
APHIS ePRES Users Guide

*Version 1.0
April 2006*



Financial Management Division

NOTICES

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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 Requestors, Approvers, and Processors with information about using the electronic Payment Request System (ePRES) to initiate, approve, and finalize processing of payment requests. Several advantages of the ePRES system include:*

- *Same day transmittal of approved payment requests to the Treasury,*
- *Ability to monitor the progress of payment requests throughout the payment process, and*
- *Easy management of Payee information.*

The ePRES Users Guide provides detailed information about:

- *Requesting access to the ePRES application,*
- *Initiating payment requests,*
- *Approving payment requests,*
- *Final processing and transmittal of payments to the Treasury, and*
- *Managing Payee information.*


The following sections provide information about users of the ePRES application as well as contact information for Financial Management Division (FMD) representatives.

1.1 Definition of ePRES Users

Payment Requestor is generally an Administrative Support Assistant (ASA) who is located in the foreign country and responsible for initiating payment requests.

Payment Approver is generally a Foreign Service Officer (FSO) who is located in the foreign country and responsible for approving payment requests.

Payment Processor is a Financial Management Division (FMD) representative who is located in Minneapolis, MN and responsible for final processing of the payment request and transmitting the information to the Treasury.

 *If you have any questions about your user role assignment, please contact an FMD representative.*

1.2 FMD Contacts and Additional Technical Assistance Information

Location	Contact	Email	Phone
Minneapolis	Shannon Bona	Shannon.L.Bona@aphis.usda.gov	612.336.3247
	Kaitlin Jacobs	Kaitlin.A.Jacobs@aphis.usda.gov	612.336.3252
	Laura Schultz	Laura.L.Schultz@aphis.usda.gov	612.336.3240
	Julie Tripp	Julie.K.Tripp@aphis.usda.gov	612.336.3246

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 ePRES

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

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

Prior to using the ePRES 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 ePRES 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). Follow new requestor instructions for establishing an e-Work user ID and password and access to the ePRES application.

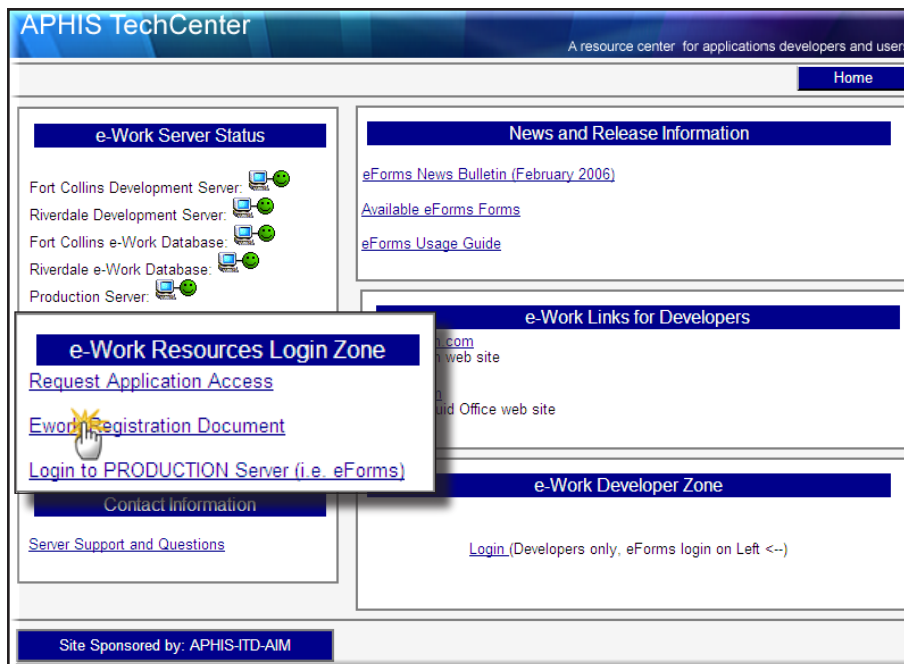


Figure 2-1: e-Work Registration Document Link on APHIS TechCenter Home Page

2.2 Requesting Access to ePRES 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 ePRES application via e-Work.

To Register for Access to ePRES

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).
3. When the e-Work Application Registration page opens, select the ePRES application from the drop down menu (see Figure 2-3).

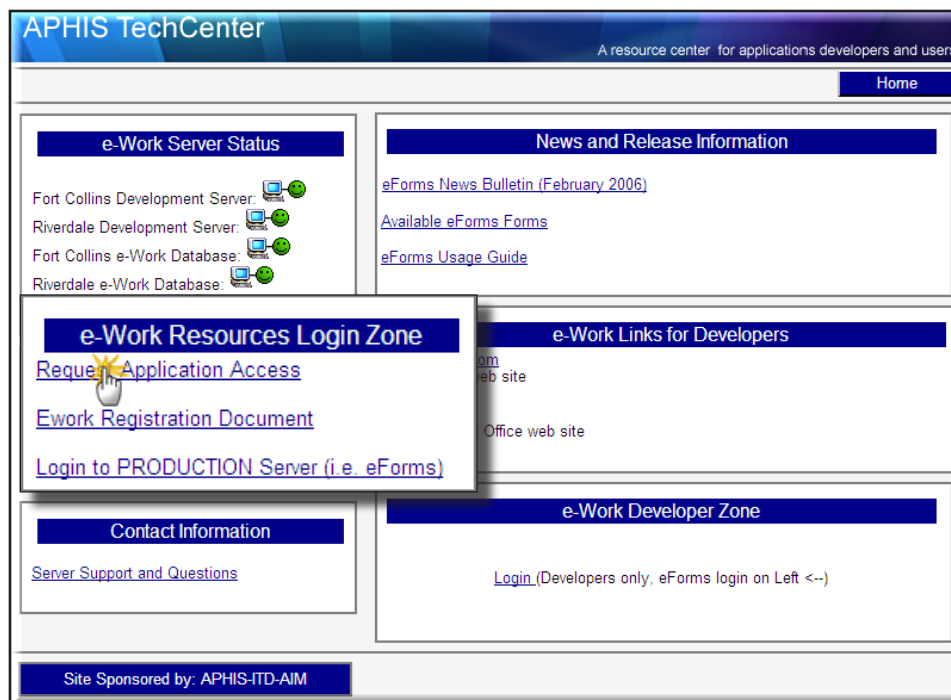


Figure 2-2: e-Work Application Access Link on APHIS TechCenter Home Page

4. Select your relationship to APHIS from the drop down menu.
5. Enter your e-Work user name.
6. Enter your full name, address, city, state, zip code, country, email address, and work telephone in the remaining required fields.

Figure 2-3: e-Work Application Registration Page

7. Submit your ePRES 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 ePRES application.

2.3 Logging on to Metastorm e-Work and Accessing ePRES

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

To logon and access ePRES

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 2-4).

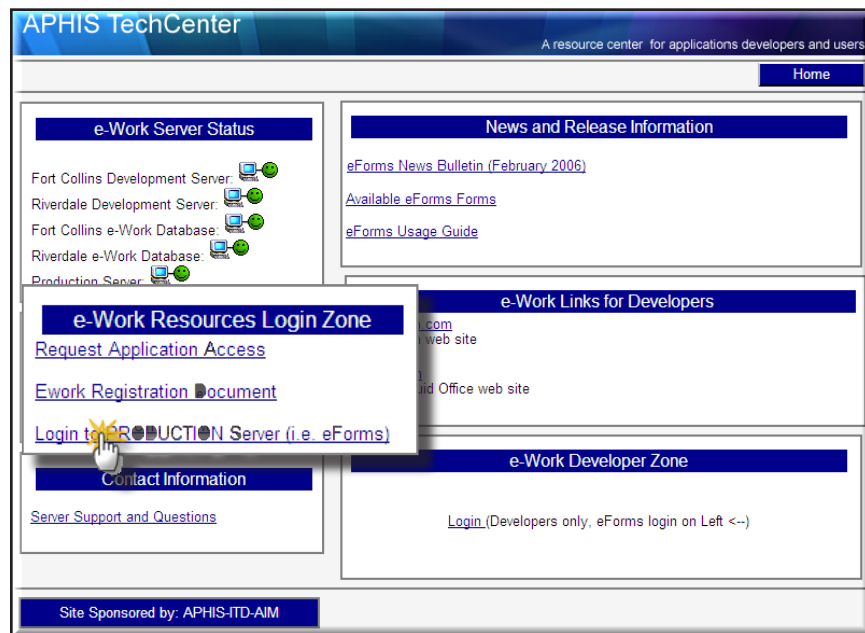



Figure 2-4: Login to PRODUCTION Server Link on APHIS TechCenter Home Page

- 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 2-5).

 *Your password is case-sensitive. Be sure to enter your password exactly as you entered and saved it for e-Work login access.*

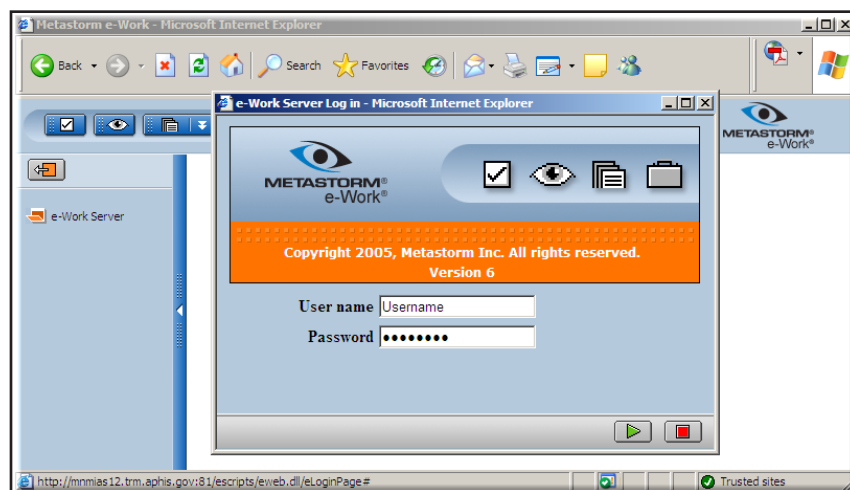


Figure 2-5: Metastorm e-Work Login Dialog Box

- The Metastorm e-Work main page opens.

You now have access to the ePRES system and can begin processing payment requests. Although specific capabilities of ePRES are dependent upon user role assignments, navigational and workflow features of e-Work are consistent among all roles. Refer to Figure 2-6 for an overview of the navigation and workflow environment in Metastorm e-Work.

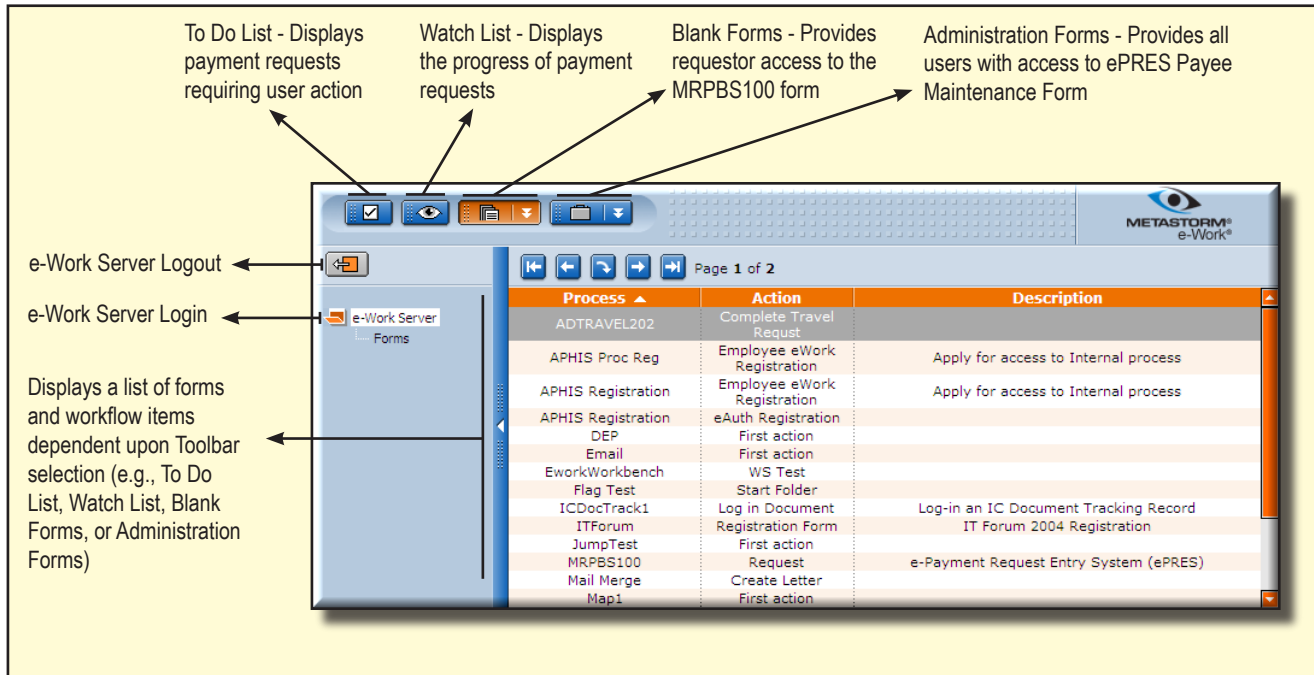


Figure 2-6: Metastorm e-Work Main Page Showing Navigation and Workflow Options

The following chapters provide detailed information about individual user role capabilities in ePRES.

