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# **APHIS eFABS Users Guide**

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*Version 1.0  
April 2006*



**Financial Management Division**

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## NOTICES

- ❖ The information in this document is subject to change without notice

## TRADEMARKS

- ❖ e-Work and Internet Explorer are the trademarks (or property) of their respective owners

## DOCUMENT HISTORY

Version	Document Date	Change Summary

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# Chapter 1

## Introduction

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**T**his reference guide is intended to provide Employees, HQ Personnel Approvers, HQ Budget Approvers, Claims Authorizers, FMD Payments Processors, and Certifying Officers with information about using the electronic Foreign Allowance Benefit System (eFABS) to initiate, approve, and finalize education and representation allowance requests.

Several advantages of eFABS include:

- Easy management of personal profiles and advance requests,
- Electronic processing and reporting of employee foreign allowance benefits, and
- Ability to monitor the progress of allowance requests throughout the approval process.

The eFABS Users Guide provides detailed information about:

- Requesting access to the eFABS application,
- Completing and submitting personal profiles,
- Initiating education and representation allowance requests, and
- Approving education and representation allowance requests.

The following sections provide information about users of the eFABS application and contact information for Financial Management Division (FMD) representative and APHIS Technical Assistance Center (ATAC).

### 1.1 Definition of eFABS Users

*Employee* is an APHIS employee who is located in a foreign country and responsible for creating a personal profile and initiating education and representation allowance requests.

*HQ Personnel Approver* is an International Services (IS) Headquarters representative who is responsible for approving personal profiles and advance requests.

*HQ Budget Approver* is an FMD representative who is responsible for reviewing allowance requests and managing financial information.

*Claims Authorizer* is an FMD representative who is responsible for maintaining allowance ceiling information.

*FMD Payments Processor* is an FMD representative who is responsible for entering payment information from eFABS into FFIS.

*Certifying Officer* is an FMD representative who is responsible for certifying allowance payments.

## 1.2 FMD Contacts and Additional Technical Support Information

Contact	Email	Phone
Deb Redpath	Deborah.J.Redpath@aphis.usda.gov	612.336.3270
Barb Knotz	Barbara.J.Knotz@aphis.usda.gov	612.336.3269
Debra Broms	Debra.I.Broms@aphis.usda.gov	612.336.3389
Tracy Cohen	Tracy.G.Cohen@aphis.usda.gov	301.734.7624
Jennifer Graham	Jennifer.Graham@aphis.usda.gov	301.734.7043

If you have problems establishing a connection to the APHIS network, please contact APHIS Technical Assistance Center (ATAC).

Contact	Email	US Toll-Free Phone	International Phone
ATAC	atac@aphis.usda.gov	877.944.8457	919.855.7888

# Chapter 2

## Requesting Access to eFABS

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**T**his chapter provides information about requesting access to the eFABS application. Users must have an e-Work user ID and password or establish an e-Work user account for access to eFABS. Once eFABS access has been approved, users can begin processing payments via the eFABS system.

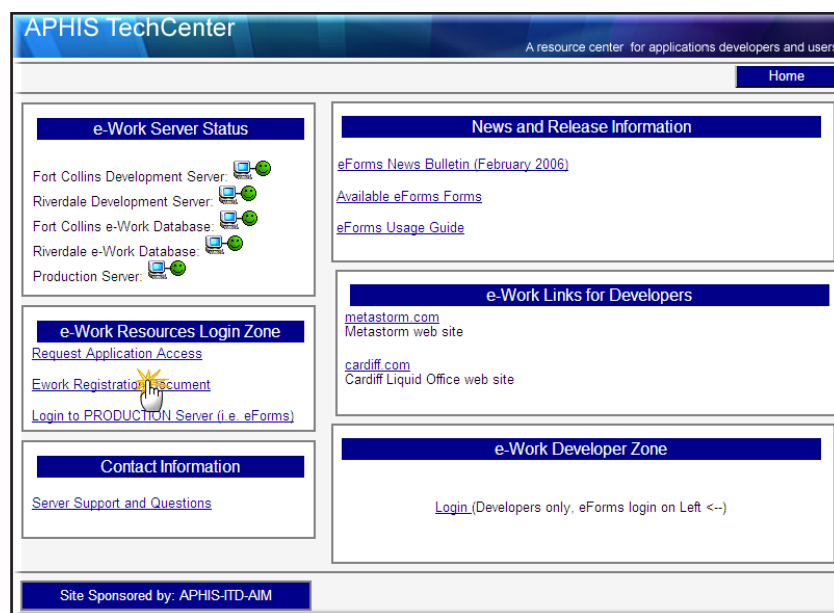
### 2.1 Requesting Access to eFABS for First-Time e-Work Applications Users

Prior to using the eFABS system, users must establish an e-Work user ID and password. If you are a first-time user of the e-Work applications system, you can establish an e-Work user account and request access to eFABS simultaneously.

For information about establishing an e-Work user ID and password for first-time requestors, refer to the *APHIS e-Work Registration and Authorization Guide* located on the APHIS TechCenter Web site:

**<http://techcenter.aphis.usda.gov/ework/>**

To access the guide, click on the Ework Registration Document link located under the e-Work Production Server (see Figure 2.1-1). Follow new requestor instructions for establishing an e-Work user ID and password and access to the eFABS application.



**Figure 2.1-1: e-Work Registration Document Link on the APHIS TechCenter Home Page**

## 2.2 Requesting Access to eFABS for Established e-Work Applications Users

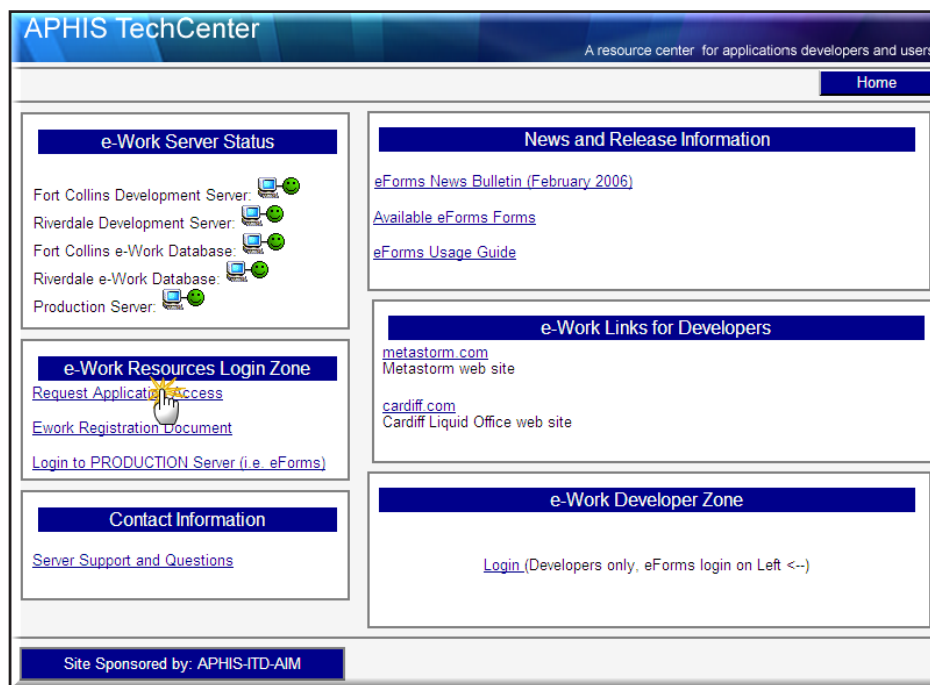
If you have already established an e-Work user ID and password, you will have to register for access to the eFABS application via e-Work.

*To Register for Access to eFABS*

1. Using Internet Explorer, logon to the APHIS TechCenter Web site located at:

**<http://techcenter.aphis.usda.gov/ework/>**

2. Click on the Request Application Access link located under the e-Work Production Server (see Figure 2.2-1).



**Figure 2.2-1: e-Work Application Access Link on the APHIS TechCenter Home Page**

3. When the e-Work Application Registration page opens, select the eFABS application from the drop down menu (see Figure 2.2-2).
4. Select your relationship to APHIS from the drop down menu.
5. Enter your e-Work username.
6. Enter your full name, address, city, state, zip code, country, email address, and work telephone in the remaining required fields.



Figure 2.2-2: e-Work Application Registration Page

7. Submit your eFABS application access request by clicking on the green submit arrow in the lower right corner of the page.
8. You will immediately receive a Microsoft Explorer message box informing you that the web page you are viewing is trying to close the Window, and asking you if you want to close the window. Click yes.

You will receive an email from the Application Registrar once you have been approved for access to the eFABS application.

## 2.3 Logging on to Metastorm e-Work and Accessing eFABS

After you receive confirmation of your eFABS approval, you are able to logon to the Metastorm e-Work main page and access the application.

*To logon and access the eFABS application*

1. Using Internet Explorer, access the APHIS TechCenter homepage located at:  
**<http://techcenter.aphis.usda.gov/ework/>**

- Click on the Login to PRODUCTION Server link located under e-Work Production Server (see Figure 2.3-1).

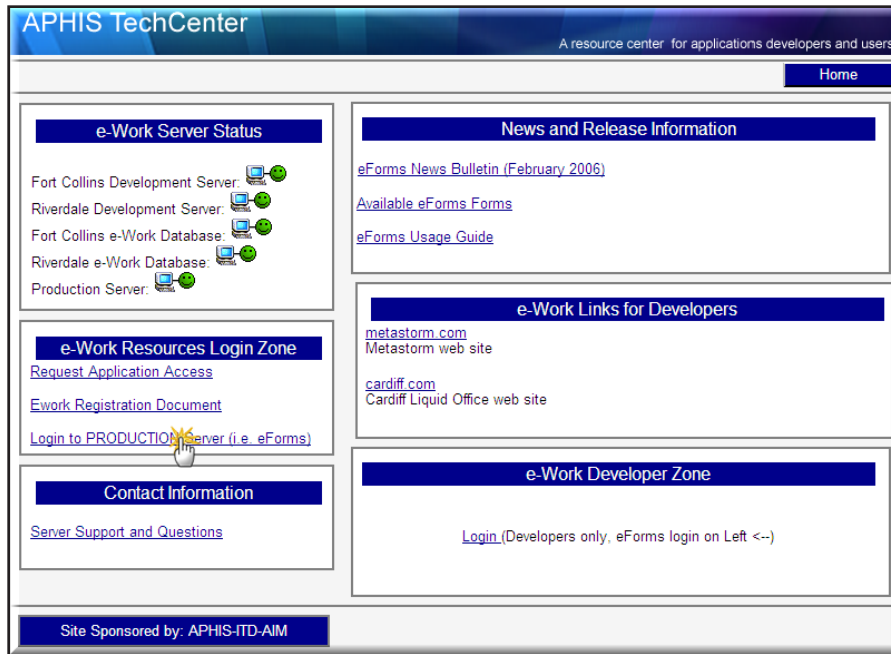


Figure 2.3-1: Login to PRODUCTION Server Link on the APHIS TechCenter Home page

- The Metastorm e-Work main page opens along with the login dialog box.
- Enter your e-Work user name and password in the login dialog box and click on the green submit arrow (see Figure 2.3-2).

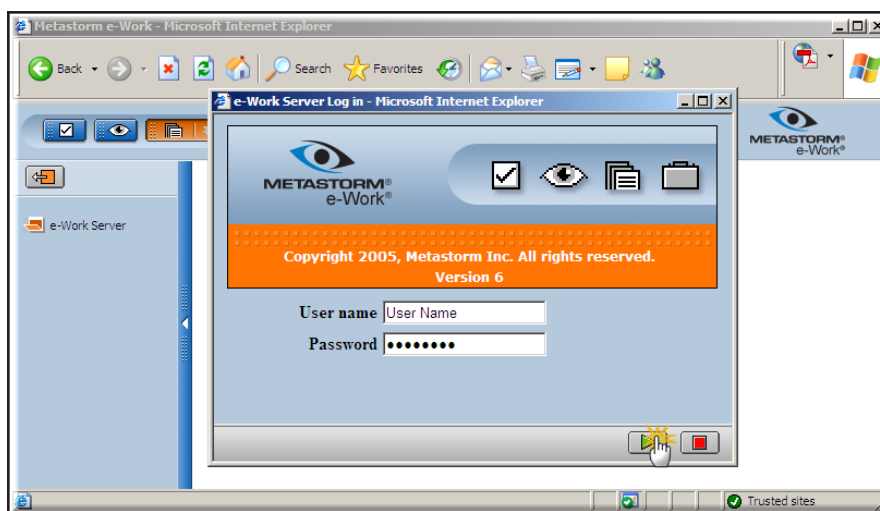


Figure 2.3-2: Metastorm e-Work Login Window

- The Metastorm e-Work main page opens.

You now have access to the eFABS system and can begin processing foreign allowance requests. Although specific capabilities of eFABS are dependent upon user role assignments, navigational and workflow features of e-Work are consistent among all roles. Refer to Figure 2.3-3 for an overview of the navigation and workflow environment in Metastorm e-Work.

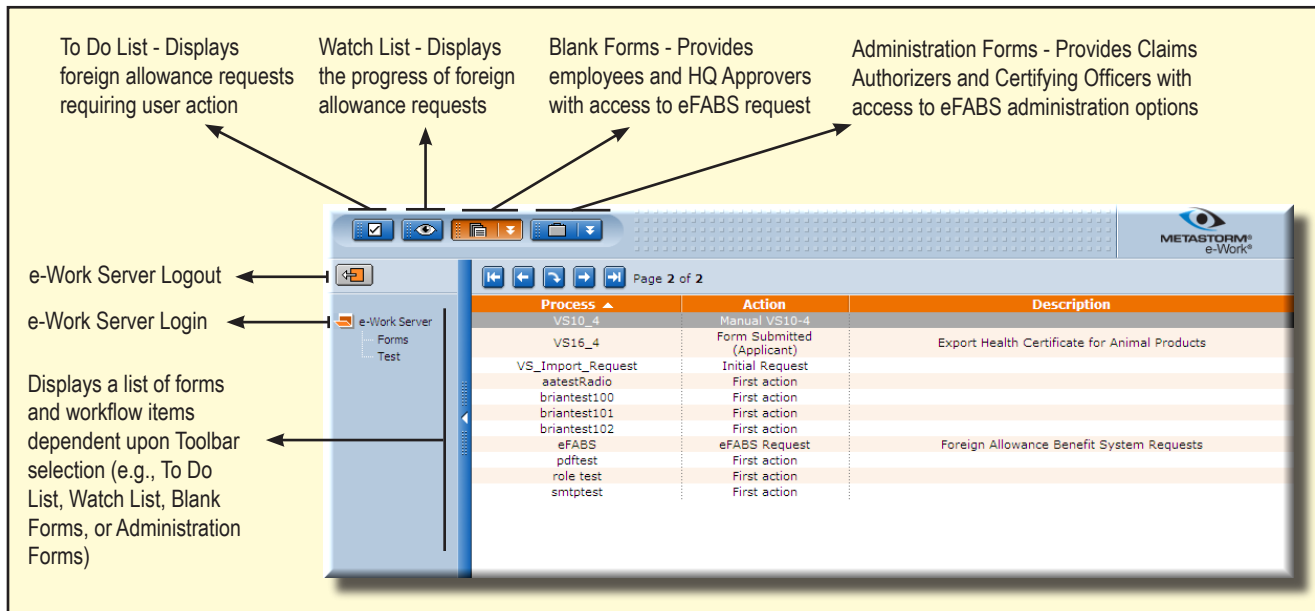


Figure 2.3-3: e-Work Main Page Showing Overview of Navigation and Workflow

The following chapters discuss individual user role capabilities in detail. Please refer to Appendix A for an overview of the workflow process in eFABS.

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# Chapter 3

## Employee Role Capabilities in eFABS

This chapter provides detailed information about Employee role capabilities in eFABS. The eFABS application allows Employees to:

- Complete and manage employee profile information
- Access and review salary and temporary quarters advances
- Submit education and representation allowance requests
- Monitor the progress of education and representation allowance requests
- Make necessary changes to returned education and representation allowance requests

Prior to initiating education and representation allowance requests, Employees must create a user PIN and complete the Employee user profile. Once the user profile has been approved, Employees can initiate allowance requests in eFABS.

### 3.1 Creating a PIN and User Profile for First-time Employees in eFABS

Once you have logged into Metastorm e-Work, click on eFABS in the Blank Forms list (see Figure 3.1-1). Refer to Chapter 2 for instructions about logging on to e-Work.

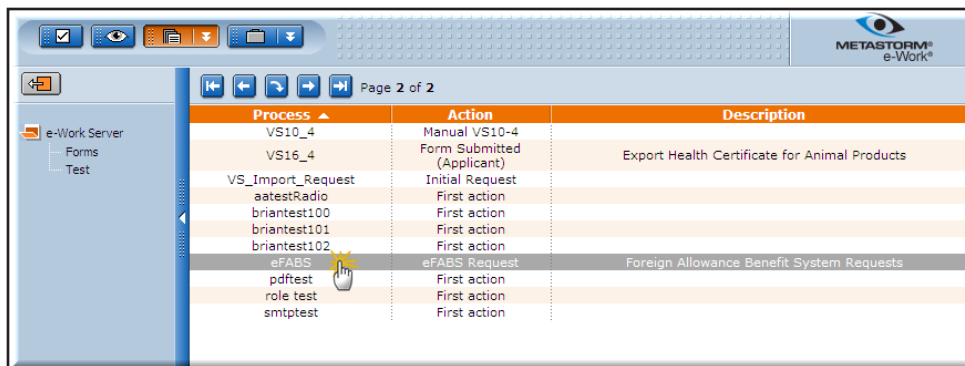



Figure 3.1-1: e-Work Main Page Showing eFABS in the Blank Forms List

The eFABS User Profile Verification window opens and asks you to complete a user profile and enter a 5-digit PIN (see Figure 3.1-2). Your PIN can consist of numbers, letters, or a combination of numbers and letters.

 Please make note of your PIN selection. You will be required to enter the PIN for user verification purposes every time you access the eFABS system.

**Foreign Allowance Benefit System**  
User Profile Verification

Welcome to eFABS - the Foreign Allowance Benefit System!

Upon your first time accessing the system, a user profile record needs to be created. Please enter a five digit PIN and click submit to continue.

Name  
isemp

Enter your PIN  
12345

Figure 3.1-2: eFABS User Profile Verification Page for First-time Users

Once you type in your PIN, click on the green submit arrow located at the bottom of the window. A blank user profile or *Residency and Dependency Report* opens (see Figure 3.1-3). The *Residency and Dependency Report* consists of seven sections that must be completed prior to submitting the profile for approval.

**Foreign Allowance Benefit System**  
Residency & Dependency Report  
(OF 126)

Last Approved Date

**User Profile**

First Name  
MI  
Last Name

Date of Birth  
Date of Hire  
SSN Last 4 Digits

Agency  
 State  
 AID  
 Commerce  
 Agriculture

**Current Approved Post location(s)** [New post](#)

Page 1 of 1

Date of Arrival	Position Title	Address	Address	City	Country	Telephone	Region

**Legal Residence**  
Represents the city and state which you claim as your legal residence.

Address  
Address  
City  
State  
Zip  
Telephone Nbr

Figure 3.1-3: Top Section of the eFABS Residency and Dependency Report

To complete the *Residency and Dependency Report*

1. Enter all requested information under the User Profile, Post Information, Legal Residence, and Home Leave Address sections.

- 2. Select your marital status under the Family Members section. If you are married, you must complete the spousal information section by selecting your spouse’s citizenship and government employment status (see Figure 3.1-4).

Figure 3.1-4: Completed Family Members Section of the eFABS Residency and Dependency Report

- 3. The Dependent Information section requires you to read the dependent status notification and check the box claiming you have dependents and have read and understood the agreement (see Figure 3.1-5).
- 4. All dependents must be entered under the Dependent Information section. To enter dependent information, use the editable cells at the bottom of the section. Enter the dependent’s name, date of birth, relationship to you, and eligibility as a dependent. Click Insert to add the dependent’s information (refer to Figure 3.1-5).


First Name	MI	Last Name	Birth Date	Relationship	Eligible
Martin	T	Tripps	1/24/1958	Spouse	Yes
Ella	M	Tripps	5/28/1994	Child	Yes
Mary	J	Tripps	6/8/1997	Child	Yes
John	L	Tripps	8/26/1999	Child	Yes

Figure 3.1-5: Completed Dependent Information Section of the eFABS Residency and Dependency Report

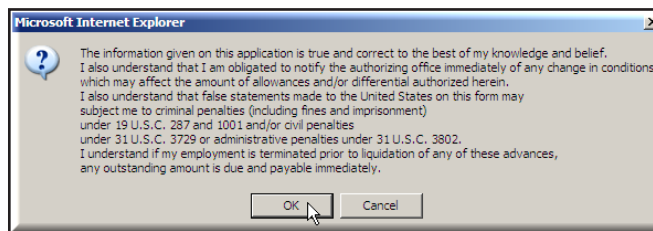
- 5. You can update or delete dependent information by clicking once on the dependent’s row of information to open the Delete and Update options. When the editable cells pre-fill with the data, make necessary changes and click Update, or click Delete to remove a row of information (refer to Figure 3.1-5).

6. Complete the Emergency Contact section and click the green submit arrow (see Figure 3.1-6).

**Figure 3.1-6: Final Section of the eFABS Residency and Dependency Report**


 *If you submit the Residency and Dependency Report and have not completed all sections of the profile, you will receive an error message listing all incomplete sections.*

7. A verification window immediately opens (see Figure 3.1-7). Read all information in the window and click OK.



**Figure 3.1-7: eFABS Residency and Dependency Report Verification Window**

After you click OK, a blank *eFABS Relationship and Post Update* window opens (refer to Figure 3.1-8).

 *You cannot submit your profile information until the eFABS Relationship and Post Update window is completed.*

*To complete the eFABS Relationship and Post Update window*

1. Select a dependent from the dropdown menu under the Post Status section and click Insert to open the editable post status options.
2. When the editable post status options open, select the Post Status (e.g., At or Away) from the dropdown menu, Begin Date, and End Date. Click Insert.
3. Click Insert under the Relationship Date section to open the editable post status options; select the dependent's name from the dropdown menu and enter the date the individual became eligible as your dependent.
4. You must complete the relationship and post update information for each dependent listed on your profile.



