The new UES interface is streamlined in a way that you may now make claims from the same interface.

•••••	Home		AS to the Wor
My UES Current <u>Change</u>	You are here: Home Welcome test Welcome to the new UES Home	Claims	ontributor] [<u>Log Of</u>
Test Participant , Year 2011 Plan Explorer • <u>By Prom. Commodity</u> • <u>By Market Definition</u>	This is the UES Home Page . Choose the appropriate function you want to perform pertaining to Training Video		
Plan Actions <u>Copyover / Snapshot</u> <u>Plan Submitta</u> <u>Application Report</u> Plan Sections	Instruction for PART_AUTHOR Instruction for PART_CASHIER Instruction for PART_CONTRIBUTOR		
<u>Application Notes</u> Industry Geal Market Definition Promotes Commodity Targeted Market Constraint <u>Activity Admin Activity World Wide Personnel </u>			
<u>Contineent Lability</u> <u>EMP Proposal</u> <u>TASC Proposal</u> <u>QSP Proposal</u>			

USDA Foreign Agricultural Service Unified Export Strategy (UES)

United States Depart Unified Export S		Linking U.S. Agriculture
		Home UES Financial Reports In Reports Out About FAS
My UES	You are here: <u>Home</u> > <u>Financial</u> > Claims	Welcome test_user!, PART - [Author][Cashier][Contributor] [Log Off]
Current Change	Claim Process	
Current ; Criange Test Participant , Year 2011 Plan Explorer By Prom. Commodity By Market Definition Plan Actions Copyover / Snapshot Plan Submittal Application Report Plan Sections Application Notes Industry Geal Market Definition Promoted Commodity Targeted Market Constraint Activity Admin Activity World Wide Personnel Contingent Liability EMP Proposal TASC Proposal	This page allows users to Search for or Add claims. To Search: You may select search criteria to bring up a list of claims on th select an action link, appropriate to your UES Role. To Add a new Advance or Reimbursement: Select Participant, Year a below the search criteria to perform necessary action. Click on 'Submit' link For POD staff processing claims: When searching for all participant cla select "Submitted/Pending" status claims to give you a list of participant reis Submitted/Pending" status claims and Pending status applies to approve a claim by selecting the 'Approve' link against it. Once a claim is ap payment. Search Information Participant: Test Participant - TESTPART v Program Ye Claim Type (search only): Reimbursen Add Reimbursement	ms that are ready for processing, you can use the Claim Status drop down and mbursement and advance claims that have been entered for approval by FAS. advance requests that have been submitted by participants.POD users may proved, the SF 1166 link will be enabled and you may generate the SF 1168 for hear: 2011 Control Claim Status: ALL Control Claim Status: ALL
	; fomic Research Service (ERS) World Agricultural Outlook Board (WAOB) Tra rmation Quality <u>USA.gov</u> <u>White House</u>	de Links FOIA Accessibility Statement Privacy Policy Non-

Unified Export S		griculture									Link	ing U.S. Ap	iculture (B) Santa u
								tic	ome UES	Financia	i Reports I	n Report	s Out About
My UES	You are	here: Home	> Financ	al = Claims				Welcom	e test_use	A PART -	Author][Cas	shier [[Cont	tributor] [Log (
urrent (Change	Clair	n Proc	ess										
est Participant . Year 2011	This pr	age alows u	isers to S	earch for or Add	ciaine.								
an Explorer By Pron. Commodity By Market Definition				t search criteria to riate to your UES F		st of claims on	this scre	en. Orci	e the list of c	claims matcl	hing your crite	eria are retur	med, you may
an Actions				r Reimburseme							sement or A	dd Advance	buttons directly
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Astruite Aaron Astruity World Wide Personnel Contingent Liebility	0	Program	ALL	-	search only			-	(ALLASSINGLE)	ALL Advance		• (Search
Activity Admin Activity Vision West Personnal Contingent Listifity EUP Process? TASC Process!		Program	ALL	Claim Type (search only	ALL		-	(ALLASSINGLE)			-	Search
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Actuitz Actuitz Actuitz Viorio Wole Personnel Contingent Liettitz EUP Progese TASC Progesel	# 11003	Program Add	ALL Reimbu Program	Claim Type (insement	search only A Received Date	ALL dd EMP Adv	ance	Paid	Add / Status Draft	Advance Amount (\$)	Comments	Edit View Draft SP1	(Submit 166 Approve (Payback
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Advances

