIAL FRUIT & VEG Allot eFunds Inq Funds Availability Inq/Susp Funds	(8342)	2010	Inactive	\$999,999,999.99
4. AGRICULTURAL CONSERVATION Annual Agreements Allot eFunds Inq Funds Availability Inq/Susp Funds	(3010)		Inactive	\$999,999,999.99
5. AGRICULTURAL CONSERVATION Long-Term Agreements Allot eFunds Inq Funds Availability Inq/Susp Funds	(3220)		Active	\$999,999,999.99

Notes: The difference between the National Office program funds manager's Program Selection List Screen and the State Office program funds manager's Program Selection List Screen is the Organization Level. The Organization Level will display, "State" for a State Office program funds manager.

The "Status" column will display "Inactive" if:

- funding has **not** been allotted to a State or County Office
- the Vertical Controls are out-of-balance (paragraph 8).

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"> Accrual Type Funds Control, FY the funds are allotted for disbursement. Obligated Type Funds Control, FY the funds are allotted for obligation. 	
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 eFunds	<p>Allows National Office program funds manager to allot funds from the National Office reserve to a State.</p> <p>Allows National or State Office program funds manager to allot funds from the State Office reserve to a county.</p>	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"> Accrual Type Funds Control, allows National or State Office program funds manager to suspend a State or County Office from issuing disbursements. 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. 	Paragraph 9.

7 Navigating the eFMS Program Selection List (Continued)

C Other Navigational Links in the eFMS Web Application

Under “Accounting”, the “View 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.

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

Link	Description
Manage Programs	Returns user to the eFMS Program Selection List Screen.
View Programs	Allows user to display the current FY or the ending balances of a prior FY.
Search Import Logs by Date	Allows user to view the updates that were made using an import file.
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 eForms web site.
Email Us or Contact Us	Sends an e-mail 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 the eFMS Web application 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 prior FY allotments, if funds are available until expended
- rollover of prior FY obligations
- rollover of prior FY advance balance.

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

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 the eFMS Web application 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 eFunds”; the Select States for Program Screen will be displayed
- State Office program funds manager shall CLICK “Allot eFunds”; 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 States.
most States are to be selected	“Shift” key, select the first and last States, 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.

The screenshot shows the 'Farm Service Agency Online' interface. The main title is 'eFunds Control'. Below the title are links: eForms, Contact Us, Search, Local Offices, and USDA Home. On the left sidebar, there are links for Accounting, Manage Programs, View Programs, Search Import Logs By Date, Inq/Susp. Funds Allocation, and Logoff. The main content area is titled 'EFC: Select Counties For Program'. It displays the following information: BFY: 2010, PCAT: CRP CONSERVATION RESERVE, Program: 3101, PY: COM, and National Allocation Status: Active. Below this is a 'County' selection box with a list of counties: NEBRASKA (000), Adams (001), Antelope (003), Arthur (005), Banner (007), Blaine (009), Boone (011), Box Butte (013), Boyd (015), Brown (017), Buffalo (019), Burt (021), Butler (023), Cass (025), and Cedar (027). At the bottom of the list are 'Submit' and 'Exit' buttons.

On the Select Counties for Program Screen, click which county is to be added and CLICK “Submit”.

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 counties.

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

After 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.

Farm Service Agency Online eFunds Control

Accessibility Statement [Farm Service Agency Logo] Contact Us Search Local Offices USDA Home

Accounting
[Manage Programs](#)
[View Programs](#)
[Search Import Logs By Date](#)
[Inq/Susp Funds Allocation](#)
[Logout](#)

EFC: Allot Funds State

BFY: 2010 PCAT: CPP DIRECT AND COUNTER CYCLICALPYM Program: 6744 PY: COM:
PTYP: ARD AVERAGE CROP REVELEC DIR National Allocation Status: Active

NATIONAL ALLOCATION: \$ 999,999,999.99
Unavailable Amount: \$ 0.00

Total State Allotment: \$ 720,500,000.00
Remaining Balance: \$ 0.00
National Reserve: \$ 279,499,999.99

New Total State Allotment: \$ 0.00
New Remaining Balance: \$ 0.00
New National Reserve: \$ 279,499,999.99