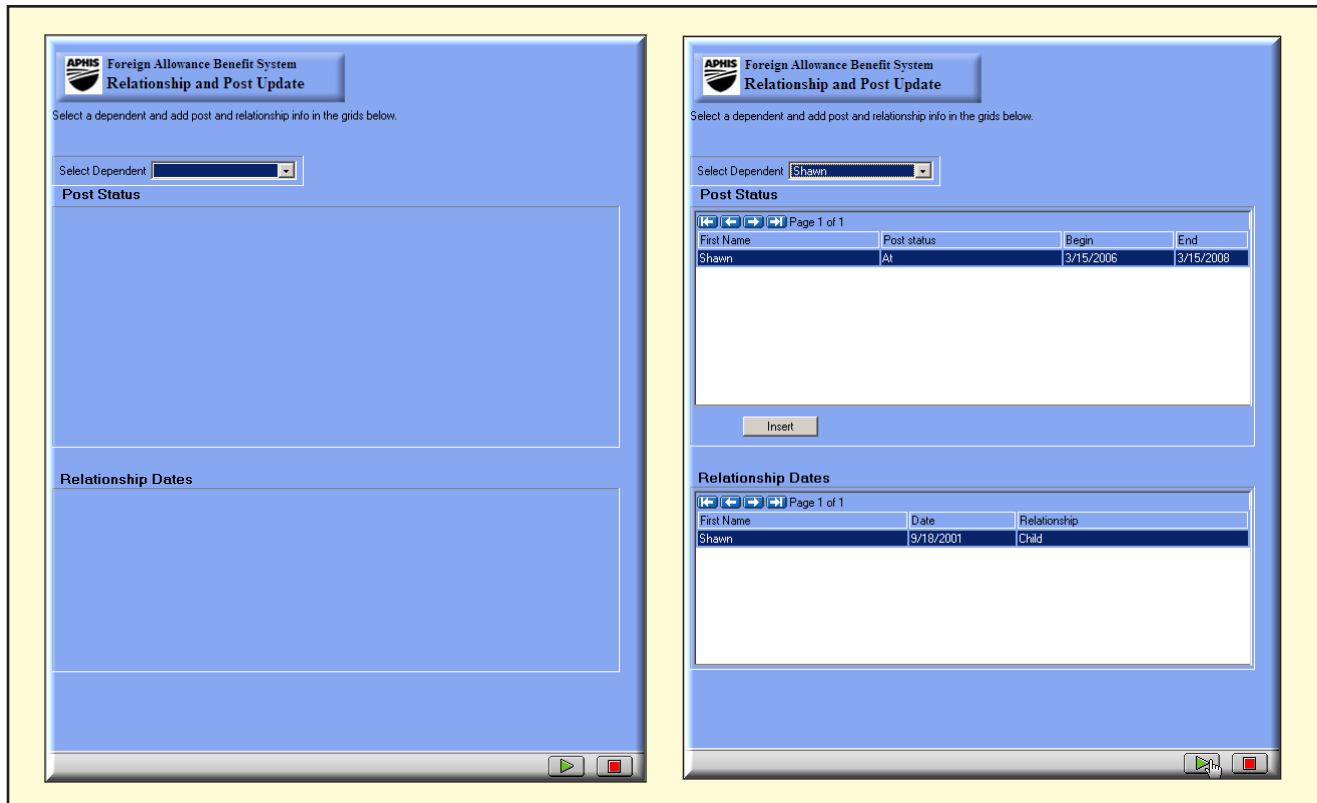


Figure 3.1-8: Blank and Complete eFABS Relationship and Post Update Window

5. When you complete the *eFABS Relationship and Post Update* window, click the green submit arrow (refer to Figure 3.1-8).
6. A verification window immediately opens (refer to Figure 3.1-7). Read all information in the window and click OK to send your profile to the HQ Personnel Approver.
7. Once your profile has been approved, you will have access to both education and representation allowances in eFABS. Sections 3.3 and 3.4 discuss accessing and completing education and representation allowance requests in eFABS. The following section provides information about managing salary and temporary quarters advances.

## 3.2 Accessing and Reviewing Advance Requests

When you request a salary or temporary quarters subsistence allowance (TQSA) advance, the HQ Personnel Approver will complete an *eFABS Advance Allowance* form specifying the maximum amount for each allowance. The advance will appear in your To Do List for review and approval. You can accept the maximum amount or select a lower advance amount.

### *To Access the Advance Request*

1. Once you have logged into Metastorm e-Work, click on your To Do List to access the *eFABS Advance Approval* (see Figure 3.2-1). Refer to Chapter 2 for instructions about logging on to e-Work.

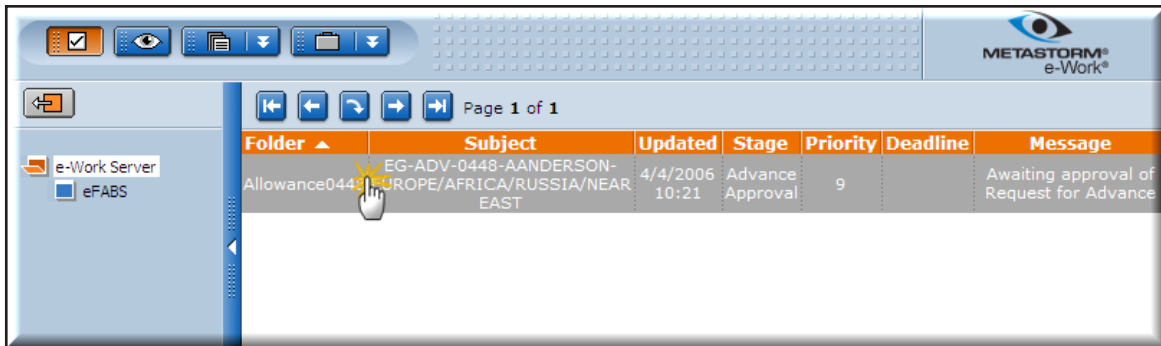



Figure 3.2-1: eFABS Advance Allowance Under Employee To Do List

2. Click once on the advance approval to open the *eFABS Advance Request* processing window. Three processing options are available to Employees: Accept, Decline, and Add Notes (see Figure 3.2-2).
3. To decline the advance, click Decline. When the verification window opens, click the green submit arrow. The advance request is closed and deleted from the eFABS system.

Figure 3.2-2: eFABS Advance Request Employee Processing Window

4. If you want to add any comments to the advance request, click Add Notes, enter your comments in the window, and click the green submit arrow.

 You have to add notes prior to accepting the advance because the advance request window immediately closes after you click the green submit arrow.

5. Click Accept to open an *eFABS Advance Request* with an editable Amount Requested cell, and enter the desired amount for the advance (see Figure 3.2-3).

 You can enter any amount up to or equal to the Maximum Amount Approved.

**APHIS Foreign Allowance Benefit System Advance Request**

Date Prepared: 4/4/2006  
 Claim Number: EG-ADV-0448

**Requester Post Information**

Name: Allan Anderson Country: Egypt  
 City: Cairo Region: Europe/Africa/Russia/Near East

You have been approved for an advance as indicated in the "Max Amount Approved" field. Please enter the amount you would like to receive in the "Amount Requested" field and click submit. If no advance is desired, click cancel and click action "Decline".

Max Amount Approved: 10,000.00  
 Amount Requested: 10,000.00

Note: Outstanding advances not fully recovered by deductions from reimbursement vouchers must be promptly repaid. When travel is canceled or indefinitely postponed, the full amount of any outstanding advance shall be repaid immediately.

Figure 3.2-3: eFABS Advance Request Showing Modified Amount Requested

6. After you enter the Requested Amount, click on the green submit arrow.
7. When the repayment window appears, read the information and click OK (see Figure 3.2-4).

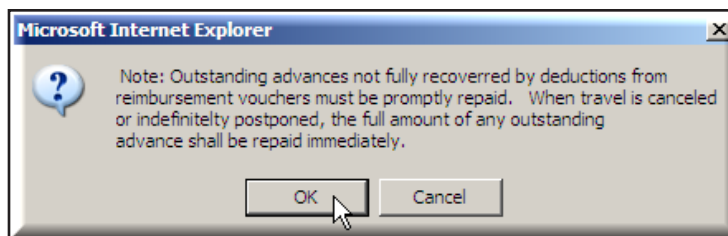


Figure 3.2-4: eFABS Repayment Information Window

8. The advance request is sent to the FMD Payments Processor who reviews the advance request, enters the data into FFIS, and forwards the advance request to the Certifying Officer.
9. After the Certifying Officer certifies the advance request, you will receive an email notifying you that the advance request has been approved.

### 3.3 Accessing and Completing the eFABS Education Allowance

To access the eFABS Education Allowance Form


1. Login to e-Work and click on eFABS in the Blank Forms list.
2. When the eFABS User Profile Verification window opens, enter your PIN and click on the green submit arrow (see Figure 3.3-1).

Figure 3.3-1: eFABS User Profile Verification Window

3. Select the radio dial next to Education Allowance on the *eFABS Allowance Request* window, and click on the green submit arrow (see Figure 3.3-2).

Figure 3.3-2: eFABS Allowance Request Window

4. The *eFABS Education Allowance* form opens with the Educ Allowance tab automatically preselected (see Figure 3.3-3).
5. In addition to viewing the Educ Allowance, tabs at the top of the window allow you to view attachments and notes (see Figure 3.3-4).

 *These tabs only allow you to view these pages; you must use the options at the bottom of the window to process the education allowance form.*

The screenshot shows the 'Education Allowance' form with the following sections:

- Requester Post Information:** Name (Michelle Tripps), Country (Mexico), City (Mexico City), Region (Mexico/Canada).
- Child Information:** Select child for education reimbursement. Name (dropdown), Birthdate (calendar), Age (0).
- School Year Information:** School Year Dates. Start (calendar), End (calendar), Name (text), Grade (text).
- Expense Information:** Table with columns: Child, Category, Subcategory, Cost, 1st Day of School, Notes. A single row shows a cost of \$0.

Buttons at the bottom: Edit Educ, Submit, Cancel, Add Attachment, Add Notes.

Figure 3.3-3: eFABS Education Allowance Form

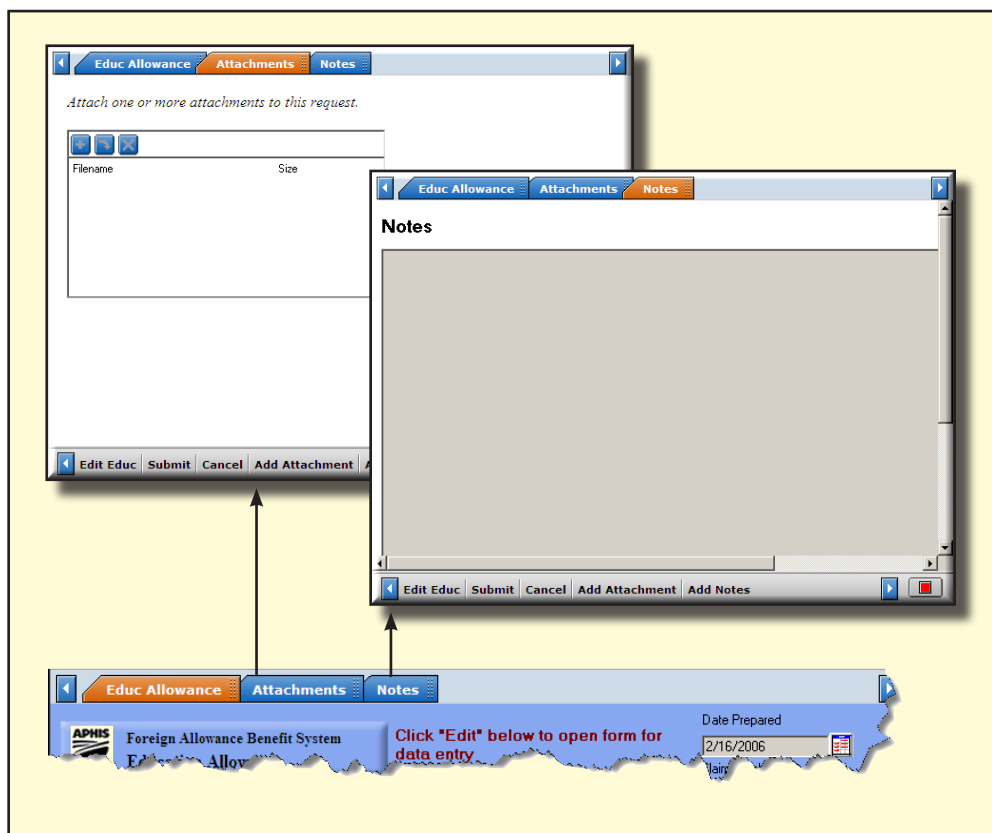
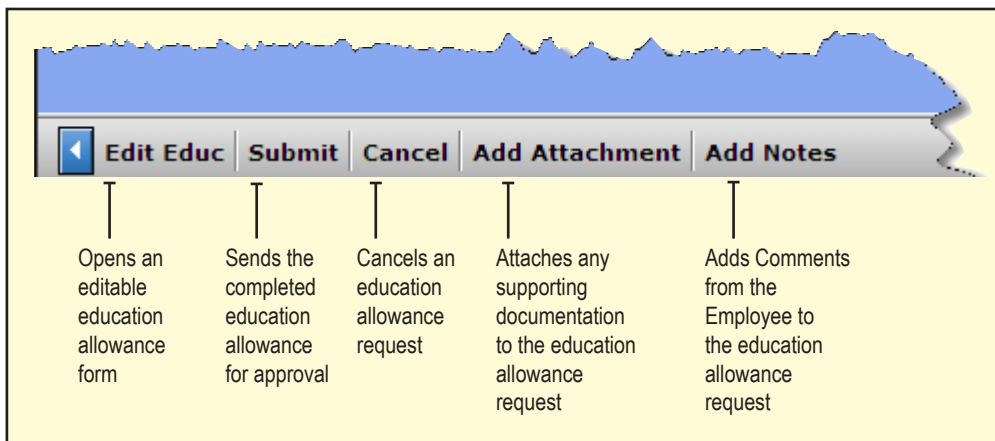


Figure 3.3-4: Tab Options and Window Views Available to Employees from the eFABS Education Allowance Processing Window

6. Five education allowance processing options are located at the bottom of the window (see Figure 3.3-5).



**Figure 3.3-5: Processing Options Located at the Bottom of the Employee Education Allowance Processing Window**

The following sections provide information about completing the education allowance and using each of the processing options available on the Education Allowance processing window.

#### *To Complete the eFABS Education Allowance Form*

1. Click Edit Educ to open an editable eFABS Education Allowance form (see Figure 3.3-6).

**Figure 3.3-6: Editable Employee Education Allowance Form**

*If you have more than one approved post, you must select the appropriate post from the list located under Requestor Post Information at the top of the eFABS Education Allowance request.*

2. Choose the child from the dropdown menu. When you select a child, the School Year Information section appears (see Figure 3.3-7).

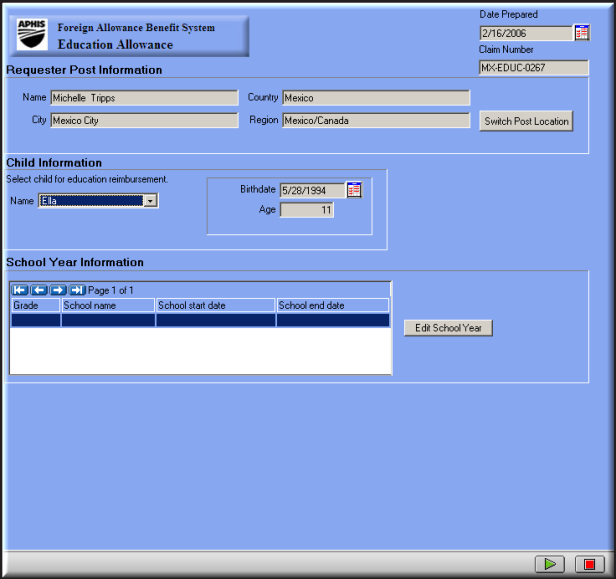


Figure 3.3-7: eFABS Education Allowance Form Showing School Year Information Section

3. To add school year information, click Edit School Year to open the eFABS School Years window (see Figure 3.3-8).

*If the child's correct school information is displayed, click once on the row of data. The School Year Dates information automatically pre-fills and the blank Expense Information section appears. Refer to steps six through 10 for completing the education allowance.*

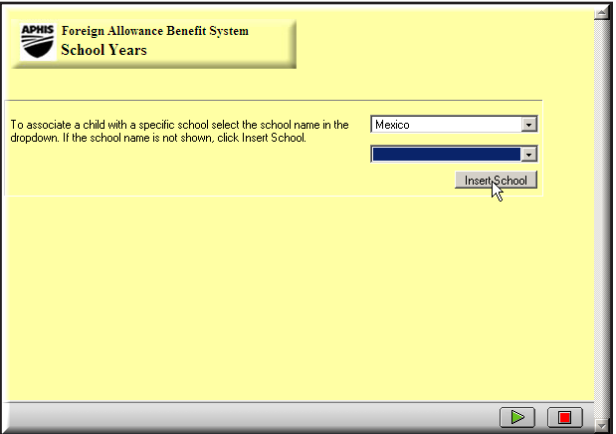


Figure 3.3-8: eFABS School Years Window

4. Select the appropriate country from the dropdown menu and click Insert School to open the eFABS School Listings Window (see Figure 3.3-9).

*The eFABS School Listings window opens behind the eFABS School Years Window. Hold down the <Alt> key and press the <Tab> key to bring the editable school listing window to the front.*

APHS Foreign Allowance Benefit System  
School Listings

To add a new school, click any line in the grid and press the insert key on your keyboard. A blank line will appear at the bottom of the list. Enter the required information into the fields, and click submit to save your changes.

**School Name and Address Information**

School name	Address	Address	City	Country
USA Elementary	1776 America Blvd		Mexico City	Mexico
American Pre-School	1492 Columbus Roac		Mexico City	Mexico

Figure 3.3-9: eFABS School Listings Window

- To add new school information, click inside a cell and press the Insert <Ins> key to open a blank row of data. Enter the school name, address, and city information; click the green submit arrow to add the information to the database.
- When you return to the eFABS School Years window, select the school from the dropdown menu and enter the school grade, first day of school, and last day of school in the child's school information section (see Figure 3.3-10). Click the green submit arrow.

APHS Foreign Allowance Benefit System  
School Years

To associate a child with a specific school select the school name in the dropdown. If the school name is not shown, click Insert School.


Mexico  
St. Vincent de Paul  
Insert School

Enter child's school information below.

Grade	School first day	School last day	School name
05	4/15/2006	12/15/2006	St. Vincent de Paul

Figure 3.3-10: eFABS School Years Window Displaying Completed Child's Information Section

- The School Year Dates information automatically pre-fills and the Expense Information section appears on the eFABS Education Allowance window. Select the subcategory from the dropdown menu, enter the cost, and type any notes specific to the expense (see Figure 3.3-11).

 The child, category, and first day of school information automatically pre-fill based on the child's school information data.



**APHS Foreign Allowance Benefit System Education Allowance**

Date Prepared: 2/16/2006  
Claim Number: MX-EDUC-0268

**Requester Post Information**  
Name: Michelle Tripps, Country: Mexico, City: Mexico City, Region: Mexico/Canada

**Child Information**  
Name: Ela, Birthdate: 5/28/1994, Age: 11

**School Year Information**  
Start: 4/15/2006, End: 12/15/2006, Name: St. Vincent de Paul, Grade: 05

**Expense Information** (To insert, click in any row in the grid and press Insert key. To delete entry, click detail row you wish to delete and press Ctrl-Delete)

Child	Category	Subcategory	Cost	1st Day of School	Notes
Ela	Education	Basic Education	\$500.00	4/15/2006	Books and supplies

Figure 3.3-11: eFABS Education Allowance Displaying Completed Expense Information Section

- 8. If you need to enter additional children on the education allowance form, simply choose the child’s name from the dropdown menu under Child Information and follow the preceding steps.
- To insert additional rows of data in the Expense Information section, click once inside a cell and press the Insert <Ins> key to open a blank row of data.*
- 9. Once you complete the education allowance form, click the green submit arrow to return to the eFABS Education Allowance processing window (see Figure 3.3-12).

**APHS Foreign Allowance Benefit System Education Allowance**

Date Prepared: 2/17/2006  
Claim Number: MX-EDUC-0270

**Requester Post Information**  
Name: Michelle Tripps, Country: Mexico, City: Mexico City, Region: Mexico/Canada

**Child Information**  
Name: [Empty], Birthdate: 6/8/1997, Age: 8

**School Year Information**  
Start: 4/15/2006, End: 12/15/2006, Name: Our Lady of Guadalupe, Grade: 03

**Expense Information** (Page 1 of 1)

Child	Category	Subcategory	Cost	1st Day of School	Notes
May	Education	Basic Education	\$1,000.00	4/15/2006	Books and Supplies

Buttons: Edit Educ, Submit, Cancel, Add Attachment, Add Notes

Figure 3.3-12: Completed eFABS Education Allowance

10. Prior to submitting the payment request for approval, use the Add Attachment and Add Notes options to attach necessary documentation and comments to the education allowance request. Refer to the following sections for information about adding attachments and comments to the education allowance.
11. Once you complete the education allowance request, click Submit. When the *eFABS Agreement* window immediately opens, read the agreement and click the green submit arrow (see Figure 3.3-13).

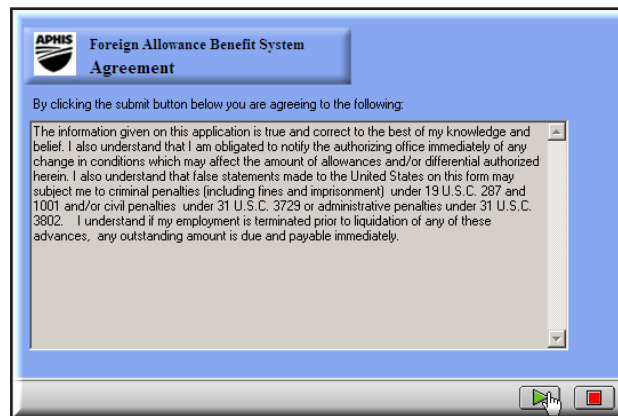


Figure 3.3-13: eFABS Education Allowance Agreement Window

### 3.3.1 Adding Attachments to eFABS Allowances

#### To add an attachment

1. Click once on the Add Attachment option to open the attachment window (see Figure 3.3-14).

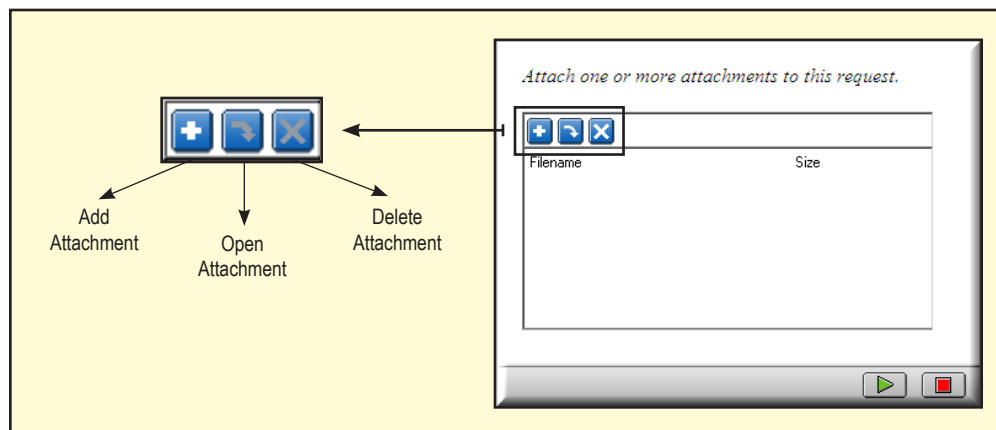


Figure 3.3-14: eFABS Add Attachment Window Showing Toolbar Options

2. Click the plus sign to open the browse window and click once on browse.
3. When the choose file window opens, navigate to the folder containing the attachment on your hard drive, click once on the attachment to select it, and click open (see Figure 3.3-15).

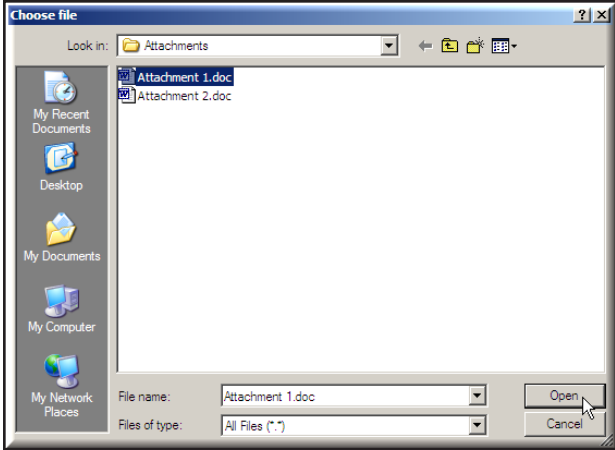


Figure 3.3-15: Choose File Window Showing Attachment File on Hard Drive

- 4. When the browse window appears with the file name showing, click the green submit arrow to attach the file (see Figure 3.3-16).