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Chapter 3

Initiating Payment Requests in ePRES

In the ePRES system, payment requests are initiated by Requestors who access the MRPBS100 form via the Blank Forms list on the Metastorm e-Work main page. Once the MRPBS100 form is submitted for approval, Requestors can monitor the progress of the request via the e-Work Watch List. In addition, Requestors can easily edit payment requests returned for correction using the To Do List. This chapter provides detailed information about:

- Accessing and completing the MRPBS100 form
- Monitoring the progress of payment requests
- Editing returned payment requests

3.1 Accessing and Completing the MRPBS100 Form in ePRES

 If you are a first-time Requestor, you cannot complete the MRPBS100 form until you have entered payee information into the system. Refer to Chapter 6 for information about adding payee address, payee account, and bank information in ePRES.

1. Once you have logged into Metastorm e-Work, click on MRPBS100 under Blank Forms (see Figure 3-1). Refer to Chapter 2 for instructions about logging into e-Work.

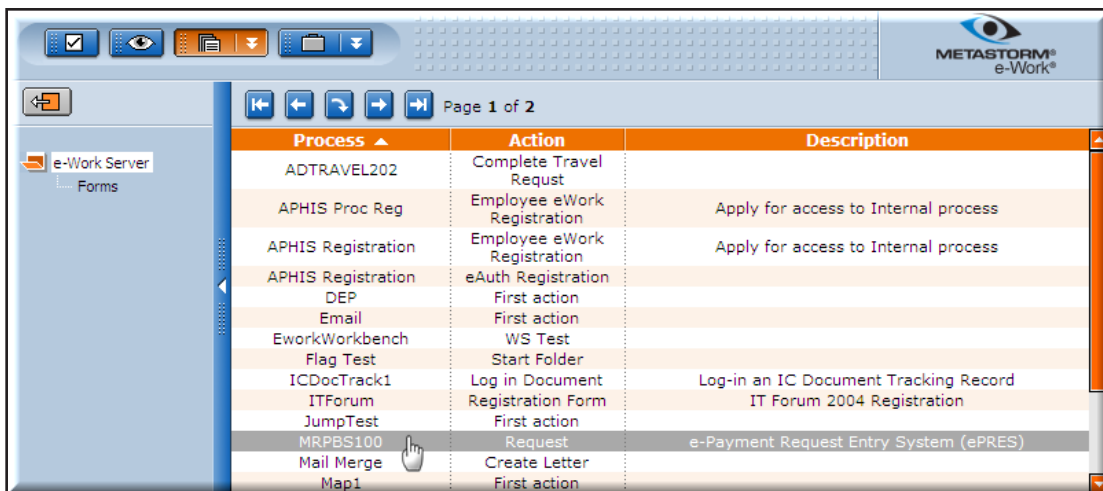



Figure 3-1: Metastorm e-Work Applications Main Page Showing MRPBS100 Form

- When the *ePRES Treasury Payment Worksheet* opens, select payment method by clicking on the appropriate radio dial option for Draft or Wire (see Figure 3-2).

 When you select the Wire option, blank data fields appear for the bank payment information and automatically pre-fill once you select the payee (refer to Figure 3-2).

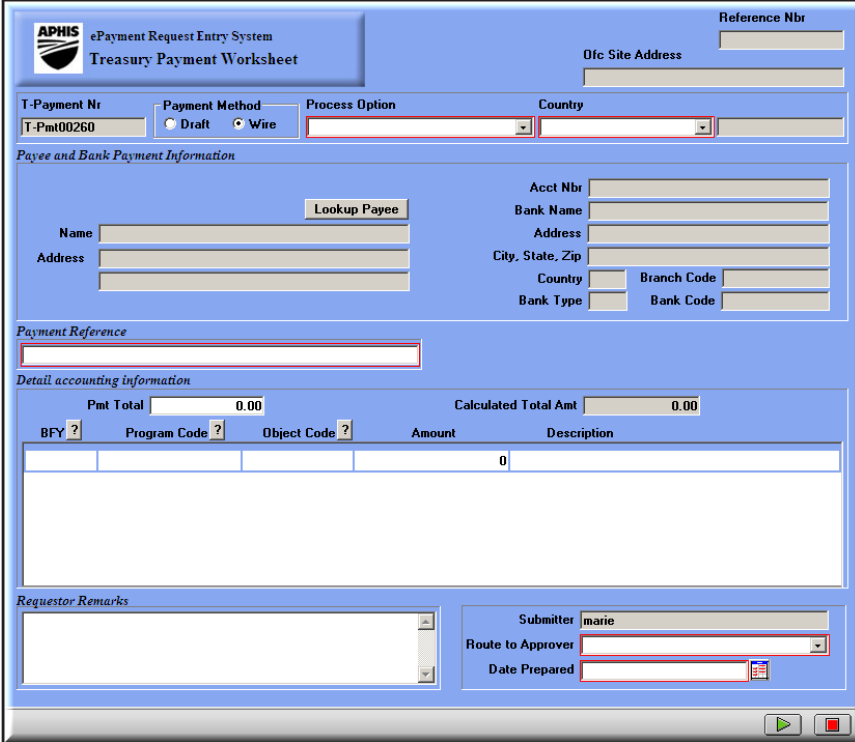



Figure 3-2: *ePRES Treasury Payment Worksheet*

- Select the appropriate processing option from the dropdown menu. You have two processing choices:
 - Standard PMT – Foreign Currency – a payment in foreign currency
 - Convert US to Foreign Currency – a payment converted from US dollars to foreign currency

 Not all countries can receive both types of payments. Please check with an FMD Minneapolis representative to verify what payment type is available in your country's currency.

- Select country from the dropdown menu. When you select country, the office site address and currency type cells automatically pre-fill.
- Click on Lookup Payee to open the payee selection page (see Figure 3-3). You can locate payee information by typing an individual's first or last name in the Search For cell and clicking on the Last Name Search button. In addition, you can scroll through the names using the navigation arrows located at the top of the list.


Name	Address	Address	Country
AGUSTIN PEREZ	ADDRESS1	ADDRESS 2	MX
ALBERTO GONZALEZ	ADDRESS	MEXICO	MX
ALEJANDRO DE LOS RIO	ADDRESS1	MEXICO	MX
ALEJANDRO GOMEZ	ADDRESS1	MEXICO	MX
ALEJANDRO PEREZ	ADDRESS1	MEXICO	MX
ALEJANDRO SANCHEZ	ADDRESS1	MEXICO	MX
ANDRES MORAN	ADDRESS	MEXICO	MX
AQUACODLER	ADDRESS	SOUTH AFRICA	SF
ARBOREA BUSINESS	ADDRESS	SOUTH AFRICA	SF
ARNULFO CASTRO	ADDRESS	MEXICO	MX
ARNULFO PEREZ	ADDRESS1	MEXICO	MX
AUTO COUNTRY	ADDRESS1	MEXICO	MX
AUTO WORLD	ADDRESS1	MEXICO	MX
AUTO ZONE	ADDRESS	MEXICO	MX
AUTOMOVILES	ADDRESS	MEXICO	MX
AUTOS REYNOSA	ADDRESS	MEXICO	MX
BRAULIO TOREZ	ADDRESS	MEXICO	MX
BROOK BABYLONIA	ADDRESS	MEXICO	MX
BYMISA	ADDRESS	MEXICO	MX
CANDIDO LOPEZ	ADDRESS	MEXICO	MX

Figure 3-3: ePRES Payee Selection Page

- Once you have located the correct payee, click once on the name and the *ePRES Treasury Payment Worksheet* will automatically pre-fill with the payee information.

☛ Prior to completing the Payment Reference and Detail Accounting Information sections, refer to Appendix A for information about character restrictions in data entry. Character restrictions are based on limitations of wire transfer communication systems. Essentially, any invalid characters or string of characters will send the payment request to repair. You must remove the invalid character or string of characters for successful processing of your payment request.

- Complete the Payment Reference cell. This information is specific to the payment reference supplied to the payee who uses it as a cross-reference upon receipt of the payment.
- Enter the payment total into the PMT Total cell.
- The Detail Accounting Information section requires the following data for each line item:
 - BFY – budget fiscal year in two-digit form (e.g., 04, 05, 06)
 - Program Code – a nine-digit numeric or alphanumeric value that specifies what account should be charged with the expenditure

- Object Code – a four-digit numeric budget object code that is used to identify spending by classifying the object into government-defined categories (i.e., supplies, travel, salary, services, etc.)
 - Amount – line expense amount
 - Description – a statement describing the specific items associated with the budget object code (i.e., books, copying service, etc.) that is entered into the financial system and appears on the accounting reports
10. When you have completed entering a row of data, click the Insert key to add an additional row of information on the *ePRES Treasury Payment Worksheet*. You can insert as many rows of data as are necessary for the payment request.
-  To delete a row of information, click once on any cell in the row, hold down the Control <Ctrl> key and press the Delete key to remove the information from the list.
11. Once you have completed the Detail Accounting Information section, add any necessary comments under Requestor Remarks, select the appropriate Approver from the approver dropdown menu list, and select the Date Prepared from the popup calendar (see Figure 3-4).

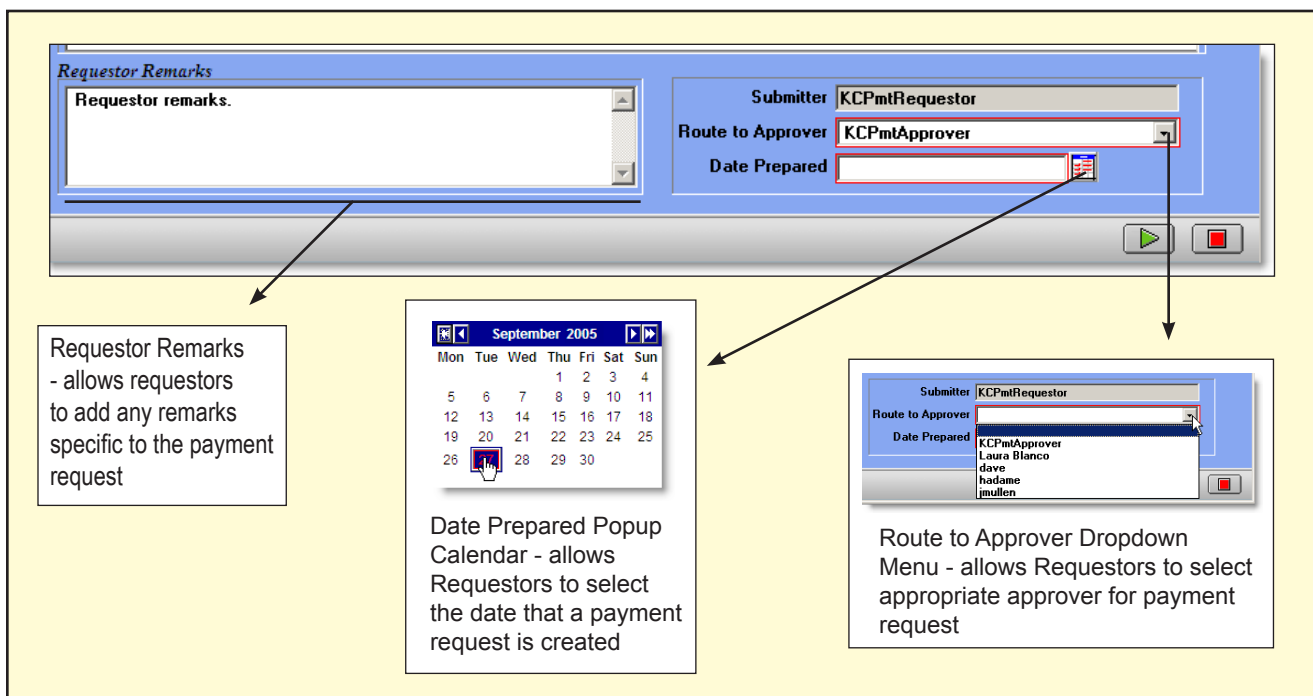



Figure 3-4: Detail of Final Sections of ePRES Treasury Payment Worksheet

12. Click once on the green submit arrow located at the bottom of the page.

 If you have entered a payment amount that does not match the Calculated Total Amt, you will receive a Microsoft error message informing you that the amount entered must match the system-calculated amount. Verify the payment amount entered and make any necessary corrections to the payment worksheet. Click on the green submit arrow.

