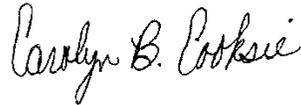


For: National and State Offices

**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 was replaced with eFMS in September 2009. The eFMS process provides funds control and reporting for programs established as web program applications and for program applications residing on the 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 CORE 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 send an e-mail to the FMD Funds and Commodity Management Office, Electronic Funds Management Centralized mailbox at **RA.mokansasc2.FMD.electronic.funds.management**.

<b>Disposal Date</b>	<b>Distribution</b>
September 1, 2011	National and State Offices

## Notice FI-2996

### 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 following 2 types of funds control are:

- 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 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 and County Office.

#### C Year – End Rollover

At the start of 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 FY and 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.

**Notice FI-2996**

**3 Responsibilities in eFMS**

**A FMD Responsibilities**

FMD shall:

- enter National Office allocations into CCC CORE which 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 managers shall:

- control State Office allotments and the national reserve in the eFMS web application
- authorize State Office program managers access to eFMS.

National Office program 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 FMMI Readiness Release 3.0 Changes**

The following provides:

- enhancements to the eFMS web application as part of the anticipated software release
- users with a quick reference to the paragraphs in the notice that discuss the enhancements.

<b>Changes to eFMS</b>	<b>Reference</b>
Suspending Allotments	See paragraph 10.
View Period of Availability Table	See paragraph 14.

**B FMMI Readiness Release 3.0 Release Date**

FMMI Readiness Release 3.0 is targeted for release on September 11, 2010.

## Notice FI-2996

### 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.

**Note: Users will maintain their current access. Only new requests need to be submitted.**

#### 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 eFMS
  - 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.

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 **RA.mokansasc2.FMD.electronic.funds.management**.

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: Users will maintain their current access. Only new requests need to be submitted.**

## Notice FI-2996

### 6 Accessing eFMS Web Application

#### A Logging into the eFMS Web Application

On the FSA Intranet Home Page, CLICK “FSA Applications”.

USDA United States Department of Agriculture  
Farm Service Agency (FSA) Intranet Tuesday July 27, 2010

Home About FSA Newsroom Help Contact Us Offices Phone Employee Information

FSA Home

**Search**

**Links**

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

**Other Related Links**

- ITSM Project (Magic Replacement)
- FSA Transformation
- Agenda
- Beacon Web
- BPMS
- CCE
- Customer Perspectives
- DACO
- DAFO Training
- FFAS
- FMMI

**FSA Intranet**

**In the Spotlight**

- [Emergency Preparedness Tip of the Month for July 2010](#)
- [Customer Perspectives](#)
- [2010 FSA Employee Directory](#)
- [Information about "ITSM Project \(Magic Replacement\)"](#)

**Directives**

For the complete list of tools please visit the new [Directives Tools](#) page.

- [Handbooks](#)
- [Notices](#)

**Forms, Publications, and Supplies**

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**”.

The screenshot shows the 'FSA Applications' web page. On the left is a navigation sidebar with a search bar and a list of links. The main content area is titled 'FSA Applications' and is organized into several columns of application categories. An arrow points from the 'Financial Services' section to the 'Financial Applications' link.

**Search**

**Links**  
 FSA Applications  
 FSA Releases  
 FSA Infrastructure  
 Service Center  
 Agencies Online  
 Unapproved Software

**Other Related Links**  
 ITSM Project (Magic Replacement)  
 BPMS  
 CCE  
 DACO  
 DAFO Training  
 FFAS  
 ITS Website  
 KC & STL  
 NITC  
 NRCS  
 OCIO  
 PAS  
 RD  
 State & County  
 T-OPS/LWV

**FSA Applications**

**Common Applications**

- **Common Payment Reports System**
- **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**

**Conservation**

- **Conservation On-Line System**
- **Conservation Payments**
- **CRP Extensions 2009**
- **CRP Soils Database Management System**
- **Emergency Forestry CRP**
- **HELC/Wetlands Program**

**Farm Loan Programs**

- **Farm Loan Programs Systems**

**Price Support**

- **Trade Adjustment Assistance for Farmers**
- **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**

**Administrative Applications**

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

**Financial Services**

- **Financial Applications**

**Production Adjustment & Disaster Programs**

- **LFP - Livestock Forage Program**
- **LIP - Livestock Indemnity Program**
- **2005-2006-2007 CDP Crop Table**
- **2003-2004-2005 CDP Crop Table**

## Notice FI-2996

### 6 Accessing eFMS Web Application (Continued)

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

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

FSA Home > FSA Applications > FSA Financial Applications

### FSA Intranet Financial Applications

FSAFS: Financial Applications

Applications will be unavailable Central Time:  
> Daily, 3:00 am to 4:00 am  
> Sunday, 12:00 am to 4:00 am & 4:00 pm to 6:00 pm.

[Lease and Reimbursable Agreement Tracking \(LRAT\)](#)

[Electronic Funds Control For National and State Office Use Only](#)

[FAIRS \(Authorized Users Only\)](#)

[FSA Financial Inquiries](#)

[FSA Financial Services](#)

- Assignments, Joint Payments, Direct Deposits
- Update Customer Profile

[National Payment Service](#)

[National Receipts and Receivables System](#)

[Online Payments](#)

[Receivable Imaging System](#)

**Search**

**Links**

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

**Other Related Links**

- ITSM Project (Magic Replacement)
- BPMS
- CCE
- DACO
- DAFO Training
- FFAS
- ITS Website
- KC & STL
- NITC
- NRCS
- OCIO
- PAS
- RD
- State & County
- T-OPS/LWV

A Government web site notification will be displayed. CLICK “I agree” and the eAuthentication Login Screen will be displayed. Enter the e-Authentication user ID and password, and CLICK “**Login**”. The eFMS Home Screen will be displayed.

#### B URL for eFMS

The address for the e-Authentication Login Screen to access eFMS is **<https://arcticocean.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.

Notice FI-2996

7 eFMS Home Screen

A Example of eFMS Home Screen

After successfully logging into eFMS, the eFMS Home Screen will be displayed.



B Navigational Links in the eFMS Web Application

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

Link	Description
Manage Programs	Allows authorized users to allot funds, inquiry about the balance of funds, and suspend allotments for current and previous budget FY's.
View Programs	Allows users to inquiry about the balance of current and previous budget FY funds.
Search Import Logs by Date	Allows users to view the updates that were made using an import file.
Inq/Susp Funds Allocation	Allows National Office program funds manager to suspend payments and obligations for an entire program.
View Period of Availability	Allows users to view a program's status on the Period of Availability Table.
EFC Home	Returns users to the eFMS Home Page.
About EFC	Displays information about the eFMS web application.
Help	Displays help information about a specific eFMS page to the user.
Contact Us	Displays Help Desk contact information.
Exit EFC	Logs the user out of the eFMS application, but does not log the user out of eAuth.
Logout of eAuth	Logs the user out of eFMS and eAuth.

## Notice FI-2996

### 8 Navigating the eFMS Manage Program Selection List

#### A Example of eFMS Manage Program Selection List

The Manage Program Selection List Screen will display the eFMS controlled programs to which the user ID has access. The following is an example of the Manage Program Selection List Screen for a National Office program manager.