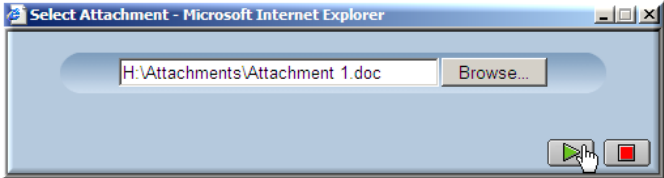


Figure 3.3-16: Browse Window Showing Attachment File

- 5. The attachment page shows the attached file. To add more attachments, simply click the plus sign and follow the previous steps. To delete any attachments, select the document and click the delete button located on the attachment page (refer to Figure 3.3-16).

**3.3.2 Adding Notes to eFABS Allowances**

To add a note

- 1. Click once on Add Note to open the comment window (see Figure 3.3-17).



Figure 3.3-17: eFABS Education Allowance Add Note Window

2. Type appropriate notes in the comment box and click on the green submit arrow to attach the comments to the education allowance request.

### 3.4 Accessing and Completing the eFABS Representation Allowance

1. Once you have logged into Metastorm e-Work, click on eFABS in the Blank Forms list (see Figure 3.4-1). Refer to Chapter 2 for information about logging on to Metastorm e-Work.

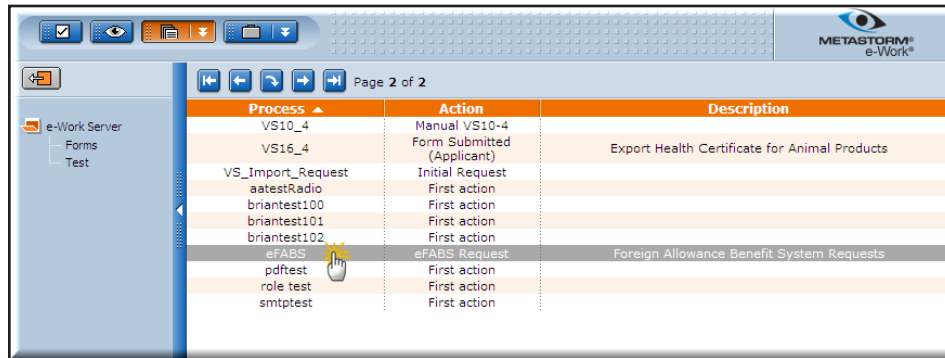


Figure 3.4-1: e-Work Main Page Showing eFABS in Blank Forms List

2. When the *eFABS User Profile Verification* window opens, enter your PIN and click the green submit arrow to open the *eFABS Allowance Request* window.
3. Select the radio dial next to Representation Allowance and click the green submit arrow to open the *eFABS Representation Allowance* form. The Rep Allowance tab is automatically pre-selected (see Figure 3.4-2).

**Foreign Allowance Benefit System Representation Allowance**

Date Prepared: 3/1/2006  
Claim Number: MX-REP-0284

**Requester Post Information**

Name: Michelle Tripps Country: Mexico  
City: Mexico City Region: Mexico/Canada

Amount Requested \$: 0.00  
Event Date: [Calendar Icon]

**Financial Program Code(s)**

Program Code	Amount
	0

**Justification** To attach a file click the clip board icon, then click: browse to locate the file.  
Attach or Type Justification

**Attendees/Recipient**  
Attach or Type List of Attendees

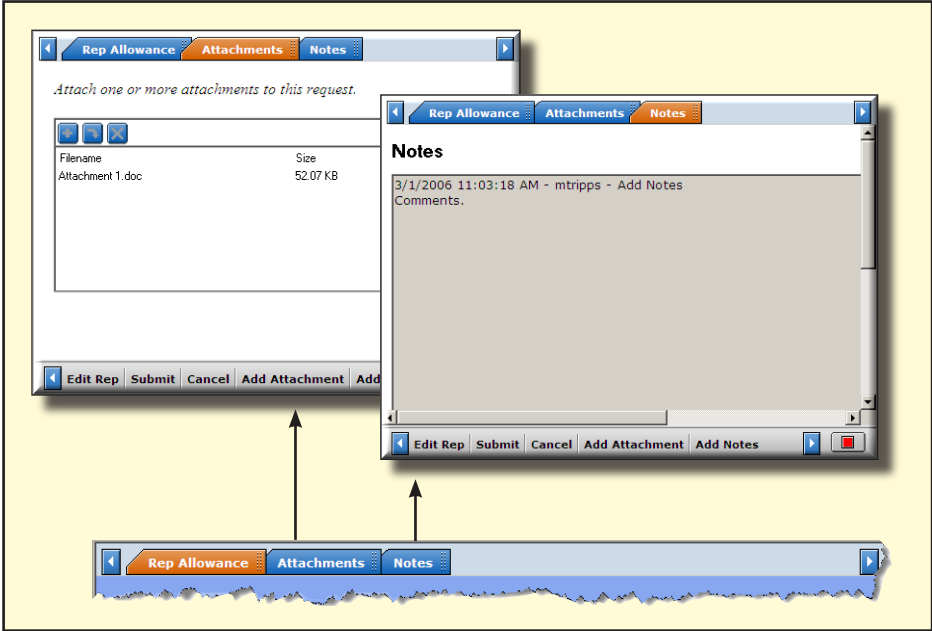
**Receipt**  
Attach Receipt

Buttons: Edit Rep Submit Cancel Add Attachment Add Notes

Figure 3.4-2: eFABS Employee Representation Allowance Processing Window

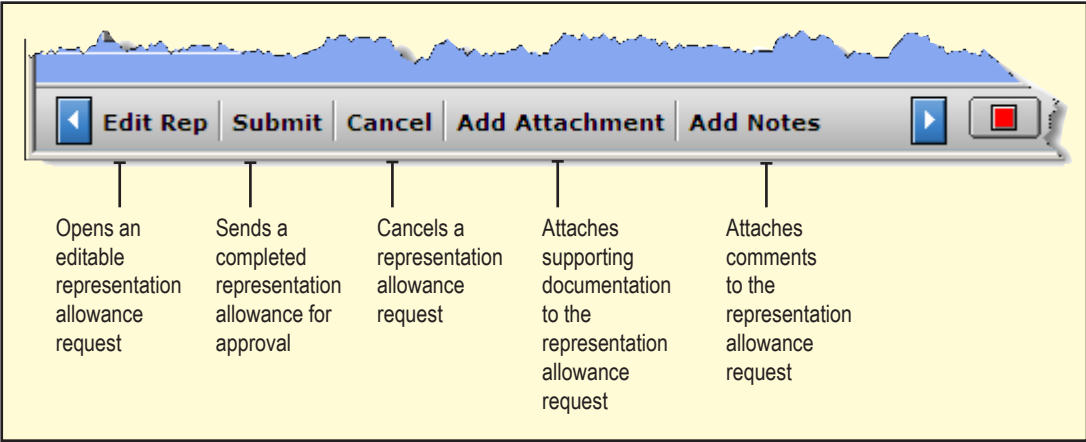
- 4. In addition to viewing the representation allowance, two additional tabs at the top of the window allow you to view attachments and comments (see Figure 3.4-3).

*These tabs only allow you to view these pages; you must use the options at the bottom of the window to process the representation allowance form.*



**Figure 3.4-3: Tab Options and Window Views Available to Employees from the Representation Allowance Processing Window**


- 5. Five representation allowance processing options are located at the bottom of the eFABS Representation Allowance processing window (see Figure 3.4-4).





**Figure 3.4-4: Processing Options Located at the Bottom of the Employee Representation Allowance Processing Window**

- 6. Click on Edit Rep to open an editable representation allowance request (see Figure 3.4-5).

Figure 3.4-5: Blank Representation Allowance

 If you have more than one approved post, you must select the appropriate post from the list located under Requestor Post Information at the top of the eFABS Representation Allowance request.

7. Enter the amount requested and select the event date from the popup calendar. If the event is multi-day, enter the start date of the event.
8. In the Financial Program Code(s) section, enter the 9-digit program code without the budget fiscal year and the amount of the allowance that should be charged to the specific program. You can enter as many program codes as are necessary for the representation allowance. Simply press the Insert <Ins> key to open additional rows of data.
9. Type or attach an explanation for the expense in the Justification section, type or attach a list of attendees in the Attendees/Recipient section, and attach a copy of the receipt in the Receipt section.
  - i. To attach information, click on the clipboard icon  to open the browse window. Click once on browse.
  - ii. When the choose file window opens, navigate to the folder containing the attachment on your hard drive, click once on the attachment to select it, and click open.
  - iii. When the browse window appears with the file name showing, click on the green submit arrow to attach the file. The clipboard icon shows the attachment .
10. Once you complete the allowance request, click the green submit arrow to return to the Employee processing page (see Figure 3.4-6).

**APHIS Foreign Allowance Benefit System Representation Allowance**

Date Prepared: 3/1/2006  
Claim Number: MX-REP-0290

**Requester Post Information**

Name: Michelle Tripps Country: Mexico  
City: Mexico City Region: Mexico/Canada Switch Post Location

Amount Requested \$: 500.00  
Event Date: 2/15/2006

Financial Program Code(s)	
Program Code	Amount
548465468	250.00
456513768	250.00


**Justification** To attach a file click the clip board icon, then click browse to locate the file.  
Attach or Type Justification: Justification is attached.

**Attendees/Recipient**  
Attach or Type List of Attendees: List of attendees is attached.

**Receipt**  
Attach Receipt

Figure 3.4-6: Complete Representation Allowance

11. Add any additional attachments or comments to the representation allowance request.

 Refer to Sections 3.3.1 and 3.3.2 for information about adding attachments and comments to your representation allowance.

12. Once you have completed the request, click Submit. You can cancel the representation allowance and delete it from the eFABS system by clicking Cancel.
13. When the *eFABS Agreement* window opens, read the agreement information and click the green submit arrow (see Figure 3.4-7).

Metastorm e-Work - Microsoft Internet Explorer

**APHIS Foreign Allowance Benefit System Agreement**

By clicking the submit button below you are agreeing to the following:

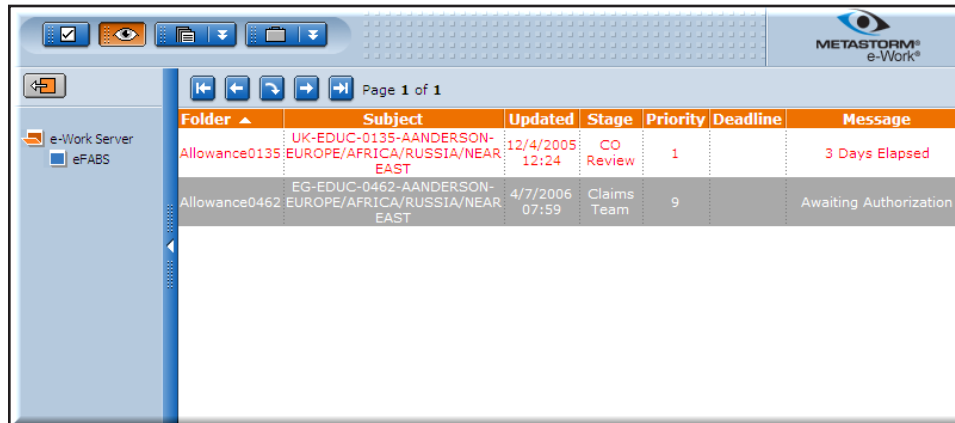
The information given on this application is true and correct to the best of my knowledge and belief. I also understand that I am obligated to notify the authorizing office immediately of any change in conditions which may affect the amount of allowances and/or differential authorized herein. I also understand that false statements made to the United States on this form may subject me to criminal penalties (including fines and imprisonment) under 19 U.S.C. 287 and 1001 and/or civil penalties under 31 U.S.C. 3729 or administrative penalties under 31 U.S.C. 3802. I understand if my employment is terminated prior to liquidation of any of these advances, any outstanding amount is due and payable immediately.

Figure 3.4-7: eFABS Representation Allowance Agreement Window

14. The representation allowance is sent to the HQ Budget Approver for approval.

### 3.5 Monitoring the Progress of Allowance Requests

After you submit an education or representation allowance request for approval, you can easily monitor the progress of your request via the Watch List (see Figure 3.5-1).



Folder	Subject	Updated	Stage	Priority	Deadline	Message
e-Work Server eFABS	UK-EDUC-0135-AANDERSON- Allowance0135 EUROPE/AFRICA/RUSSIA/NEAR EAST	12/4/2005 12:24	CO Review	1		3 Days Elapsed
	EG-EDUC-0462-AANDERSON- Allowance0462 EUROPE/AFRICA/RUSSIA/NEAR EAST	4/7/2006 07:59	Claims Team	9		Awaiting Authorization

Figure 3.5-1: Metastorm e-Work Employee Watch List

The Stage column displays the routing status of your request and the Message column indicates the current processing status of the allowance. Once your allowance request has been approved, you will receive an email confirming the approval and payment of your request.



# Chapter 4

## Approving Employee Profiles and Managing Advance Requests in eFABS

This chapter provides information about approving Employee profiles and creating and approving advance requests in eFABS. The HQ Personnel Approver is responsible for approving Employee profiles and creating advances for salary and temporary quarters subsistence allowances (TQSAs). When the Employee accepts the advance request, the FMD Payments Processor and Certifying Officer complete the advance request process. Both processes are described in detail.

### 4.1 How HQ Personnel Approvers Review and Approve Employee Profiles

1. When an Employee submits a personal profile, you will receive an email notifying you that the profile requires processing. You can access the personal profile by clicking on the link in the email message or logging on to Metastorm e-Work using Internet Explorer. Refer to Chapter 2 for instructions about logging on to e-Work.
2. Once you have logged into Metastorm e-Work, click on your To Do List to access the *eFABS Residency and Dependency Report* (see Figure 4.1-1).

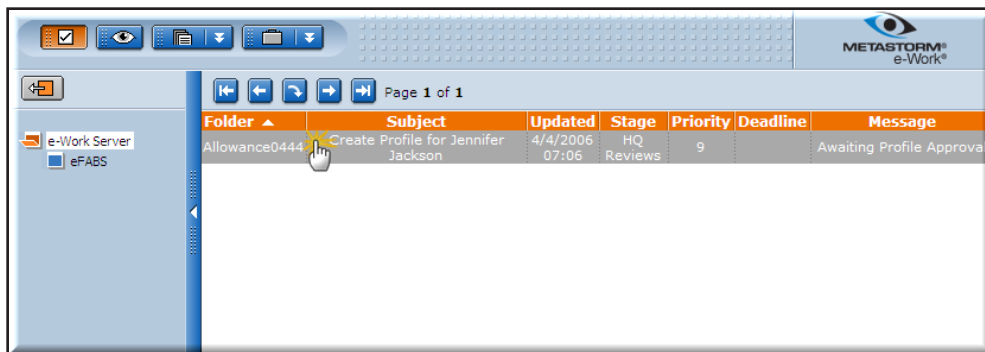


Figure 4.1-1: HQ Personnel Approver To Do List Showing Employee Profile

3. Click once on the eFABS Residency and Dependency Report to open the processing window. The Personal Profile tab is automatically pre-selected (see Figure 4.1-2).
4. In addition to viewing the personal profile, four additional tabs at the top of the window allow you to view the update dependent, notes, status, and audit trail windows of the personal profile (see Figure 4.1-3).

 These tabs only allow you to view different pages; you must use the options at the bottom of the window to process the employee profile.

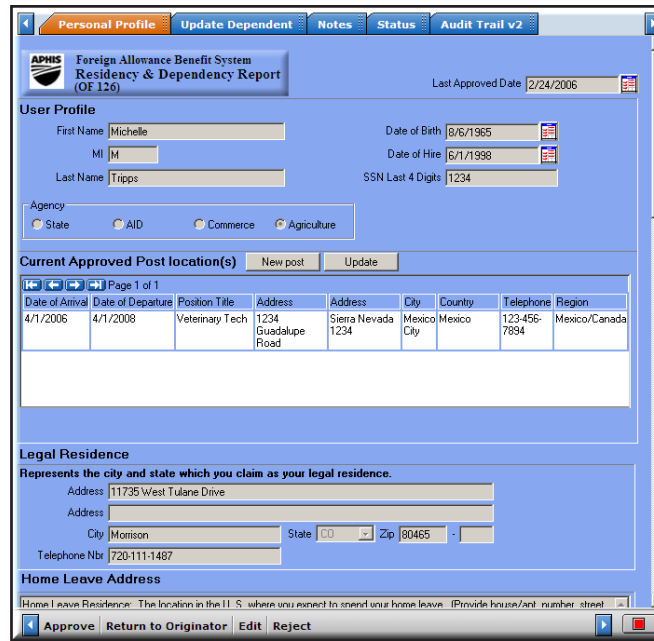


Figure 4.1-2: eFABS HQ Personnel Approver Processing Window for Employee Profiles

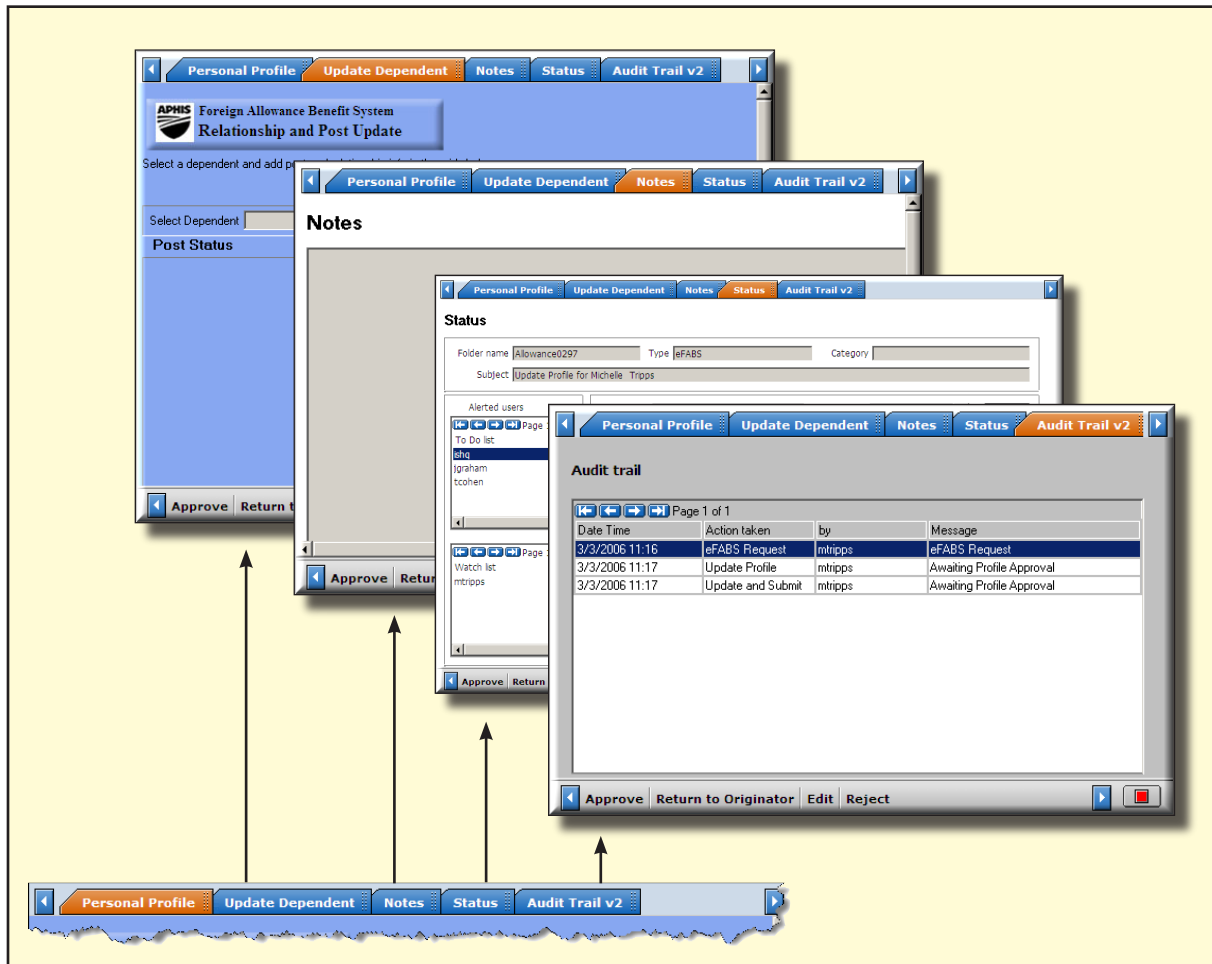
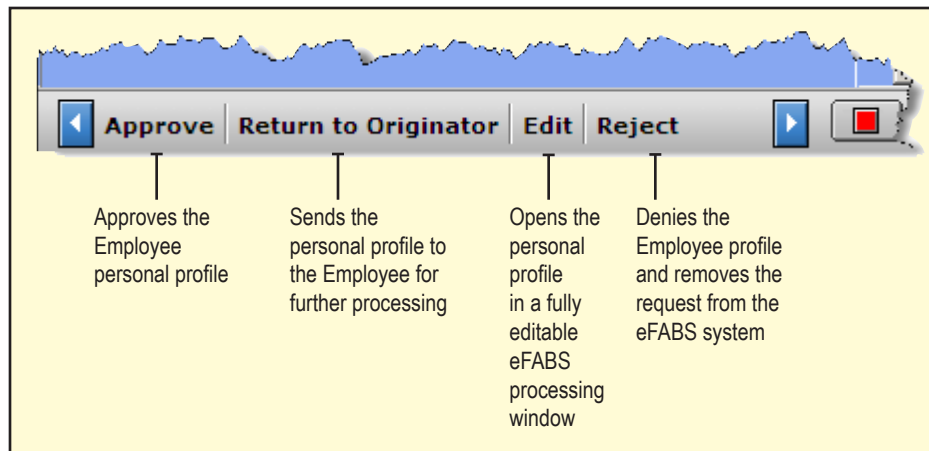


Figure 4.1-3: Tab Options and Window Views Available to HQ Approvers from the eFABS User Profile Processing Window

- Four personal profile processing options are located at the bottom of the window (see Figure 4.1-4).



**Figure 4.1-4: HQ Approver Processing Options Located at the Bottom of the eFABS Personal Profile Window**

- If you determine the representation allowance request requires additional information from the Employee, click on Return to Originator. When the comment window opens, add necessary comments for the Employee and click on the green submit arrow. The profile is returned to the Employee for further processing.
- After you review the Employee profile and determine it is good order, click Approve to certify the Employee’s information.
- The Employee profile approval process is complete.