13. The complete *ePRES Treasury Payment Worksheet* opens (see Figure 3-5). You have four processing options located at the bottom of the window:

- Edit Request – allows you to return to the original worksheet and make any necessary changes to the payment request
- Submit for Approval – allows you to submit the final worksheet for approval
- Add Attachment – allows you to add any electronic documentation required for the payment
- Add Comment – allows you to add any additional comments required for payment approval

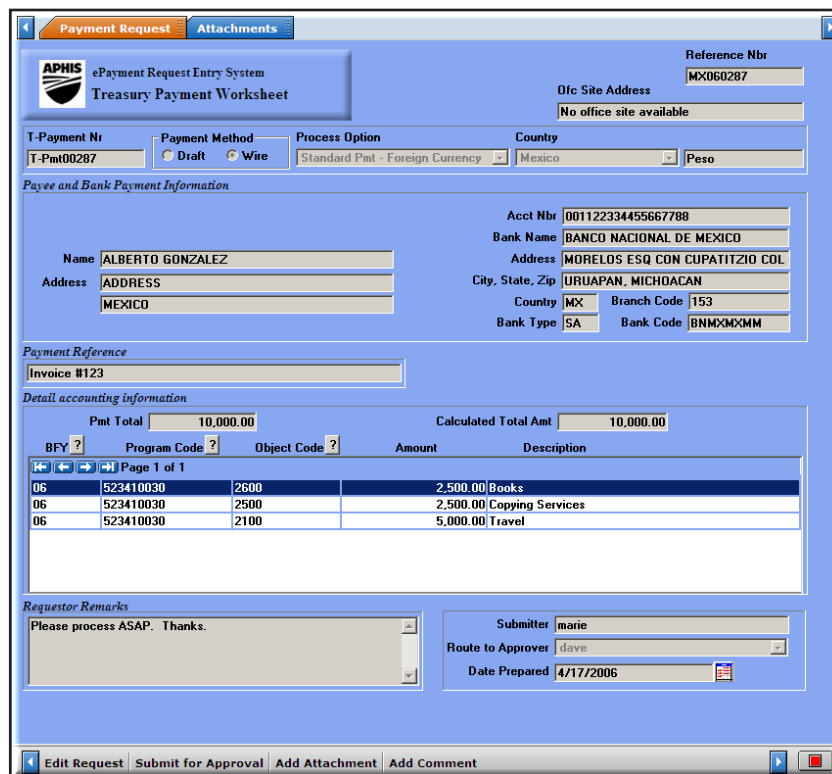


Figure 3-5: Complete ePRES Treasury Payment Worksheet

14. If you determine the payment request requires any changes to the information, click Edit Request to open the editable worksheet and make necessary corrections. Click the green submit arrow.
15. Prior to submitting the payment request for approval, use the Add Attachment and Add Comment options to attach necessary documentation and comments to the payment worksheet. Refer to the following sections for information about adding attachments and comments to the payment request.
16. Once you complete the ePRES Treasury Payment Worksheet, click Submit for Approval.

3.1.1 Adding Attachments to ePRES Treasury Payment Worksheets

To add an attachment

1. Click once on the Add Attachment option to open the attachment page (see Figure 3-6).

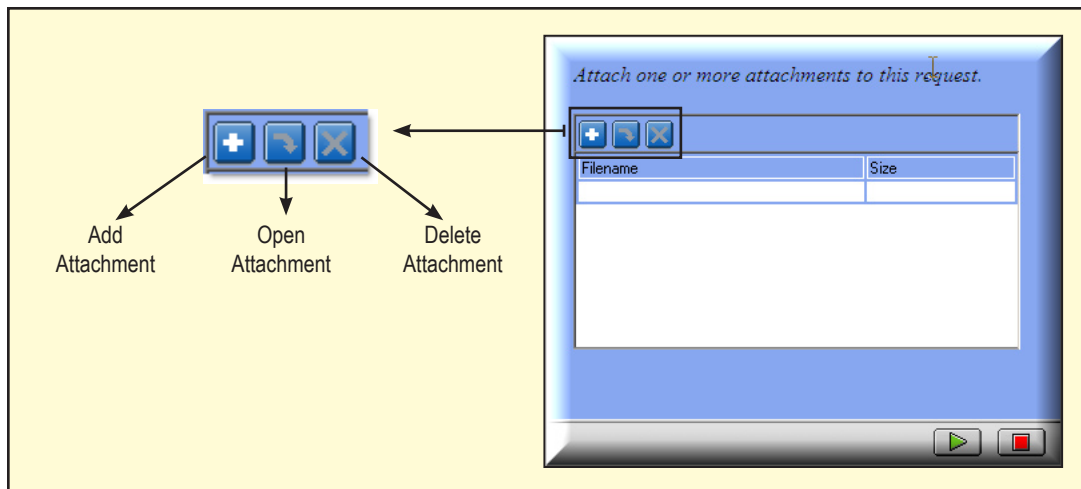


Figure 3-6: ePRES Treasury Payment Worksheet Add Attachment Window Showing Toolbar Options

2. Click on 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 3-7).

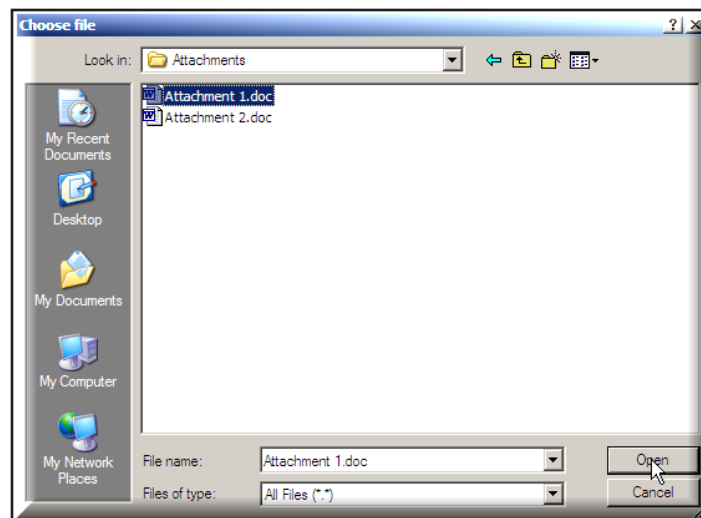


Figure 3-7: Choose File Window Showing Attachment File on Hard Drive

- When the browse window appears with the file name showing, click on the green submit arrow to attach the file (see Figure 3-8).

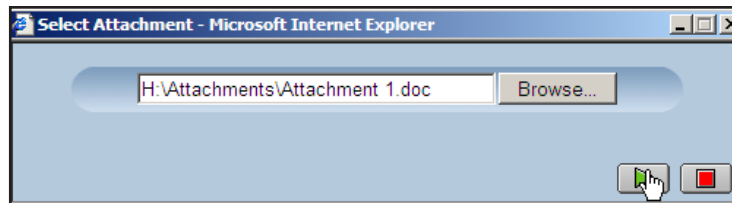


Figure 3-8: Browse Window Showing Attachment File

- The attachment page shows the attached file. To add more attachments, simply click on the plus sign and follow the previous steps.
- To delete any attachments, select the document and click on the delete button located on the attachment page (refer to Figure 3-6).

3.1.2 Adding Comments to ePRES Treasury Payment Worksheets

To add a comment

- Click once on Add Comment to open the comment page (see Figure 3-9).

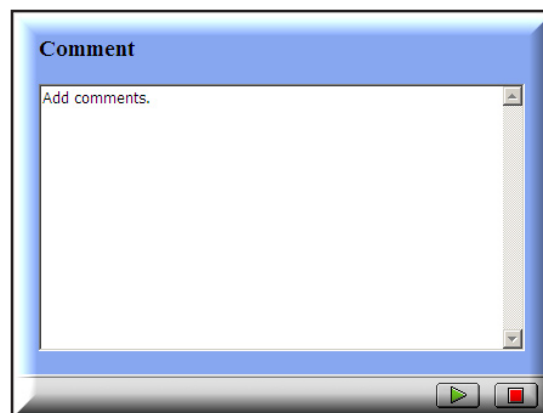


Figure 3-9: ePRES Treasury Payment Worksheet Add Comment Window

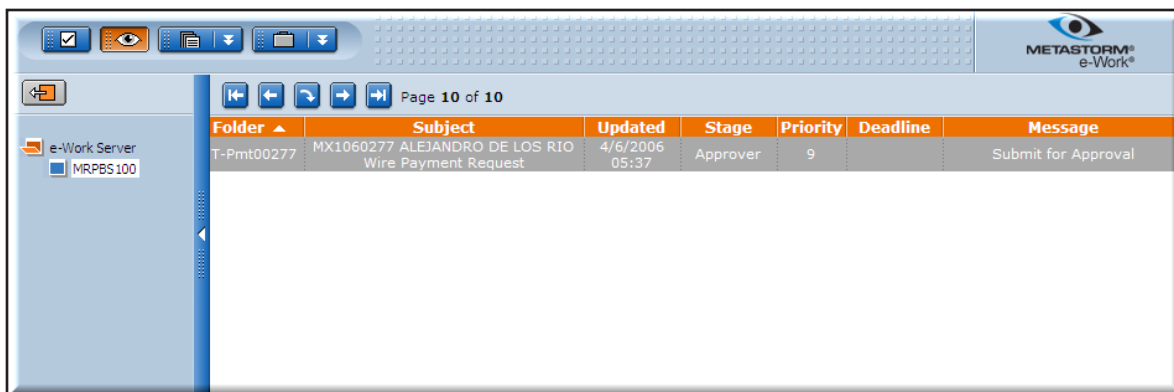
- Type appropriate notes in the comment box and click on the green submit arrow to attach the comments to the payment request.
- Once you have completed the request, click on Submit for Approval to send the payment request to the Approver.

The following section discusses monitoring the progress of payment requests and editing returned payment requests in ePRES.

3.2 Monitoring and Editing Payment Requests in ePRES

The ePRES system allows you to monitor the progress of your payment request using the Watch List.

When the payment request is in the process of being verified for its accuracy and completeness by the Approver, the stage column shows Approver and the message states Submit for Approval (see Figure 3-10).



The screenshot shows the e-Work Watch List interface. The top bar includes navigation icons and the METASTORM e-Work logo. Below the navigation bar is a table with the following data:

Folder	Subject	Updated	Stage	Priority	Deadline	Message
T-Pmt00277	MX1060277 ALEJANDRO DE LOS RIO Wire Payment Request	4/6/2006 05:37	Approver	9		Submit for Approval

Figure 3-10: e-Work Watch List Showing Submit for Approval Status

If the Approver denies the payment request, the Requestor receives an email stating the request has been denied and the payment request is automatically removed from the ePRES system.

Once the approval process is complete, the Watch List will indicate the payment request is being processed. The stage column shows Processor and the message states Please process. Payment Approved (see Figure 3-11).



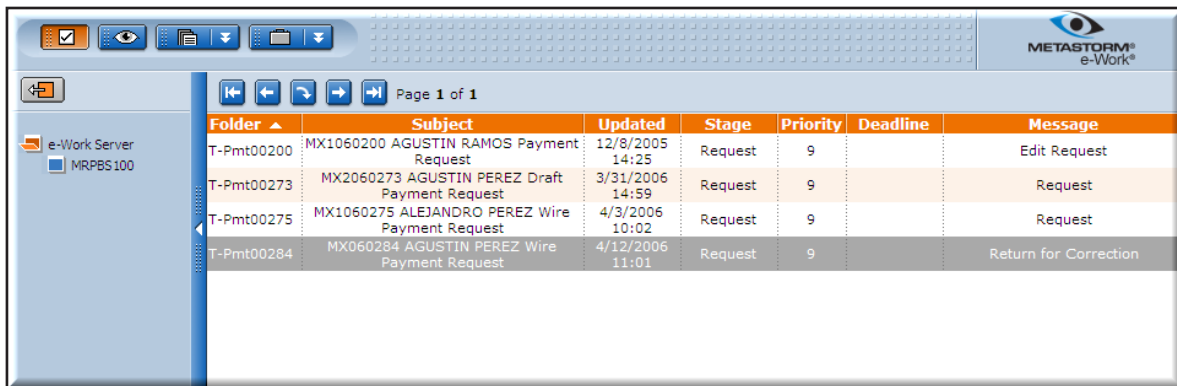
The screenshot shows the e-Work Watch List interface with two entries in the table:

Folder	Subject	Updated	Stage	Priority	Deadline	Message
T-Pmt00277	MX1060277 ALEJANDRO DE LOS RIO Wire Payment Request	4/6/2006 05:37	Approver	9		Submit for Approval
T-Pmt00284	MX060284 AGUSTIN PEREZ Wire Payment Request	4/12/2006 11:04	Processor	9		Please process. Payment approved

Figure 3-11: e-Work Watch List Showing Approved Payment Request

When the payment request has been processed and submitted to the Treasury for payment, the Watch List indicates that the payment request process is complete. The stage column shows Reconcile and the Message column states File Sent or Transmission and FFIS.

