



Entering Reimbursement **Claims**
in the UES (Unified Export Strategy) System



1

Log in to UES with appropriate credentials



Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration Authority Login

eAuthentication Login

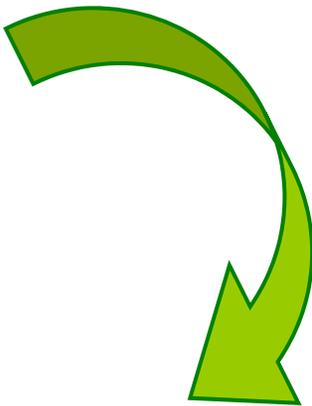
User ID:

[Forgot your User ID?](#)

Password:

[Forgot your Password?](#)

[Change My Password](#)



2

Select appropriate Program Year. Click once on the GO button.

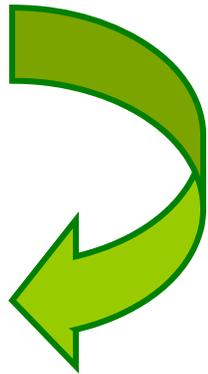
Participant Entry

Participant and Application Year

Participant:

Application Year:

Your screen view may appear slightly different



3

Mouse-over the Financial link and click once on the Claims link. Your screen should appear as illustrated in Figure A on page 3 of this guide

Home | UES | Financial | Reports In | Reports Out | About FAS

Welcome | Contributor] [Log Off]

- Claims
- Promised Contribution
- Actual Contribution

UES Home

the appropriate function you want to perform

FOR

CHIEF

TRIBUTOR



My UES
 Current | Change
 Tuna Packers Consortium "Test Participant-Ignore", Year 2009
 Plan Explorer
 • By Prom. Commodity
 • By Market Definition
 Plan Actions
 • Copyover / Snapshot
 • Plan Submit
 • Application Report
 Plan Sections
 • Application Notes
 • Industry Goal
 • Market Definition
 • Promoted Commodity
 • Targeted Market
 • Constraint
 • Activity
 • Admin. Activity
 • World Wide Personnel
 • Contingent Liability
 • EMP Proposal
 • TASC Proposal

You are here: Home > Financial > Claims
 Welcome [Author][Cashies][Contributor] [Logout]

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 participant's 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: Tuna Packers Consortium "Test Participant-Ignore" - TPC Program Year: 2008
 Programs: MAP Claim Type (search only): Reimbursement Claim Status: ALL

Add Reimbursement Add EMP Advance Add Advance Search

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

Figure A

Home UES Financial Reports In Reports Out About FAS

You are here: Home > Financial > Claims
 Welcome PART - [Author][Cashies][Contributor]

NOTE: Always verify balances and previous expenditures vs. allocation balances. Ensure funding is available BEFORE submitting claims. Using some of the reporting in the Reports Out tab can assist you.

- Allocation Balance
- Country Summary
- Branded Company
- Contribution Detail
- Program Ceiling
- Activity Plan Approval
- Adhoc Reports
- Report Builder

Search Information

Participant: Tuna Packers Consortium "Test Participant-Ignore" - TPC Program Year: 2012
 Program: ALL Claim Type (search only): Reimbursement Claim Status: ALL

Add Reimbursement Add EMP Advance Add Advance Search

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



Entering Reimbursement Claims in the UES (Unified Export Strategy) System

4

To add a reimbursement claim set the appropriate parameters:
Program Year
Program
Claim Type

5

Click the Add Reimbursement button once

When submitting advances click the appropriate button (more about advances further in these guides)



My UES | You are here: Home > Financial > Claims | Welcome | FAS - [Author][Cashier][Contributor] [Log Off]

Claim Process

Search for or Add claims.

Search criteria to bring up a list of claims on this screen. Once the list of claims matching your criteria are returned, you may filter the results to your UES Role.

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

Advances: When searching for all participant claims that are ready for processing, you can use the Claim Status drop down and filter on status claims to give you a list of participants reimbursement and advance claims that have been entered for approval by FAS. You may also filter on status claims and Pending status applies to advance requests that have been submitted by participants POD users may be used to request an advance.

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: Tuna Packers Consortium "Test Participant-Ignore" - TPC | Program Year: 2008

Program: MAP | Claim Type (search only): Reimbursement | Claim Status: ALL

Buttons: Add Reimbursement | Add EMP Advance | Add Advance | Search

Claim #	Participant	Program	Claim Type	Received Date	Approved Date	CCC Date	Paid Date	Status	Amount(s)	Comments	Action
---------	-------------	---------	------------	---------------	---------------	----------	-----------	--------	-----------	----------	--------

Home | UES | Financial | Reports In | Reports Out | About FAS

My UES | You are here: Home > Financial > Claims > Line Items | Welcome | - [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 and you may create new line items for multiple line items.