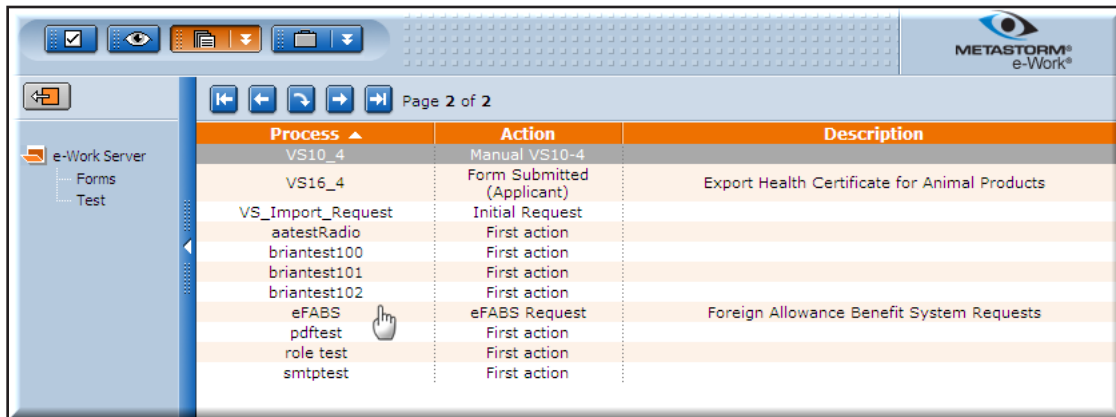
## 4.2 Managing Salary and TQSA Advances

Advance approval forms are completed by HQ Personnel Approvers in eFABS and sent to the Employee for review. Once the Employee accepts the advance payment amount, the FMD Payments Processor reviews the request, enters the information into FFIS, and submits the advance for payment certification to the Certifying Officer. After the Certifying Officer approves the advance request, the Employee receives the payment.

The following sections provide information about the HQ Personnel Approver, FMD Payments Processor, and Certifying Officer roles in creating and approving advance request.

### 4.2.1 HQ Personnel Approver Role

- Once you have logged into Metastorm e-Work, click on eFABS in the Blank Forms list (see Figure 4.2-1). Refer to Chapter 2 for instructions about logging on to e-Work.

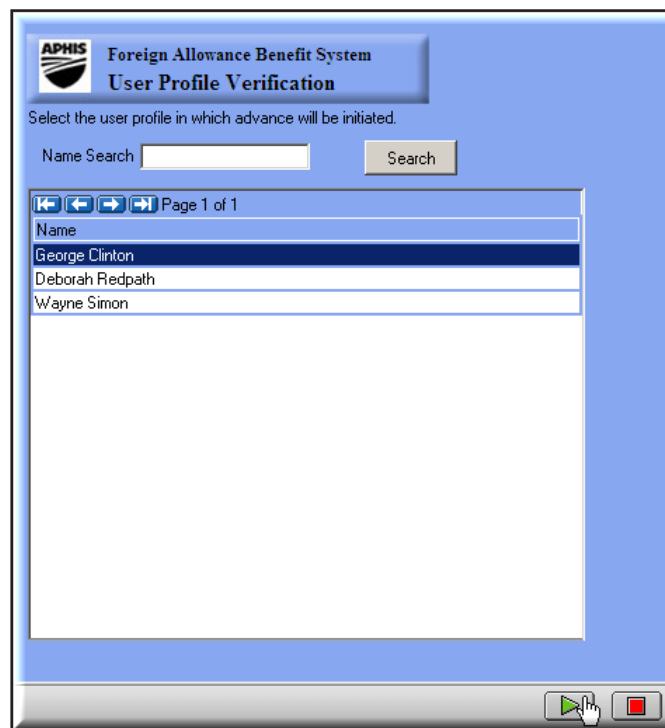


The screenshot shows a web application interface with a table of forms. The table has three columns: Process, Action, and Description. The 'eFABS' row is highlighted, and a mouse cursor is pointing at it. The interface includes a sidebar with 'e-Work Server', 'Forms', and 'Test' options, and a top navigation bar with various icons and the 'METASTORM e-Work' logo.

Process	Action	Description
VS10_4	Manual VS10-4	
VS16_4	Form Submitted (Applicant)	Export Health Certificate for Animal Products
VS_Import_Request	Initial Request	
aatestRadio	First action	
briantest100	First action	
briantest101	First action	
briantest102	First action	
eFABS	eFABS Request	Foreign Allowance Benefit System Requests
pdftest	First action	
role test	First action	
smtptest	First action	

Figure 4.2-1: HQ Personnel Approver Blank Forms List Showing eFABS Processing Option

- Once the *eFABS User Profile Verification* window opens, click Search to open the list of Employee names. To select the appropriate Employee, click once on the name. When the name is highlighted in blue, click the green submit arrow (see Figure 4.2-2).




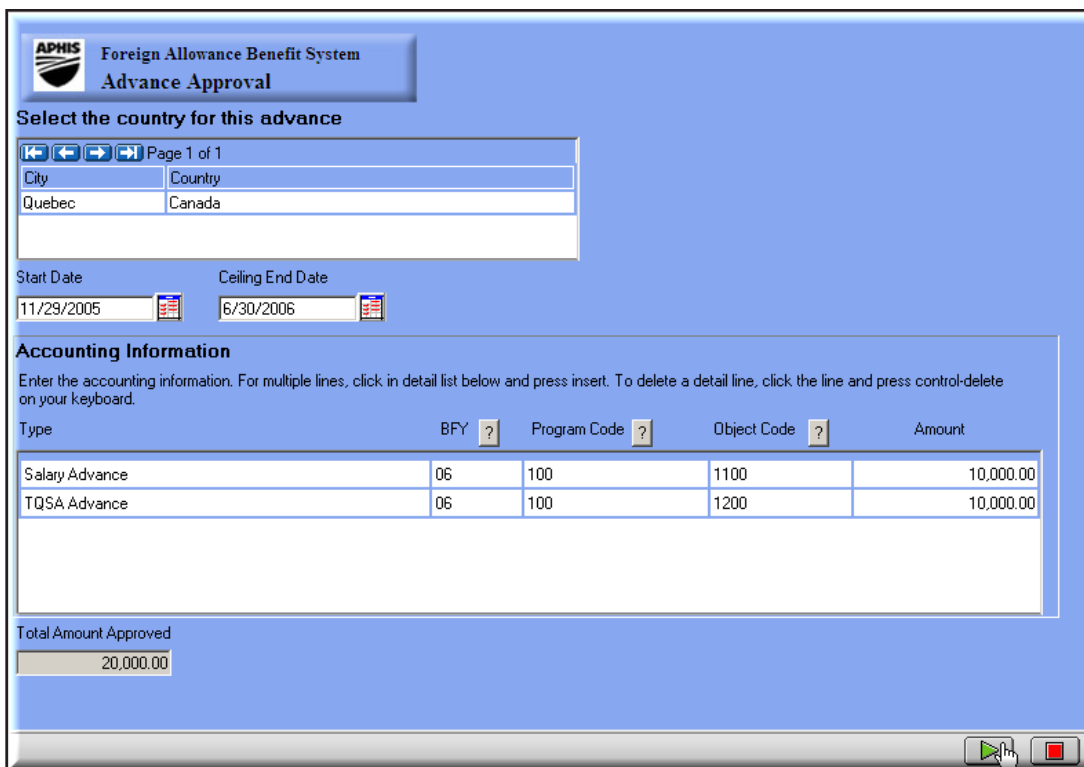
The screenshot shows a window titled 'Foreign Allowance Benefit System User Profile Verification'. It includes a search bar with the text 'Name Search' and a 'Search' button. Below the search bar is a list of employee names: George Clinton, Deborah Redpath, and Wayne Simon. The name 'George Clinton' is highlighted in blue. At the bottom of the window, there is a green submit arrow button and a red stop button.

Figure 4.2-2: eFABS User Profile Verification Window

- When the *eFABS Advance Approval* window opens (see Figure 4.2-3):
  - Select the appropriate post location if more than one approved post is listed in the Select Country grid
  - Enter the start date and ceiling end date

- Click in the Type field and select the allowance type from the dropdown menu
- The Object Code automatically pre-fills when you select the allowance type
- Enter the Budget Fiscal Year, Program Code, and Amount

 To insert additional lines of data, click inside a cell and press the insert <Ins> key. You can delete an entire row of allowance data by clicking inside a cell and when the cursor is blinking hold down the control <Ctrl> key and press the delete <Del> key.



**Foreign Allowance Benefit System  
Advance Approval**

Select the country for this advance

Page 1 of 1

City	Country
Quebec	Canada

Start Date: 11/29/2005      Ceiling End Date: 6/30/2006

**Accounting Information**

Enter the accounting information. For multiple lines, click in detail list below and press insert. To delete a detail line, click the line and press control-delete on your keyboard.

Type	BFY ?	Program Code ?	Object Code ?	Amount
Salary Advance	06	100	1100	10,000.00
TQSA Advance	06	100	1200	10,000.00

Total Amount Approved: 20,000.00

Figure 4.2-3: eFABS Advance Approval Processing Window

4. When you complete the *eFABS Advance Approval* form click on the green submit arrow to send the advance information to the Employee for review.
5. After the Employee reviews and submits the *eFABS Advance Approval*, the FMD Payments Processor and Certifying Officer complete the advance request process.

#### 4.2.2 FMD Payments Processor Role

1. When an Employee accepts and submits an advance approval request, you will receive an email informing you that the request requires action. You can access the advance request by clicking on the link in the email message or logging on to Metastorm e-Work using Internet Explorer. Refer to Chapter 2 for instructions about logging on to e-Work.

- Once you have logged into Metastorm e-Work, click on your To Do List to access the advance request (see Figure 4.2-4).

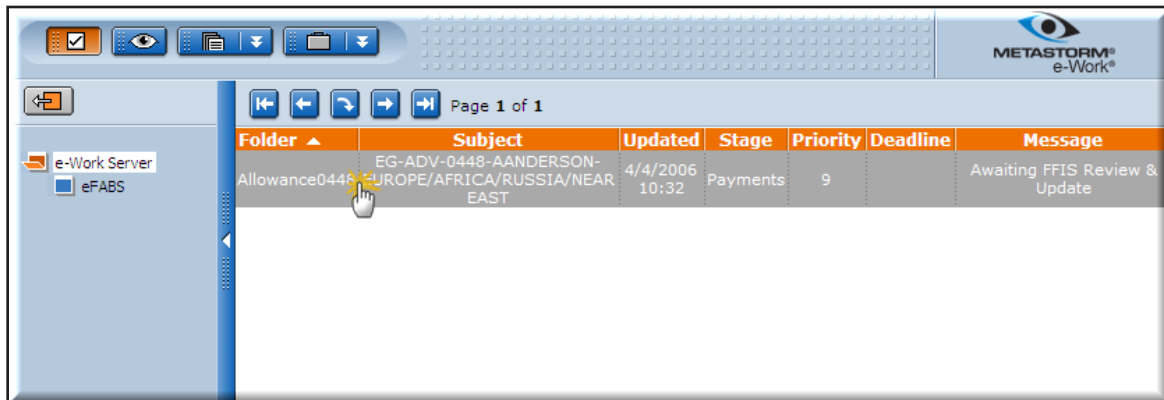


Figure 4.2-4: FMD Payments Processor To Do List Showing Advance Request

- Click once on the advance allowance to open *eFABS Benefit Payment Information* processing window. The Payment Info tab is automatically preselected (see Figure 4.2-5).

**Foreign Allowance Benefit System  
Benefit Payment Information**

Prepared Date: 4/4/2006  
Claim Number: EG-ADV-0448

**Requester Post Information**

Name: Allan Anderson, Country: Egypt  
City: Cairo, Region: Europe/Africa/Russia/Near East

Vendor #: 211111234ES  
Vendor Name: Anderson, Allan  
SSN Last Four: 1234

**Payment Document Information**

Document Total: \$10,000.00  
Comments to Print: EG-ADV-0448  
Payment Type: EG-ADV-0448  
Date Entered into FFIS: [calendar icon]  
Fiscal Year: [text field]  
FFIS Transaction Nbr: [text field]  
FFIS Nbr: FDR

**Accounting Information** Optional: Print form


BFY	Program Code	Object Code	Amount	Description
06	912345678	1100	10,000.00	Salary Advance 04-04-06

Page 1 of 1

Update and Submit for CO Review | Return to HQ | Add Notes

Figure 4.2-5: FMD Payments Processor Benefit Payment Information Processing Window for Advance Requests

- Three of the four additional tabs located at the top of the window are functional and allow you to view the request for advance, notes, and audit trail of the advance (see Figure 4.2-6). The Attachments tab is not a functional advance request tab.

 These tabs only allow you to view these pages; you must use the options at the bottom of the processing window to process the advance request.

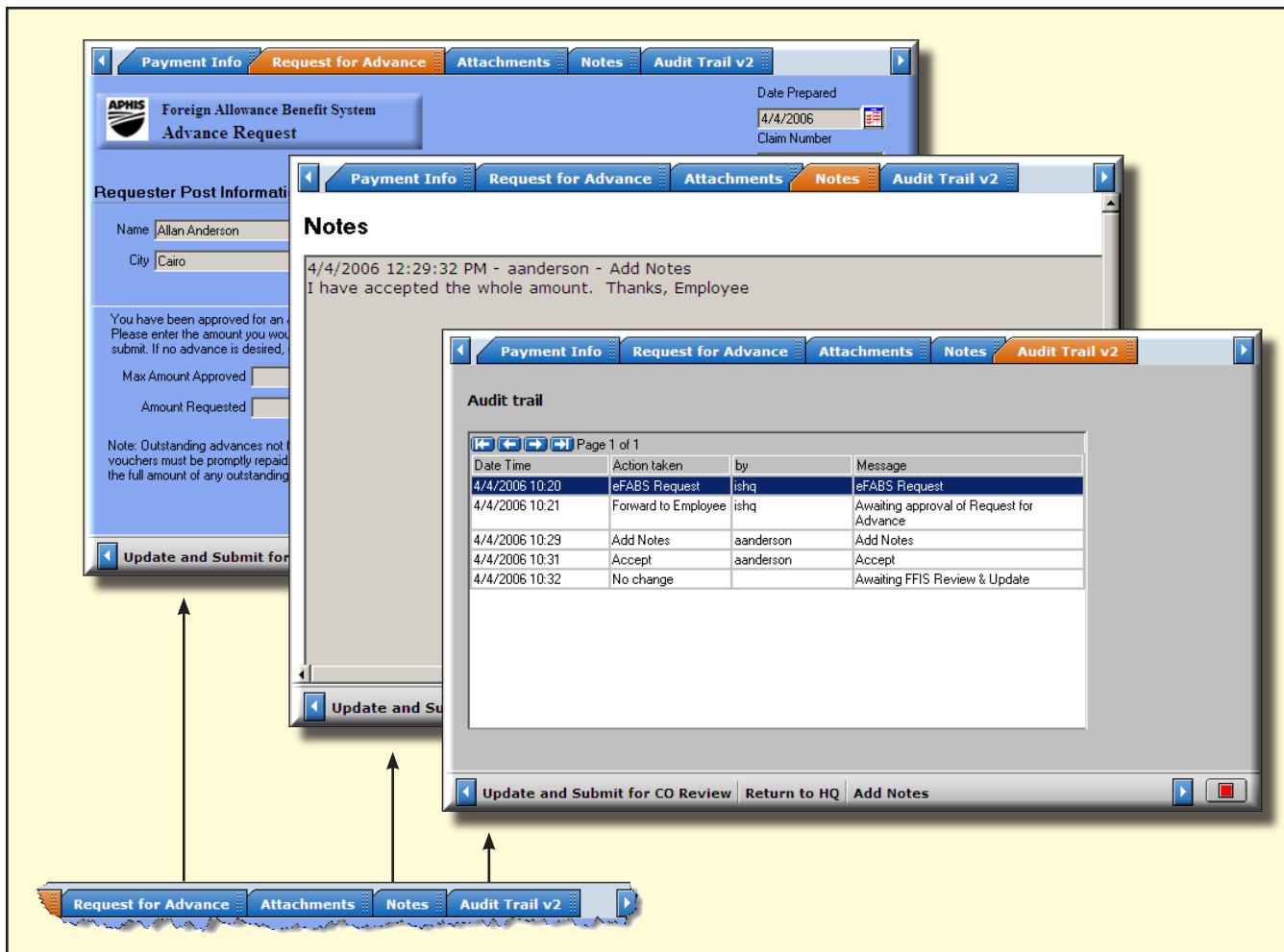


Figure 4.2-6: Functional Tab Options and Window Views Available to FMD Payment Processors from the eFABS Benefit Payment Information Processing Window

- Three processing options are available to FMD Payments Processors at the bottom of the window (see Figure 4.2-7).

 Refer to Section 3.3.2 for information about adding comments to the request.

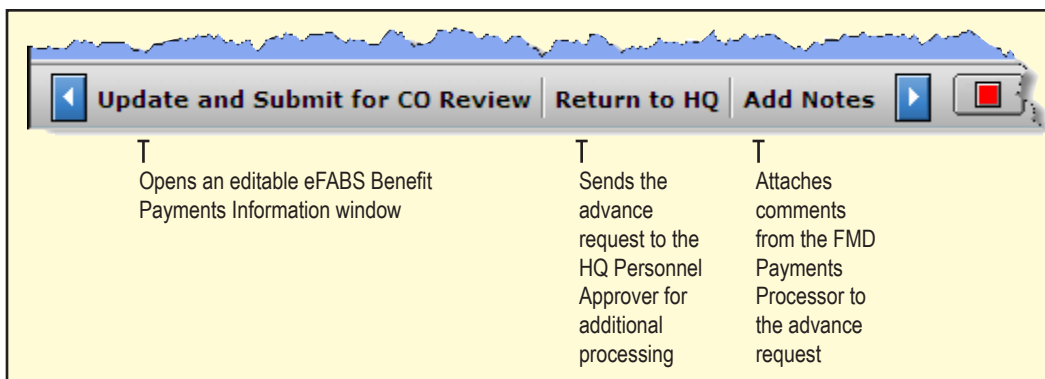


Figure 4.2-7: Processing Options Located at the Bottom of the FMD Payments Processor Benefit Payment Information Window

6. If you determine the advance request requires additional information from the HQ Personnel Approver, click Return to HQ. When the comment window opens, add necessary comments and click the green submit arrow. The advance request is returned to the HQ Personnel Approver for further processing.
7. After you review the request and enter data into FFIS, click on Update and Submit for CO Review to open an editable *eFABS Benefit Payment Information* window.
8. Enter vendor number, date entered into FFIS, fiscal year, and FFIS transaction number information into the appropriate fields (see Figure 4.2-8).

**Foreign Allowance Benefit System  
Benefit Payment Information**

Prepared Date: 4/4/2006  
Claim Number: EG-ADV-0448

**Requester Post Information**

Name: Allan Anderson Country: Egypt  
City: Cairo Region: Europe/Africa/Russia/Near East

Vendor #: 211111234ES  
Vendor Name: Anderson, Allan  
SSN Last Four: 1234

**Payment Document Information**

Document Total: \$10,000.00  
Comments to Print: EG-ADV-0448  
Payment Type: EG-ADV-0448  
Date Entered into FFIS: 4/4/2006  
Fiscal Year: 06  
FFIS Transaction Nbr: 123456  
FFIS Nbr: 06F0R

**Accounting Information**

Optional: Print form

BFY	Program Code	Object Code	Amount	Description
06	912345678	1100	10,000.00	Salary Advance 04-04-06

Figure 4.2-8: Editable eFABS Benefit Payment Information Window

9. Click the green submit arrow to update the request and send it to the Certifying Officer.

### 4.2.3 Certifying Officer Role

1. When an FMD Payments Processor submits an advance request for certification, you will receive an email informing you that the request requires action. You can access the advance request by clicking on the link in the email message or logging on to Metastorm e-Work using Internet Explorer. Refer to Chapter 2 for instructions about logging on to e-Work.
2. Once you have logged into Metastorm e-Work, click on your To Do List to access the advance request (see Figure 4.2-9).



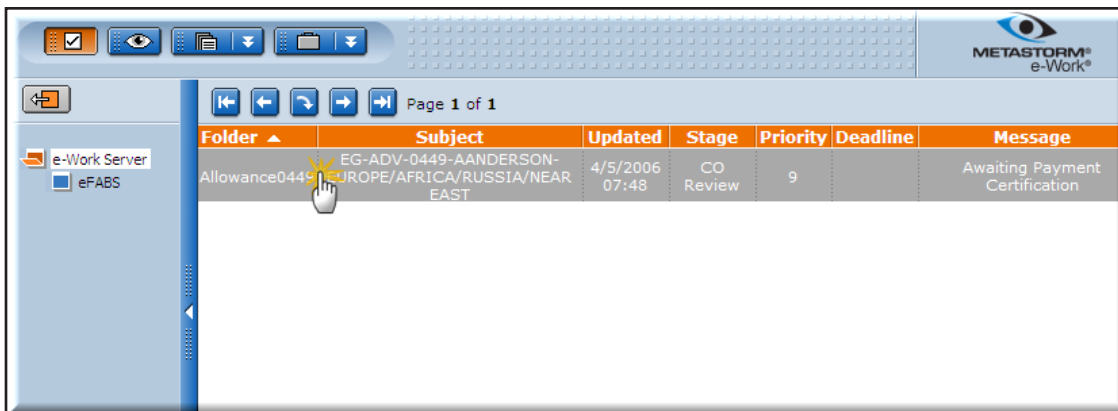


Figure 4.2-9: Certifying Officer To Do List Showing Advance Request

- Click once on the advance request to open the processing window. The Payment Info tab is automatically preselected (see Figure 4.2-10).