If a payment request is returned to you for correction or additional information, you will receive an email informing you about the returned payment request. The payment request will appear on your To Do List and the message column states Return for Correction (see Figure 3-12).




The screenshot shows a web-based interface for a To Do List. At the top right, there is a logo for METASTORM e-Work. Below the logo is a navigation bar with icons for home, search, and other functions. The main content area displays a table with the following data:

Folder	Subject	Updated	Stage	Priority	Deadline	Message
T-Pmt00200	MX1060200 AGUSTIN RAMOS Payment Request	12/8/2005 14:25	Request	9		Edit Request
T-Pmt00273	MX2060273 AGUSTIN PEREZ Draft Payment Request	3/31/2006 14:59	Request	9		Request
T-Pmt00275	MX1060275 ALEJANDRO PEREZ Wire Payment Request	4/3/2006 10:02	Request	9		Request
T-Pmt00284	MX060284 AGUSTIN PEREZ Wire Payment Request	4/12/2006 11:01	Request	9		Return for Correction

Figure 3-12: e-Work To Do List Showing Returned Payment Request

To access the returned payment request

1. Click once on the payment request in the To Do List to open the payment request processing window. The Comments tab is automatically preselected allowing you to view instructions from the Approver for updating the request (see Figure 3-13).
2. In addition to viewing comments, tabs at the top of the window enable you to view the payment request and attachments (see Figure 3-14).

 *These tabs only allow you to view these pages; you must use the options at the bottom of the window to make any necessary corrections to the payment request.*

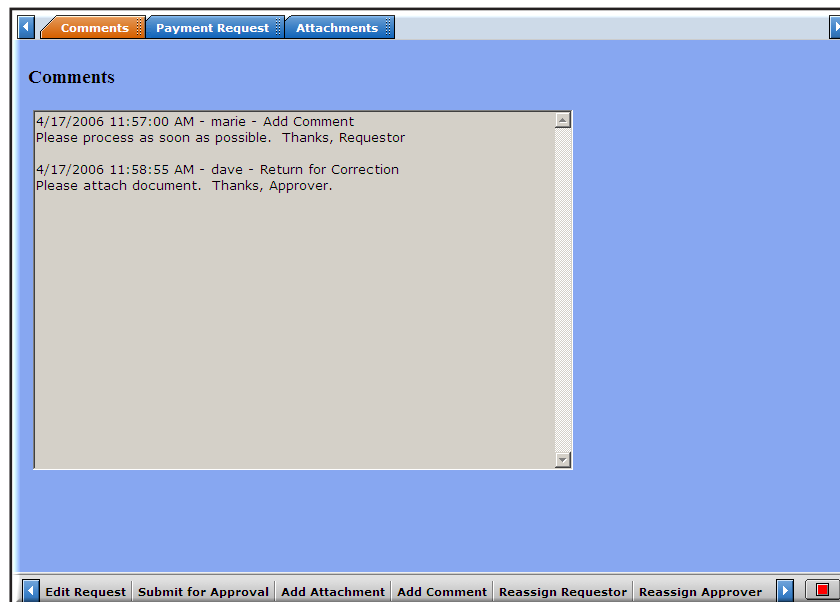


Figure 3-13: ePRES Returned Payment Request Processing Window

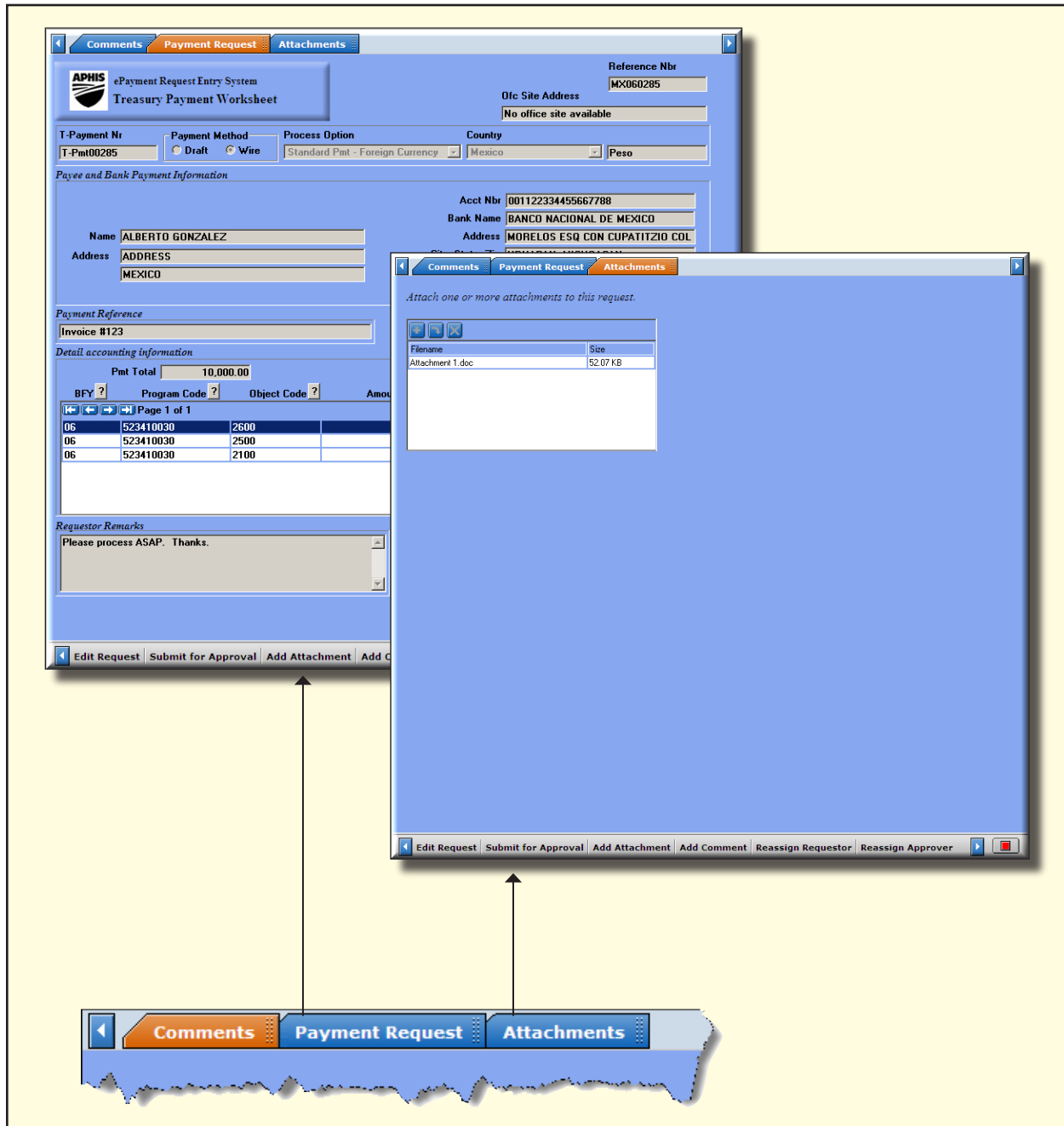



Figure 3-14: Tab Options and Window Views Available to Requestors from the Payment Request Processing Window

3. Six payment request processing options are located at the bottom of the window (see Figure 3-15).

 Refer to Sections 3.1.1 and 3.1.2 for information about adding attachments and comments to your payment request.

4. If the original payment worksheet requires any changes, click Edit Request to open the editable *ePRES Treasury Payment Worksheet*.

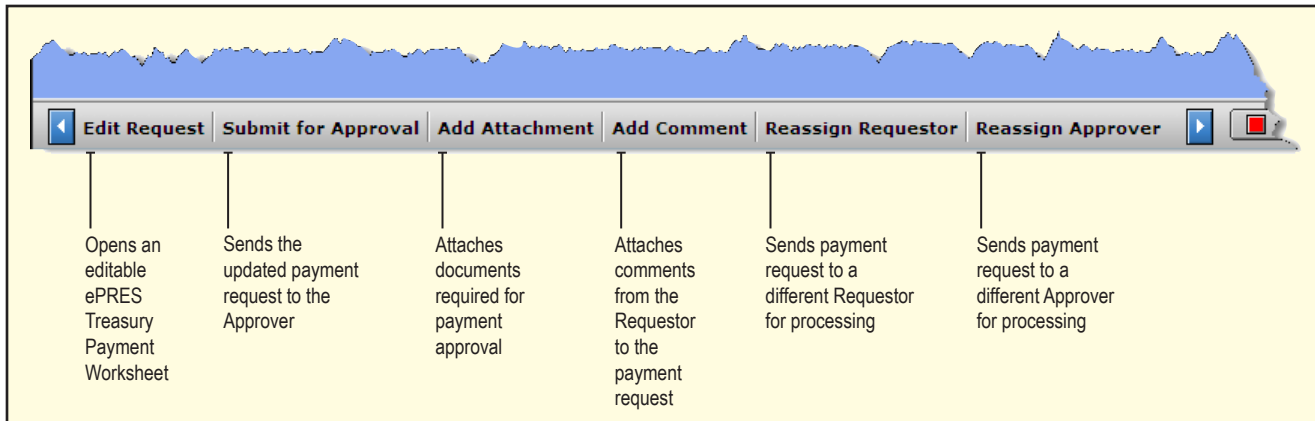


Figure 3-15: Processing Options Located at the Bottom of the Requestor Payment Request Processing Window

5. Make necessary changes to the payment request and click on the green submit arrow to return to the payment request processing window.
6. Click on Submit for Approval to send it to the Approver.
7. Once the payment request process is complete, the Watch List will indicate the file has been sent to FFIS for release of the payment.

Refer to the following sections if you want to reassign the payment request to a different Requestor or Approver.

3.2.1 Reassigning Payment Requests to a Different Requestor in ePRES

To reassign the payment request to a different Requestor

1. Click Reassign Requestor at the bottom of the payment request processing window (refer to Figure 3-15).
2. When the Reassign Requestor window opens, select the new Requestor from the dropdown menu (see Figure 3-16).
3. Once you click the green submit arrow, a window showing the payment request opens. Click the red cancel square to close the window.
4. The payment request is sent to the new Requestor.

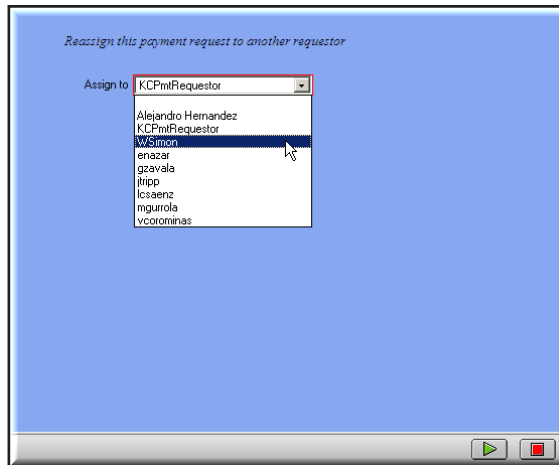


Figure 3-16: Reassign Requestor Window Showing Dropdown List of Requestor Names

3.2.2 Reassigning Payment Requests to a Different Approver in ePRES

To reassign the payment request to a different Approver

1. Click Reassign Approver at the bottom of the payment request processing window.
2. When the Reassign Approver window opens, select the new Approver from the dropdown menu (see Figure 3-17). Click the green submit arrow.