Participants may request advance funds for the Emerging Markets Program (EMP), Market Access Program (MAP), and the Technical Assistance for Specialty Crops Program (TASC). Participants <u>can</u> <u>not</u> request advances for the Foreign Market Development Cooperator Program (FMD) or the Quality Samples Program (QSP).

You may request advances as lump sums in increments totaling no more than 40 % of your approved generic budget for MAP, no more than 40% of activity budget for EMP and no more than 85% of your approved activities for TASC.

MAP and TASC Advances

To add an advance, choose the appropriate program, year and select the 'Add Advance' button to launch the add advance page.

The system calculates 40% of the total generic approved amount for MAP and 85% of your approved activities for TASC and displays that number on the row labeled 'Allowable Advance'. 'Remaining Allowable Advance Funds' reflects the remainder of advance funds that you can request. 'Advances Balance (\$)' displays the sum of advances previously requested. In the field labeled 'Amount (\$)' at the bottom of the page, enter a valid numeric amount with two decimal places, if desired. Click 'Save and Submit' button to submit the advance for FAS approval. Note that you may direct the payment to a particular Subgroup, if applicable.

Note: Your advance request will be offset by the line items on the next reimbursement(s) that is processed after the advance.

Add Advance		
You may request Advances as lump your approved activities for TASC.	p sums in increments totaling no more than a	40% of your approved generic budget for MAP and no more than 85% of
calculates 40% of the total generic a 'Allowable Advance'. 'Remaining 'Amount' at the bottom of the page, e approval. Note that you may direct th	pproved amount for MAP and 85% of your Allowable Advance Funds' reflects the inter a valid numeric amount with two decim re payment to a particular Subgroup, if app	ear and Participant ID. The On-line Reimbursement (Expense) Claim interface approved activities for TASC and displays that number on the row labeled remainder of advance funds that you can request. In the field labeled al places if desired. Click 'Save and Submit' to submit the advance for FAS licable. that is processed after the advance <u>Add/Edit</u>
Advance Summary	y	
Allowable Advance(\$):	\$1,837,061.00]
Advances Balance(\$):	\$22,435.00]
Remaining Allowable Advance Funds(\$):	\$1,814,626.00	
Claim Information		
Participant:	Test Participant	
Year:	2009	
Program:	MPP]
Claim Type:	Advance]
Claim Number:		
Claim Status:	Draft]
Received Date:]
Approved Date:]
Paid Date:		(MM/DD/YYYY)
Amount(\$):	50000.00	*
	Save and Submit	

Payback

To refund an advance, locate the original advance request on the list page. Select the 'Payback' link next to the approved advance to launch the advance payback screen.