State - History	Current Allotment	Current Reserve	Allotment Adjustment	New Allotment	New Reserve
1. Alabama (01) H	\$ 10,000,000.00	\$ 10,000,000.00	\$ 0.00	\$ 0.00	\$ 0.00
2. Arkansas (05) H	\$ 10,000,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3. California (06) H	\$ 100,000,000.00	\$ 50,000,000.00	\$ 0.00	\$ 0.00	\$ 0.00
4. Iowa (19) H	\$ 10,000,000.00	\$ 9,000,000.00	\$ 0.00	\$ 0.00	\$ 0.00
5. Kansas (20) H	\$ 50,000,000.00	\$ 40,000,000.00	\$ 0.00	\$ 0.00	\$ 0.00
6. Mississippi (28) H	\$ 100,000,000.00	\$ 40,000,000.00	\$ 0.00	\$ 0.00	\$ 0.00
7. Nebraska (31) H	\$ 30,000,000.00	\$ 9,000,000.00	\$ 0.00	\$ 0.00	\$ 0.00
8. South Dakota (46) H	\$ 100,000,000.00	\$ 50,000,000.00	\$ 0.00	\$ 0.00	\$ 0.00
9. Texas (48) H	\$ 110,000,000.00	\$ 78,000,000.00	\$ 0.00	\$ 0.00	\$ 0.00
10. Virginia (51) H	\$ 100,000,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
11. Washington (53) H	\$ 500,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
12. Wisconsin (55) H	\$ 100,000,000.00	\$ 30,000,000.00	\$ 0.00	\$ 0.00	\$ 0.00
Allotment Total:	\$ 720,500,000.00			\$ 0.00	

[Add States](#) [Recalculate](#) [Save](#) [Exit](#)

Note: National Office program fund managers will notice a new field on the Allot Funds State Screen titled, “Unavailable Amount”. The unavailable amount represents funding for obligated type programs that was unobligated at yearend and; therefore, is no longer available. The unavailable amount will **only** be populated on prior BFY obligated type programs.

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 vertical controls **must** be in balance before the user saves the program, otherwise the program will be made inactive. The vertical controls are as follows:

- National Level, the “Total State Allotment” field plus the “National Reserve” field plus the “Unavailable Amount” **must** equal the “National Allocation”
- State Level, the “Total County Allotment” field plus the “State Reserve” field **must** equal the “State Allotment”.

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”**.

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. Obligations **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. On the left is a blue sidebar with links like 'Accounting', 'Manage Programs', and 'View Programs'. The main content area is titled 'EFC: State Allotment Adjustments Confirmation'. It features a red-bordered warning box with a yellow triangle icon and 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, program details are listed: 'BFY: 2010', 'PCAT: CPP DIRECT AND COUNTER CYCLICALPYM', 'Program: 6744', 'PY: COM', 'PTYP: ARD AVERAGE CROP REVELEC DIR', 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 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 State or County Office Allotments

A Suspending a County to an 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 State or County Office Allotments (Continued)

A Suspending a County to Decrease Allotment (Continued)

To suspend a county, CLICK “Inq/Susp Funds” 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
FSA banner Contact Us Search Local Offices USDA Home

EFC: Inquire Funds

BFY: 2010 PCAT: CRP CONSERVATION RESERVE Program: 3101 PY: COM:
PTYP: CRA CONS RESERVE ANNUAL PYMT National Allocation Status: Active

State	Current Allotment	Reserve Amount	Allotment Status	Suspended	User ID	Timestamp(CST)
Nebraska (31)	\$ 1,000,000.00	\$ 0.00	Active	no	Tabatha.Davis	Oct 26, 2009 10:09:14 AM
North Carolina (37)	\$ 1,000,000.00	\$ 0.00	Active	no	Tabatha.Davis	Oct 26, 2009 10:09:14 AM
North Dakota (38)	\$ 2,000,000.00	\$ 0.00	Active	no	Tabatha.Davis	Oct 26, 2009 10:09:14 AM
Virginia (51)	\$ 1,000,000.00	\$ 0.00	Active	no	Tabatha.Davis	Oct 26, 2009 10:09:45 AM

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: 2010 PCAT: CRP CONSERVATION RESERVE Program: 3101 PY: COM:
PTYP: CRA CONS RESERVE ANNUAL PYMT National Allocation Status: Active

State: Nebraska (31)

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 State or County Office Allotments (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 eFunds”. 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 State or County Office Allotments (Continued)

B Decreasing State or County Office Allotments (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 top navigation bar includes links for 'eForms', 'Contact Us', 'Search', 'Local Offices', and 'USDA Home'. The left sidebar contains a menu with 'Accounting', 'Manage Programs', 'View Programs', 'Search Import Logs By Date', 'Inq/Susp Funds Allocation', and 'Logoff'. The main content area is titled 'EFC: Search Programs By Percent Of Funds Available'. It shows program details: 'BFY: 2010', 'PCAT: BCA BIOMASS CROP ASSISTANCE', 'PTYP: TA Technical Assistance', 'Program: 2751', 'PY: 2009', 'COM: National Allocation Status: Active'. Below this, there is a section for 'Percent Of Funds Available' with input fields for 'Minimum Percent' and 'Maximum Percent', each followed by a '%' symbol. At the bottom of the form are 'Search' and 'Exit' buttons.