The screenshot shows the eFMS Manage Programs screen. The header includes the USDA logo, "United States Department of Agriculture Farm Service Agency", and "eFunds Control". The navigation bar contains links for "EFC Home", "About EFC", "Help", "Contact Us", "Exit EFC", and "Logout of eAuth". The left sidebar shows the "EFC Menu" with options like "Welcome Frankie Coln" and "Accounting" sub-menu items. The main content area is titled "Manage Programs" and includes a "Budget Fiscal Year" dropdown set to "2010" and an "Organization Level" set to "National". A table lists six programs with their respective details.

Program	Program Year	Status	Allotment Amount
1. ADVANCES FROM AMS AMS SECTION 32 CONTINGENCY <a href="#">Inq Funds Availability</a> <a href="#">Inq/Susp Funds</a>	(8340) 2010	Active	\$ 999,999,999.99
2. ADVANCES FROM AMS AMS SECTION 32 REGULAR <a href="#">Inq Funds Availability</a> <a href="#">Inq/Susp Funds</a>	(8341) 2010	Active	\$ 999,999,999.99
3. ADVANCES FROM AMS AMS SEC32 SPECIAL FRUIT & VEG <a href="#">Inq Funds Availability</a> <a href="#">Inq/Susp Funds</a>	(8342) 2010	Active	\$ 999,999,999.99
4. AGRICULTURAL CONSERVATION Annual Agreements <a href="#">Allot eFunds</a> <a href="#">Inq Funds Availability</a> <a href="#">Inq/Susp Funds</a>	(3010)	Inactive	\$ 999,999,999.99
5. AGRICULTURAL CONSERVATION Long-Term Agreements <a href="#">Allot eFunds</a> <a href="#">Inq Funds Availability</a> <a href="#">Inq/Susp Funds</a>	(3220)	Active	\$ 999,999,999.99
6. AGRICULTURAL INCENTIVE PROGRAM HARD WHITE WHEAT <a href="#">Allot eFunds</a> <a href="#">Inq Funds Availability</a> <a href="#">Inq/Susp Funds</a>	(2691)	Inactive	\$ 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 at which the user views the list. The Organization Level will display the State Office level 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. See subparagraph 9 C.

**Notice FI-2996**

**8 Navigating the eFMS Program Selection List (Continued)**

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

The eFMS Manage Program Selection List Screen is the main page for the eFMS web application and displays the programs to which the user ID has been granted access. The following describes the eFMS Manage 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.

<b>Field</b>	<b>Description</b>	<b>Reference</b>
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.	
Status	Status of “Active” or “Inactive”.	
Allotment Amount	Total amount allotted for the program.	
Allot eFunds	Allows: <ul style="list-style-type: none"> <li>• National Office program funds manager to allot funds from the National Office reserve to a State</li> <li>• National or State Office program funds manager to allot funds from the State Office reserve to a County.</li> </ul>	See paragraph 9 and 11.
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.	See paragraph 12.
Inq/Susp Funds	<ul style="list-style-type: none"> <li>• Accrual Type Funds Control - Allows National or State Office program funds manager to suspend (prevent) a State or County Office from issuing payment requests.</li> <li>• Obligated Type Funds Control - Allows National or State Office program funds manager to suspend (prevent) a State or County Office from establishing obligations, adjusting obligations, and issuing payment requests.</li> </ul>	See paragraph 10.

## Notice FI-2996

### 9 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 the CCC CORE general ledger. CCC CORE general ledger entry is based on 1 of the following:

- an apportionment or appropriation 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
- rollover of prior FY advance balance.

Funds may be allotted to the State and County Office level once the following actions have been completed:

- National Office program allocation has been established
- Financial Manager has assigned the program to a program group
- Financial Manager has entered and approved the program's entry on the Period of Availability Table

**Notice FI-2996**

**9 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 manager shall **CLICK “Allot eFunds”** from the Manage Program Screen (subparagraph 8 A) and the Select States for Program Screen will be displayed
- State Office program manager shall **CLICK “Allot eFunds”** from the Manage Program Screen (subparagraph 8 A) and 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 the States to be added or removed and **CLICK “Submit”** according to the following.

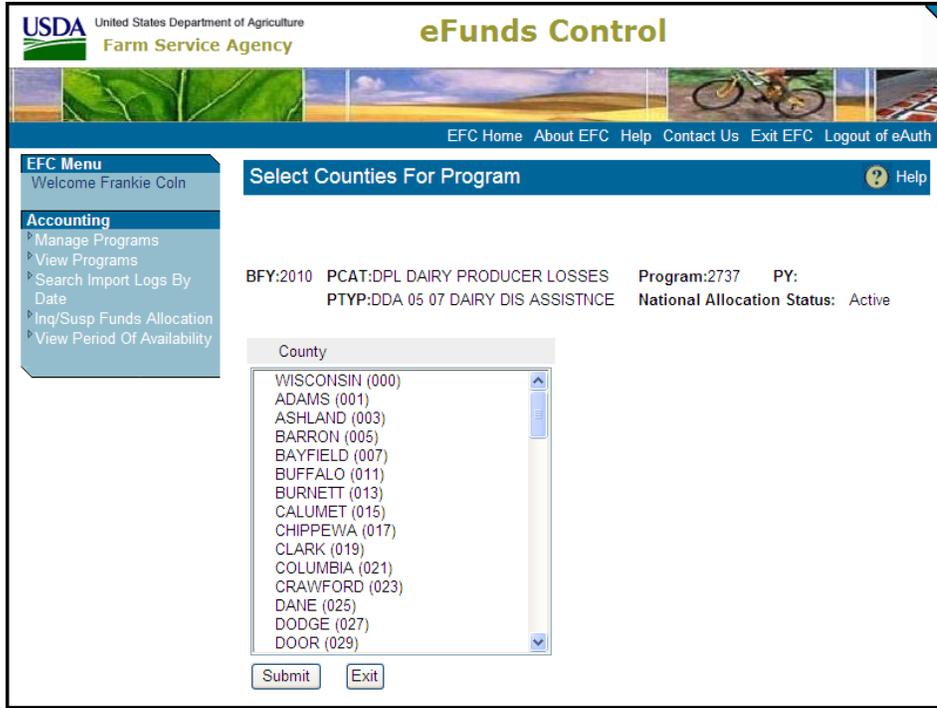
<b>IF...</b>	<b>THEN hold down the...</b>
more than 1 State is to be added or a State that has been selected is to be deselected	“Ctrl” key and click the State; this will select/deselect the desired State.
all States are to be added	“Shift” key and click the first and last State.
various States are to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

**Notice FI-2996**

**9 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, select which county is to be added and **CLICK “Submit”**.

<b>IF...</b>	<b>THEN hold down the...</b>
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.
various counties are to be added	“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.

**Notes:** The name of the State Office is always listed first as a county on the Select Counties for Program Screen. If a program is paid at the State Office level, then the State Office must be selected as the 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.

Notice FI-2996

9 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.