	here: Home	> <u>Financia</u>	I > Claims				Welco	me test_us	er!, PART	- [Author][Ca	ashier][C	ontributor] [Log
lair	n Proc	ess										
his pa	age allows u	sers to Se	arch for or	Add claims,								
	arch: You m an action lini				a list of claims	on this s	creen, Or	nce the list o	f claims mat	tching your cr	teria are n	eturned, you may
					ct Participant, Y . Click on 'Subm					ursement' or '	Add Adva	nce' buttons direc
lect	"Submitted/P	ending" sta	atus claims	to give you a	list of participar	nts reimbu	ursement	and advanc	e claims that	it have been e	intered for	tus drop down an approval by FAS
												POD users may ate the SF 1166 fo
yme	nt					r service				Managaran (Managaran)	1.00	
1110	true.											
yine	(16)											
		Inform	ation									
	Search						-					
	Search			TESTPAR	T 💌 Progr	am Year:	2011	v				
	Search	Test Pa	rticipant -		[2011		s: ALL		~	
	Search Participant: Program:	Test Pa	rticipant -		only): Advanc	e	~	Claim Status			×	
	Search Participant: Program:	Test Pa	rticipant -		[e	~	Claim Status	s: ALL		×	Sear
	Search Participant: Program:	Test Pa	rticipant -		only): Advanc	e	~	Claim Status			M	Sear
C	Search Participant: Program:	Test Pa	rticipant - Claim T sement		only): Advanc	e	~	Claim Status		Comments	Action	Sear
	Search Participant: Program: Add	Test Pa ALL Reimburs Program	rticipant - Claim T sement Claim	ype (search c	Add EMP /	e Advance ccc	Paid	Claim Status	Amount (\$)	Comments	Edit Vie	Searce w Payback Approve

In the field labeled 'Amount', enter a negative amount using a minus (-) sign preceding the number and without inserting a dollar sign or commas. The negative amount reflects how much of the advance you would like to refund. Select the 'Save and Submit' button to submit the payback to FAS for approval.

Advances and their paybacks cannot be deleted. You may view the advance or the payback details by selecting the 'View' link against the advance on the list page.

A refund check made out to the Commodity Credit Corporation (CCC) must be sent to FAS simultaneously with the submission of the advance repayment. Send the refund check to the Marketing Operation Staff, 1400 Independence Avenue, S.W., Stop 1042, Washington, D.C., 20250-1042.

Create Advance Payback									
Use this screen to repay an Advance. In the 'Amount' field enter a negative amount using a minus (-) sign preceding the number and without inserting a dollar sign or commas. (The negative amount reflects how much of the advance you would like to refund). Click on the button labeled 'Save and Submit' to submit the advance refund to FAS for approval. Note: A refund check made out to the Commodity Credit Corporation must be sent to FAS simultaneously with the submission of the advance repayment. Send the refund check to the Program Operations Division <u>Add/Edit</u>									
Olaine Information									
Claim Information			_						
Participant:	Test Participant								
Year:	2009								
Program:	MAP]							
Claim Type:	Advance								
Claim Number:	09070								
Claim Status:	Draft								
Received Date:]							
Approved Date:									
Paid Date:		(MM/DD/YYYY)							
SubGroup:		~							
Amount(\$):	-2500.00	ż							
	Save and Submit								

EMP Advance

A participant may request for advances up to 40% of the approved funding amount of an EMP activity. EMP claims are at the activity level and hence claims will contain single EMP activity. To add an EMP advance, choose the appropriate year, EMP for program and select the 'Add EMP Advance' button.

An EMP advance is created and the claim line item page is displayed where the advance line items can be added. EMP advances are requested as expense claim line items similar to reimbursements. The process of EMP advances is the same as that of EMP reimbursements. Follow the guidelines provided in EMP reimbursements section.

You are here: <u>Home</u> > <u>Financial</u> > <u>Claims</u> > Line Items	Welcome test_user!, PART - [Author][Cashier][Contributor] [Log Off]
Edit Reimbursement	
Claim Line Items Add in Spread Sheet	
You may use this screen to view the existing Line Items for this claim an entry for multiple line items.	d you may create new line items either directly or through mass spreadsheet data
Note: Participants may request an EMP advance by project activity in incre until after the EMP Final Report has been approved.	ments up to 40%. EMP expense claims shall be limited to 85% of the activity budget
EMP Advance was Created Successfully.	
Claim Information	
Participant: Test Participant	
Year: 2011 Program: EMP	Claim Number: 11001 Total of Claims(\$): 0.00
	Create New Add in Spreadsheet Mode
Activity Code Market Spent-In Country Cost Ca	tegory Amount (\$) Status Comments Action

Claim Tab

Claim information is displayed on the tab named 'Claim'. Click directly on the tab to see the total of claim line items, claim status, etc. You can direct the payment to a particular subgroup here, if applicable. Note that this claim is indicated as an EMP advance with the checkmark.