Note for EMP: Participants may request an EMP advance by project activity in increments up to the total amount of the activity budget until after the EMP Final Report has been approved.

Reimbursement was Created Successfully.

Claim Information

Participant: Tuna Packers Consortium "Test Participant-Ignore"

Year: 2008 | Program: MAP | Claim Number: 08003 | Total of Claims(\$): 0.00

Buttons: Create New | Add in Spreadsheet Mode

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

6

Click once on the Create New or Add in Spreadsheet Mode hyperlink

Notice the claim number Auto-populates here



When selecting the [Create New](#) hyperlink the screen illustrated in Figure B will appear. This screen allows the manual input of line items by selecting from drop-down option boxes and a text field for the amount.

USDA United States Department of Agriculture
Unified Export Strategy

Home UES Financial Reports In Reports Out About FAS

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

Welcome [Author][Cashier][Contributor] [Log Off](#)

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: Tuna Packers Consortium "Test Pa

Year: 2008

Program: MAP

Claim Number: 08003

Line Status: Draft

Activity Code: M08BXLONA1//Branded Company Promotion

Activity Market: Bahrain

Spent In Country: Afghanistan

Benefited Country:

Cost Category: Contractor Fees(CNTRC08)

Amount(\$): 0.00

Save

6a

If using the [Create New](#) method to enter a claim, select and input the correct line item information then click once on the **Save** button. When Saved, the screen illustrated in Figure C will appear.

Figure B

Go to page 9 for instructions on submitting claims via the [Add in Spreadsheet Mode](#) method



Claim Line Item 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
M08BXLONA1	BA	AF	Contractor Fees	500.30	Draft		View Delete



Add all necessary line items. In this example there are 3 line items for MAP claim 08004 totaling \$3,130.93

Claim Line Item was Created Successfully.

Claim Information

Participant:

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

Total amount of claim appears here

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

Activity Code	Market	Spent-In Country	Cost Category	Amount (\$)	Status	Comments	Action
M08BXLONA1	BA	AF	Contractor Fees	500.30	Draft		View Delete
M08BXLONA1	BA	AF	International Travel	2,565.00	Draft		View Delete
M08BXLONA1	BA	AF	Trade Promotion	65.63	Draft		View Delete



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

Welcome [User] - [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 and you may create new line items either directly or through mass spreadsheet data entry for multiple line items.

Note for EMP: Participants may request an activity budget until after the EMP Final Report. The budget shall be limited to 85% of the activity budget until after the EMP Final Report.

Claim Line Item was Created Successfully.

6b

Click once on the [Claims](#) hyperlink after all line items are entered.

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
M08BXLONA1	BA	AF	Contractor Fees	500.30	Draft		View Delete
M08BXLONA1	BA	AF	International Travel	2,565.00	Draft		View Delete
M08BXLONA1	BA	AF	Trade Promotion	65.63	Draft		View Delete

Claim Process

This page allows users to **Search** for or **Add** claims.

To Search: Enter 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 to perform on the claim.

To Add a new claim: Click on the 'Add Reimbursement' or 'Add Advance' buttons directly below the search criteria.

For POD staff processing claims: When processing, you can use the Claim Status drop down and select "Submitted/Pending" status of claims that have been entered for approval by FAS. Submitted status is for reimbursement claims that have been submitted by participants. POD users may approve a claim by selecting the 'Approve' button. Once approved, the 'Approve' button will be enabled and you may generate the SF 1166 for payment.

6c

Change the Claim Status parameter to **Draft** and click once on the **Search** button

Search Information

Participant:

Program Year:

Program:

Claim Type (search only):

Claim Status:



Entering Reimbursement Claims in the UES (Unified Export Strategy) System

6d

The claim should be visible. Click on the [view](#) hyperlink to review the line items and claim info to ensure all is correct before submitting to FAS.

If all information is correct and funding is available for the program/program year/activity, etc., click once on the [submit](#) link

Participant: "Tuna Packers Consortium" - TPC | Program Year: 2008
 Claim Status: Draft
 Add Advance | Add Advance | Search

Claim #	Part Id	Program	Claim Type	Received Date	Approved Date	CCC Date	Paid Date	Status	Amount (\$)	Comments	Action
08004	TPC	MAP	Reimbursement					Draft	3,130.93		Edit View Delete Submit Draft SF1166 Approve

(For those participants who are considered parent & subgroup, please click once on the [Edit](#) hyperlink BEFORE submitting to FAS and enter the comment: "Please make payable to organization name" or "Please Wire funds directly to organization name". Then click once on the Save button)