**USDA** United States Department of Agriculture  
Farm Service Agency

**eFunds Control**

EFC Home About EFC Help Contact Us Exit EFC Logout of eAuth

**EFC Menu**  
Welcome Frankie Coln

**Accounting**  
Manage Programs  
View Programs  
Search Import Logs By Date  
Inq/Susp Funds Allocation  
View Period Of Availability

**Allot Funds State** Help

BFY:2010 PCAT:DPL DAIRY PRODUCER LOSSES Program:2737 PY:  
PTYP:DDA 05 07 DAIRY DIS ASSISTNCE National Allocation Status: Active

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

Total State Allotment: \$ 800,111,000.00 New Total State Allotment: \$ 0.00  
Remaining Balance: \$ 0.00 New Remaining Balance: \$ 0.00  
National Reserve: \$ 199,888,999.99 New National Reserve: \$ 199,888,999.99

State - History	Current Allotment	Current Reserve	Allotment Adjustment	New Allotment	New Reserve
<a href="#">Texas (48) H</a>	\$ 800,100,000.00	\$ 800,000,000.00	\$ <input type="text"/>	\$ 0.00	\$ 0.00
<a href="#">Wisconsin (55) H</a>	\$ 11,000.00	\$ 11,000.00	\$ <input type="text"/>	\$ 0.00	\$ 0.00

Add States Recalculate Save Adjustments Exit

**Note:** National Office program fund managers will notice a new field on the Allot Funds State Screen called “Unavailable Amount”. The Unavailable Amount represents funding for Obligated Type programs that was un-obligated at year-end and therefore is no longer available. The unavailable amount will only be populated on prior budget FY obligated type programs.

## Notice FI-2996

### 9 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 Adjustments”**.

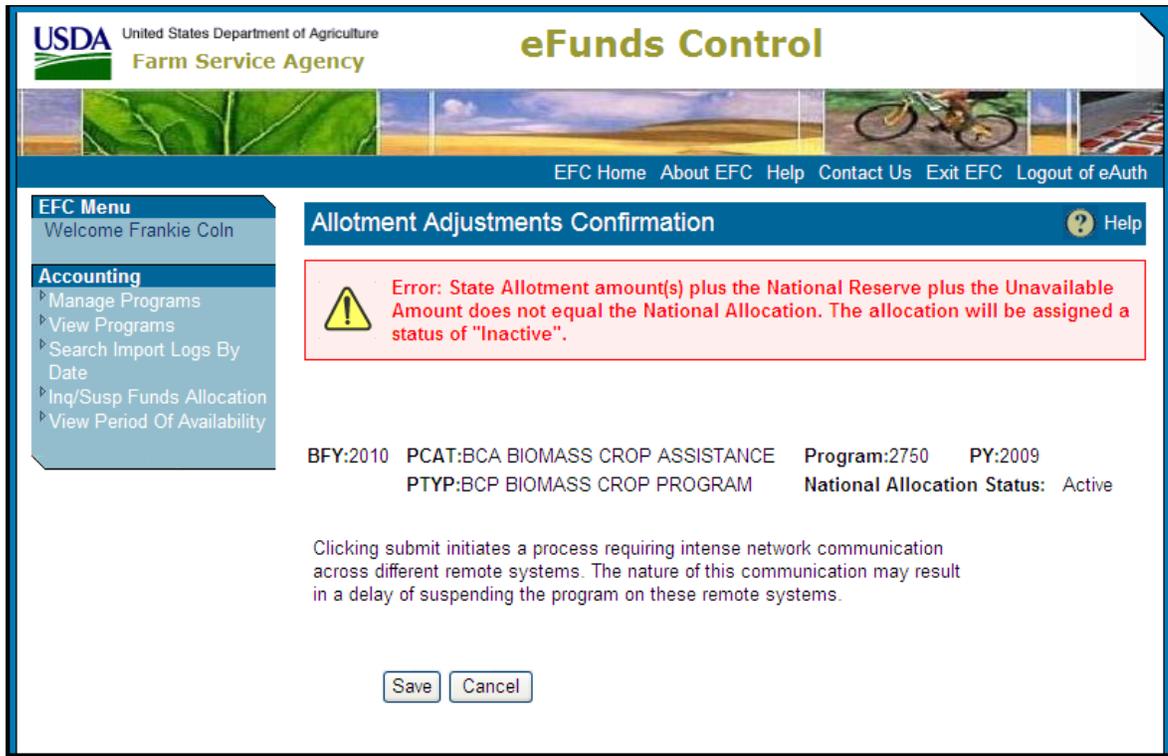
Clicking the **“Back”** button on the browser will go back to the previous screen and will **not** save any information that was entered. All data will be lost up to the last save. There is **no** warning provided if users accidentally click **“Back”**. Clicking **“Save Adjustments”** is the **only**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

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

9 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 plus the Unavailable Amount, then the State Allotment Adjustments Confirmation Screen will be displayed with the message, “State Allotment amount(s) plus the National Reserve plus the Unavailable Amount 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.



**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.

10 Suspending Allotments

A Suspending Single or Multiple County Allotments within a State

The user has several options when suspending allotment(s). All options can be accessed by clicking “Inq/Susp Funds” for the program on the Manage Program Selection Screen.

After selecting “Inq/Susp Funds” for the program, the State Allotment Status Screen is displayed. Click on a State to see the list of counties within that State to suspend.

EFC Home About EFC Help Contact Us Exit EFC Logout of eAuth

**EFC Menu**  
Welcome Frankie Coln

**Accounting**  
▾ Manage Programs  
▾ View Programs  
▾ Search Import Logs By Date  
▾ Inq/Susp Funds Allocation  
▾ View Period Of Availability

**State Allotment Status** Help

BFY:2010 PCAT:DLA DAIRY ECONOMIC LOSS ASSIST Program:2765 PY:  
PTYP:DLA DAIRY ECONOMIC LOSS ASSIST National Allocation Status: Active

Suspend/Unsuspend	State	Current Allotment	Reserve Amount	Allotment Status	Suspended
<input type="checkbox"/>	<a href="#">California (06) H</a>	\$ 50,000.00	\$ 0.00	Active	no
<input type="checkbox"/>	<a href="#">Delaware (10) H</a>	\$ 300,000.00	\$ 19,000.00	Active	no
<input type="checkbox"/>	<a href="#">Hawaii (15) H</a>	\$ 63,000.00	\$ 494.96	Active	no
<input type="checkbox"/>	<a href="#">New Mexico (35) H</a>	\$ 30,000.00	\$ 0.00	Active	no
<input type="checkbox"/>	<a href="#">Washington (53) H</a>	\$ 49,600.00	\$ 0.00	Active	no
<input type="checkbox"/>	<a href="#">Wisconsin (55) H</a>	\$ 70,000.00	\$ 0.00	Active	no
<input type="checkbox"/>	Select all				

Printer Friendly

Suspend States    Unsuspend States    Suspend Counties    Unsuspend Counties    Exit