10 Funds Availability Inquiry (Continued)

A Initiating a Funds Availability Inquiry (Continued)

The user has the option to enter a minimum and maximum percentage of funds available as search criteria or request all records. If all records are desired, CLICK “**Search**”; if a range of funds available is desired, CHECK (✓) “Percent of Funds Available”, enter the minimum percentage of funds available, and enter the maximum percentage of funds available.

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

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

Note: Collections may cause a State or county to **not** be displayed when a percentage range is used as the search criteria. If all records are desired, the user should **not** enter a minimum and maximum percentage.

B Result of a Funds Availability Inquiry

The following is an example of a Inquire Funds Availability Screen with the Funds Availability Report.

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 Accessibility Statement
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EFC: Inquire Funds Availability

BFY: 2010 PCAT: CRP CONSERVATION RESERVE Program: 3101 PY: COM
 PTYP: CRA CONS RESERVE ANNUAL PYMT National Allocation Status: Active

State: Nebraska (31) 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)
Seward (159)	\$ 1,000,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000,000.00	May 3, 2010 4:39:04 PM
Totals:	\$ 1,000,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000,000.00	

Printer Friendly Format

The following table describes the Inquire Funds Availability Screen, Funds Availability Report.

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 was run.

10 Funds Availability Inquiry (Continued)

B Result of a Funds Availability Inquiry (Continued)

Item	Description
Total Funds Obligated	Funds that have been used for contracts for the program. Only obligated type programs will use this column.
Un-Obligated Funds Disbursed	<ul style="list-style-type: none"> • Accrual Type Programs, funds that have been disbursed for the program. • Obligated Type Programs, only prompt payment interest disbursements for the program. <p>Note: This column will not include disbursements issued on obligations. The Financial Web Application Data Mart (FWADM) should be used to obtain the disbursements on obligated programs. The Obligation Activity Report is located under the eFunds folder in FWADM and will display total disbursements for obligated programs.</p>
Funds Available	<ul style="list-style-type: none"> • Accrual Type Programs, remaining funds available for disbursement. • Obligated Type Programs, remaining funds available for obligations.
Last Replication (CST)	<p>Last time the eFMS Web application AS/400 database sent totals to the web-farm.</p> <p>Note: Programs paid through NPS do not 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 Inquire Funds Availability Screen, Funds Availability Report, CLICK “**Print**” to arrange the report in a printer friendly format; then CLICK “**Print**” on the browser’s toolbar to print the Funds Availability Report.

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

11 Viewing and Managing Prior BFY Program Data and Logging Off eFMS

A Viewing Prior BFY Balances

The eFC Web application was released in FY 2003. The eFC Web application contains a history of funds availability as of the close of each FY. Users can view the Ending Funds Availability Report for a prior BFY by clicking, “Select Another BFY” on the View Program Screen.

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EFC: View Programs

Budget Fiscal Year: 2010 [Select Another BFY](#)
Organization Level: National

Program	Program Year	Commodity (Code)	Allotment Amount	Funds Available	Funds Used
1. ADVANCES FROM AMS (8340) AMS SECTION 32 CONTINGENCY Inq Funds Availability	2010		\$999,999,999.99	\$999,999,999.99	\$0.00
2. ADVANCES FROM AMS (8341) AMS SECTION 32 REGULAR Inq Funds Availability	2010		\$999,999,999.99	Inactive	Inactive
3. ADVANCES FROM AMS (8342) AMS SEC32 SPECIAL FRUIT & VEG Inq Funds Availability	2010		\$999,999,999.99	Inactive	Inactive

Accounting
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[View Programs](#)
[Search Import Logs By Date](#)
[Inq/Susp Funds Allocation](#)
[Logoff](#)

The Status of eFunds Programs by Budget Fiscal Year Screen will be displayed to select BFY.

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Accessibility Statement

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EFC: Status of eFunds Programs by Budget Fiscal Year

Select Budget Fiscal Year: 2010 Programs are only available for Budget Fiscal Year 2003 and greater.

Accounting
[Manage Programs](#)
[View Programs](#)
[Search Import Logs By Date](#)
[Inq/Susp Funds Allocation](#)
[Logoff](#)

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

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11 Viewing and Managing Prior BFY Program Data and Logging Off eFMS (Continued)

B Managing Prior BFY Balances

Users can suspend and allot prior BFY funds for obligated type programs. This functionality does **not** apply to accrual type programs. Users can manage prior BFY allotments by clicking “Select Another BFY” on the Manage Programs Screen.