You are here: <u>Home</u> > <u>Financial</u> > <u>Clai</u>	ms > Edit Claim	Welcome test_user!, PART - [Author][Cashier][Contributor] [Log.)				
Edit Reimbursement						
Claim Line Items Ad	d in Spread Sheet					
You may edit applicable fields pertail If applicable, you may direct a claim		ng, select the 'Save' button to save the changes to the claim.				
Claim Information						
Participant	Test Participant					
Year;	2011					
Program	EMP					
Claim Type:	Reimbursement					
Claim Number:	11001					
Claim Status:	Draft					
Received Date:						
Approved Date:						
CCC Date:		(MMADDAYYYY)				
Paid Date:	1	(MM/DD/YYYY)				
Total of Claims(S):	623 00					
EMP Advance:						
Comments:						
	Save					

Line Items Tab

This is the tab that shows up right after claim creation. Line items can be added here using the 'Create New' link.

Line Items can also be copied from a spreadsheet using the 'Add in Spreadsheet Mode' or by directly accessing the 'Add in Spreadsheet' tab.

For line item creation follow the same steps as in EMP Reimbursements.

You are here: <u>Home</u> > <u>Finar</u>	<u>icial</u> > <u>Claims</u> > Line Items	Welcor	ne test_user!, PART -	[Author][Cashier][Co	ntributor] [Log Off]
Edit Reimburse	ment					
Claim Line Items	Add in Spread Sh	eet				
You may use this screen t entry for multiple line items		ems for this claim and you may cre	ate new line items eithe	er directly	or through mas	s spreadsheet data
Note: Participants may rec until after the EMP Final Re		project activity in increments up to 40	%. EMP expense claim	s shall be	limited to 85% (of the activity budget
Claim Inform	nation					
	ation					
Participant: Test	Participant					
Year: 2011	Program: EN	MP Claim Number	11001	Total of C	laims(\$):	623.00
				Cre	ate New Add	in Spreadsheet Mode
Activity Code Market	Spent-In Cour	ntry Cost Category	Amount (\$)	Status	Comments	Action
E11MX55555 Test Ma	rket Def DR	Seminar, Conference Facilit	es 500.00	Draft		View Delete
E11MX55555 Test Ma	rket Def CH	Marketing	71.00	Draft		View Delete
E11MX55555 Test Ma						

You are here: <u>Home</u> > <u>Financial</u> > <u>Claim</u>	ms > Line Items > Add Welcome test_user!, PART - [Author][Cashier][Contributor] [Log Off]
Add Reimbursement	
Claim Line Items	
that activity will be automatically sele If creating an EMP line item, note th	a Line Item. After selecting the activity associated with the claim from the drop down list, the appropriate market for cted. Enter other necessary information about the line item and select the 'Save' button. Nat the line items of one reimbursement/advance can be associated to only one activity. For an EMP Advance Payback,
enter a negative value in the amount	field.
Claim Line Item Int	ormation
Participant:	Test Participant
Year:	2011
Program:	EMP
Claim Number:	11001
Line Status:	Draft
Activity Code:	E11MX55555/Test EMP Activity /EMP 💌 *
Activity Market:	Test Market Def 💌 *
Spent In Country:	New Zealand
Benefited Country:	United States
Cost Category:	Commodity Samples(COMSAM11)
Amount(\$):	500.00 *
	Save