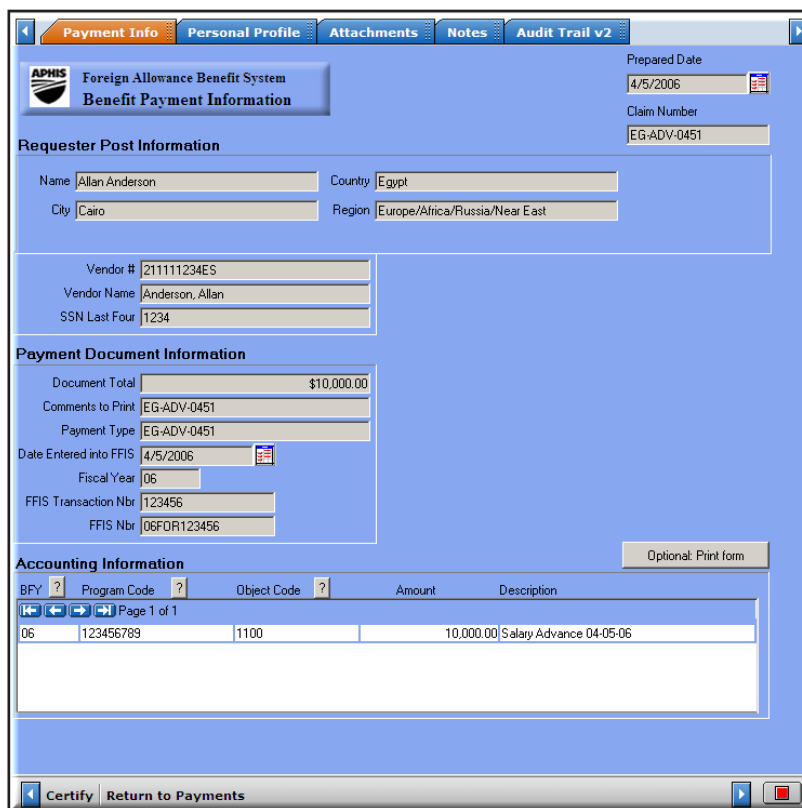

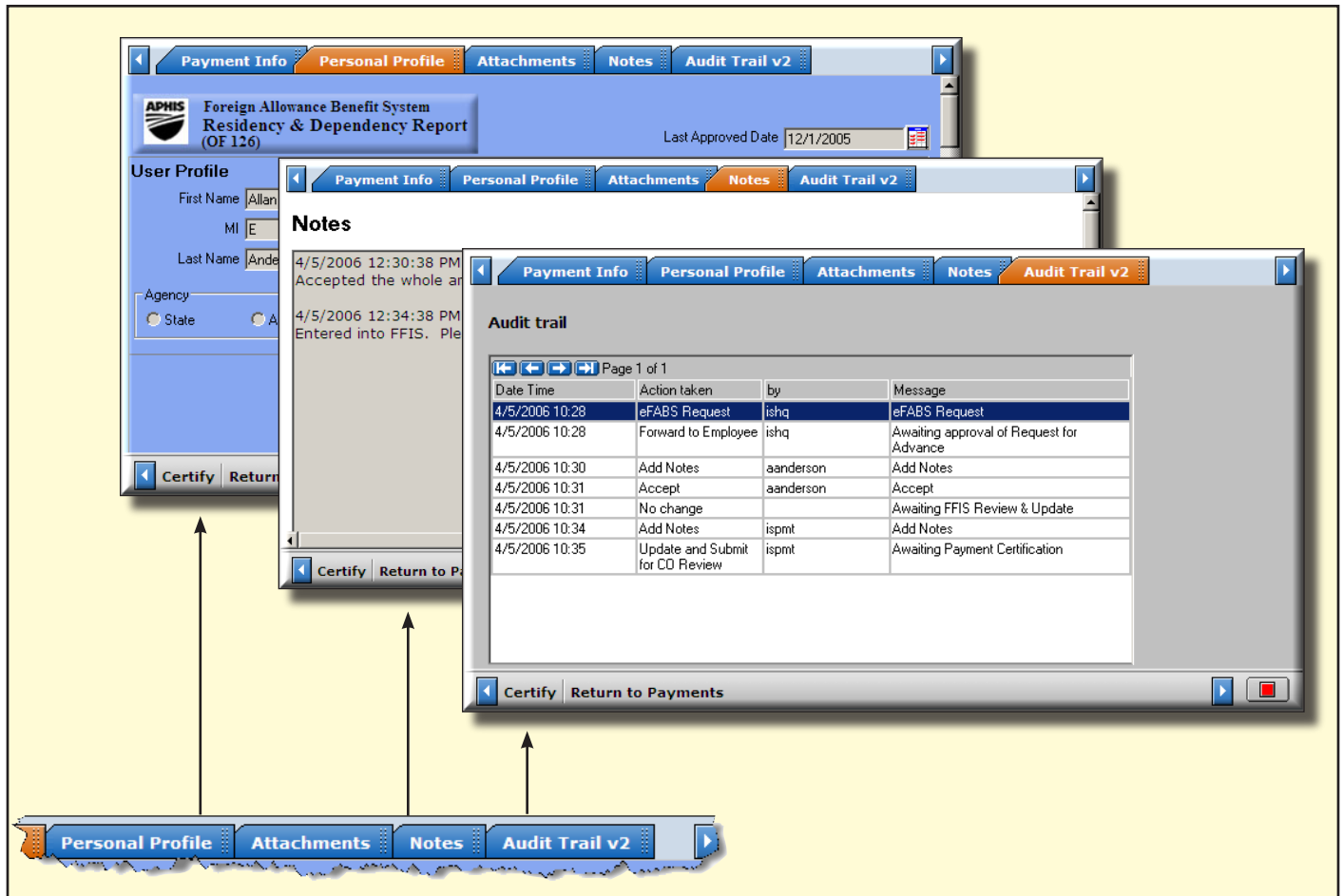


Figure 4.2-10: Certifying Officer Benefit Payment Information Processing Window for Advance Requests

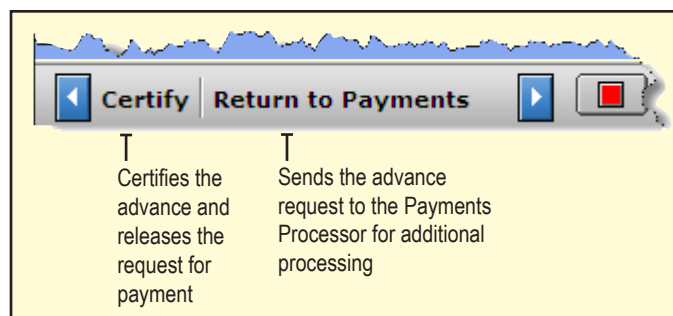
- Three of the four additional tabs located at the top of the window are functional and allow you to view the personal profile, notes, and audit trail of the advance request (see Figure 4.2-11). The Attachments tab is not a functional advance request tab.

 These tabs only allow you to view these pages; you must use the options at the bottom of the processing window to process the advance request.



**Figure 4.2-11: Functional Tab Options and Window Views Available to Certifying Officers from the eFABS Benefit Payment Information Processing Window**

- Two processing options are available to Certifying Officers at the bottom of the window (see Figure 4.2-12).



**Figure 4.2-12: Processing Options Located at the Bottom of the Certifying Officers Benefit Payment Information Window**

6. If you determine the advance request requires additional information from the FMD Payments Processor, click on Return to Payments. When the comment window opens, add necessary comments and click on the green submit arrow. The allowance request is returned to the FMD Payments Processor for further processing.
7. After you review the request and determine it is in good order, click on Certify to release the advance for payment.
8. The advance request approval process is complete.

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# Chapter 5

## Education Allowance Approval Process in eFABS

After the Employee submits an Education Allowance request, the form passes through four levels of approval processing via the eFABS system. These processing levels include:

- *HQ Budget Approver* – reviews the education allowance request and completes financial information
- *Claims Authorizer* – authorizes education allowance request based on State Department regulations
- *FMD Payments Processor* - enters data from approved education allowance into FFIS
- *Certifying Officer* – verifies the information from the education allowance request matches the data entered into FFIS and releases the request for payment

The following sections discuss the education allowance approval process for each user role in eFABS.

### 5.1 HQ Budget Approver Role

1. When an Employee submits an Education Allowance, you will receive an email notifying you of the new request. You can access the education allowance by clicking on the link in the email message or logging on to Metastorm e-Work using Internet Explorer. Refer to Chapter 2 for instructions about logging on to e-Work.
2. Once you have logged into Metastorm e-Work, click on your To Do List to access the *eFABS Education Allowance* request (see Figure 5.1-1).

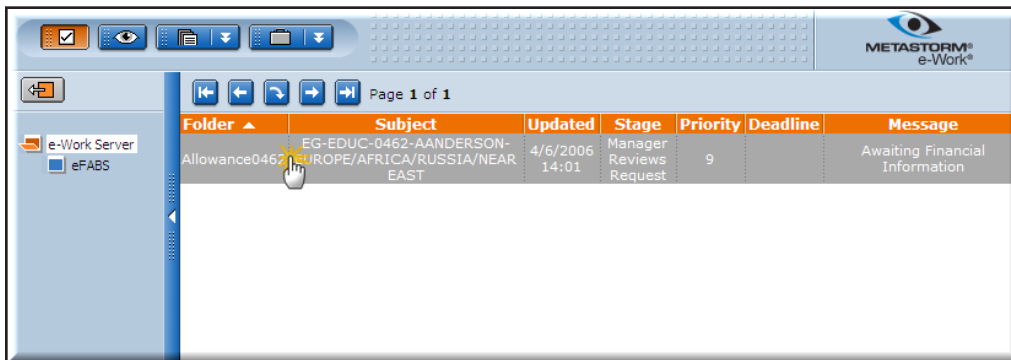


Figure 5.1-1: HQ Budget Approver To Do List Showing Education Allowance Request

3. Click once on the *eFABS Education Allowance* request to open the processing window. The Educ Allowance tab is automatically preselected (see Figure 5.1-2).

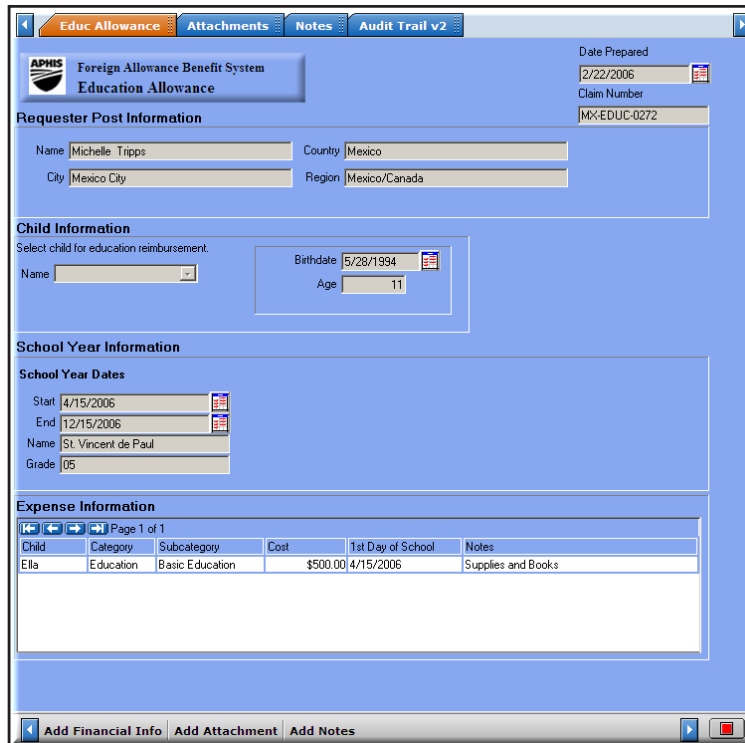


Figure 5.1-2: eFABS Education Allowance HQ Budget Approver Processing Window

- In addition to viewing the education allowance, tabs at the top of the window allow you to view attachments, comments, and the audit trail of the education allowance (see Figure 5.1-3).

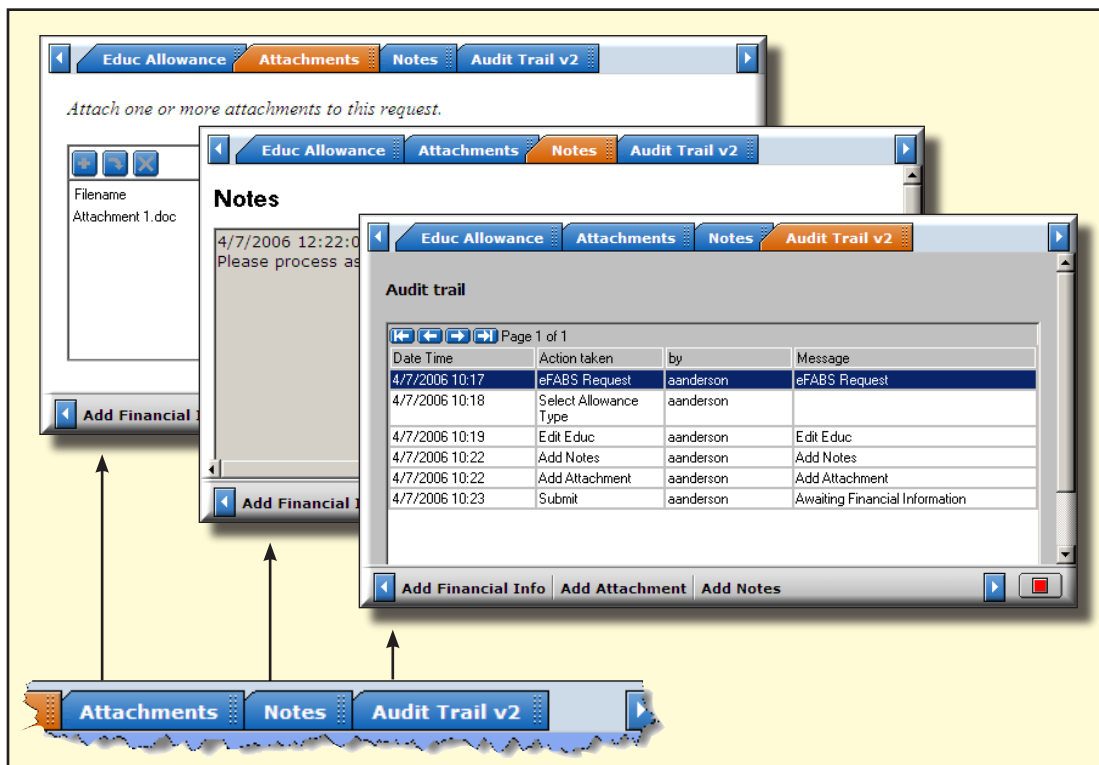
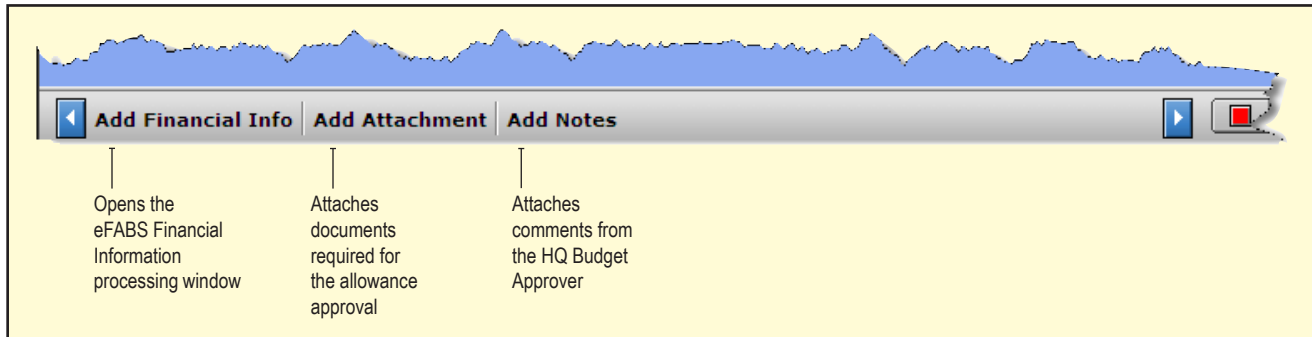


Figure 5.1-3: Tab Options and Window Views Available to HQ Budget Approvers from the eFABS Education Allowance Processing Window

*These tabs only allow you to view these pages; you must use the options at the bottom of the window to process the education allowance request.*

5. Three processing options are located at the bottom of the window (see Figure 5.1-4).

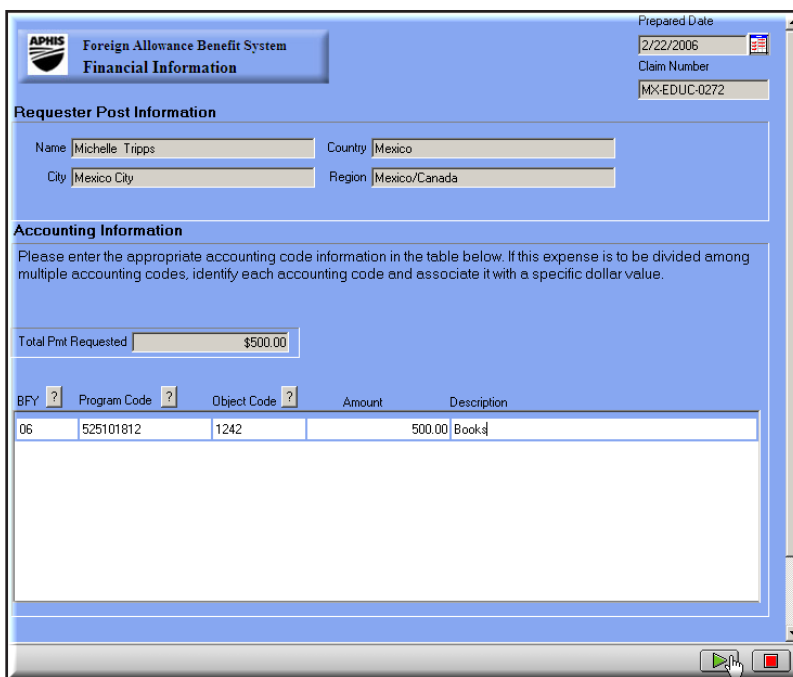


**Figure 5.1-4: HQ Budget Approver Processing Options Located at the Bottom of the eFABS Education Allowance Window**

*Refer to Sections 3.3.1 and 3.3.2 for information about adding attachments and comments to the education allowance request.*

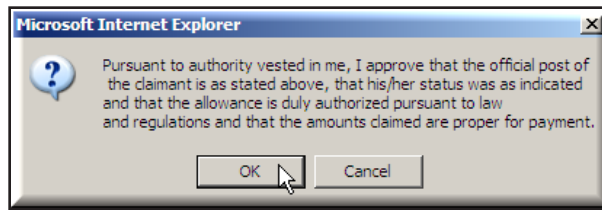
6. After you review the request, click on Add Financial Info to open the *eFABS Financial Information* window.

7. Complete the financial information section by providing budget fiscal year, program code, amount, and description information. Verify the object code pre-filled with the correct allowance type code and click the green submit arrow (see Figure 5.1-5).



**Figure 5.1-5: eFABS Financial Information Window**

8. When the payment authorization window opens, read the agreement and click OK (see Figure 5.1-6).



*Figure 5.1-6: eFABS Authorization Window*

9. The education allowance is sent to the Claims Authorizer.



## 5.2 Claims Authorizer Role

1. When an HQ Budget Approver submits an education allowance for claims authorization, you will receive an email informing you that the request requires processing. You can access the education allowance by clicking on the link in the email message or logging on to Metastorm e-Work using Internet Explorer. Refer to Chapter 2 for instructions about logging on to e-Work.
2. Once you have logged into Metastorm e-Work, click on your To Do List to access the *eFABS Education Allowance* request (see Figure 5.2-1).

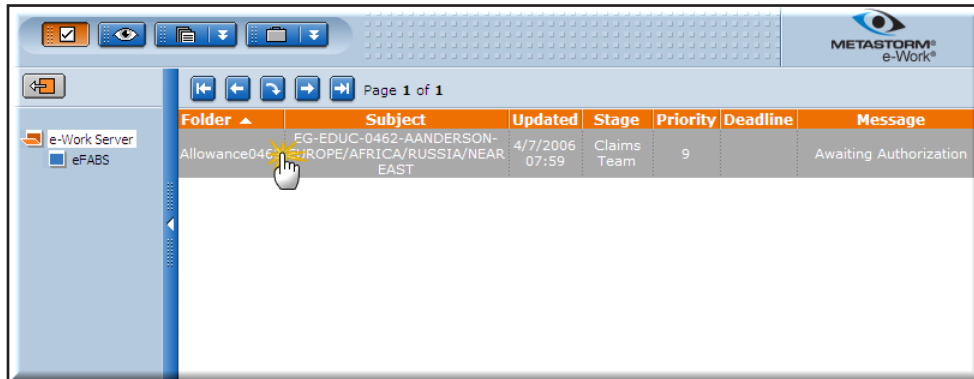


Figure 5.2-1: Claims Authorizer To Do List Showing Education Allowance Request

3. Click once on the *eFABS Education Allowance* request to open the processing window. The Educ Allowance tab is automatically preselected (Figure 5.2-2).

The screenshot shows the 'Educ Allowance' processing window. The window has several tabs: 'Educ Allowance', 'Financial Info', 'Personal Profile', 'Attachments', 'Notes', and 'Audit Trail v2'. The 'Educ Allowance' tab is selected. The window contains the following information:

**Foreign Allowance Benefit System  
Education Allowance**

Date Prepared: 2/22/2006  
Claim Number: MX:EDUC-0272

**Requester Post Information**

Name: Michelle Tripps, Country: Mexico  
City: Mexico City, Region: Mexico/Canada

**Child Information**

Select child for education reimbursement.  
Name: [Dropdown], Birthdate: 5/28/1994, Age: 11

**School Year Information**

**School Year Dates**

Start: 4/15/2006, End: 12/15/2006  
Name: St. Vincent de Paul, Grade: 05


**Expense Information**

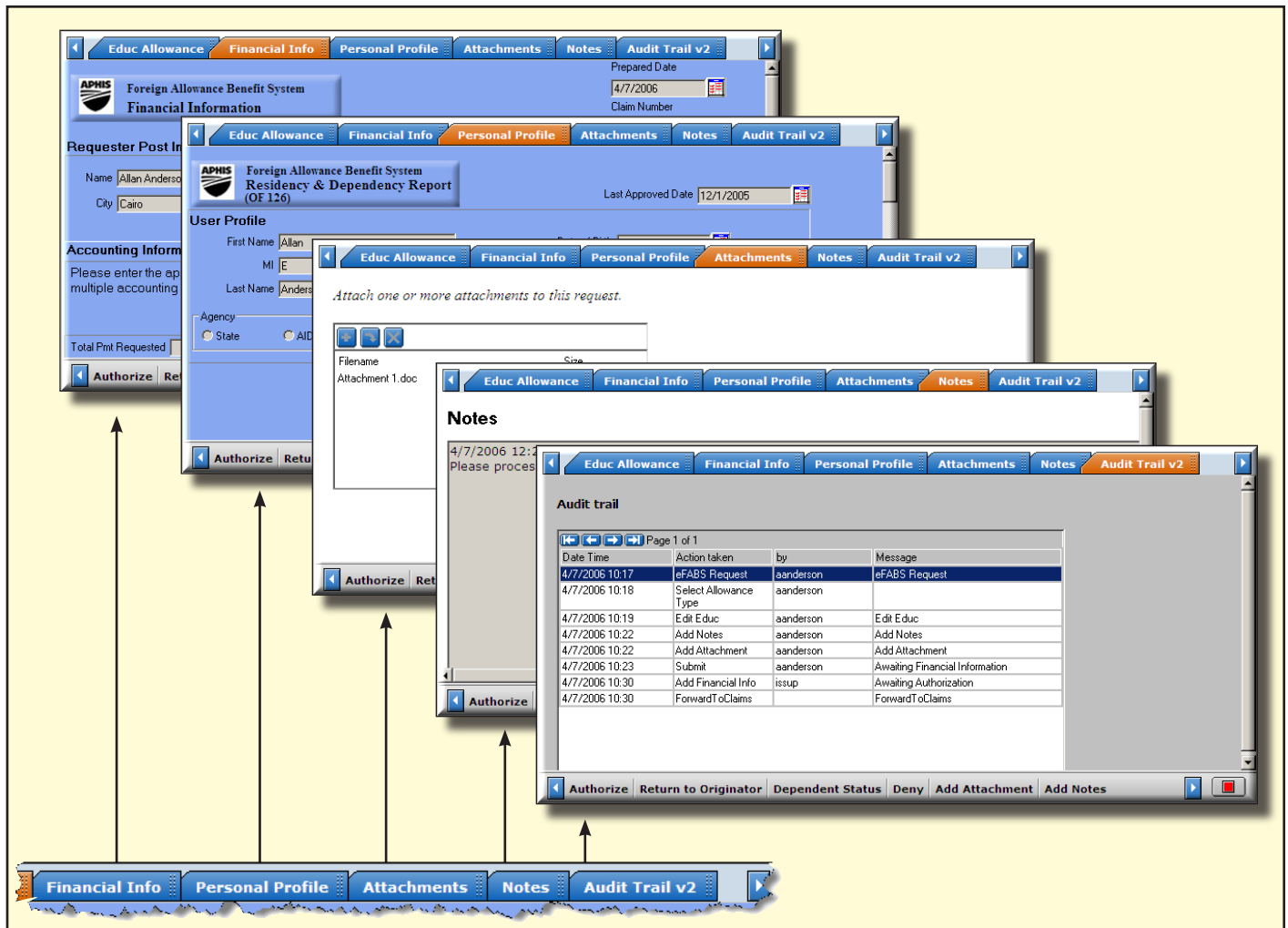
Child	Category	Subcategory	Cost	1st Day of School	Notes
Ela	Education	Basic Education	\$500.00	4/15/2006	Supplies and Books

At the bottom, there are buttons: Authorize, Return to Originator, Dependent Status, Deny, Add Attachment, and Add Notes.

Figure 5.2-2: eFABS Education Allowance Claims Authorizer Processing Window


- In addition to viewing the education allowance, five additional tabs at the top of the window allow you to view financial information, the employees's personal profile, attachments, notes, and the audit trail of the education allowance (see Figure 5.2-3).