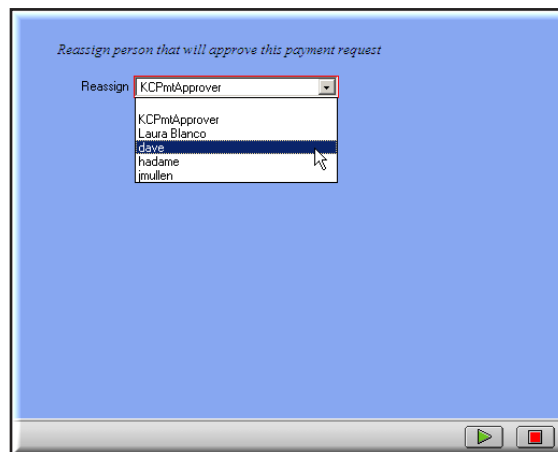


Figure 3-17: Reassign Approver Window Showing Dropdown List of Approver Names

3. When you return to the payment request processing window, click Submit for Approval to send the payment request to the new Approver.
4. The payment request is sent to the newly assigned Approver.

Chapter 4

Approver Payment Request Processing Options in ePRES

The payment request approval process is managed by Payment Approvers in the ePRES system. Approvers access the payment request via their To Do List on the Metastorm e-Work main page. Although Approvers cannot alter the MRPBS100 form, they have the ability to verify the accuracy of the request, review all attachments required for the payment, return incomplete payment requests to Requestors for additional information, and deny payment requests.

In addition, the Approver can reassign payment requests to different Requestors and Approvers. Once the approval process is complete, the payment request is submitted to the Payment Processor who releases the request to the Treasury for payment. This chapter provides detailed information about:

- Accessing and approving the completed MRPBS100 form
- Denying payment requests
- Returning incomplete payment requests
- Reassigning payment requests to different Requestors and Approvers

4.1 Accessing Payment Requests and Overview of the Approver Processing Window in ePRES

1. Once you have logged into Metastorm e-Work, click on your To Do List to access the ePRES Treasury Payment request (see Figure 4-1). Refer to Chapter 2 for instructions about logging into e-Work.

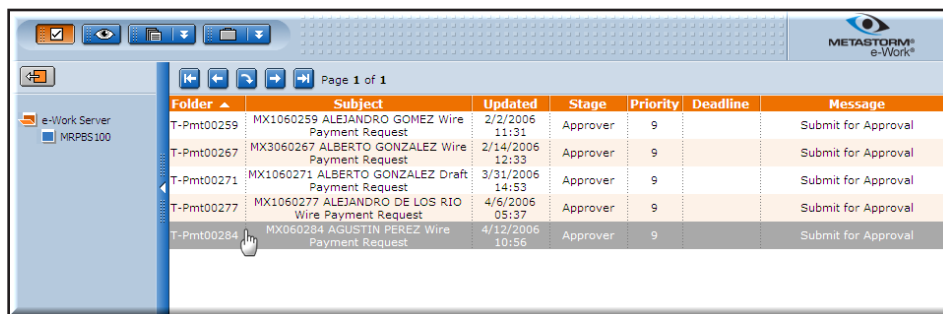


Figure 4-1: Approver To Do List Showing Newly Submitted Payment Request

2. Click once on the ePRES Treasury Payment request to open the processing window.

- When the processing window opens, the Comments tab at the top of the window is automatically selected (see Figure 4-2). This allows you to read any comments from the Requestor.

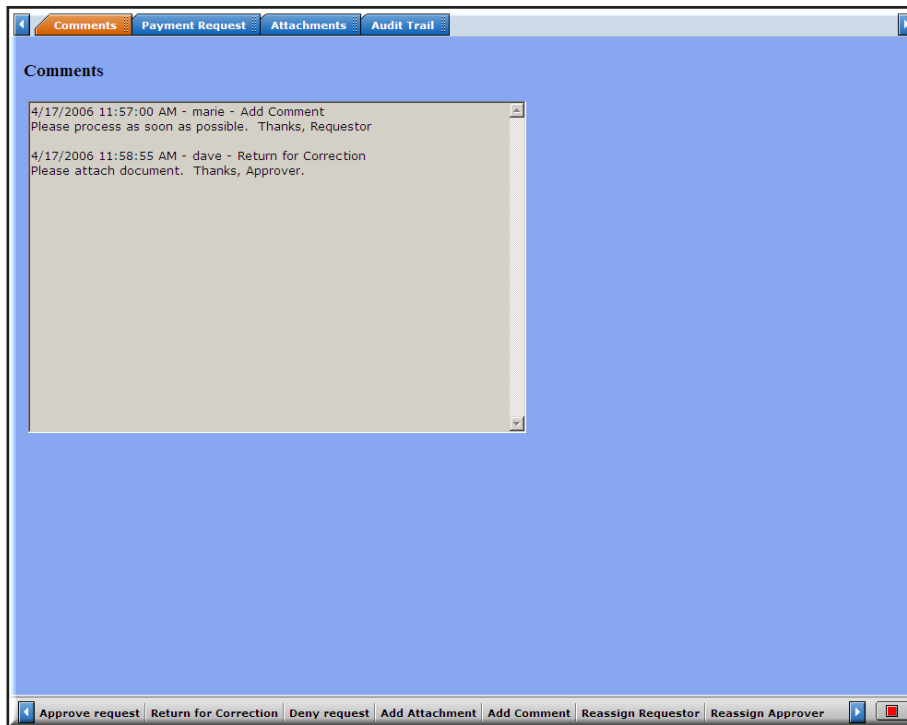


Figure 4-2: Approver Payment Request Processing Window Showing Comments Tab

- Three additional tabs located at the top of the processing window allow you to view the payment request, view and download any attachments, and view the audit trail associated with the request (see Figure 4-3).
- Seven payment request processing options are located at the bottom of the window (see Figure 4-4).

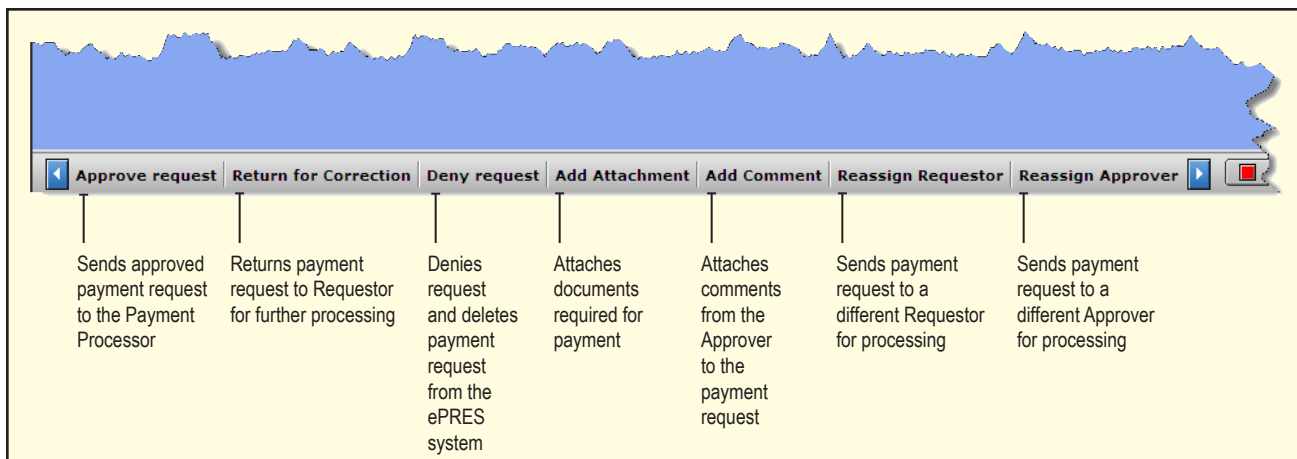


Figure 4-4: Processing Options Located at the Bottom of the Approver Payment Request Processing Window

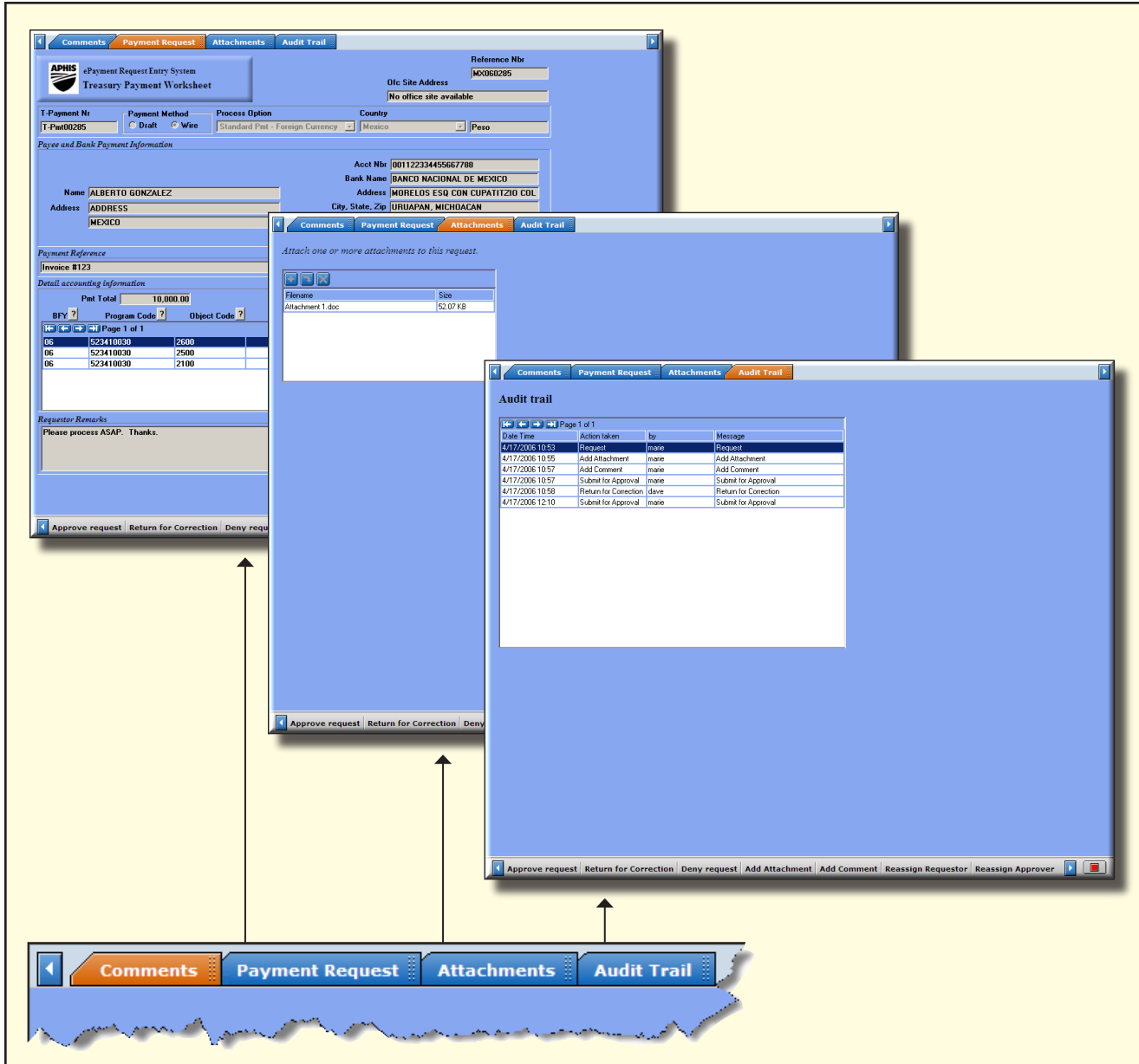



Figure 4-3: Tab Options and Window Views Available to Approvers from the Payment Request Processing Window

The following sections provide information about using the Approve Request, Return for Correction, Deny Request, Reassign Requestor, and Reassign Approver processing options.

 Refer to Sections 3.1.1 and 3.1.2 for information about adding attachments and comments to your payment request.

4.2 Approving Payment Requests in ePRES

1. After you have accessed the *ePRES Treasury Payment Worksheet* from your To Do List, read any comments from the Requestor and click on the Payment Request Tab to view and verify the accuracy of the information provided on the request.
2. Click on the Attachments tab to view and verify the accuracy of all documentation associated with the payment request.
3. Once you have completely reviewed the request and determined it is in good order, click Approve Request.
4. The payment request is sent to the Payments Processor.

4.3 Denying Payment Requests in ePRES

1. After you have accessed the *ePRES Treasury Payment Worksheet* from your To Do List, read any comments from the Requestor and click on the Payment Request tab to view and verify the accuracy of the information provided on the request.
2. Click on the Attachments tab to view and verify the accuracy of all documentation associated with the payment request.
3. If you determine the payment request is improper and should not be submitted to the Payments Processor, click Deny Request.
4. When you deny a payment request, the ePRES system automatically removes the request from the system and sends an email to the Requestor stating the request has been denied.