You are here: <u>Home</u> > <u>Financial</u> > <u>Clair</u>	ms > Line Items > Add Welcome test_user!, PART - [Author][Cashier][Contributor] [Log Off]
Add Reimbursement	
Claim Line Items	
	a Line Item. After selecting the activity associated with the claim from the drop down list, the appropriate market for cted. Enter other necessary information about the line item and select the 'Save' button.
If creating an EMP line item, note the enter a negative value in the amount	nat the line items of one reimbursement/advance can be associated to only one activity. For an EMP Advance Payback, field.
Claim Line Item Inf	ormation
Participant:	Test Participant
Year:	2011
Program:	EMP
Claim Number:	11001
Line Status:	Draft
Activity Code:	E11MX55555/Test EMP Activity /EMP
Activity Market:	E11MX55555/Test EMP Activity /EMP E11MX66666/Test EMP Activity 2 /EMP
Spent In Country:	E11MX54321/Test EMP Activity for Eastern Europe /EMP
Benefited Country:	United States
Cost Category:	Commodity Samples(COMSAM11)
Amount(\$):	\$00.00 *
	Save

Reimbursements

To add a reimbursement, navigate back to the claims list page. Select the appropriate program and year, choose 'Reimbursement' for claim type and select the 'Add Reimbursement' button.

A reimbursement for the selected program is created and the claim line item page is displayed where the reimbursement line items can be added.

You are here: <u>Home</u> >	Financial > C	laims > Line Items	Welc	ome test_user!, PA	ART - [Autho	or][Cashier][Con	tributor] [<u>Log Off</u>]
Edit Reimbu	rsemen	t					
Claim Line	tems /	dd in Spread Sheet					
You may use this sci entry for multiple line		the existing Line Items fo	or this claim and you may c	reate new line items	either directly	y or through mass	spreadsheet data
Note: Participants ma until after the EMP Fir			activity in increments up to	40%. EMP expense (claims shall b	e limited to 85% of	f the activity budget
Reimbursement was	s Created Su	ccessfully.					
Claim Inf	ormation	۱ ۱					
Participant:	est Partici	pant					
Year: 2011		Program: MAP	Claim Numb	er: 11009	Total of	Claims(\$):	0.00
					<u>c</u>	reate New Add ir	Spreadsheet Mode
Activity Code	Market	Spent-In Country	Cost Category	Amount (\$)	Status	Comments	Action

Claim Tab

Claim information is displayed on the tab named 'Claim'. Click directly on the tab to see the total of claim line items, claim status, etc. You may direct the payment to a particular subgroup here, if applicable.

An EMP advance is indicated by a checkmark in the 'EMP Advance' field on the Claim tab.

Line Items Tab

This is the tab that shows up right after claim creation. Line items can be added here using the 'Create New' link. Enter the following details and select 'Save' button to find the line item in the list.

- Activity Code Select from dropdown, the activity which you want to claim against.
- Activity Market The market associated with the chosen activity will be displayed here and is not editable.
- Spent-In Country Indicate the country in which the investment being reimbursed was spent.
- Benefited Country Indicate the country that will benefit from the investment being reimbursed.
- Cost Category Choose from dropdown, an appropriate cost category. Only cost categories applicable to the concerned program will appear in the list.
- Amount (\$) Enter in US dollars, a reimbursement amount without inserting a dollar sign or comma. A decimal point is permissible for entering cents. Use a minus (-) sign in front of the number to enter negative amounts. Do not use parentheses.

Use the appropriate links in the action column on the line items list page to view or delete a line item.

Important Note:

1. Participants can request reimbursement of expenses up to **100% of the total approved budgets** for the MAP, FMD and TASC programs.

- 2. Participants can request reimbursement of expenses up to **100% of the approved project** activity budget for the QSP program.
- 3. For EMP, the reimbursement requests are initially limited to 85% of the approved project activity budget. Participants can request the remaining 15% of funds as a reimbursement after submitting a Final Report and FAS approves it. All final reports must be received no later than 60 days after the activity expiration date and all expense claims must be received no later than 150 days after completion of the project.

