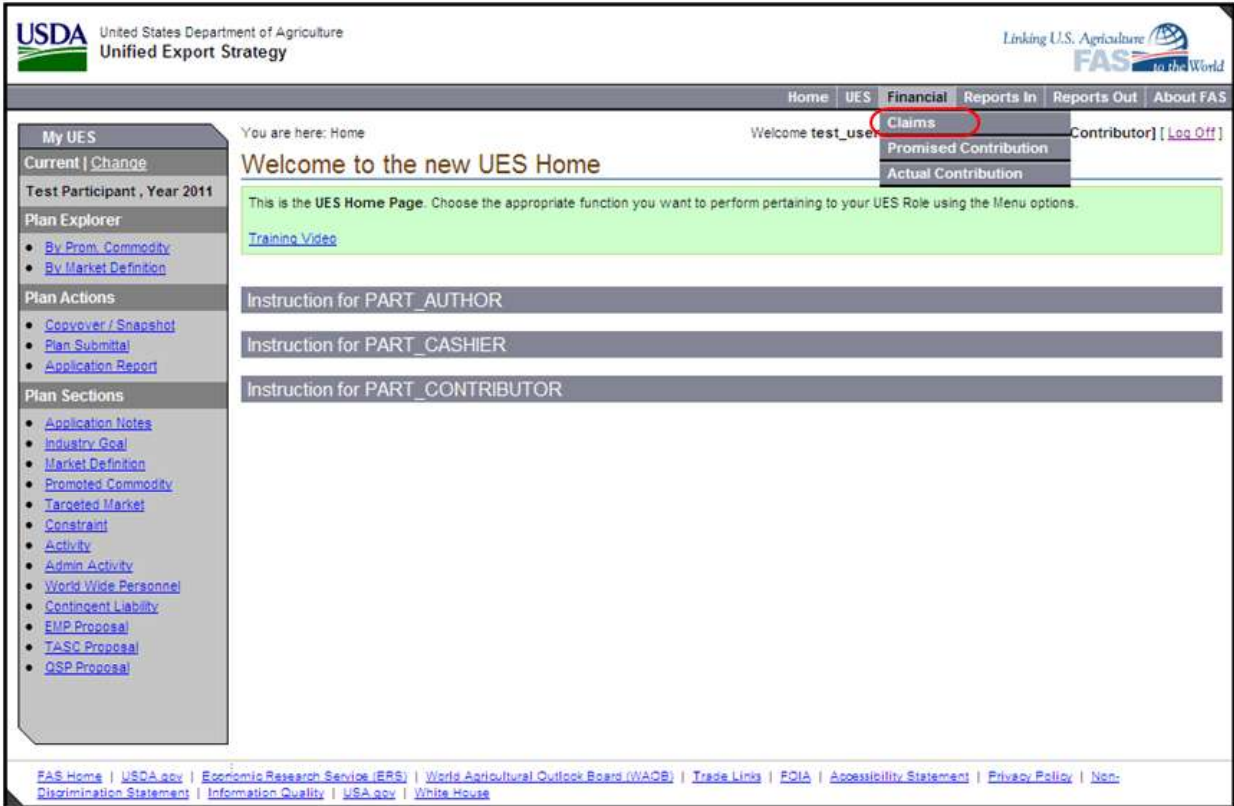



USDA Foreign Agricultural Service
Unified Export Strategy (UES)

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





United States Department of Agriculture
Unified Export Strategy

Linking U.S. Agriculture
FAS
to the World

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Test Participant , Year 2011

Plan Explorer

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Plan Actions

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Plan Sections

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Claim Process

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 this screen. Once the list of claims matching your criteria are returned, you may select an action link, appropriate to your UES Role.

To Add a new Advance or Reimbursement: Select Participant, Year and Program then Click on 'Add Reimbursement' or 'Add Advance' buttons directly below the search criteria to perform necessary action. Click on 'Submit' link against a Claim for FAS approval.

For POD staff processing claims: When searching for all participant claims that are ready for processing, you can use the Claim Status drop down and select "Submitted/Pending" status claims to give you a list of participants reimbursement and advance claims that have been entered for approval by FAS. Submitted status is for reimbursements claims and Pending status applies to advance requests that have been submitted by participants. POD users may approve a claim by selecting the 'Approve' link against it. Once a claim is approved, the **SF 1166** link will be enabled and you may generate the SF 1166 for payment.