 These tabs only allow you to view these pages; you must use the options at the bottom of the window to process the education allowance request.



**Figure 5.2-3: Tab Options and Window Views Available to Claims Processors from the eFABS Education Allowance Processing Window**

- Six education allowance processing options are available to Claims Authorizers at the bottom of the window (see Figure 5.2-4).

 Refer to Sections 3.3.1 and 3.3.2 for information about adding attachments and comments to the education allowance request.

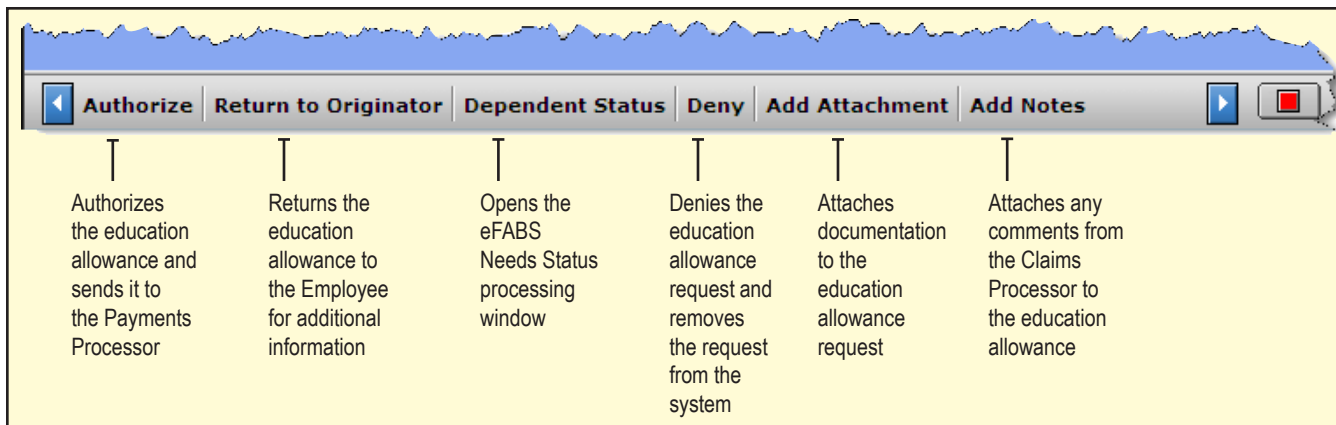


Figure 5.2-4: Claims Processor Processing Options Located at the Bottom of the eFABS Education Allowance Window

6. If you determine the education allowance request requires additional information from the Employee, click on Return to Originator. When the comment window opens, add necessary comments for the Employee and click on the green submit arrow. The education request is returned to the Employee for further processing.
7. If the education allowance request is for Home Study or Special Needs, click on Dependent Status to open the eFABS Needs Status window (see Figure 5.2-5). The eFABS Needs Status window enables Claims Processors to create records that track changes in the needs status of dependents.

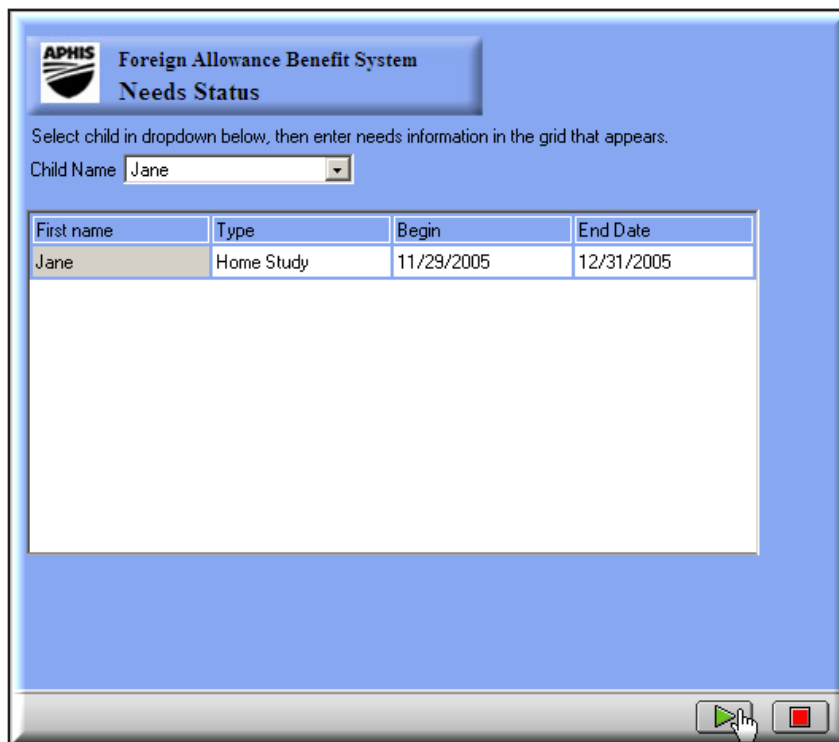


Figure 5.2-5: eFABS Needs Status Window


8. To complete the *eFABS Needs Status* window (refer to Figure 5.2-5):
  - i. Select the child's name from the dropdown menu
  - ii. Select Home Study or Special Needs from the Type dropdown menu
  - iii. Choose the Begin Date and the End Date
  - iv. Click on the green submit arrow
  
9. After you complete the needs status information (if necessary) and review the request, click on Authorize to open the *eFABS Claims Authorization* window (see Figure 5.2-6).

Figure 5.2-6: *eFABS Claims Authorization Window*

10. Click on Maintain Ceilings to open the *eFABS Ceiling Management* window (see Figure 5.2-7).

Figure 5.2-7: *eFABS Ceiling Management Window*

- You can create a new ceiling by clicking Insert to make the dependent information editable. Select the Dependent's Name, Category, and Subcategory from the dropdown menus, choose the start and end dates, and enter the maximum amount for the ceiling (see Figure 5.2-8). Click Insert to add the new ceiling to the list.

 When you select a current ceiling record from the list, you can use Update to make changes to the Start Date, End Date, and Maximum Amount, and you can use Delete to remove the record from the list.

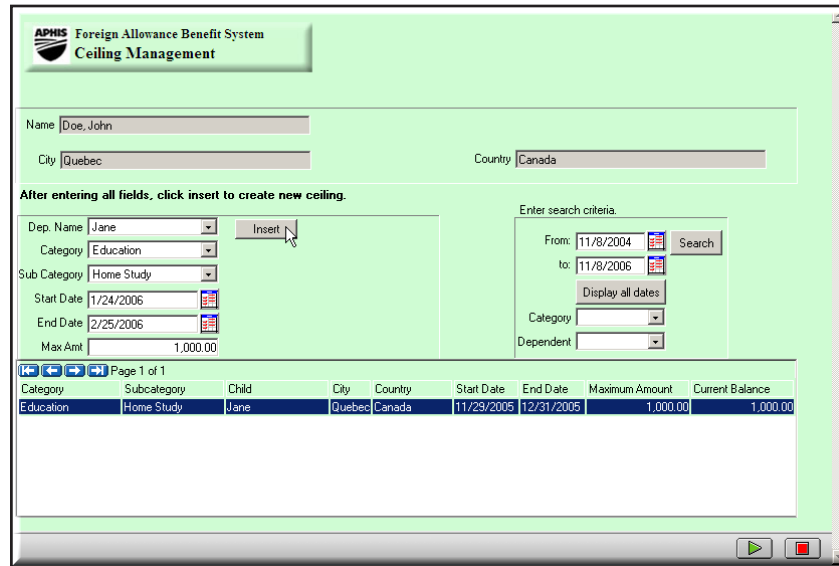


Figure 5.2-8: eFABS Ceiling Management Window Showing New Ceiling Information

- Once you enter or locate the appropriate benefit allowance record in the list, click once on the line item to pre-fill the child information section (see Figure 5.2-9). Click on the green submit arrow.

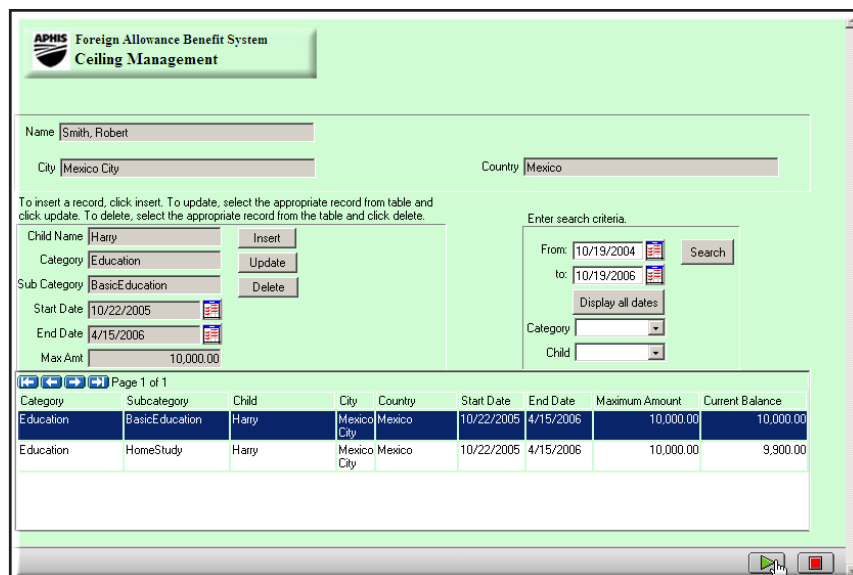
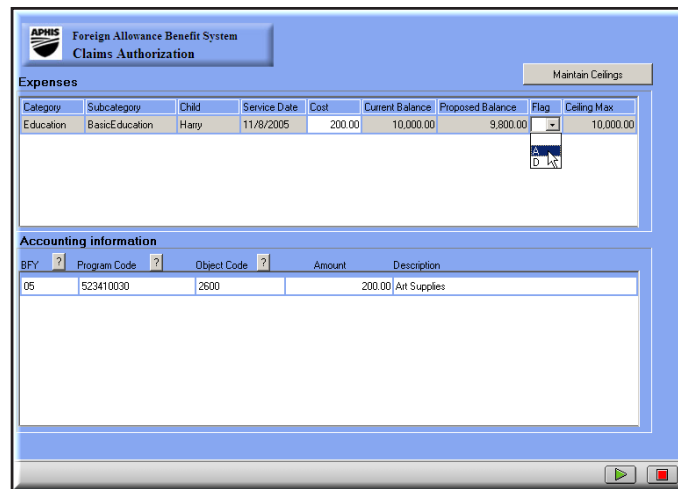


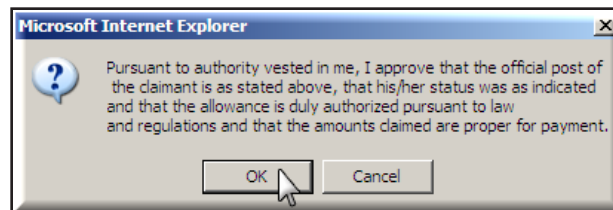
Figure 5.2-9: eFABS Ceiling Management Window Showing Pre-filled Child Information

13. Verify the expenses section on the eFABS Claims Authorization window contains the correct information and select “A” to approve the request from the flag dropdown menu (see Figure 5.2-10).



**Figure 5.2-10: eFABS Claims Authorization Window Showing Pre-filled Expenses and Flag Dropdown Menu Options**

14. Click the green submit arrow to update the request.
15. When the payment authorization window opens, read the agreement and click OK (see Figure 5.2-11).



**Figure 5.2-11: eFABS Ceiling Management Window Showing Pre-filled Child Information**

16. The education allowance is sent to the FMD Payments Processor.

### 5.3 FMD Payments Processor Role

1. When a Claims Authorizer submits an education allowance for payment processing, you will receive an email informing you that the request requires processing. You can access the education allowance by clicking on the link in the email message or logging on to Metastorm e-Work using Internet Explorer. Refer to Chapter 2 for instructions about logging on to e-Work.
2. Once you have logged into Metastorm e-Work, click on your To Do List to access the *eFABS Education Allowance* request (see Figure 5.3-1).

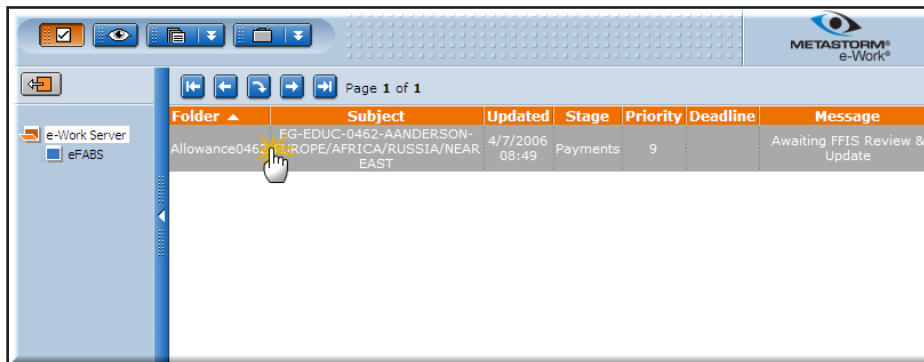


Figure 5.3-1: FMD Payments Processor To Do List Showing Education Allowance Request

3. Click once on the *eFABS Education Allowance* request to open the processing window. The Payment Info tab is automatically preselected (see Figure 5.3-2).

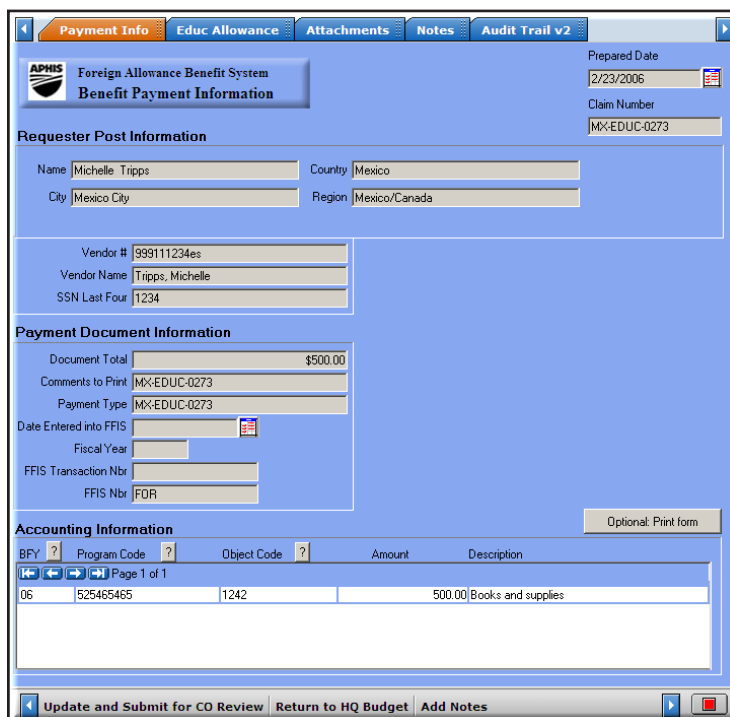


Figure 5.3-2: eFABS Education Allowance FMD Payments Processor Processing Window

4. In addition to viewing the payment information, four additional tabs at the top of the window allow you to view the education allowance, attachments, notes, and audit trail of the education allowance (see Figure 5.3-3).

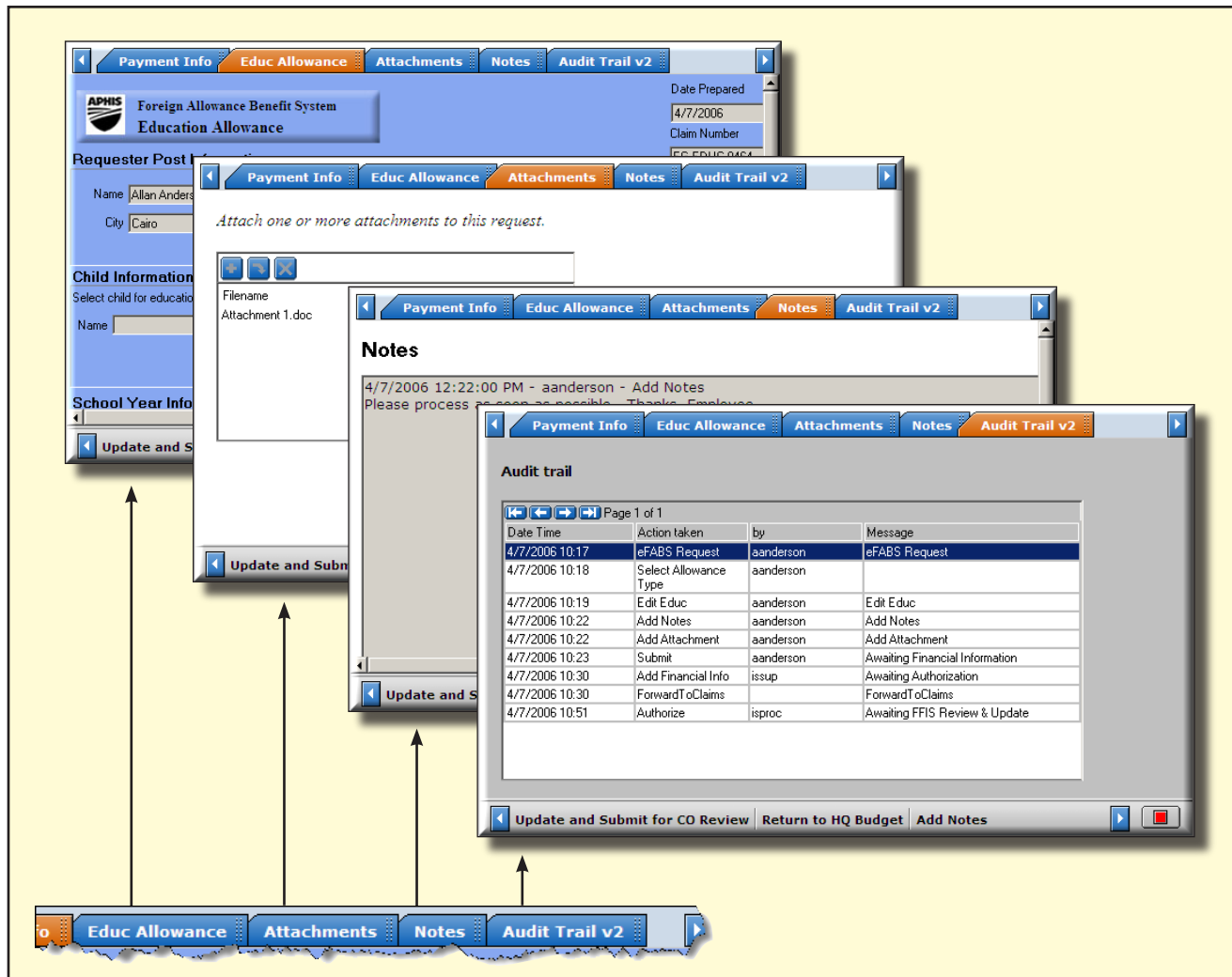



Figure 5.3-3: Tab Options and Window Views Available to FMD Payments Processors from the eFABS Education Allowance Processing Window

 These tabs only allow you to view these pages; you must use the options at the bottom of the window to process the education allowance request.

5. Three processing options are available to FMD Payments Processors at the bottom of the window (see Figure 5.3-4).

 Refer to Section 3.3.2 for information about adding comments to the request.



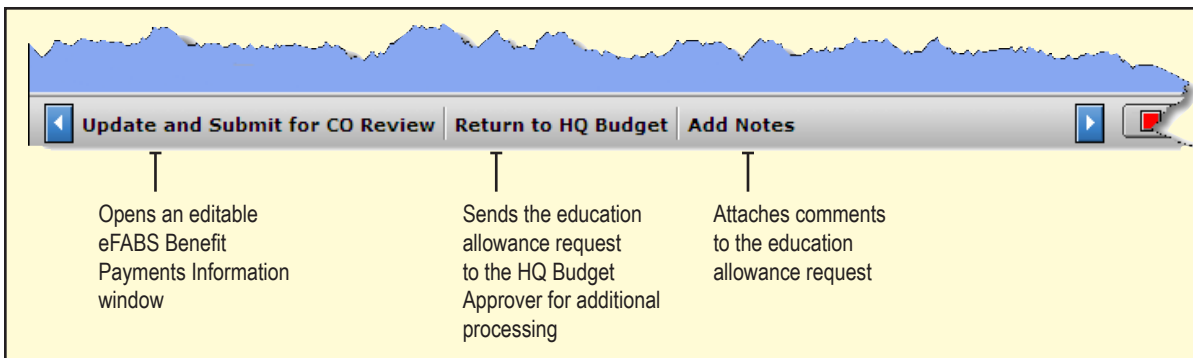


Figure 5.3-4: FMD Payments Processor Processing Options Located at the Bottom of the eFABS Education Allowance Window

- If you determine the education allowance request requires additional information from the HQ Budget Approver, click on Return to HQ Budget. When the comment window opens, add necessary comments for the HQ Budget Approver and click on the green submit arrow. The education request is returned to the HQ Budget Approver for further processing.
- After you review the request and enter data into FFIS, click on Update and Submit for CO Review to open the eFABS Benefit Payment Information window (see Figure 5.3-5).

The screenshot shows the 'eFABS Benefit Payment Information' window. It includes the following sections:

- Requester Post Information:** Name (Michelle Tripps), Country (Mexico), City (Mexico City), Region (Mexico/Canada).
- Vendor Information:** Vendor # (4567), Vendor Name (Tripps, Michelle), SSN Last Four (1234).
- Payment Document Information:** Document Total (\$500.00), Comments to Print (MX-EDUC-0273), Payment Type (MX-EDUC-0273), Date Entered into FFIS (2/24/2006), Fiscal Year (06), FFIS Transaction Nbr (123456), FFIS Nbr (06FOR).
- Accounting Information:** A table with columns: BFY, Program Code, Object Code, Amount, Description.
 

BFY	Program Code	Object Code	Amount	Description
06	525465465	1242	500.00	Books and supplies

Figure 5.3-5: eFABS Benefit Payment Information Window

- Enter Vendor number, date entered into FFIS, fiscal year, and FFIS transaction number information into the eFABS Benefit Payment Information window (refer to Figure 5.3-5).
- Click the green submit arrow to update the request and send it to the Certifying Officer.

## 5.4 Certifying Officer Role

1. When an FMD Payments Processor submits an education allowance for certification, you will receive an email informing you that the request requires processing. You can access the education allowance by clicking on the link in the email message or logging on to Metastorm e-Work using Internet Explorer. Refer to Chapter 2 for instructions about logging on to e-Work.
2. Once you have logged into Metastorm e-Work, click on your To Do List to access the *eFABS Education Allowance* request (see Figure 5.4-1).

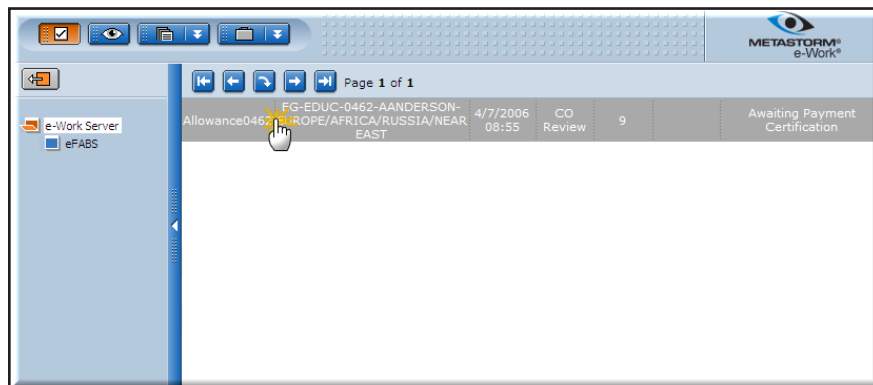


Figure 5.4-1: Certifying Officer To Do List Showing Education Allowance Request

3. Click once on the *eFABS Education Allowance* request to open the processing window. The Payment Info tab is automatically preselected (see Figure 5.4-2).