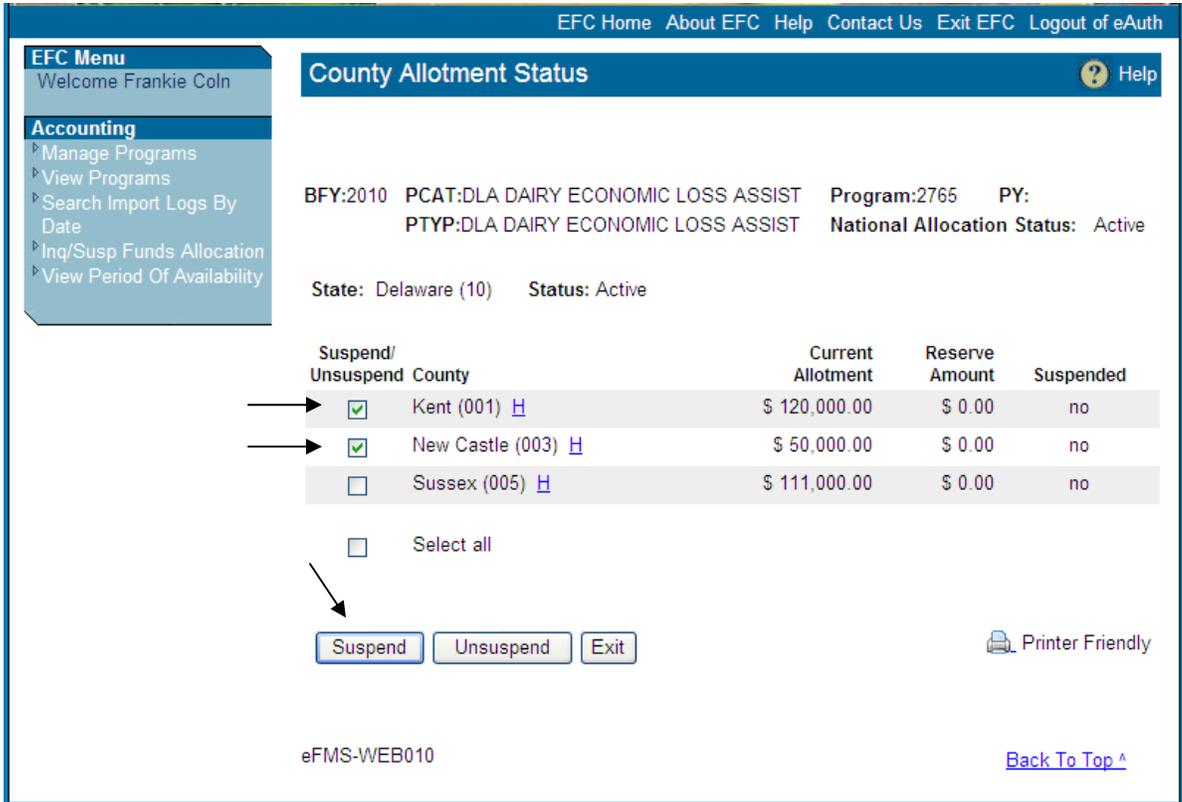
**Notice FI-2996**

**10 Suspending Allotments (Continued)**

**A Suspending Single or Multiple County Allotments within a State (Continued)**

After selecting a State, the County Allotment Status Screen will be displayed. Check (✓) the “Suspend/Unsuspend” box for the desired county or counties and CLICK “Suspend” to suspend the allotment(s). CLICK “Unsuspend” to Unsuspend the allotment(s).

**Note:** The current status of the allotments is listed under the “Suspended” column.



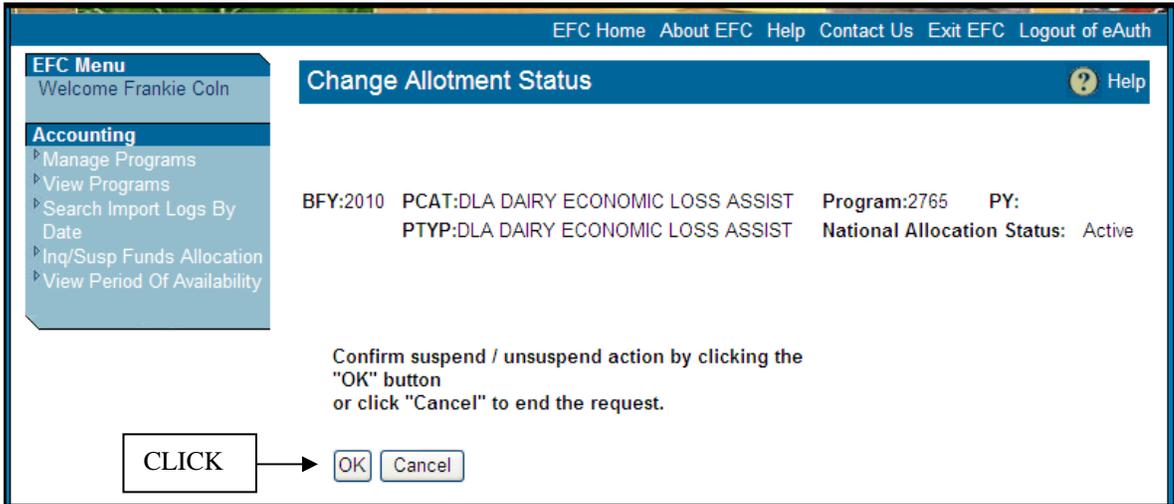
<b>IF...</b>	<b>THEN</b>
multiple counties are to be suspended	check (✓) multiple checkboxes
various counties are to be suspended	check (✓) the “Select All” box, then uncheck the counties that should not be suspended
all counties are to be suspended	check (✓) the “Select All” box

# Notice FI-2996

## 10 Suspending Allotments (Continued)

### A Suspending Single or Multiple County Allotments within a State (Continued)

Upon clicking the “Suspend” button, the Change Allotment Status Screen will be displayed. CLICK “OK” to continue and suspend the selected allotment(s). CLICK “Cancel” to return to the previous screen **without** suspending the allotment.



Once the user clicks OK, a message will appear on the screen confirming the allotment was suspended. The allotment status in the suspended column will also confirm the user successfully suspended the allotment.



Notice FI-2996

10 Suspending Allotments (Continued)

**B Suspending All Counties within a Single State or All Counties within Multiple States**

After selecting “Inq/Susp Funds” for the program, the State Allotment Status Screen will be displayed. Check (✓) the “Suspend/Unsuspend” box for the desired State(s) and CLICK “Suspend Counties” to suspend all the county allotments within the selected State(s). CLICK “Unsuspend Counties” to unsuspend all of the county allotments within the selected State(s).

Check (✓) the “Select All” box to select all States and CLICK “Suspend Counties” to suspend all county allotments for the program. Check (✓) the “Select All” box to select all States and CLICK “UnSuspend Counties” to unsuspend all county allotments for the program.

EFC Home About EFC Help Contact Us Exit EFC Logout of eAuth

**EFC Menu**  
Welcome Frankie Coln

**Accounting**  
 ▶ Manage Programs  
 ▶ View Programs  
 ▶ Search Import Logs By Date  
 ▶ Inq/Susp Funds Allocation  
 ▶ View Period Of Availability

**State Allotment Status** Help

BFY:2010 PCAT:DLA DAIRY ECONOMIC LOSS ASSIST Program:2765 PY:  
 PTYP:DLA DAIRY ECONOMIC LOSS ASSIST National Allocation Status: Active

Suspend/ Unsuspend	State	Current Allotment	Reserve Amount	Allotment Status	Suspended
<input checked="" type="checkbox"/>	<a href="#">California (06) H</a>	\$ 50,000.00	\$ 0.00	Active	no
<input checked="" type="checkbox"/>	<a href="#">Delaware (10) H</a>	\$ 300,000.00	\$ 19,000.00	Active	no
<input checked="" type="checkbox"/>	<a href="#">Hawaii (15) H</a>	\$ 63,000.00	\$ 494.96	Active	no
<input type="checkbox"/>	<a href="#">New Mexico (35) H</a>	\$ 30,000.00	\$ 0.00	Active	no
<input type="checkbox"/>	<a href="#">Washington (53) H</a>	\$ 49,600.00	\$ 0.00	Active	no
<input type="checkbox"/>	<a href="#">Wisconsin (55) H</a>	\$ 70,000.00	\$ 0.00	Active	no
<input type="checkbox"/>	Select all				

Printer Friendly

Suspend States Unsuspend States **Suspend Counties** Unsuspend Counties Exit

Notice FI-2996

10 Suspending Allotments (Continued)

**B Suspending All Counties within a Single State or All Counties within Multiple States (Continued)**

The Change Allotment Status Screen will be displayed. CLICK “OK” to continue to perform the suspension activity for the selected allotment(s). CLICK “Cancel” to return to the previous screen **without** performing the suspension activity on the allotments.