Note: You can enter multiple activities in an expense claim for the MAP, FMD and QSP programs. EMP and TASC program proposals limit multiple activity entry to the project activities specific to a proposal. [Inconsistent information from legacy help, according to previous statements, it should be QSP and EMP being restricted to single activity, but as per requirements and implementation, it is only EMP, I believe]

You are here: <u>Home</u> > <u>Financial</u> > <u>Clair</u>	ms > Line Items > Add Welcome test_user!, PART - [Author][Cashier][Contributor] [Log Off]
Add Reimbursement	
Claim Line Items	
	a Line Item. After selecting the activity associated with the claim from the drop down list, the appropriate market for cted. Enter other necessary information about the line item and select the 'Save' button.
If creating an EMP line item, note th enter a negative value in the amount	hat the line items of one reimbursement/advance can be associated to only one activity. For an EMP Advance Payback, field.
— Claim Line Item Inf	formation
	ormation
Participant:	Test Participant
Year:	2010
Program:	MAP
Claim Number:	10003
Line Status:	Draft
Activity Code:	M10BX54321//Branded Company Promotion 💽 *
Activity Market:	Brazil 💌 -
Spent In Country:	Egypt *
Benefited Country:	Faroe Islands
Cost Category:	Graduation Exemption(EXMPT10)
Amount(\$):	5000.00 *
	Save

You are here: Hor	<u>me > Financial > Claims</u> >	Welcome test_	user!, PART -	[Author	[Cashier][Co	ntributor] [<u>Log Off</u>	
Edit Reim	bursement						
Claim	ine Items Add in	Spread Sheet					
You may use this entry for multiple		sting Line Items for th	nis claim and you may create new	line items either	directly (or through mass	spreadsheet data
	ts may request an EMP a P Final Report has been		vity in increments up to 40%. EMP	expense claims	shall be l	limited to 85% o	f the activity budget
Claim	Information						
Participar	E 1 D 12 1 1						
Participar	L reser anteipane						
Year: 20)10 F	Program: MAP	Claim Number: 10003	т	otal of Cl	aims(\$):	10,008.40
					Cre	ate New <u>Add i</u>	n Spreadsheet Mode
Activity Code	Market	Spent-In Country	Cost Category	Amount (\$)	Status	Comments	Action
M10GXCEET1	CENTRAL EASTERN	нк	Rent & Supplies	5,652.51	Draft		View Delete
M10GXCEET2	CENTRAL EASTERN	GB	Consumer Promotion	2,500.00	Draft		View Delete
M10GX54321	Test23 MD	FJ	Trade Promotion	563.33	Draft		View Delete
M10GXCHXC2	CHINA	!9	Compensation & Allowances	92.56	Draft		View Delete
M10GXCHXC1	CHINA	CJ	International Travel	1,200.00	Draft		View Delete

Alternately, multiple line items can be copied from a spreadsheet. Select the 'Add in Spreadsheet Mode' link on the line item list page or select the 'Add in Spreadsheet' tab. Copy-paste line items from a spreadsheet directly into the table provided. Any unwanted lines can be removed using the 'Delete' button. Select the 'Submit' link at the bottom and navigate back to the line item tab to see them listed.

Sample records for spreadsheet entry are shown below to indicate the spreadsheet format. Note that you may use the FIPS code instead of the country name. Enter negative amounts with a minus (-) sign not parentheses. Follow the guidelines quoted in General Instructions, 'Spreadsheet Entry' section.