Search Information

Participant: Program Year:

Program: Claim Type (search only): Claim Status:

Claim #	Part Id	Program	Claim Type	Received Date	Approved Date	CCC Date	Paid Date	Status	Amount(\$)	Comments	Action
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Claim Process

This page allows users to Search for or Add claims.

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For POD staff processing claims: When searching for all participant claims that are ready for processing, you can use the Claim Status drop down and select 'Submitted/Pending' status claims to give you a list of participants reimbursement and advance claims that have been entered for approval by FAS. Submitted status is for reimbursements claims and Pending status applies to advance requests that have been submitted by participants POD users may approve a claim by selecting the 'Approve' link against it. Once a claim is approved, the SF 1166 link will be enabled and you may generate the SF 1166 for payment.

Search Information

Participant: Program Year:

Program: Claim Type (search only): Claim Status:

Claim #	Part Id	Program	Claim Type	Received Date	Approved Date	CCC Date	Paid Date	Status	Amount (\$)	Comments Action
11003	TESTPART	TASC	Reimbursement					Draft	4,350.00	Edit View Submit Draft SF1166 Approve
11002	TESTPART	TASC	Advance	4/21/2010	4/21/2010			Approved	1,000.00	Edit View Payback SF1166 Approve
11002	TESTPART	EMP	Reimbursement					Draft	120.00	Edit View Submit Draft SF1166 Approve
11001	TESTPART	TASC	Advance	4/20/2010	4/21/2010			Approved	5,000.00	Edit View Payback SF1166 Approve
11001	TESTPART	TASC	Advance	4/21/2010				Submitted	-2,500.00	Edit View Payback SF1166 Approve
11001	TESTPART	EMP	Reimbursement	4/22/2010				Pending	648.00	Edit View Submit Draft SF1166 Approve

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 **can not** 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 sums in increments totaling no more than **40%** of your approved generic budget for **MAP** and no more than **85%** of your approved activities for **TASC**.

The screen displays in a table format details about your advance by Program Year and Participant ID. The On-line Reimbursement (Expense) Claim interface 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. 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'** 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 claim(s) that is processed after the advance. - [Add/Edit](#)

Advance Summary

Allowable Advance(\$):	<input style="width: 70%;" type="text" value="\$1,837,061.00"/>
Advances Balance(\$):	<input style="width: 70%;" type="text" value="\$22,435.00"/>
Remaining Allowable Advance Funds(\$):	<input style="width: 70%;" type="text" value="\$1,814,626.00"/>

Claim Information

Participant:	<input style="width: 80%;" type="text" value="Test Participant"/>
Year:	<input style="width: 80%;" type="text" value="2009"/>
Program:	<input style="width: 80%;" type="text" value="MPP"/>
Claim Type:	<input style="width: 80%;" type="text" value="Advance"/>
Claim Number:	<input style="width: 80%;" type="text"/>
Claim Status:	<input style="width: 80%;" type="text" value="Draft"/>
Received Date:	<input style="width: 80%;" type="text"/>
Approved Date:	<input style="width: 80%;" type="text"/>
Paid Date:	<input style="width: 80%;" type="text"/> (MM/DD/YYYY)
Amount(\$):	<input style="width: 80%; background-color: yellow;" type="text" value="50000.00"/> *

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.

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Claim Process

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 this screen. Once the list of claims matching your criteria are returned, you may select an action link, appropriate to your UES Role.

To Add a new Advance or Reimbursement: Select Participant, Year and Program then Click on 'Add Reimbursement' or 'Add Advance' buttons directly below the search criteria to perform necessary action. Click on 'Submit' link against a Claim for FAS approval.

For POD staff processing claims: When searching for all participant claims that are ready for processing, you can use the Claim Status drop down and select "Submitted/Pending" status claims to give you a list of participants reimbursement and advance claims that have been entered for approval by FAS. Submitted status is for reimbursements claims and Pending status applies to advance requests that have been submitted by participants. POD users may approve a claim by selecting the 'Approve' link against it. Once a claim is approved, the SF 1166 link will be enabled and you may generate the SF 1166 for payment.