Once the user clicks “OK”, a message will appear on the screen confirming the allotment was suspended.

EFC Home About EFC Help Contact Us Exit EFC Logout of eAuth

**EFC Menu**  
Welcome Frankie Coln

**Accounting**  
 Manage Programs  
 View Programs  
 Search Import Logs By Date  
 Inq/Susp Funds Allocation  
 View Period Of Availability

**State Allotment Status** Help

**i** Informational: County allotments for selected states suspended successfully.

BFY:2010 PCAT:DLA DAIRY ECONOMIC LOSS ASSIST Program:2765 PY:  
 PTYP:DLA DAIRY ECONOMIC LOSS ASSIST National Allocation Status: Active

Suspend/ Unsuspend	State	Current Allotment	Reserve Amount	Allotment Status	Suspended
<input type="checkbox"/>	<a href="#">California (06) H</a>	\$ 50,000.00	\$ 0.00	Active	no
<input type="checkbox"/>	<a href="#">Delaware (10) H</a>	\$ 300,000.00	\$ 19,000.00	Active	no
<input type="checkbox"/>	<a href="#">Hawaii (15) H</a>	\$ 63,000.00	\$ 494.96	Active	no
<input type="checkbox"/>	<a href="#">New Mexico (35) H</a>	\$ 30,000.00	\$ 0.00	Active	no
<input type="checkbox"/>	<a href="#">Washington (53) H</a>	\$ 49,600.00	\$ 0.00	Active	no
<input type="checkbox"/>	<a href="#">Wisconsin (55) H</a>	\$ 70,000.00	\$ 0.00	Active	no
<input type="checkbox"/>	Select all				

Printer Friendly

Suspend States Unsuspend States Suspend Counties Unsuspend Counties Exit

# Notice FI-2996

## 10 Suspending Allotments (Continued)

### B Suspending All Counties within a Single State or All Counties within Multiple States (Continued)

The user will notice the status in the “Suspended” column did not change to “yes”. This is the State Allotment Status page, so the status listed in the “Suspended” column refers to the State’s suspended status. The action performed by selecting suspend counties does not suspend the State, only the counties within the selected State. Click on the State to see the suspend status of the county allotments.

EFC Home About EFC Help Contact Us Exit EFC Logout of eAuth

**EFC Menu**  
Welcome Frankie Coln

**Accounting**  
Manage Programs  
View Programs  
Search Import Logs By Date  
Inq/Susp Funds Allocation  
View Period Of Availability

### County Allotment Status Help

BFY:2010 PCAT:DLA DAIRY ECONOMIC LOSS ASSIST Program:2765 PY:  
PTYP:DLA DAIRY ECONOMIC LOSS ASSIST National Allocation Status: Active

State: Delaware (10) Status: Active

Suspend/ Unsuspend	County	Current Allotment	Reserve Amount	Suspended
<input type="checkbox"/>	Kent (001) <a href="#">H</a>	\$ 120,000.00	\$ 0.00	yes
<input type="checkbox"/>	New Castle (003) <a href="#">H</a>	\$ 50,000.00	\$ 0.00	yes
<input type="checkbox"/>	Sussex (005) <a href="#">H</a>	\$ 111,000.00	\$ 0.00	yes
<input type="checkbox"/>	Select all			

Printer Friendly

10 Suspending Allotments (Continued)

C Suspending States within a Program

Suspending the State only restricts obligation and payment activity; it does not allow a user to reduce county funds within that State.

**Note:** 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.

After selecting “Inq/Susp Funds” for the program, the State Allotment Status Screen will be displayed. The users should select the State(s) to be suspended and CLICK “Suspend States”. If the State(s) are to be unsuspending, the users should CLICK “Unsuspend States”.

The screenshot shows the 'State Allotment Status' screen in the EFC application. The page header includes 'EFC Home', 'About EFC', 'Help', 'Contact Us', 'Exit EFC', and 'Logout of eAuth'. A left-hand menu contains 'EFC Menu' (Welcome Frankie Coln) and 'Accounting' options: 'Manage Programs', 'View Programs', 'Search Import Logs By Date', 'Inq/Susp Funds Allocation', and 'View Period Of Availability'. The main content area displays the following information:

BFY:2010 PCAT:DLA DAIRY ECONOMIC LOSS ASSIST Program:2765 PY:  
 PTYP:DLA DAIRY ECONOMIC LOSS ASSIST National Allocation Status: Active

Suspend/ Unsuspend	State	Current Allotment	Reserve Amount	Allotment Status	Suspended
<input checked="" type="checkbox"/>	<a href="#">California (06) H</a>	\$ 50,000.00	\$ 0.00	Active	no
<input checked="" type="checkbox"/>	<a href="#">Delaware (10) H</a>	\$ 300,000.00	\$ 19,000.00	Active	no
<input checked="" type="checkbox"/>	<a href="#">Hawaii (15) H</a>	\$ 63,000.00	\$ 494.96	Active	no
<input type="checkbox"/>	<a href="#">New Mexico (35) H</a>	\$ 30,000.00	\$ 0.00	Active	no
<input type="checkbox"/>	<a href="#">Washington (53) H</a>	\$ 49,600.00	\$ 0.00	Active	no
<input type="checkbox"/>	<a href="#">Wisconsin (55) H</a>	\$ 70,000.00	\$ 0.00	Active	no
<input type="checkbox"/>	Select all				

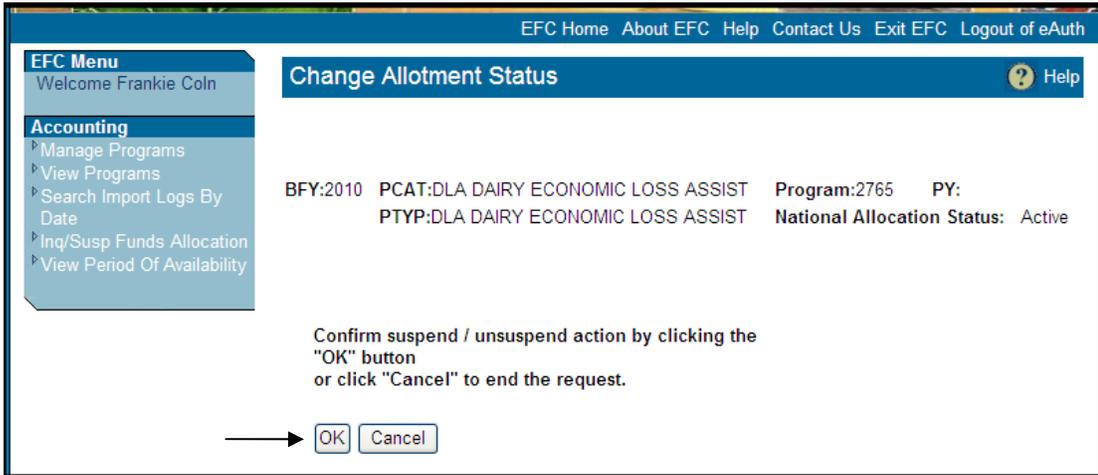
At the bottom of the screen, there are five buttons: 'Suspend States', 'Unsuspend States', 'Suspend Counties', 'Unsuspend Counties', and 'Exit'. Arrows point from the 'Suspend States' button to the checkboxes for California, Delaware, and Hawaii.