Activity Code	Activity Market	Spent In Country	Cost Category	Amount (\$)	Benefited Country
T11GX88888	EASTERN EUROPE	GG	TECH	23000	US
T11BX65656	CENTRAL EUROPE	PL	ADMIN	57000	US
T11GX62626	TEST MARKET DEF	RO	PUBLIC	11000	SE
T11GX51515	TEST MARKET DEF	КТ	TRAVEL	39600	HA

laim Line	Items Add in Spread	d Sheet				
	ine Items from a spreadsh message upon successful e					ne bottom of the page. The sy
nple records for a	spreadsheet entry are below	v:				
tivity Code	Market	Spent In Co	-	st Category	Amount	Benefited Country
9GXTEST1 9GXTEST2	CENTRAL EUROPE	SWITZERLAN GREECE		PLY	152320 23000	SWITZERLAND GREECE
e:						
the second s	ste data and not the right clic Amount values are format		oreadsheet without	commas before u	oload.	
	Codes can be used instead					
Claim Inf	formation					
. F	Test Participant			'ear: 2011		
	rest Participant		Y	ear: 2011	Program: TASC	Claim Number:
11003						
A study O sta	A -45-36 - 84 - 4-4	Caractela Caustan	Cost Coto cost	Amount	Dereft	ed Country Delete
Activity Code	Activity Market	Spent In Country	Cost Category			
T11GX88888	EASTERN EUROPE	GG	TECH	2300	US	Delete
T11GX65656	CENTRAL EUROPE	PL	ADMIN	700	US	Delete
T11GX62626	TEST MARKET DEF	RO	PUBLIC	1100	SE	Delete
T11GX51515	TEST MARKET DEF	кт	TRAVEL	250	HA	Delete
						Delete
						Delete
						Delete
						Delete
						Delete
						Delete
						Delete
						Delete
						Delete
						Delete

A claim can be edited or line items added as long as the claim is in 'Draft' status. Once submitted, editing the claim is not possible.

Reimbursement Submission

Once the desired line items are added to a claim, navigate back to the claim list page using the breadcrumb links and locate the claim in the list. Select the 'Submit' link in the action column against the claim to submit to FAS for approval. The claim status changes to 'Pending'.

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Repayment of Compliance Review Findings

To repay a compliance review finding, follow the steps to create a reimbursement (expense) claim for the relevant program detailed earlier in the manual. Enter line items as credits by entering data as negative numbers. Save and submit the expense claim to FAS. A refund check made out to the Commodity Credit Corporation must be sent to FAS simultaneously with the submission of the repayment claim. Send the refund check to the Marketing Operation Staff, 1400 Independence Avenue, S.W., Stop 1042, Washington, D.C., 20250-1042. An alternate method for repayment of a compliance finding is to offset the next expense claim. Enter the credit amounts (negative numbers) along with the expense claim line items (positive numbers) in the expense claim. The total will reflect the offset amount. You are not required to send a check if you offset the entire amount.

Cost Categories – See Appendix A for applicable cost categories by program.

Electronic Reimbursement (Expense) Claim Tips

1. Do not create a new reimbursement claim if you are experiencing difficulty with submitting a reimbursement claim. Contact your appropriate <u>MOS program specialist</u> for assistance.

- 2. Do not use parentheses to enter negative expense amounts; use the minus sign.
- 3. To prevent delays in receiving reimbursement payment, program participants must notify their <u>MOS program specialist</u> when their banking information has changed.
- 4. Contact your appropriate MOS program specialist if you are experiencing difficulty accessing the on-line Reimbursement Claim website.

3.3.2. Actual Contributions

Participant's actual contributions towards the programs can be reported here. Select 'Actual Contribution' under Financial menu to reach here.

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My UES	You are here: Home Welcome tes	Claims
Current Change	Welcome to the new UES Home	Actual Contribution
Test Participant , Year 2011	This is the UES Home Page. Choose the appropriate function you want to perform pertaining to	
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<u>By Market Definition</u>		
Plan Actions	Instruction for PART_AUTHOR	
<u>Copvover / Snapshot</u> Plan Submittal	Instruction for PART_CASHIER	
Application Report		
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Application Notes Industry Geal Market Definition Promoted Commodity Targeted Market Constraint Admin Activity World Wide Personnel Contingent Liability EMP Proposal TASC Proposal OSP Proposal		