4.4 Returning Payment Requests to the Originator in ePRES

1. After you have accessed the *ePRES Treasury Payment Worksheet* from your To Do List, read any comments from the Requestor and click on the Payment Request tab to view and verify the accuracy of the information provided on the request.
2. Click on the Attachments tab to view and verify the accuracy of all documentation associated with the payment request.
3. If you determine the payment request requires additional information from the Requestor, click Return for Correction.
4. When the comment window opens, add necessary comments for the Requestor and click on the green submit arrow (see Figure 4-5).
5. The payment request is returned to the Requestor for further processing.

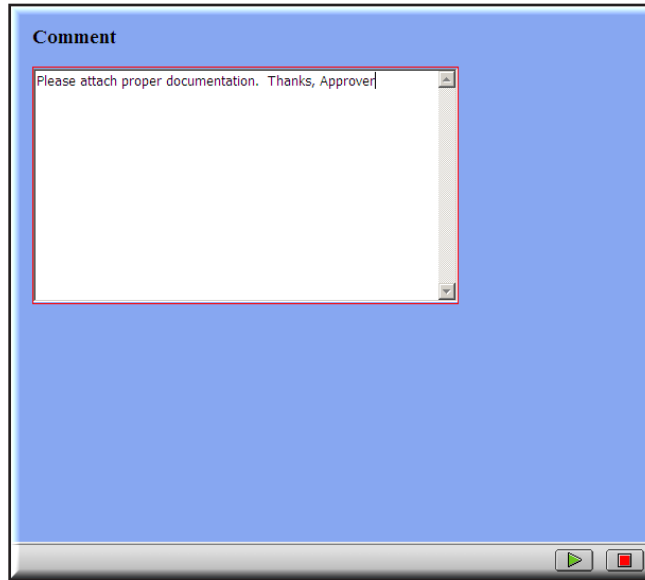


Figure 4-5: Comment Window for Approver Instructions When Returning a Payment Request for Correction

4.5 Reassigning Payment Requests to a Different Requestor or Approver in ePRES

If the original Requestor is unavailable or the Approver is unable to review the payment request, the ePRES system allows assigned Approvers to reassign payment requests to different Requestors and Approvers.

To reassign a payment request to a different Requestor

1. Click Reassign Requestor at the bottom of the processing window (refer to Figure 4-4).
2. When the Reassign Requestor window opens, select the new Requestor from the dropdown menu (see Figure 4-5).

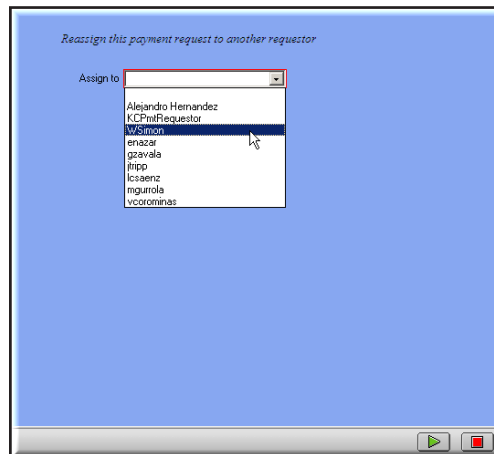


Figure 4-5: Reassign Requestor Window Showing Dropdown Menu List of Requestor Names

3. Click on the green submit arrow to return to the *ePRES Treasury Payment Worksheet* processing window.
4. Click Return for Correction to send the payment request to the new Requestor.

To reassign a payment request to a different Approver

1. Click Reassign Approver at the bottom of the processing window (refer to Figure 4-4).
2. When the Reassign Approver window opens, select the new Approver from the dropdown menu (see Figure 4-6).

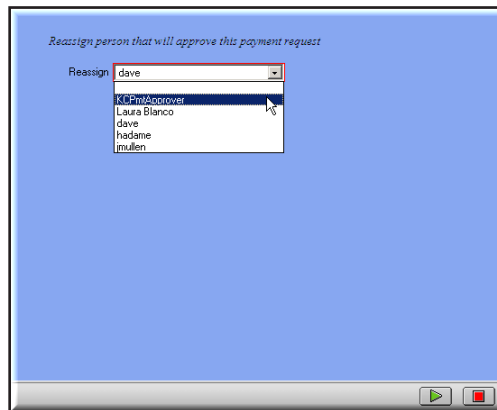


Figure 4-6: Reassign Approver Window Showing Dropdown Menu List of Approver Names

3. Click on the green submit arrow.
4. When the attachment tab window opens, click on the red cancel square to close the window (see Figure 4-7).

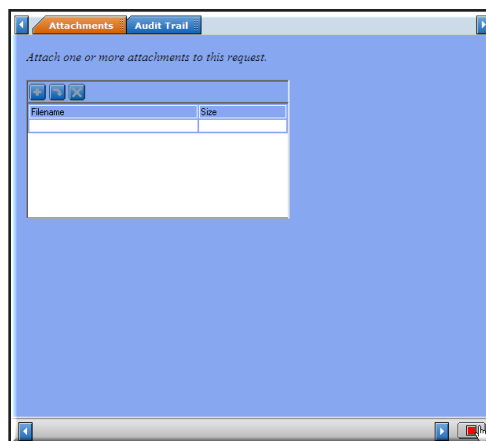


Figure 4-7: Attachment Window that Opens Prior to Sending Payment Request to a New Approver

5. The payment request is sent to the new Approver.

Chapter 5

Final Processing of Payment Requests in ePRES

The final step for payment request processing is managed by Payment Processors in the ePRES system. Processors access the payment request via their To Do List on the Metastorm e-Work main page. Processors cannot alter the MRPBS100 form, however, they have the ability to verify the accuracy of the request, review all attachments required for the payment, deny requests, and submit the request to the Treasury for payment. This chapter provides detailed information about all Processor capabilities in ePRES including:

- Accessing the approved MRPBS100 form
- Denying payment requests
- Submitting the request to the Treasury for payment

5.1 Accessing and Processing Payment Requests in ePRES

1. Once you have logged into Metastorm e-Work, click on your To Do List to access the ePRES Treasury Payment request (see Figure 5-1). Refer to Chapter 2 for instructions about logging into e-Work.

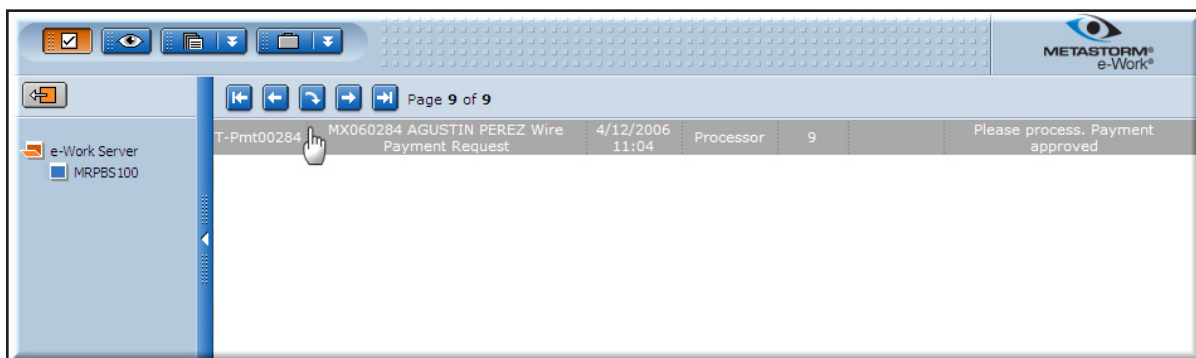


Figure 5-1: Processor To Do List Showing Approved Payment Request

2. Click once on the ePRES Treasury Payment request to open the processing window.

- When the processing window opens, the Comments tab at the top of the window is automatically selected (see Figure 5-2). This allows you to read any comments from the Requestor and Approver.

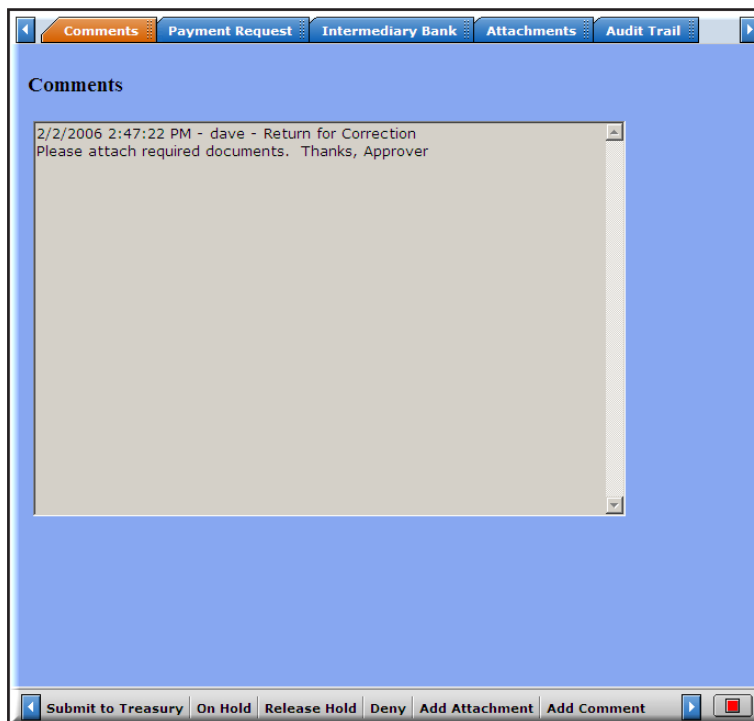


Figure 5-2: Processor Payment Request Processing Window Showing Comments Tab

- Three of the four additional tabs located at the top of the processing window are functional and allow you to view the payment request, view and download any attachments, and view the audit trail associated with the request (see Figure 5-3). The Intermediary Bank tab is currently not a functional tab in ePRES.
- Seven payment request processing options are located at the bottom of the window (see Figure 5-4).

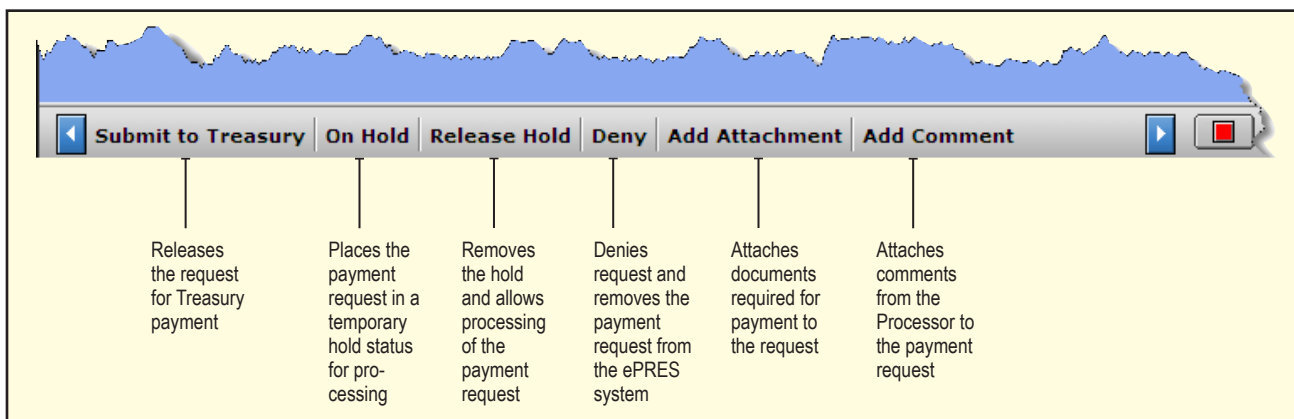


Figure 5-4: Processing Options Located at the Bottom of the Processor Payment Request Processing Window