Search Information

Participant: Program Year:

Program: Claim Type (search only): Claim Status:

Claim #	Part Id	Program	Claim Type	Received Date	Approved Date	CCC Date	Paid Date	Status	Amount (\$)	Comments	Action
11002	TESTPART	MAP	Advance	4/21/2010	4/21/2010			Approved	1,000.00		Edit View Payback SF1166 Approve
11001	TESTPART	MAP	Advance	4/20/2010	4/21/2010			Approved	5,000.00		Edit View Payback SF1166 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. - [Add/Edit](#)

Claim Information

Participant:	<input type="text" value="Test Participant"/>
Year:	<input type="text" value="2009"/>
Program:	<input type="text" value="MAP"/>
Claim Type:	<input type="text" value="Advance"/>
Claim Number:	<input type="text" value="09070"/>
Claim Status:	<input type="text" value="Draft"/>
Received Date:	<input type="text"/>
Approved Date:	<input type="text"/>
Paid Date:	<input type="text" value=""/> (MM/DD/YYYY)
SubGroup:	<input type="text"/>
Amount(\$):	<input type="text" value="-2500.00"/> *

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.

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Edit Reimbursement

Claim **Line Items** Add in Spread Sheet

You may use this screen to view the existing **Line Items** for this claim and you may create new line items either directly or through mass spreadsheet data entry for multiple line items.

Note: Participants may request an EMP advance by project activity in increments up to 40%. EMP expense claims shall be limited to 85% of the activity budget until after the EMP Final Report has been approved.

EMP Advance was Created Successfully.

Claim Information

Participant:

Year: Program: Claim Number: Total of Claims(\$):

[Create New](#) | [Add in Spreadsheet Mode](#)

Activity Code	Market	Spent-In Country	Cost Category	Amount (\$)	Status	Comments	Action
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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.

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Edit Reimbursement

Claim | Line Items | Add in Spread Sheet

You may edit applicable fields pertaining to your UES role. After editing, select the 'Save' button to save the changes to the claim. If applicable, you may direct a claim payment to a Subgroup here.

Claim Information

Participant:

Year:

Program:

Claim Type:

Claim Number:

Claim Status:

Received Date:

Approved Date:

CCC Date: (MM/DD/YYYY)

Paid Date: (MM/DD/YYYY)

Total of Claims(\$):

EMP Advance:

Comments:

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.

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Edit Reimbursement

[Claim](#) **[Line Items](#)** [Add in Spread Sheet](#)

You may use this screen to view the existing **Line Items** for this claim and you may create new line items either directly or through mass spreadsheet data entry for multiple line items.

Note: Participants may request an EMP advance by project activity in increments up to 40%. EMP expense claims shall be limited to 85% of the activity budget until after the EMP Final Report has been approved.

Claim Information

Participant:

Year: Program: Claim Number: Total of Claims(\$):

[Create New](#) | [Add in Spreadsheet Mode](#)

Activity Code	Market	Spent-In Country	Cost Category	Amount (\$)	Status	Comments	Action
E11MX55555	Test Market Def	DR	Seminar, Conference Facilities	500.00	Draft		View Delete
E11MX55555	Test Market Def	CH	Marketing	71.00	Draft		View Delete
E11MX55555	Test Market Def	CG	Commodity Samples	52.00	Draft		View Delete

You are here: [Home](#) > [Financial](#) > [Claims](#) > [Line Items](#) > Add

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Add Reimbursement

Claim Line Items

You can use this screen to compose a **Line Item**. After selecting the activity associated with the claim from the drop down list, the appropriate market for that activity will be automatically selected. Enter other necessary information about the line item and select the 'Save' button.

If creating an **EMP line item**, note that 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 Information

Participant:	<input type="text" value="Test Participant"/>
Year:	<input type="text" value="2011"/>
Program:	<input type="text" value="EMP"/>
Claim Number:	<input type="text" value="11001"/>
Line Status:	<input type="text" value="Draft"/>
Activity Code:	<input type="text" value="E11MX55555/Test EMP Activity /EMP"/>
Activity Market:	<input type="text" value="Test Market Def"/>
Spent In Country:	<input type="text" value="New Zealand"/>
Benefited Country:	<input type="text" value="United States"/>
Cost Category:	<input type="text" value="Commodity Samples(COMSAM11)"/>
Amount(\$):	<input type="text" value="500.00"/>
	<input type="button" value="Save"/>

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Add Reimbursement

Claim **Line Items**

You can use this screen to compose a **Line Item**. After selecting the activity associated with the claim from the drop down list, the appropriate market for that activity will be automatically selected. Enter other necessary information about the line item and select the 'Save' button.