Farm Service Agency Online
Accessibility Statement

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EFC: Manage Programs

Budget Fiscal Year: 2010 [Select Another BFY](#)
Organization Level: National

Program	Year	Commodity (Code)	Status	Allotment Amount
1. ADVANCES FROM AMS AMS SECTION 32 CONTINGENCY Allot eFunds Inq Funds Availability Inq/Susp Funds	(8340)	2010	Active	\$999,999,999.99
2. ADVANCES FROM AMS AMS SECTION 32 REGULAR Allot eFunds Inq Funds Availability Inq/Susp Funds	(8341)	2010	Inactive	\$999,999,999.99
3. ADVANCES FROM AMS AMS SEC32 SPECIAL FRUIT & VEG Allot eFunds Inq Funds Availability Inq/Susp Funds	(8342)	2010	Inactive	\$999,999,999.99
4. AGRICULTURAL CONSERVATION Annual Agreements Allot eFunds Inq Funds Availability Inq/Susp Funds	(3010)		Inactive	\$999,999,999.99

Accounting
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The Status of eFunds Programs by Budget Fiscal Year Screen will be displayed to select BFY.

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EFC: Status of eFunds Programs by Budget Fiscal Year

Select Budget Fiscal Year: 2010 Programs are only available for Budget Fiscal Year 2003 and greater.

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[Search Import Logs By Date](#)
[Inq/Susp Funds Allocation](#)
[Logoff](#)

CLICK “Select Budget Fiscal Year” drop-down menu to select BFY.

11 Viewing and Managing Prior BFY Program Data and Logging Off eFMS (Continued)

B Managing Prior BFY Balances (Continued)

The Manage Program Screen is displayed for obligated type programs in BFY selected by the user. Users can allot and suspend prior BFY funds for obligated type programs exactly the same as current year funds (paragraphs 8 and 9).

Farm Service Agency Online
Accessibility Statement

eFunds Control
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EFC: Manage Programs

Budget Fiscal Year: 2009 [Select Another BFY](#)

Organization Level: National

Program	Year	Commodity (Code)	Status	Allotment Amount
1. DIRECT AND COUNTER CYCLICALPYM (6742) DIRECT PAYMENTS			Active	\$100,000,000,000.00
Allot eFunds Inq Funds Availability Inq/Susp Funds				
2. DIRECT AND COUNTER CYCLICALPYM (6744) AVERAGE CROP REV ELEC DIR			Active	\$999,999,999.99
Allot eFunds Inq Funds Availability Inq/Susp Funds				
3. TOBACCO TRUST FUND CCC REIMB (5280) PRODUCER TOBACCO PAYMENTS			Active	\$1,000,000,009.98
Allot eFunds Inq Funds Availability Inq/Susp Funds				
4. TOBACCO TRUST FUND CCC REIMB (5281) TOBACCO QUOTA HOLDERS PAYMTS			Active	\$999,999,999.99
Allot eFunds Inq Funds Availability Inq/Susp Funds				

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C 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 have 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 eFMS Web 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"> • Direct Payments • Counter Cyclical Payments.
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"> • Loss Adjustor • NAP • NAP Prior Year Payments.
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"> • Citrus • Citrus Nursery Loss • Crop Disaster • Florida Hurricane Citrus • Fruit and Vegetable • Livestock Assistance • Nursery • Quality Losses • Sugar Beets Disaster • Tree Assistance • Tree Indemnity • Tropical Fruit.

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"> • Crop Disaster, with appropriation • Emergency Livestock Feed • Hard White Wheat • Livestock • Livestock Compensation • Livestock Indemnity • Livestock Indemnity Contract Growers • Market Loss Assistance • Tree Assistance.
app.fsa.efc.grp.PECD.Section32	PECD program allotted to the county by State Office program funds manager. Currently, only the Hurricane Indemnity Program is in this category.
app.fsa.efc.grp.PRICE.SUPPORT	Price support programs allotted to the county by State Office program funds manager. Currently, only the Trade Adjustment Program is in this category.
app.fsa.efc.grp.PRICE.SUPPORT.READONLY	Price support programs only allotted to the county by National Office program funds manager. State Office program funds manager may only view funding status.
app.fsa.efc.grp.TOBACCO	Tobacco programs allotted to the county by State Office program funds manager.
app.fsa.efc.grp.TOBACCO.READONLY	Tobacco programs only allotted to the county by National Office program funds manager. State Office program funds manager may only view funding status.

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 not 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 the eFMS Web application.

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.