Participant: Tuna Packers Consortium "Test Participant-Ignore" - TPC | Program Year: 2008
 Program: MAP | Claim Type (search only): Reimbursement | Claim Status: Draft
 Add Reimbursement | Add EMP Advance | Add Advance | Search

Participant: Tuna Packers Consortium "Test Participant-Ignore" - TPC | Program Year: 2008
 Program: MAP | Claim Type (search only): Reimbursement | Claim Status: Draft
 Add Reimbursement | Add EMP Advance | Add Advance | Search

Comments: **Please wire funds to Tuna Unpackers**

Save

Claim #	Part Id	Program	Claim Type	Received Date	Approved Date	CCC Date	Paid Date	Status	Amount (\$)	Comments	Action
08004	TPC	MAP	Reimbursement					Draft	3,130.93	Please wire funds to Tuna Unpackers	Edit View Delete Submit Draft SF1166 Approve

6e

To view the claim in Submitted/pending status (ensuring it has been sent to FAS) change the claim status to Submitted/Pending and click once on the Search button

Participant: Tuna Packers Consortium "Test Participant-Ignore" - TPC | Program Year: 2008
 Program: MAP | Claim Type (search only): Reimbursement | Claim Status: Submitted/Pending
 Add Reimbursement | Add EMP Advance | Add Advance | Search

Participant: Tuna Packers Consortium "Test Participant-Ignore" - TPC | Program Year: 2008
 Program: MAP | Claim Type (search only): Reimbursement | Claim Status: Submitted/Pending
 Add Reimbursement | Add EMP Advance | Add Advance | Search

Claim #	Part Id	Program	Claim Type	Received Date	Approved Date	CCC Date	Paid Date	Status	Amount (\$)	Comments	Action
08004	TPC	MAP	Reimbursement	3/26/2010				Pending	3,130.93		Edit View Delete Submit Draft SF1166 Approve



A note about EMP Claims

7CFR Part 1486

\$1486.405 How are Recipients reimbursed for project expenditures?

(a) After implementation of an EMP project for which CCC has agreed to provide funding, Recipients may submit claims for reimbursement of the expenses incurred to the extent CCC has agreed to pay for such costs. Reimbursement is limited to 85 percent of the amount specified in the project agreement. The Recipient may be reimbursed for the remaining 15 percent of the funds after the final performance report containing the information required by the agreement is submitted to and approved by FAS.

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

Activity Code	Spent In Country		Amount (\$)	Status	Notes	Actions
E09MXSEA01	SE ASIA	TH	Travel	1,051.00	Insufficient	ISF: EXPENSE > AVAILABLE BUDGET BY \$232. View Delete
E09MXSEA01	SE ASIA	VM	Travel	1,049.00	Insufficient	ISF: EXPENSE > AVAILABLE BUDGET BY \$230. View Delete
E09MXSEA01	SE ASIA	RP	Travel	1,049.00	Insufficient	ISF: EXPENSE > AVAILABLE BUDGET BY \$230. View Delete
E09MXSEA01	SE ASIA	ID	Travel	1,049.00	Insufficient	ISF: EXPENSE > AVAILABLE BUDGET BY \$230. View Delete
E09MXSEA01	SE ASIA	CH	Travel	1,049.00	Insufficient	ISF: EXPENSE > AVAILABLE BUDGET BY \$230. View Delete
E09MXSEA01	SE ASIA	VM	Seminar, Conference Facilities	852.00	Insufficient	ISF: EXPENSE > AVAILABLE BUDGET BY \$33.0 View Delete
E09MXSEA01	SE ASIA	VM	Consultant	2,350.00	Final	**PAID** View Delete
E09MXSEA01	SE ASIA	VM	Translation/Interpretation	350.00	Final	PAID View Delete
E09MXSEA01	SE ASIA	TH	Commodity Samples	2,350.00	Final	**PAID** View Delete

The payment on Claim 09002 (illustrated above) is \$34,768.00 compared to the initial claim amount of \$41,867. The budget for E09MXSEA01 is \$35,586.95 (41867X85%=35586.95). The remaining 15% of the budget will be released when:

- The Participants' Final EMP report for E09MXSEA01 is submitted through the UES and received by the EMP Marketing Specialist
- FAS and the EMP Marketing Specialist approves the Participants' Final Report



Entering Reimbursement Claims in the UES (Unified Export Strategy) System

Activity Code	Activity Market	Spent In Country	Cost Category	Amount	Benefited Country	Delete
M08EXLONA1	BA	AF	Contractor Fees	500.30		Delete
M08EXLONA2	BA	AF	International Travel	2565.00		Delete
M08EXLONA3	BA	AF	Trade Promotion	65.63		Delete
						Delete
						Delete
						Delete
						Delete
						Delete
						Delete
						Delete
						Delete
						Delete
*						Delete

The line items are now pasted. Click once on the Submit button.