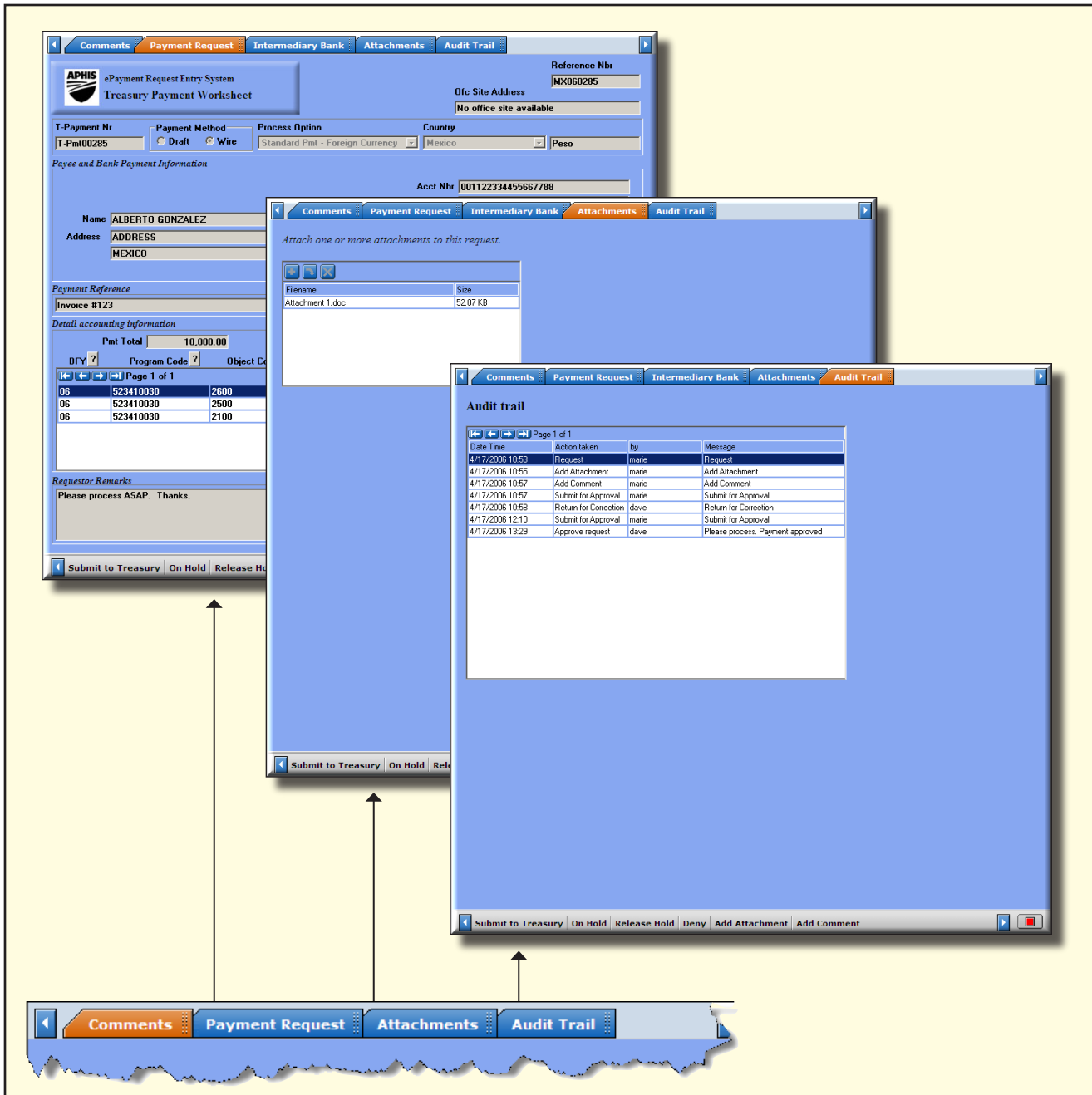



Figure 5-3: Functional Tab Options and Window Views Available to Processors from the Payment Request Processing Window

 Please refer to Sections 3.1.1 and 3.1.2 for information about adding attachments and comments to the payment request.

The following sections provide information about using the Deny, On Hold, Release Hold, and Submit to Treasury processing options.

5.2 Denying Payment Requests

1. If you determine the payment request is invalid and cannot be submitted to the Treasury, click Deny Request (refer to Figure 5-4).
2. When the Comment window opens, add appropriate comments and click the green submit arrow.
3. When you deny a payment request, the ePRES system automatically removes the request from the system and sends an email to the Requestor stating the request has been denied.

5.3 Placing a Payment Request on Hold and Releasing the Hold

1. If you need to suspend the processing status of a payment request, click On Hold (refer to Figure 5-4).
2. When the Comment window opens, add appropriate comments and click the green submit arrow. The payment request is suspended in your To Do List until further processing.
3. To remove the hold placed on the payment request, click Release Hold (refer to Figure 5-4).
4. Once the payment is released, you can complete processing of the payment request.

5.4 Releasing Payment Requests to the Treasury

1. Once you have reviewed the payment request, click Submit to Treasury to release the request for payment (refer to Figure 5-4).
2. After you transmit the payment request file and reconcile the account, the payment request process is complete.

Chapter 6

Managing Payee Information in ePRES

The ePRES system enables all users including Payment Requestors, Payment Approvers, and Payment Processors to easily manage payee address, payee account, and payee bank information. Users can add and update this data via the ePRES Payee Address window. This chapter provides detailed information about:

- Accessing the ePRES Payee Address window
- Adding and editing payee address information
- Adding and editing payee account information
- Adding and editing payee bank information

6.1 Accessing the ePRES Payee Address Window for all Users

Payment Requestors, Approvers, and Processors can access the ePRES Payee Address window using the ePRES Payee Maintenance process under Administration Forms on the e-Work main page.

To access the ePRES Payee Address window from Administration Forms

1. Log into Metastorm e-Work and click on Administration Forms in the toolbar.
2. Click once on ePRES Payee Maintenance (see Figure 6-1).

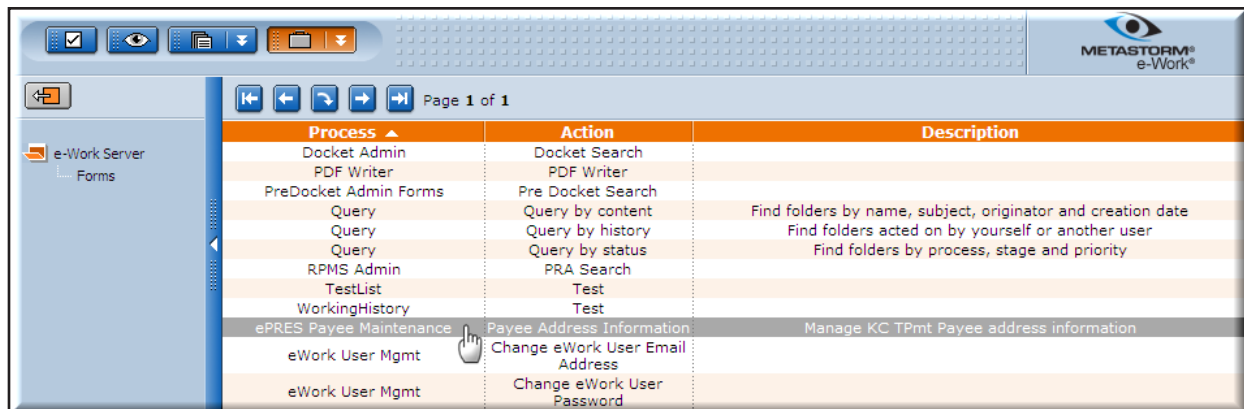


Figure 6-1: e-Work Administration Forms Showing ePRES Payee Maintenance Process

- The *ePRES Payee Address* window opens (see Figure 6-2)

Name	Address	Address 2	Country	Office Nr	Contact Name	Phone Nr	Draft Only
AGUSTIN PEREZ	ADDRESS1	ADDRESS 2	MX	1	NORMA MORENO	525519971536	N
AGUSTIN PEREZ	ADDRESS1	ADDRESS 2	MX	1	NORMA MORENO	525519971536	N
ALBERTO GONZALEZ	ADDRESS	MEXICO	MX	1	NORMA MORENO	525519971536	N
ALBERTO GONZALEZ	ADDRESS	MEXICO	MX	1	NORMA MORENO	525519971536	N
ALEJANDRO DE LOS RIO	ADDRESS1	MEXICO	MX	1	LAURA BLANCO	523336418310	N
ALEJANDRO DE LOS RIO	ADDRESS1	MEXICO	MX	1	LAURA BLANCO	523336418310	N
ALEJANDRO GOMEZ	ADDRESS1	MEXICO	MX	1	Gabriela Zavala	011525955204509	N
ALEJANDRO GOMEZ	ADDRESS1	MEXICO	MX	1	Gabriela Zavala	011525955204509	N
ALEJANDRO PEREZ	ADDRESS1	MEXICO	MX	1	NORMA MORENO	525519971536	N
ALEJANDRO PEREZ	ADDRESS1	MEXICO	MX	1	NORMA MORENO	525519971536	N
ALEJANDRO SANCHEZ	ADDRESS1	MEXICO	MX	1	GABRIELA ZAVALA	525555204509	N
ALEJANDRO SANCHEZ	ADDRESS1	MEXICO	MX	1	GABRIELA ZAVALA	525555204509	N
ANDRES MORAN	ADDRESS	MEXICO	MX	1	HILDA ADAME	956 5500625	N
ANDRES MORAN	ADDRESS	MEXICO	MX	1	HILDA ADAME	956 5500625	N
AQUACODLER	ADDRESS	SOUTH AFRICA	SF	1	FELICITY DAVIS	27124314000	N

Figure 6-2: ePRES Payee Address Window

6.2 Requestor Access to the ePRES Payee Address Window Via the MRPBS100 Form

In addition to using Administration Forms (refer to Section 6.1), Requestors can access the *ePRES Payee Address* window from the *ePRES Treasury Payment Worksheet*.

To access the *ePRES Payee Address* window from the *ePRES Treasury Payment Worksheet*

- Click on Lookup Payee located at the top of the *ePRES Treasury Payment Worksheet* (see Figure 6-3).

Figure 6-3: Lookup Payee Option on ePRES Treasury Payment Worksheet

- When the Find Payee page opens, click on Edit Payees (see Figure 6-4).

Name	Address	Address 2	Country
AGUSTIN PEREZ	ADDRESS1	ADDRESS 2	MX
AGUSTIN PEREZ	ADDRESS1	ADDRESS 2	MX
ALBERTO GONZALEZ	ADDRESS	MEXICO	MX
ALBERTO GONZALEZ	ADDRESS	MEXICO	MX
ALEJANDRO DE LOS RIO	ADDRESS1	MEXICO	MX
ALEJANDRO DE LOS RIO	ADDRESS1	MEXICO	MX
ALEJANDRO GOMEZ	ADDRESS1	MEXICO	MX
ALEJANDRO GOMEZ	ADDRESS1	MEXICO	MX
ALEJANDRO PEREZ	ADDRESS1	MEXICO	MX
ALEJANDRO PEREZ	ADDRESS1	MEXICO	MX
ALEJANDRO SANCHEZ	ADDRESS1	MEXICO	MX
ALEJANDRO SANCHEZ	ADDRESS1	MEXICO	MX
ANDRES MORAN	ADDRESS	MEXICO	MX
ANDRES MORAN	ADDRESS	MEXICO	MX
AQUACOLLER	ADDRESS	SOUTH AFRICA	SF
AQUACOLLER	ADDRESS	SOUTH AFRICA	SF
ARBorea BUSINESS	ADDRESS	SOUTH AFRICA	SF
ARBorea BUSINESS	ADDRESS	SOUTH AFRICA	SF
ARNULFO CASTRO	ADDRESS	MEXICO	MX
ARNULFO CASTRO	ADDRESS	MEXICO	MX

Figure 6-4: Edit Payees Button on ePRES Find Payee Page

- The ePRES Payee Address window opens (refer to Figure 6-2)

6.3 Working with the ePRES Payee Address Window

Six processing options that are accessed from the ePRES Payee Address window allow users to fully manage payee information including:

- Add and edit Payee Address information
- Add and edit Payee Account information
- Add and edit Payee Bank information

The following sections discuss each payee maintenance processing option in detail.

6.3.1 Adding Payee Address Information

To add payee address information

- Open the ePRES Payee Address window and click once on the Last Name Search/Refresh button to access the Edit and Add options for Payee address information (see Figure 6-5).
- Click once on Add to open the Add Payee Address Record.

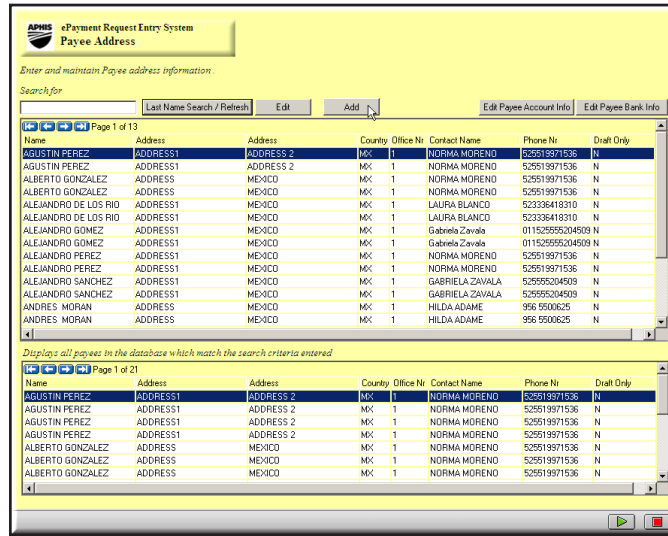



Figure 6-5: ePRES Payee Address Window Showing Edit and Add Processing Options

3. Enter the payee name, address, country from the dropdown menu, office number from the dropdown menu, contact name, phone number, and enter “N” in the draft only column (see Figure 6-6).