If creating an **EMP** line item, note that 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 Information

Participant:	<input type="text" value="Test Participant"/>
Year:	<input type="text" value="2011"/>
Program:	<input type="text" value="EMP"/>
Claim Number:	<input type="text" value="11001"/>
Line Status:	<input type="text" value="Draft"/>
Activity Code:	<input type="text" value="E11MX55555/Test EMP Activity /EMP"/> *
Activity Market:	<input type="text" value="E11MX55555/Test EMP Activity /EMP"/>
Spent In Country:	<input type="text" value="E11MX66666/Test EMP Activity 2 /EMP"/> *
Benefited Country:	<input type="text" value="E11MX54321/Test EMP Activity for Eastern Europe /EMP"/>
Cost Category:	<input type="text" value="New Zealand"/> *
Benefited Country:	<input type="text" value="United States"/>
Cost Category:	<input type="text" value="Commodity Samples(COMSAM11)"/> *
Amount(\$):	<input type="text" value="500.00"/> *

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.

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Edit Reimbursement

Claim **Line Items** Add in Spread Sheet

You may use this screen to view the existing **Line Items** for this claim and you may create new line items either directly or through mass spreadsheet data entry for multiple line items.

Note: Participants may request an EMP advance by project activity in increments up to 40%. EMP expense claims shall be limited to 85% of the activity budget until after the EMP Final Report has been approved.

Reimbursement was Created Successfully.

Claim Information

Participant:

Year: Program: Claim Number: Total of Claims(\$):

[Create New](#) | [Add in 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]

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Add Reimbursement

Claim Line Items

You can use this screen to compose a **Line Item**. After selecting the activity associated with the claim from the drop down list, the appropriate market for that activity will be automatically selected. Enter other necessary information about the line item and select the 'Save' button.

If creating an **EMP line item**, note that 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 Information

Participant:	<input type="text" value="Test Participant"/>
Year:	<input type="text" value="2010"/>
Program:	<input type="text" value="MAP"/>
Claim Number:	<input type="text" value="10003"/>
Line Status:	<input type="text" value="Draft"/>
Activity Code:	<input type="text" value="M10BX54321//Branded Company Promotion"/> *
Activity Market:	<input type="text" value="Brazil"/> *
Spent In Country:	<input type="text" value="Egypt"/> *
Benefited Country:	<input type="text" value="Faroe Islands"/>
Cost Category:	<input type="text" value="Graduation Exemption(EXMPT10)"/> *
Amount(\$):	<input type="text" value="5000.00"/> *

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Edit Reimbursement

Claim **Line Items** Add in Spread Sheet

You may use this screen to view the existing **Line Items** for this claim and you may create new line items either directly or through mass spreadsheet data entry for multiple line items.

Note: Participants may request an EMP advance by project activity in increments up to 40%. EMP expense claims shall be limited to 85% of the activity budget until after the EMP Final Report has been approved. - [Add/Edit](#)

Claim Information

Participant:

Year: Program: Claim Number: Total of Claims(\$):

[Create New](#) | [Add in Spreadsheet Mode](#)

Activity Code	Market	Spent-In Country	Cost Category	Amount (\$)	Status	Comments	Action
M10GXCEET1	CENTRAL EASTERN	HK	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	I9	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	KT	TRAVEL	39600	HA

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Add Claim Line Item in SpreadSheet

Claim Line Items **Add in Spread Sheet**

Copy-paste **Claim Line Items** from a spreadsheet directly into the table below. Once done, click the '**Submit**' button at the bottom of the page. The system presents a success message upon successful entry of data. Navigate back to Line Items to find them in the list.

Sample records for spreadsheet entry are below:

Activity Code	Market	Spent In Country	Cost Category	Amount	Benefited Country
M09GXTEST1	CENTRAL EUROPE	SWITZERLAND	SPPLY	152320	SWITZERLAND
M09GXTEST2	SOUTHERN EUROPE	GREECE	SHOWS	23000	GREECE

Note:

1. Use **Ctrl+V** to paste data and not the right click paste option.
2. Make sure that the Amount values are **formatted** to numbers in spreadsheet without commas before upload.
3. Appropriate **FIPS Codes** can be used instead of Country Names.