IF...	THEN
multiple States are to be suspended or unsuspending	check (✓) multiple checkboxes.
various States are to be suspended or unsuspending	check (✓) the “Select All” box, then uncheck the States that should not be suspended or unsuspending.
all States are to be suspended or unsuspending	check (✓) the “Select All” box.

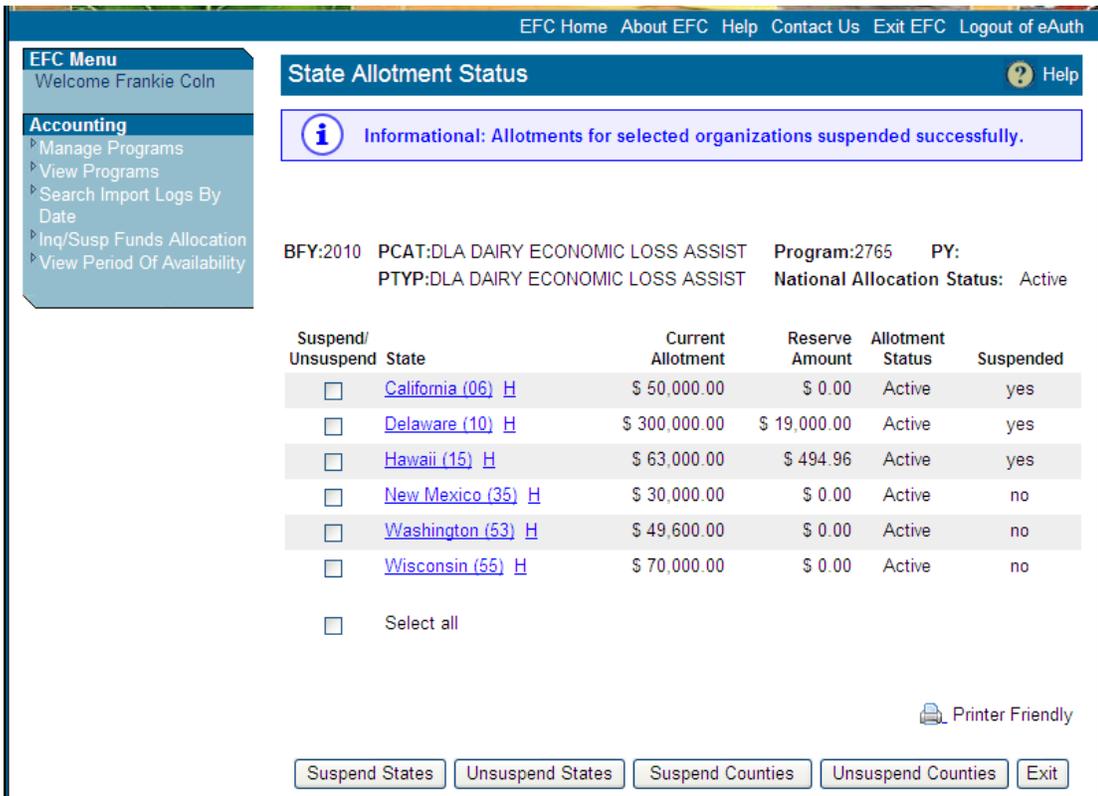
10 Suspending Allotments (Continued)

C Suspending States within a Program (Continued)

The Change Allotment Status Screen will be displayed. CLICK “OK” to continue and suspend the selected allotment(s). CLICK “Cancel” to return to the previous screen **without** suspending the allotments.



Once the user clicks “OK”, a message will appear on the screen confirming the allotment was suspended. The allotment status in the suspended column will also confirm the user successfully suspended the allotment.



## 11 Decreasing a State or County Office Allotment

### A Before Decreasing a County Allotment

An established County Office allotment may be decreased, but the county **must** be suspended **first**. For programs paid through the 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.

The user does not need to wait for replication on web-based programs.

**Important:** 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 redate the allotment that has been suspended and users will have to wait again for replication to occur after the save time. It essentially restarts the clock.

### B Decreasing a State or County Office Allotment

To decrease a State or County Office allotment, on the Manage Programs Selection Screen for the applicable program, click the “Allot eFunds” link. The Allot Funds State or Allot Funds County Screen will be displayed. See subparagraph 9 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.

- 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.

## Notice FI-2996

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

#### C After Decreasing a County Office Allotment

The user should unsuspend the county allotment after processing the decrease allotment adjustment. See paragraph 10.

### 12 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 the “**Inq Funds Availability**” link 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 shows a web application interface. At the top, there is a navigation bar with links: EFC Home, About EFC, Help, Contact Us, Exit EFC, and Logout of eAuth. Below this is a blue header for the page titled "Search Programs By Percent Of Funds Available" with a "Help" icon. On the left, there is a "EFC Menu" with a sub-menu "Accounting" containing links: Manage Programs, View Programs, Search Import Logs By Date, Inq/Susp Funds Allocation, and View Period Of Availability. The main content area displays search criteria: "BFY:2010 PCAT:DLA DAIRY ECONOMIC LOSS ASSIST Program:2765 PY:" and "PTYP:DLA DAIRY ECONOMIC LOSS ASSIST National Allocation Status: Active". Below this, there is a checkbox labeled "Percent Of Funds Available:" which is currently unchecked. Underneath the checkbox are two input fields: "Minimum Percent (%):" and "Maximum Percent (%):". At the bottom of the form are two buttons: "Submit" and "Exit".

There are 2 search options. The user can either request all records or enter a minimum and maximum percentage of funds available. If all records are desired, the user can simply click “Submit”. If a range of funds available is desired, the user should first check (✓) the Percent of Funds Available box then enter the minimum percentage of funds available and 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 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 a percentage range is used as the search criteria. If all records are desired, the user should not enter a minimum and maximum percentage.

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12 Funds Availability Inquiry

B Result of a Funds Availability Inquiry

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

EFC Home About EFC Help Contact Us Exit EFC Logout of eAuth

**EFC Menu**  
 Welcome Frankie Coln

**Inquire Funds Availability** ? Help

**BFY:**2010 **PCAT:**DLA DAIRY ECONOMIC LOSS ASSIST **Program:**2765 **PY:**  
**PTYP:**DLA DAIRY ECONOMIC LOSS ASSIST **National Allocation Status:** Active

**State:** Delaware (10) **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)
Kent (001)	\$ 120,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 98,920.60	\$ 21,079.40	12/17/2009 3:17:00 PM CST
New Castle (003)	\$ 50,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 16,380.90	\$ 33,619.10	12/17/2009 3:17:00 PM CST
Sussex (005)	\$ 111,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 110,650.95	\$ 349.05	12/17/2009 3:17:00 PM CST
<b>Totals:</b>	<b>\$ 281,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 225,952.45</b>	<b>\$ 55,047.55</b>	

Exit
Printer Friendly

**Notice FI-2996**

**12 Funds Availability Inquiry (Continued)**

**B Result of a Funds Availability Inquiry**

<b>Item</b>	<b>Description</b>
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 on the System 36 at the time the inquiry is run.
Total Funds Obligated	Only obligated type programs will use this column. Funds that have been used for contracts for the program.
Un-Obligated Funds Disbursed	<p>Only accrual type programs will use this column. Funds that have been disbursed for the program.</p> <p>Obligated Type Programs - 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	<p>Accrual Type Programs - remaining funds available for disbursement.</p> <p>Obligated Type Programs - remaining funds available for obligations.</p>
Last Replication (CST)	<p>The most recent time the eFMS web application AS/400 database sent totals to the web-farm.</p> <p><b>Note:</b> Web programs do <b>not</b> replicate. For web programs, the "Last Replication" date remains the date the allotment was first established in a given county.</p>

## Notice FI-2996

### 13 View and Manage Prior Budget FY Program Data

#### A View Prior Budget FY Balances

The eFC web application was released in FY 2003. The web application contains a history of funds availability for prior budget FY's. Users can view the funds availability report for a prior budget FY by selecting "View Programs" under Accounting and then clicking "Select Another BFY".