 The screenshot displays the 'Payment Info' tab of the 'Foreign Allowance Benefit System Benefit Payment Information' window. The window has several tabs: 'Payment Info', 'Educ Allowance', 'Financial Info', 'Personal Profile', 'Attachments', 'Notes', and 'Audit Trail v2'. The 'Payment Info' tab is active. The form contains the following sections:
 

- Requester Post Information:** Name (Michelle Tripps), Country (Mexico), City (Mexico City), Region (Mexico/Canada).
- Vendor Information:** Vendor # (939111234es), Vendor Name (Tripps, Michelle), SSN Last Four (1234).
- Payment Document Information:** Document Total (\$500.00), Comments to Print (MX-EDUC-0274), Payment Type (MX-EDUC-0274), Date Entered into FFIS (2/23/2006), Fiscal Year (06), FFIS Transaction Nbr (111225), FFIS Nbr (06FOR111225).
- Accounting Information:** A table with columns: BFY, Program Code, Object Code, Amount, Description. The first row shows: 06, 525456546, 1242, 500.00, Books.

 At the bottom, there are buttons for 'Certify' and 'Return to Payments'.

Figure 5.4-2: eFABS Education Allowance Certifying Officer Processing Window

- In addition to viewing the payment information, six additional tabs at the top of the window allow you to view the education allowance, financial information, personal profile, attachments, notes, and the audit trail of the education allowance (see Figure 5.4-3).

 These tabs only allow you to view these pages; you must use the options at the bottom of the window to process the education allowance request.

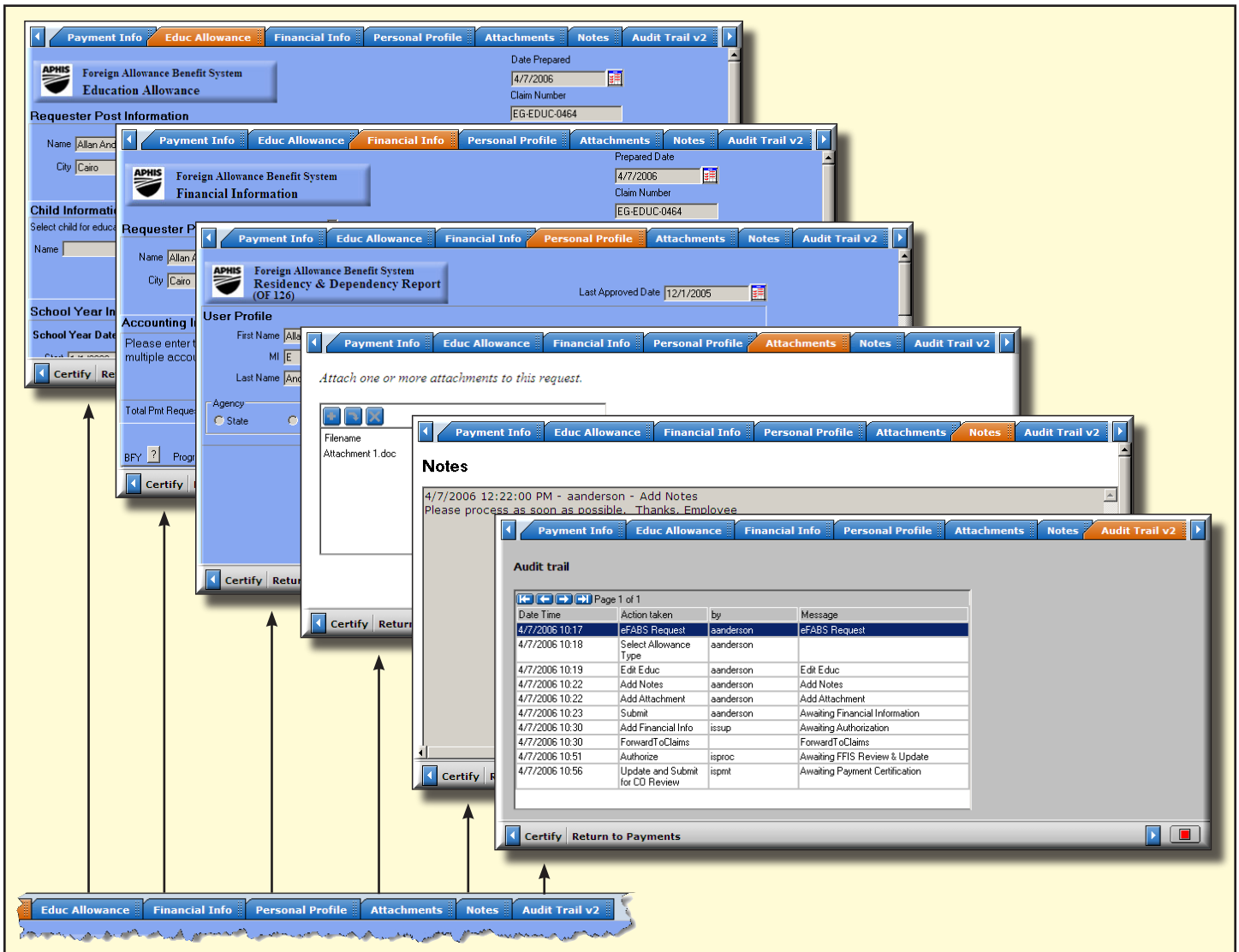
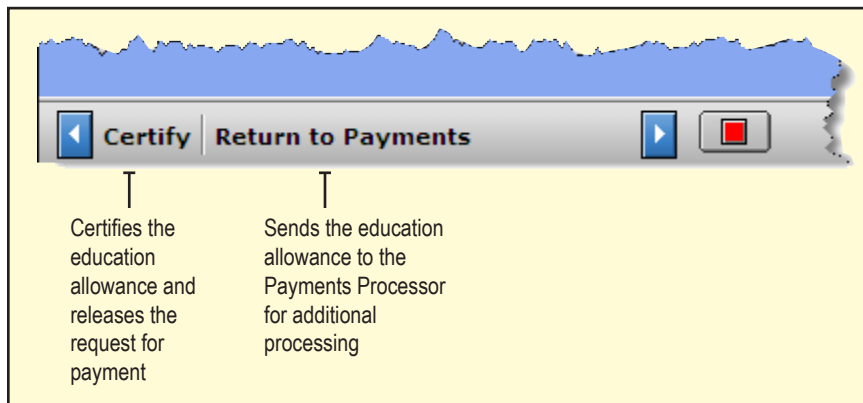


Figure 5.4-3: Tab Options and Window Views Available to Certifying Officers from the eFABS Education Allowance Processing Window

- Two processing options are available to Certifying Officers at the bottom of the window (see Figure 5.4-4).



**Figure 5.4-4: Certifying Officer Processing Options Located at the Bottom of the eFABS Education Allowance Window**

- If you determine the education allowance request requires additional information from the FMD Payments Processor, click on Return to Payments. When the comment window opens, add necessary comments for the FMD Payments Processor and click on the green submit arrow. The allowance request is returned to the FMD Payments Processor for further processing.
- After you review the request, click on Certify to release the *eFABS Education Allowance* for payment.
- The education allowance approval process is complete.

# Chapter 6

## Representation Allowance Approval Process in eFABS.....

**T**his chapter provides information about the representation allowance approval process in eFABS. After the Employee submits a Representation Allowance request, the form passes through four levels of approval processing via the eFABS system. These processing levels include:

- *HQ Budget Approver* – reviews the representation allowance request and completes financial information
- *Claims Authorizer* – authorizes representation allowance request based on State Department regulations
- *FMD Payments Processor* - enters data from approved representation allowance into FFIS
- *Certifying Officer* – verifies the information from the representation allowance request matches the data entered into FFIS and releases the request for payment

The following sections discuss the representation allowance approval process for each user role in eFABS.

### 6.1 HQ Budget Approver Role

1. When an Employee submits a Representation Allowance, you will receive an email notifying you of the new request. You can access the representation allowance by clicking on the link in the email message or logging on to Metastorm e-Work using Internet Explorer. Refer to Chapter 2 for instructions about logging on to e-Work.
2. Once you have logged into Metastorm e-Work, click on your To Do List to access the eFABS Representation Allowance request (see Figure 6.1-1).

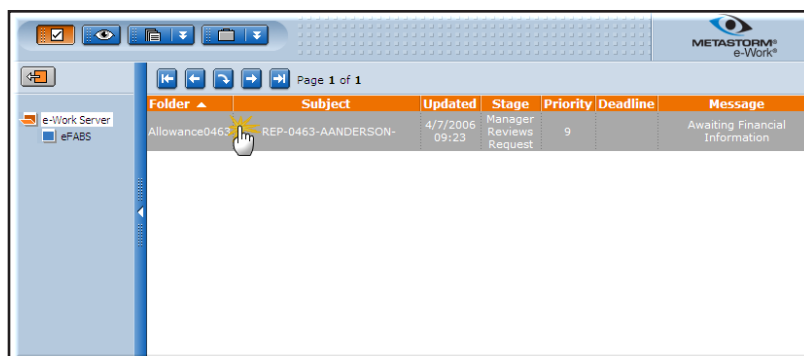


Figure 6.1-1: HQ Budget Approver To Do List Showing Representation Allowance Request

- Click once on the *eFABS Representation Allowance* request to open the processing window. The Rep Allowance tab is automatically pre-selected (see Figure 6.1-2).

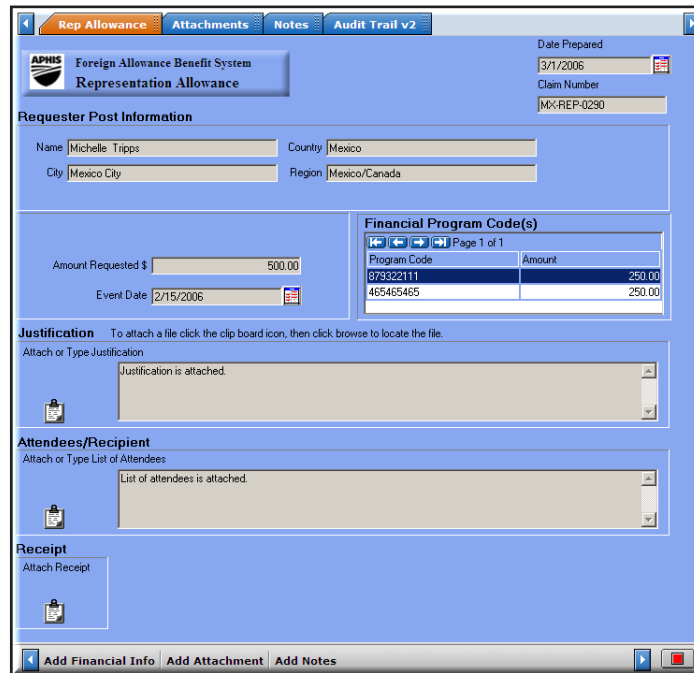


Figure 6.1-2: eFABS Representation Allowance Processing Window for HQ Budget Approvers

- In addition to viewing the representation allowance, three additional tabs at the top of the window allow you to view attachments, notes, and the audit trail of the allowance (see Figure 6.1-3).

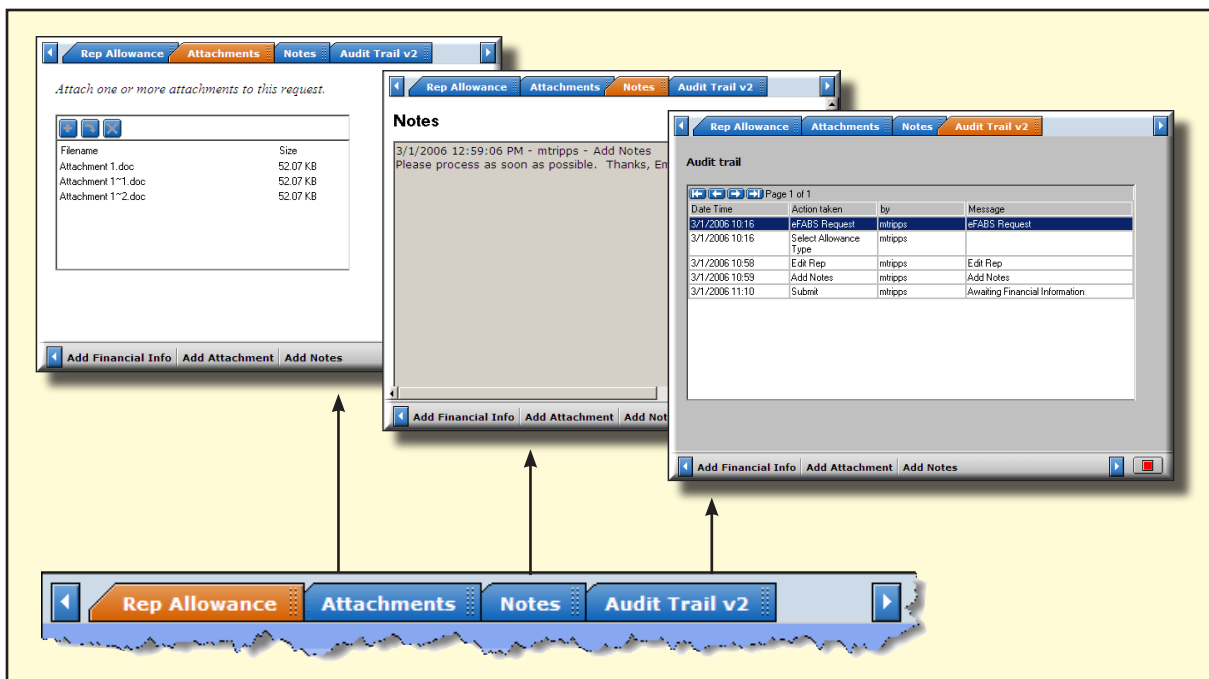

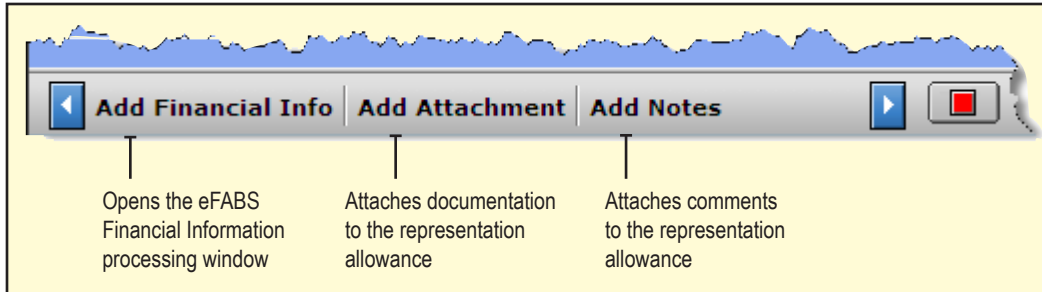



Figure 6.1-3: Tab Options and Window Views Available to HQ Budget Approvers from the Representation Allowance Processing Window

 These tabs only allow you to view these pages; you must use the options at the bottom of the window to process the representation allowance request.


- Three processing options are located at the bottom of the window (see Figure 6.1-4).



**Figure 6.1-4: HQ Budget Approver Processing Options Located at the Bottom of the Representation Allowance Window**

 Refer to Sections 3.3.1 and 3.3.2 for information about adding attachments and comments to the representation allowance request.

- After you review the request, click on Add Financial Info to open the *eFABS Financial Information* window.
- Complete the financial information section by providing budget fiscal year, program code, amount, description information, and any comments (see Figure 6.1-5). The object code automatically pre-fills based on the allowance type.

 If you change the program code, an email is automatically sent to the Employee informing them of the change.

Prepared Date: 3/1/2006  
Claim Number: MX-REP-0290

chkCommentsChanged

Name: Michelle Tripps Country: Mexico  
City: Mexico City Region: Mexico/Canada

**Accounting Information**  
Please enter the appropriate accounting code information in the table below. If this expense is to be divided among multiple accounting codes, identify each accounting code and associate it with a specific dollar value.

Total Pmt Requested: \$500.00

Program Code	Amount
879322111	250
465465465	250

BFY	Program Code	Object Code	Amount	Description
06	879322111	2526	250.00	Dinner
06	465465465	2526	250.00	Lunch

Comments: Add Comment

**Figure 6.1-5: eFABS Financial Information Window**

8. Click the green submit arrow to update the financial information.
9. When the payment authorization window opens, read the agreement and click OK (see Figure 6.1-6).

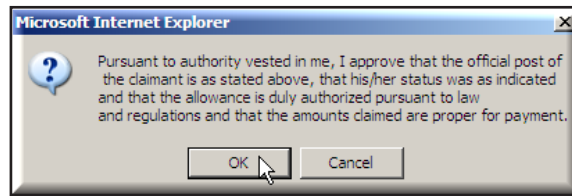


Figure 6.1-6: eFABS Authorization Window

10. The representation allowance is sent to the Claims Authorizer.

## 6.2 Claims Authorizer Role

1. When an HQ Budget Approver submits a representation allowance for claims authorization, you will receive an email informing you that the request requires processing. You can access the representation allowance by clicking on the link in the email message or logging on to Metastorm e-Work using Internet Explorer. Refer to Chapter 2 for instructions about logging on to e-Work.
2. Once you have logged into Metastorm e-Work, click on your To Do List to access the *eFABS Representation Allowance* request (see Figure 6.2-1).

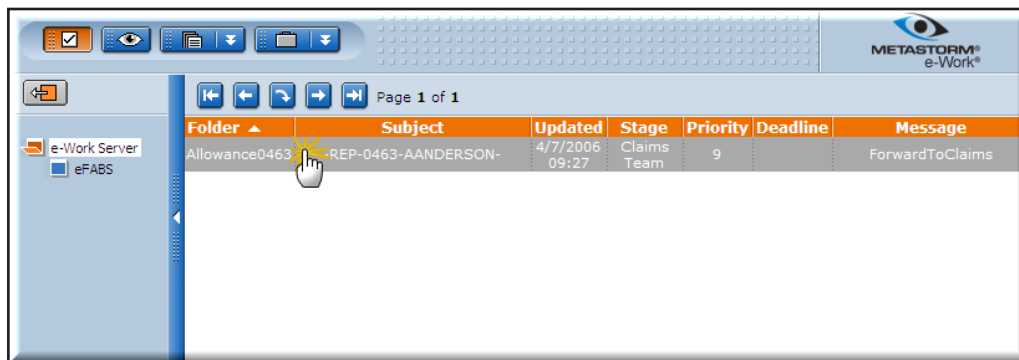



Figure 6.2-1: Claims Authorizer To Do List Showing Representation Allowance Request

3. Click once on the *eFABS Representation Allowance* request to open the processing window. The Rep Allowance tab is automatically pre-selected (see Figure 6.2-2).
4. In addition to viewing the representation allowance, five additional tabs at the top of the window allow you view financial information, personal profile, attachments, notes, and the audit trail of the allowance request (see Figure 6.2-3).

 *These tabs only allow you to view these pages; you must use the options at the bottom of the window to process the representation allowance request.*



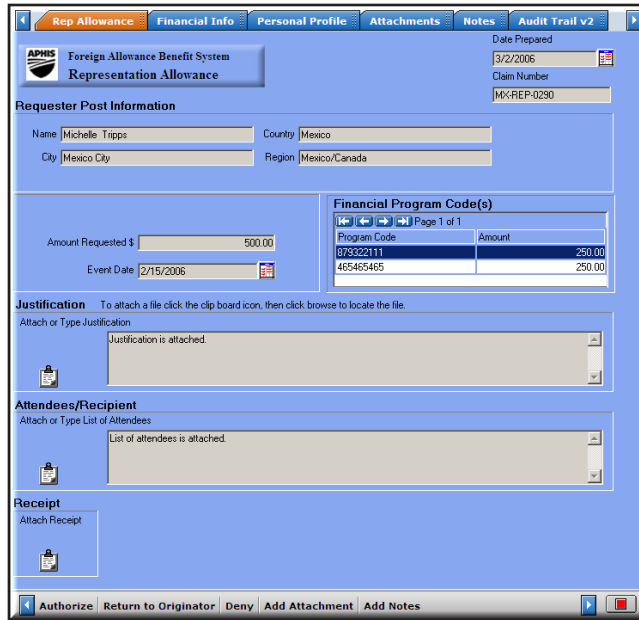


Figure 6.2-2: eFABS Representation Allowance Claims Authorizer Processing Window

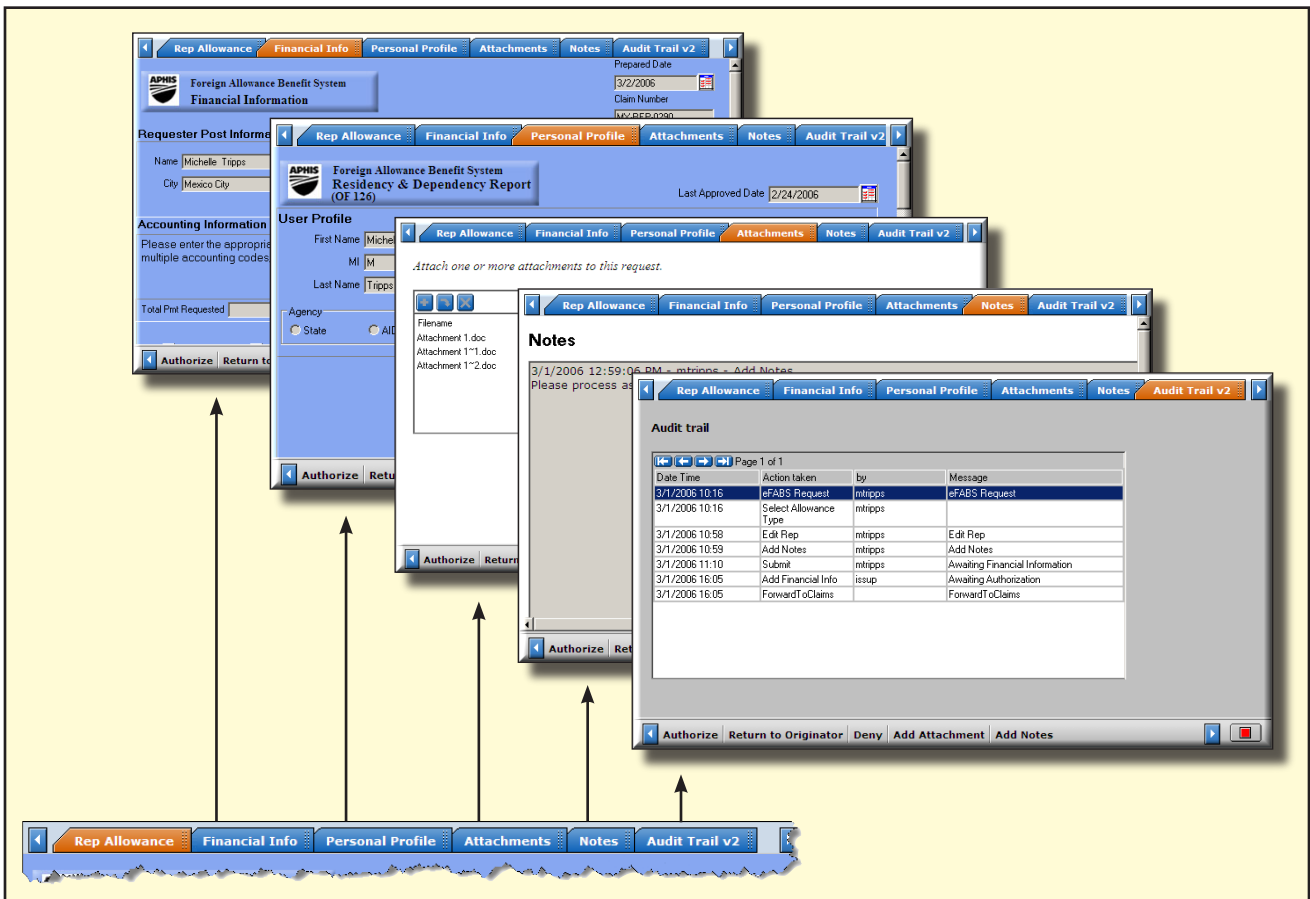


Figure 6.2-3: Tab Options and Window Views Available to Claims Authorizers from the Representation Allowance Processing Window

5. Five representation allowance processing options are located at the bottom of the window (see Figure 6.2-4).

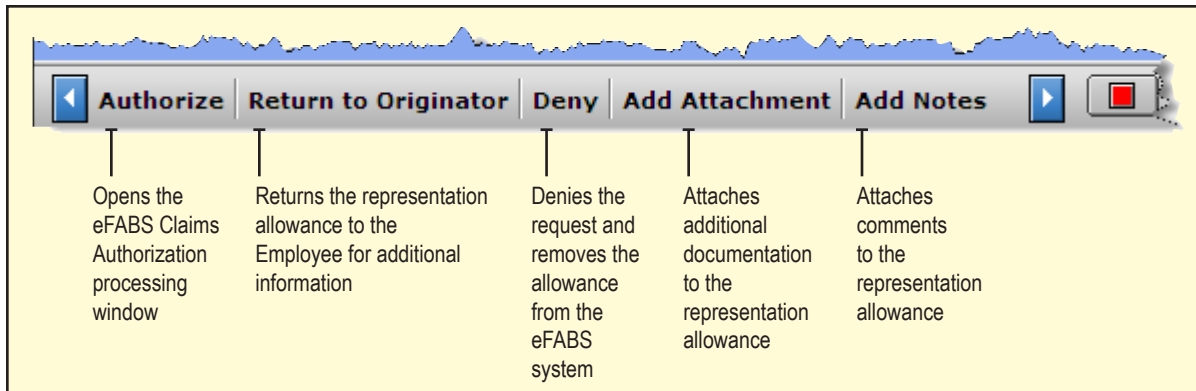



Figure 6.2-4: Claims Authorizer Processing Options Located at the Bottom of the Representation Allowance Window

 Refer to Sections 3.3.1 and 3.3.2 for information about adding attachments and comments to the representation allowance request.