Claim Information

Participant: Year: Program: Claim Number:

Activity Code	Activity Market	Spent In Country	Cost Category	Amount	Benefited Country	Delete
T11GX88888	EASTERN EUROPE	GG	TECH	2300	US	<input type="button" value="Delete"/>
T11GX65656	CENTRAL EUROPE	PL	ADMIN	700	US	<input type="button" value="Delete"/>
T11GX62626	TEST MARKET DEF	RO	PUBLIC	1100	SE	<input type="button" value="Delete"/>
T11GX51515	TEST MARKET DEF	KT	TRAVEL	250	HA	<input type="button" value="Delete"/>
						<input type="button" value="Delete"/>
						<input type="button" value="Delete"/>
						<input type="button" value="Delete"/>
						<input type="button" value="Delete"/>
						<input type="button" value="Delete"/>
						<input type="button" value="Delete"/>
						<input type="button" value="Delete"/>
						<input type="button" value="Delete"/>
						<input type="button" value="Delete"/>
*						<input type="button" value="Delete"/>

[Back to List](#)

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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Claim Process

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 this screen. Once the list of claims matching your criteria are returned, you may select an action link, appropriate to your UES Role.

To Add a new Advance or Reimbursement: Select Participant, Year and Program then Click on 'Add Reimbursement' or 'Add Advance' buttons directly below the search criteria to perform necessary action. Click on 'Submit' link against a Claim for FAS approval.

For POD staff processing claims: When searching for all participant claims that are ready for processing, you can use the Claim Status drop down and select "Submitted/Pending" status claims to give you a list of participants reimbursement and advance claims that have been entered for approval by FAS. Submitted status is for reimbursements claims and Pending status applies to advance requests that have been submitted by participants. POD users may approve a claim by selecting the 'Approve' link against it. Once a claim is approved, the SF 1166 link will be enabled and you may generate the SF 1166 for payment.

Search Information

Participant: Program Year:

Program: Claim Type (search only): Claim Status:

Claim #	Part Id	Program	Claim Type	Received Date	Approved Date	CCC Date	Paid Date	Status	Amount (\$)	Comments	Action
11003	TESTPART	TASC	Reimbursement					Draft	4,350.00		Edit View Submit Draft SF1166 Approve
11002	TESTPART	EMP	Reimbursement					Draft	120.00		Edit View Submit Draft SF1166 Approve
11001	TESTPART	EMP	Reimbursement	4/22/2010				Pending	648.00		Edit View Submit Draft SF1166 Approve

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 [MOS program specialist](#) 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 [MOS program specialist](#) 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.

The screenshot shows the USDA Unified Export Strategy (UES) website. The header includes the USDA logo and the text 'United States Department of Agriculture Unified Export Strategy'. The navigation menu at the top right includes 'Home', 'UES', 'Financial', 'Reports In', 'Reports Out', and 'About FAS'. The 'Financial' menu is expanded, showing 'Claims', 'Contributor]', 'Promised Contribution', and 'Actual Contribution', with 'Actual Contribution' circled in red. The main content area displays a welcome message: 'Welcome to the new UES Home' and 'This is the UES Home Page. Choose the appropriate function you want to perform pertaining to your UES Role using the Menu options.' Below this, there are three instruction boxes for different roles: 'Instruction for PART_AUTHOR', 'Instruction for PART_CASHIER', and 'Instruction for PART_CONTRIBUTOR'. The footer contains various links including 'FAS Home', 'USDA.gov', 'Economic Research Service (ERS)', 'World Agricultural Outlook Board (WAOB)', 'Trade Links', 'FOIA', 'Accessibility Statement', 'Privacy Policy', 'Non-Discrimination Statement', 'Information Quality', 'USA.gov', and 'White House'.

The public reporting burden for this information collection is estimated to be 2 hours per response. This burden estimate includes time for reviewing instructions, researching existing data sources, gathering and maintaining the needed data, and completing and submitting the information. Send comments regarding the accuracy of this burden estimate and any suggestions for reducing the burden to: U.S. Department of Agriculture, Foreign Agricultural Service, Attn: OMB Number (0551-0048), 1400 Independence Avenue, SW, Washington, DC 20250-1023. You are not required to respond to this collection of information unless a valid OMB control number is displayed.