EFC Home About EFC Help Contact Us Exit EFC Logout of eAuth

**EFC Menu**  
Welcome Frankie Coln

**Accounting**

- Manage Programs
- View Programs
- Search Import Logs By Date
- Inq/Susp Funds Allocation
- View Period Of Availability

**View Programs** Help

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

Organization Level: National

Program	Program Year	Available Allocation	Funds Available	Funds Used
1. ADVANCES FROM AMS (8340) AMS SECTION 32 CONTINGENCY <a href="#">Inq Funds Availability</a>	2010	\$ 999,999,999.99	\$ 999,877,546.74	\$ 122,453.25
2. ADVANCES FROM AMS (8341) AMS SECTION 32 REGULAR <a href="#">Inq Funds Availability</a>	2010	\$ 999,999,999.99	\$ 774,132,668.58	\$ 225,867,331.41

The Select Budget Fiscal Year Screen will be displayed to select the budget FY.

EFC Home About EFC Help Contact Us Exit EFC Logout of eAuth

**EFC Menu**  
Welcome Frankie Coln

**Accounting**

- Manage Programs
- View Programs
- Search Import Logs By Date
- Inq/Susp Funds Allocation
- View Period Of Availability

**Select Budget Fiscal Year** Help

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

Submit Exit

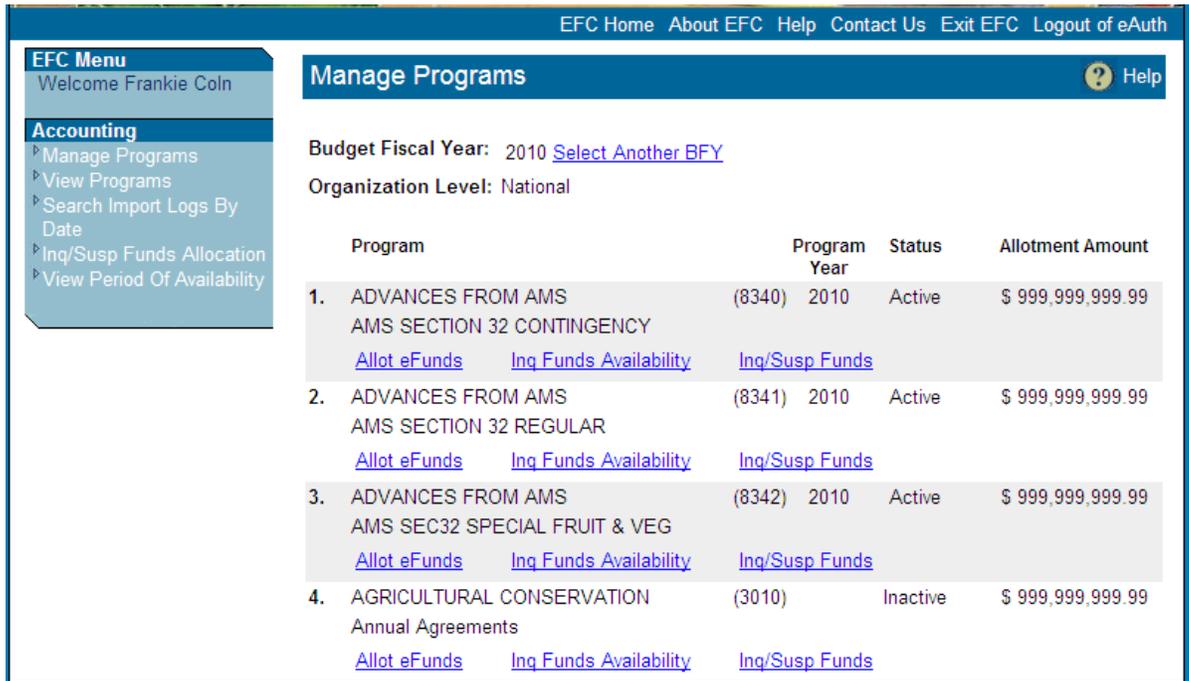
Click the "Select Budget Fiscal Year" drop-down menu to select the budget FY. CLICK "Submit". The report will be the same as the Funds Availability Inquiry Report displayed in paragraph 12.

## Notice FI-2996

### 13 View and Manage Prior Budget FY Program Data (Continued)

#### B Manage Prior Budget FY Balances

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



EFC Home About EFC Help Contact Us Exit EFC Logout of eAuth

**EFC Menu**  
Welcome Frankie Coln

**Accounting**

- Manage Programs
- View Programs
- Search Import Logs By Date
- Inq/Susp Funds Allocation
- View Period Of Availability

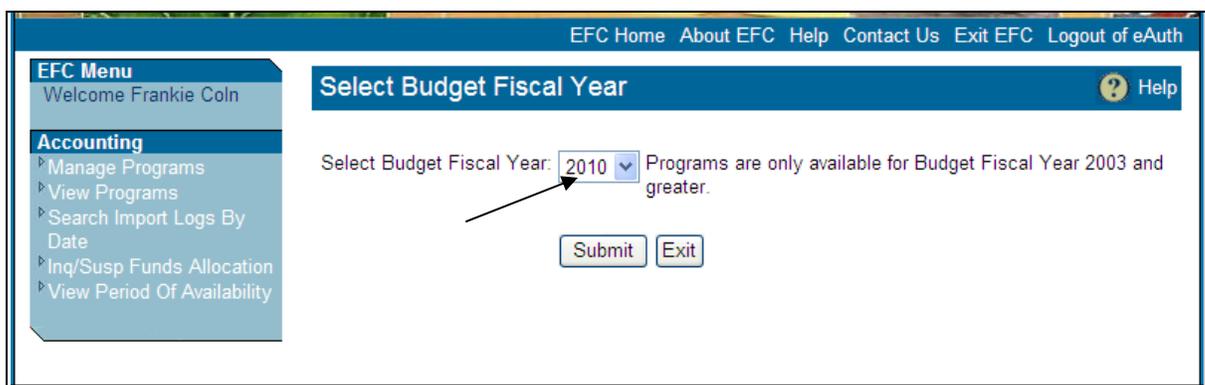
### Manage Programs

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

Organization Level: National

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

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



EFC Home About EFC Help Contact Us Exit EFC Logout of eAuth

**EFC Menu**  
Welcome Frankie Coln

**Accounting**

- Manage Programs
- View Programs
- Search Import Logs By Date
- Inq/Susp Funds Allocation
- View Period Of Availability

### Select Budget Fiscal Year

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

Click the “Select Budget Fiscal Year” drop-down menu to select the budget FY and CLICK “Submit”.