6. If you determine the representation allowance request requires additional information from the Employee, click on Return to Originator. When the comment window opens, add necessary comments for the Employee and click on the green submit arrow. The representation request is returned to the Employee for further processing.
7. After you review the request, click Authorize to open the *eFABS Claims Authorization* window (see Figure 6.2-5).

**Expenses**

Category	Subcategory	Date of Service	Cost	Flag
Representation Allowance	None	2/15/2006	500.00	A

**Accounting information**

BFY	Program Code	Object Code	Amount	Description
06	879322111	2526	250.00	Dinner
06	465465456	2526	250.00	Lunch

Figure 6.2-5: eFABS Claims Authorization Window Showing Approval Flag Option

8. Verify the accounting section on the *eFABS Claims Authorization* window contains the correct information and select “A” for approve from the flag dropdown menu (refer to Figure 6.2-5).

9. Click on the green submit arrow to update the representation allowance.
10. When the payment authorization window opens, read the agreement and click OK (see Figure 6.2-6).

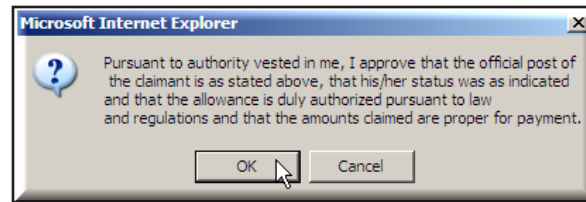


Figure 6.2-6: eFABS Authorization Window

11. The representation allowance is sent to the FMD Payments Processor.

### 6.3 FMD Payments Processor Role

1. When a Claims Authorizer submits a representation allowance for payment processing, you will receive an email informing you that the request requires processing. You can access the representation allowance by clicking on the link in the email message or logging on to Metastorm e-Work using Internet Explorer. Refer to Chapter 2 for instructions about logging on to e-Work.
2. Once you have logged into Metastorm e-Work, click on your To Do List to access the *eFABS Representation Allowance* request (see Figure 6.3-1).

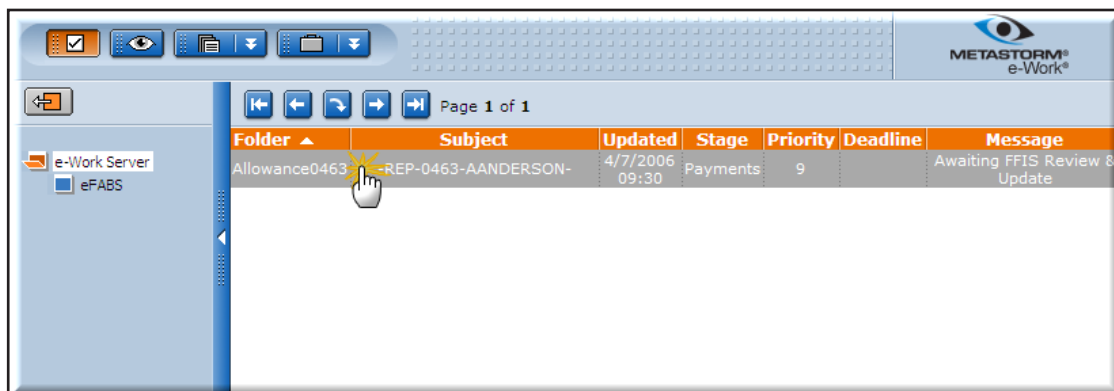



Figure 6.3-1: FMD Payments Processor To Do List Showing Representation Allowance Request

3. Click once on the *eFABS Representation Allowance* request to open the processing window. The Payment Info tab is automatically pre-selected (see Figure 6.3-2).
4. In addition to viewing the payment information, four additional tabs at the top of the window allow you view representation allowance, attachments, notes, and audit trail of the request (see Figure 6.3-3).

 These tabs only allow you to view these pages; you must use the options at the bottom of the window to process the representation allowance request.

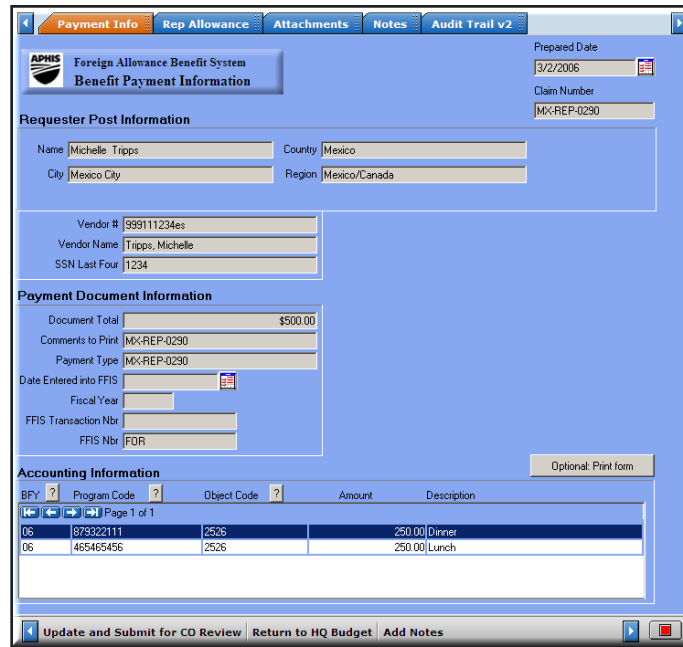


Figure 6.3-2: eFABS Representation Allowance FMD Payments Processor Processing Window

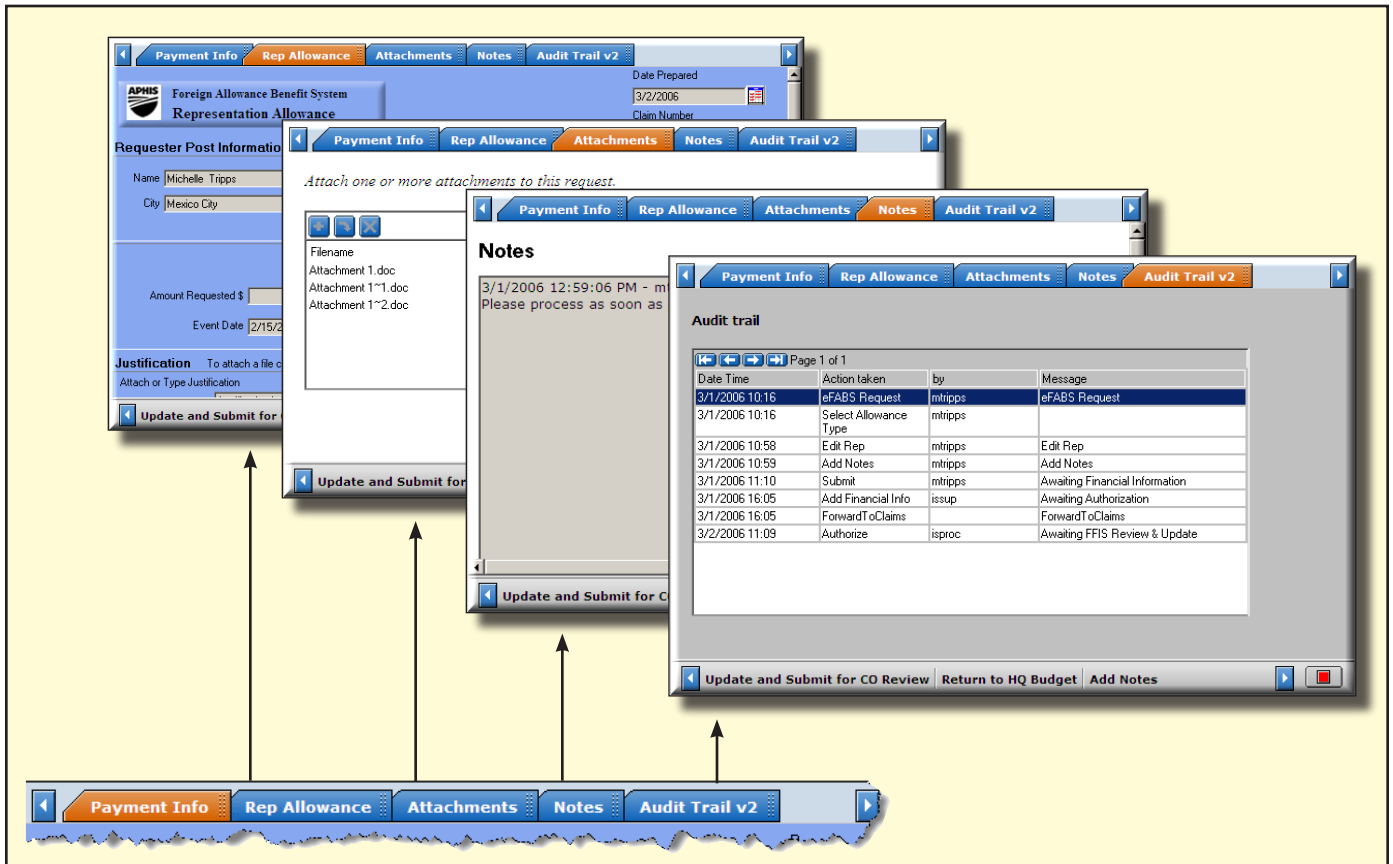


Figure 6.3-3: Tab Options and Window Views Available to FMD Payments Processors from the Representation Allowance Processing Window

5. Three representation allowance processing options are located at the bottom of the window (see Figure 6.3-4).

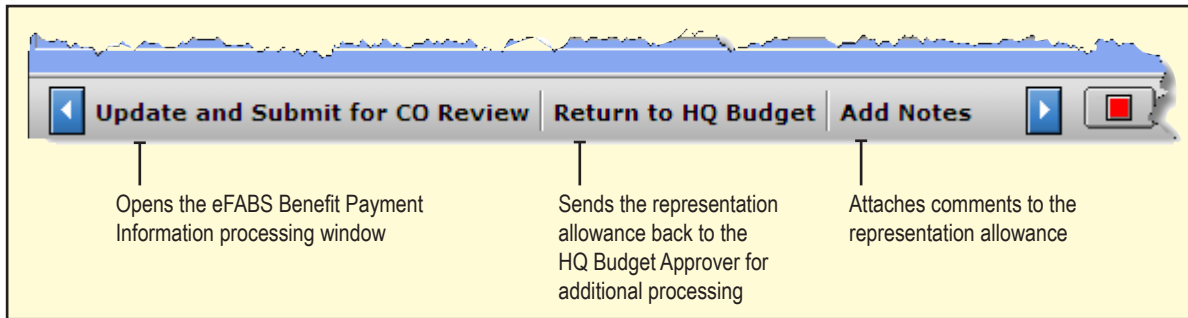



Figure 6.3-4: FMD Payments Processor Processing Options Located at the Bottom of the Representation Allowance Window

 Refer to Sections 3.3.1 and 3.3.2 for information about adding attachments and comments to the representation allowance request.

6. If you determine the representation allowance request requires additional information from the HQ Budget Approver, click on Return to HQ Budget. When the comment window opens, add necessary comments for the HQ Budget Approver and click on the green submit arrow. The representation allowance request is returned to the HQ Budget Approver for further processing.
7. After you review the request and enter data into FFIS, click on Update and Submit for CO Review to open the *eFABS Benefit Payment Information* window (see Figure 6.3-5).

The screenshot shows the 'eFABS Benefit Payment Information' window. It has a blue header with the APHIS logo and the text 'Foreign Allowance Benefit System Benefit Payment Information'. The 'Prepared Date' is 3/3/2006 and the 'Claim Number' is MX-REP-0290.

**Requester Post Information**

Name: Michelle Tripps, County: Mexico  
 City: Mexico City, Region: Mexico/Canada

Vendor # 1234  
 Vendor Name: Tripps, Michelle  
 SSN Last Four: 1234

**Payment Document Information**

Document Total: \$500.00  
 Comments to Print: MX-REP-0290  
 Payment Type: MX-REP-0290  
 Date Entered into FFIS: 3/3/2006  
 Fiscal Year: 06  
 FFIS Transaction Nbr: 123456  
 FFIS Nbr: 06FDR

**Accounting Information**

BFY	Program Code	Object Code	Amount	Description
06	879322111	2526	250.00	Dinner
06	465465456	2526	250.00	Lunch

Optional Print form

Figure 6.3-5: eFABS Benefit Payment Information Window

8. Enter vendor number, date entered into FFIS, fiscal year, and FFIS transaction number information into the *eFABS Benefit Payment Information* window (refer to Figure 6.3-5).

- Click the green submit arrow to update the request and send it to the Certifying Officer.

## 6.4 Certifying Officer Role

- When an FMD Payments Processor submits a representation allowance for certification, you will receive an email informing you that the request requires processing. You can access the representation allowance by clicking on the link in the email message or logging on to Metastorm e-Work using Internet Explorer. Refer to Chapter 2 for instructions about logging on to e-Work.
- Once you have logged into Metastorm e-Work, click on your To Do List to access the *eFABS Representation Allowance* request (see Figure 6.4-1).

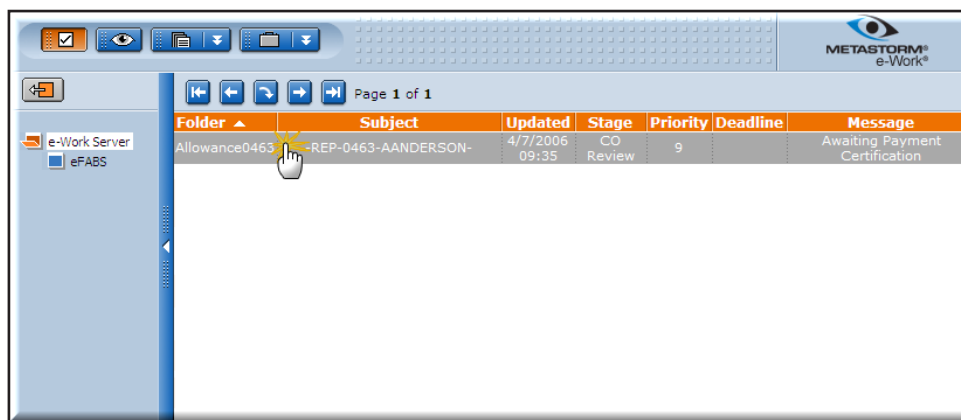


Figure 6.4-1: Certifying Officer To Do List Showing Representation Allowance Request

- Click once on the *eFABS Representation Allowance* request to open the processing window. The Payment Info tab is automatically preselected (see Figure 6.4-2).

**Foreign Allowance Benefit System**  
Benefit Payment Information

Prepared Date: 3/3/2006  
Claim Number: MX-REP-0296

**Requester Post Information**

Name: Michelle Tripps Country: Mexico  
City: Mexico City Region: Mexico/Canada

Vendor #: 999111234es  
Vendor Name: Tripps, Michelle  
SSN Last Four: 1234

**Payment Document Information**

Document Total: \$2,500.00  
Comments to Print: MX-REP-0296  
Payment Type: MX-REP-0296  
Date Entered into FFIS: 3/3/2006  
Fiscal Year: 06  
FFIS Transaction Nbr: 123456  
FFIS Nbr: 06FOR123456

**Accounting Information**

BPY	Program Code	Object Code	Amount	Description
06	165465465	2526	2,500.00	Dinner

Optional Print form

Buttons: Certify, Return to Payments

Figure 6.4-2: eFABS Representation Allowance Certifying Officer Processing Window

- In addition to viewing the payment information, six additional tabs at the top of the window allow you to view the representation allowance, financial information, personal profile, attachments, notes, and the audit trail of the request (see Figure 6.4-3).

*These tabs only allow you to view these pages; you must use the options at the bottom of the window to process the representation allowance request.*

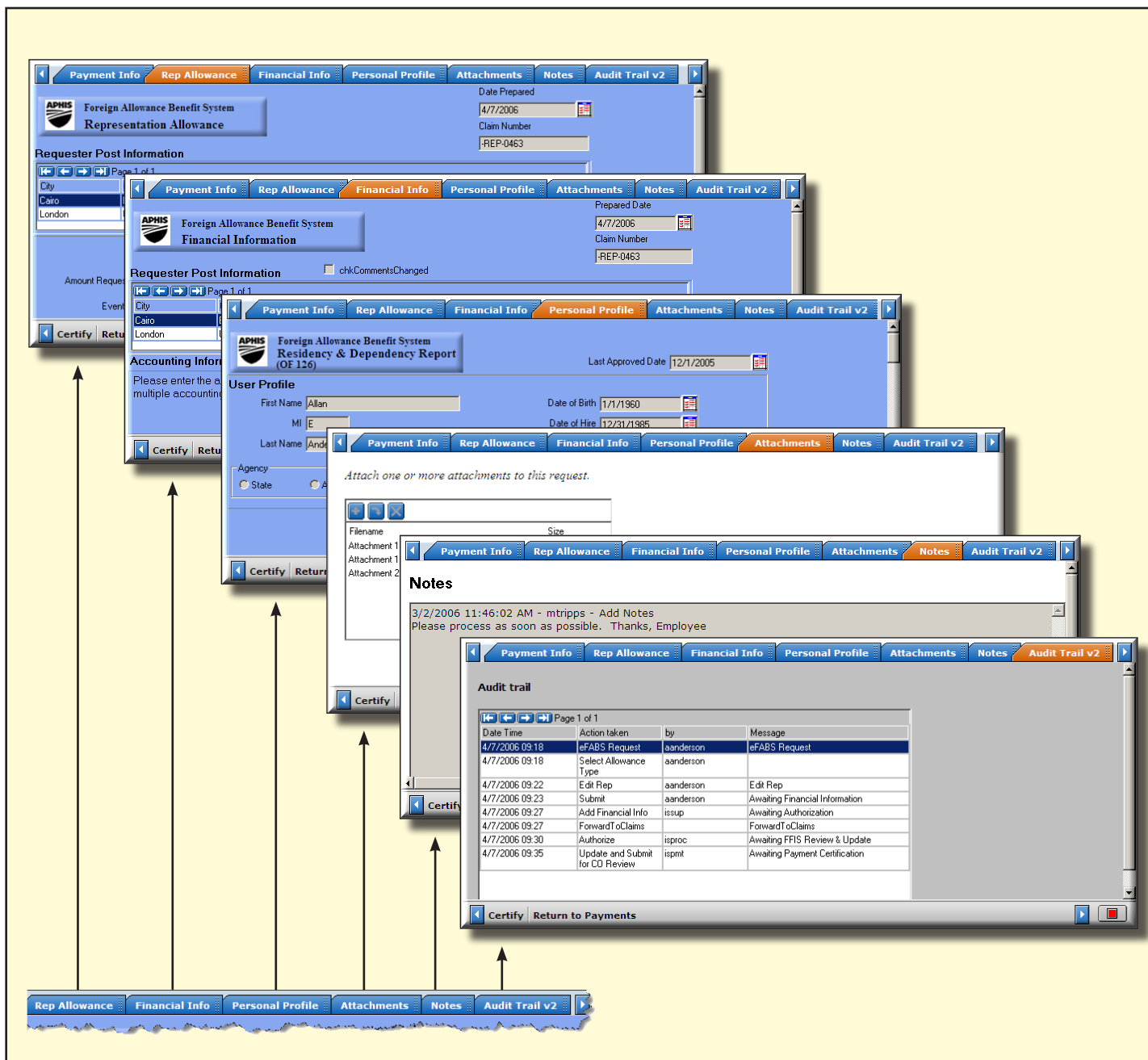
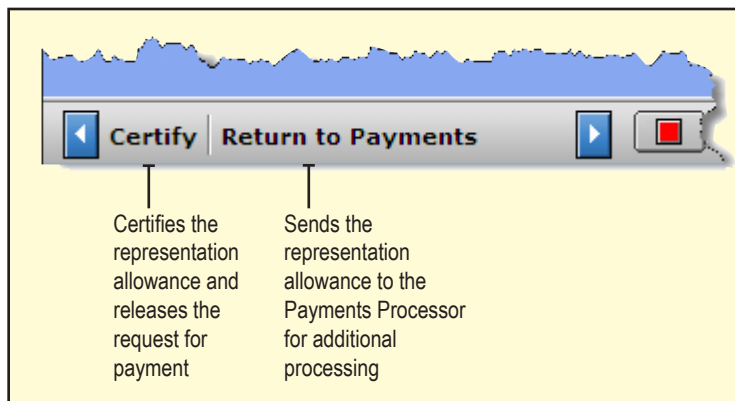


Figure 6.4-3: Tab Options and Window Views Available to Certifying Officers from the Representation Allowance Processing Window

- Two representation allowance processing options are located at the bottom of the window (see Figure 6.4-4).



**Figure 6.4-4: Certifying Officer Processing Options Located at the Bottom of the Representation Allowance Window**

- If you determine the representation allowance request requires additional information from the FMD Payments Processor, click on Return to Payments. When the comment window opens, add necessary comments for the FMD Payments Processor and click on the green submit arrow. The representation request is returned to the FMD Payments Processor for further processing.
- After you review the request, click on Certify to release the *eFABS Representation Allowance* for payment.
- The representation allowance approval process is complete.



# Appendix A: Workflow Process in eFABS