Submit

[Back to List](#)

[Economic Research Service \(ERS\)](#) | [World Agricultural Outlook Board \(WAOB\)](#) | [Trade Links](#) | [FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Information Quality](#) | [USA.gov](#) | [White House](#)

Data was processed successfully.

Claim Information

Participant: Year: Program: Claim Number:

Activity Code	Activity Market	Spent In Country	Cost Category	Amount	Benefited Country	Delete
M08BXLONA1	BA	AF	SPPLY	500.30		Delete
M08BXLONA1	BA	AF	SHOWS	2565.00		Delete
M08BXLONA1	BA	AF	TRVL	65.63		Delete



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

Add Claim Line Item in SpreadSheet

6j

Click once on the [Claims](#) hyperlink after all line items are entered

Claim Process

This page allows users to **Search** for or **Add** claims.

To Search: Enter 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 to perform on the claim.

To Add a new claim: Click on the 'Add Reimbursement' or 'Add Advance' buttons directly below the search criteria to perform the action.

For POD staff processing claims: Select the status of the claim. For claims that have been entered for approval by FAS, the status is 'Submitted/Pending'. For claims that have been submitted by participants, the status is 'Submitted'. POD users may approve a claim by selecting the 'Approve' button. Once approved, the claim will be enabled and you may generate the SF 1186 for payment.

6k

Change the Claim Status parameter to **Draft** and click once on the **Search** button

Search Information

Participant: Program Year:

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

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
108004	TPC	MAP	Reimbursement					Draft	3,130.93		Edit View Delete Submit Draft SF1186 Approve

The claim should be visible. Click on the [View](#) hyperlink to review the line items and claim info to ensure all is correct before submitting to FAS.



Entering Reimbursement Claims in the UES (Unified Export Strategy) System

6i

Search Information

Participant: Tuna Packers Consortium "Test Participant-Ignore" - TPC Program Year: 2008

Program: MAP Claim Type (search only): Reimbursement Claim Status: Draft

Add Reimbursement Add EMP Advance Add Advance Search

If all information is correct and funding is available for the program/program year/activity, etc., click once on the [Submit](#) link

Claim #	Part Id	Program	Claim Type	Received Date	Approved Date	CCC Date	Paid Date	Status	Amount (\$)	Comments	Action
08004	TPC	MAP	Reimbursement					Draft	3,130.93		Edit View Delete Submit Draft SF1166 Approve

Claim Information

Participant: Tuna Packers Consortium "Test Participant-Ignore" - TPC

Year: 2008

Program: MAP

Claim Type: Reimbursement

Claim Number: 08005

Claim Status: Draft

Received Date:

Approved Date:

CCC Date: (mm/dd/yyyy)

Paid Date: (mm/dd/yyyy)

Total Claim (\$): 3130.93

Comments: Please wire funds to Tuna Unpackers

Save

(For those participants who are considered **parent & subgroup**, please click once on the [Edit](#) hyperlink **BEFORE** submitting to FAS and enter the comment: "Please make payable to *organization name*" or "Please Wire funds directly to *organization name*". Then click once on the **Save** button)

Participant: Tuna Packers Consortium "Test Participant-Ignore" - TPC Program Year: 2008

Program: MAP Claim Type (search only): Reimbursement Claim Status: Draft

Add Reimbursement Add EMP Advance Add Advance Search

Claim #	Part Id	Program	Claim Type	Received Date	Approved Date	CCC Date	Paid Date	Status	Amount (\$)	Comments	Action
08004	TPC	MAP	Reimbursement					Draft	3,130.93	Please wire funds to Tuna Unpackers	Edit View Delete Submit Draft SF1166 Approve

6m

To view the claim in Submitted/pending status (ensuring it has been sent to FAS) change the claim status to Submitted/Pending and click once on the search button

Search Information

Participant: Tuna Packers Consortium "Test Participant-Ignore" - TPC Program Year: 2008

Program: MAP Claim Type (search only): Reimbursement Claim Status: Submitted/Pending

Add Reimbursement Add EMP Advance Add Advance Search

Program: MAP Claim Type (search only): Reimbursement Claim Status: Submitted/Pending

Add Reimbursement Add EMP Advance Add Advance Search

Claim #	Part Id	Program	Claim Type	Received Date	Approved Date	CCC Date	Paid Date	Status	Amount (\$)	Comments	Action
08004	TPC	MAP	Reimbursement	3/26/2010				Pending	3,130.93		Edit View Delete Submit Draft SF1166 Approve