## Notice FI-2996

### 13 View and Manage Prior Budget FY Program Data (Continued)

#### B Manage Prior Budget FY Balances (Continued)

EFC Home About EFC Help Contact Us Exit EFC Logout of eAuth

EFC Menu  
Welcome Frankie Coln

Accounting  
Manage Programs  
View Programs  
Search Import Logs By Date  
Inq/Susp Funds Allocation  
View Period Of Availability

Manage Programs ? Help

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

Organization Level: National

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

The Manage Program Screen will be displayed for the obligated type programs in the budget FY selected by the user. Users can allot and suspend prior budget FY funds for obligated type programs exactly the same as current budget FY funds. See Paragraphs 9, 10, and 11.

### 14 Period of Availability Table

#### A Function of the Period of Availability Table

National and State Program Managers will have view only access to the Period of Availability Table.

The eFMS Financial Managers will populate and approve the Period of Availability Table for each program. Program funding cannot be allotted until the Period of Availability Table is populated and approved. **The “Allot eFunds” button will not appear on the Manage Program Selection Screen until the Period of Availability Table is approved for the program.**

The Period of Availability Table will display the status of a program’s funds. The status determines what type of transactions can use the available funds. The status also determines how an obligated-type program’s funding will rollover at FY end. The obligated-type program’s will rollover as follows based on status:

- Unexpired – all funds available will roll into unavailable amount
- Expired – all funds available will remain at the current level
- Cancelled – all funds available will roll into unavailable amount.

Notice FI-2996

14 Period of Availability Table (Continued)

B Example of the Period of Availability Table

CLICK “View Period of Availability” under Accounting to view the table.

The screenshot shows a web application interface with a navigation menu on the left and a main content area. The navigation menu includes 'EFC Menu' (Welcome Frankie Coln) and 'Accounting' (Manage Programs, View Programs, Search Import Logs By Date, Inq/Susp Funds Allocation, View Period Of Availability). The main content area is titled 'Manage Period Of Availability' and contains an 'Exit' button and a table of program data.

Program Code	Program Year	Beginning Period of Availability	Ending Period of Availability	Fund Status Indicator	Secondary Approval Status	
0001		2010	2010	C	Not reviewed	<a href="#">View</a>
0240	2003	2010	2010	C	Not reviewed	<a href="#">View</a>
0240	2004	0001	9016	U	Approved	<a href="#">View</a>
0240	2005	XXXX	XXXX	U	Approved	<a href="#">View</a>
0240	2007	XXXX	XXXX	U	Approved	<a href="#">View</a>
0240	2009	XXXX	XXXX	U	Approved	<a href="#">View</a>
0240	2010	XXXX	XXXX	U	Approved	<a href="#">View</a>
0909		1920	2099	C	Not reviewed	<a href="#">View</a>
2517	2005	XXXX	XXXX	U	Approved	<a href="#">View</a>
2521		XXXX	XXXX	U	Approved	<a href="#">View</a>
2522		XXXX	XXXX	U	Approved	<a href="#">View</a>
2523		XXXX	XXXX	U	Approved	<a href="#">View</a>
2525		XXXX	XXXX	U	Approved	<a href="#">View</a>
2525	2005	XXXX	XXXX	U	Approved	<a href="#">View</a>
2526	2005	XXXX	XXXX	U	Approved	<a href="#">View</a>
2527	2003	XXXX	XXXX	U	Approved	<a href="#">View</a>

The user can CLICK “View” to view more detail about a program’s period of availability.

The screenshot shows the same web application interface, but the main content area displays detailed information for a specific program. The navigation menu is the same. The main content area is titled 'Manage Period Of Availability' and contains an 'Exit' button and a list of program details.

Program Code:	2525
Program Year:	2005
Treasury Acct Symbol:	12X4336
Fund:	4336
Program Fund Type:	Borrowing
Authority Duration Code:	No-year funds
Beginning Period of Availability:	XXXX
Ending Period of Availability:	XXXX
Fund Status Indicator:	U
Expiration Date (mm/dd/yyyy):	09/30/2099
Cancellation Date (mm/dd/yyyy):	09/30/2099
FMMI Fund:	
FMMI Budget Period:	
FMMI Cohort Year:	
FMMI Functional Area:	
FMMI Funded Program\WBS:	
Last Change Date:	8/2/2010 1:35:00 PM CDT
Last Change User Name:	EFC:jobScheduler
Secondary Approval Status:	Approved
Secondary Approval Date:	8/3/2010 10:49:00 AM CDT
Secondary Approval User Name:	Douglas.Nguyen

**Notice FI-2996**

**14 Period of Availability Table (Continued)**

**C Description of Period of Availability Table Elements**

<b>Item</b>	<b>Description</b>
Program Code	4-digit program code.
Program Year	4-digit program year, if applicable.
Treasury Acct Symbol	The program's Treasury account symbol.
Fund	The program's fund in the CCC Core Accounting System.
Program Fund Type	Advance – the program is funded by an advance from another agency.  Borrowing Authority – the program is funded by an apportionment of CCC's borrowing authority.  Appropriation – the program is funded by an appropriation.
Authority Duration Code	Singe-year funds Multi-year funds X-year funds
Beginning Period of Availability	The first year funds are available for new obligations in single and multi-year funds.
Ending Period of Availability	The last year funds are available for new obligations in single and multi-year funds.
Fund Status Indicator	U – <b>Unexpired</b> – all transactions are allowed to process.  E – <b>Expired</b> – all transaction except new obligation establishments are allowed to process.  C – <b>Cancelled</b> – no transaction are allowed to process.
Expiration Date	Date the Treasury account symbol expires. Once this date passes the Fund Status Indicator changes from "U" to "E".
Cancellation Date	Date the Treasury account symbol cancels. Once this date passes the Fund Status Indicator changes from "E" to "C".
FMMI Fund	Placeholder for FMMI.
FMMI Cohort Year	
FMMI Functional Area	
FMMI Funded Program/WBS	
Last Change Date	Last date the record was changed.
Last Change User Name	Last user to change the record.
Secondary Approval Status	Approval status.
Secondary Approval Date	Approval date.
Secondary Approval User Name	User that approved record.

## 15 Logging Out of eFMS and eAuth

### A Logging Out of eFMS and eAuth

To log off the eFMS web application from most pages, CLICK “**Exit EFC**”. 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 application.

After clicking “Exit EFC”, the Exit EFC Screen will be displayed. Users can log back into eFMS from the Exit EFC Screen by clicking “Logon to eFunds Control”, or the user can log out of eAuth by clicking “Logout of eAuth”.



To log out of both eFMS and eAuth, the user can click “Logout of eAuth” and skip clicking “Exit EFC”. This action will log the user out of eFMS and eAuth.

**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> <li>• ACRE.</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.WBSCM	<p>WBSCM programs allotted to the county by eFMS Financial Managers.</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 eFMS Security Roles**

**A National Office eFMS 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 eFMS.

<b>eFMS Security Role Code</b>	<b>Description</b>
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 eFMS, 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.

<b>eFC Security Role Code</b>	<b>Description</b>
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 eFMS but does not have authority to make changes to the County Office allotments.