 “N” is the only data that should be entered in the draft only cell.

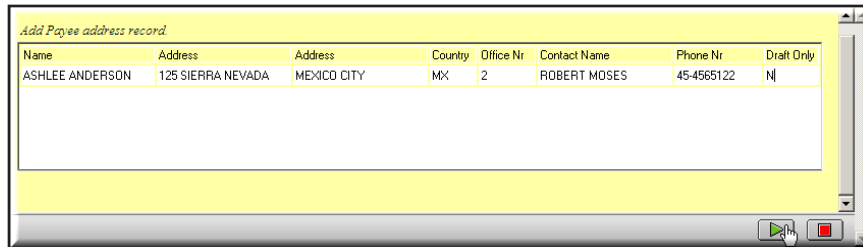



Figure 6-6: ePRES Add Payee Address Record

4. Click the green submit arrow located at the bottom of the window to add the new payee information. You can cancel the payee address information and close the *Add Payee Address Record* by clicking on the red square.
5. When you return to the *ePRES Payee Address* window, click the green submit arrow to confirm any changes and close the window.

6.3.2 Editing Payee Address Information

To edit payee address information

1. Open the *ePRES Payee Address* window, enter the payee’s name in the Search For cell, and click once on the Last Name Search/Refresh button to display the payee’s information (see Figure 6-7).

 All payees that match the search criteria will be displayed.

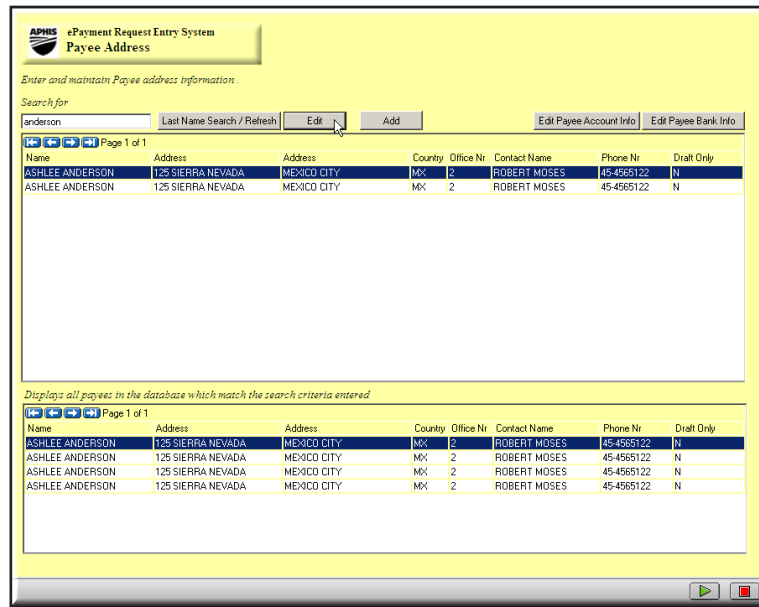



Figure 6-7: ePRES Payee Address Window Displaying Selected Payee Information

- After the payee information is displayed, click once on Edit to open the *ePRES Maintain Payee Address Record* window (see Figure 6-8).

 The *Maintain Payee Address Record* opens behind the *ePRES Payee Address* window. Hold down the <Alt> key and press the <Tab> key to bring the editing window to the front.

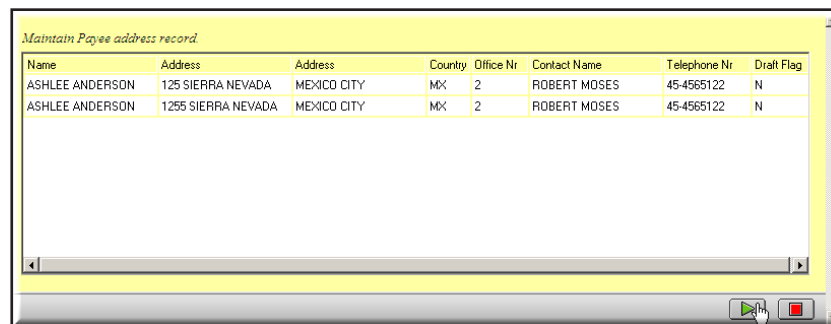


Figure 6-8: ePRES Maintain Payee Address Record

- The *Maintain Payee Address Record* is fully editable; locate the payee from the list and make any necessary changes to the address information.

 If you need to delete a payee address record, contact an FMD representative for assistance.

- Click on the green submit arrow located at the bottom of the window to confirm changes to the payee address information. You can cancel the changes you made to the payee address information and close the *ePRES Maintain Payee Address Record* window by clicking on the red square.
- When you return to the *ePRES Payee Address* window, click the green submit arrow to confirm any changes and close the window.

6.3.3 Adding Payee Account Information

To add payee account information

1. Open the *ePRES Payee Address* window and click once on the Edit Payee Account Info button (see Figure 6-9).

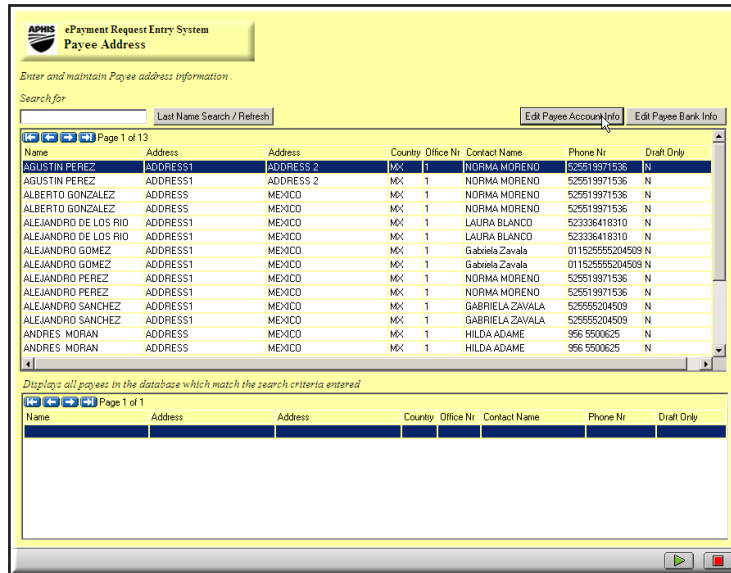


Figure 6-9: Edit Payee Account Info Button on the ePRES Payee Address Window

2. When the *ePRES Payee Bank Account Window* opens, click once on the Name Search/Refresh button to access the Edit and Add options for Payee address information (see Figure 6-10).

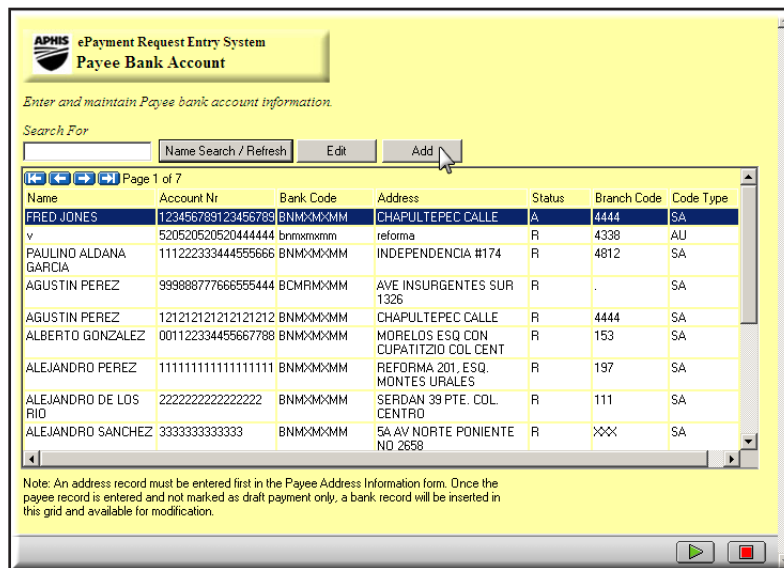


Figure 6-10: ePRES Payee Bank Account Window Showing Edit and Add Processing Options

3. Click once on Add to open the *ePRES Add Individual Payee Bank Account Record Window* (see Figure 6-11).

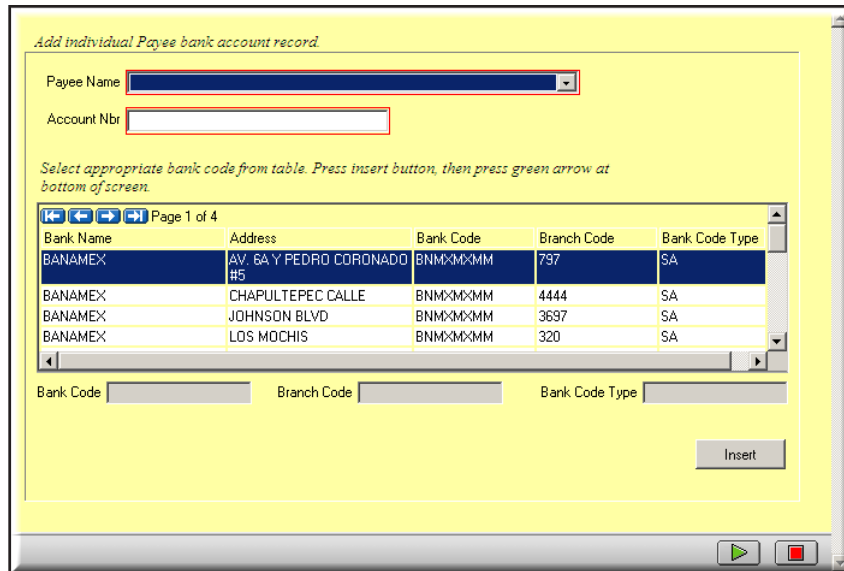


Figure 6-11: ePRES Payee Bank Account Record Processing Window

4. Select the payee from the dropdown menu, enter the new account number, and select the appropriate bank from the list. When you select the payee’s bank, the cells at the bottom of the window for bank code, branch code, and bank code type automatically pre-fill (see Figure 6-12).

☛ If the payee bank information does not appear in the list, click on the red square to close the account information window and refer to Section 6.3.5 to add new payee bank information. Once the new bank information has been added, you can update the payee account information.

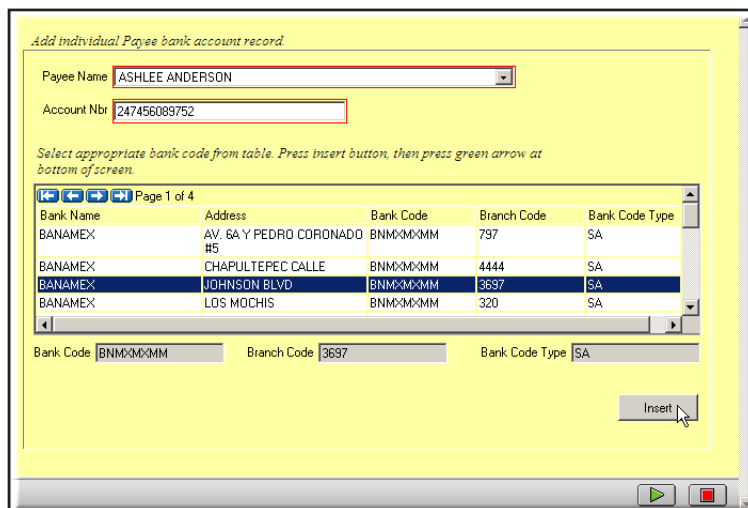


Figure 6-12: ePRES Payee Bank Record Processing Window Showing New Record

5. Click Insert to add the payee account record and click the green submit arrow to close the processing window.

6. Click the green submit arrow to close the *ePRES Payee Bank Account Window* and return to the *ePRES Payee Address* window.
7. When you return to the *ePRES Payee Address* window, click the green submit arrow to confirm all changes and close the window.

6.3.4 Editing Payee Account Information

To edit payee account information

1. Open the *ePRES Payee Address* window and click once on the Edit Payee Account Info button (see Figure 6-13).

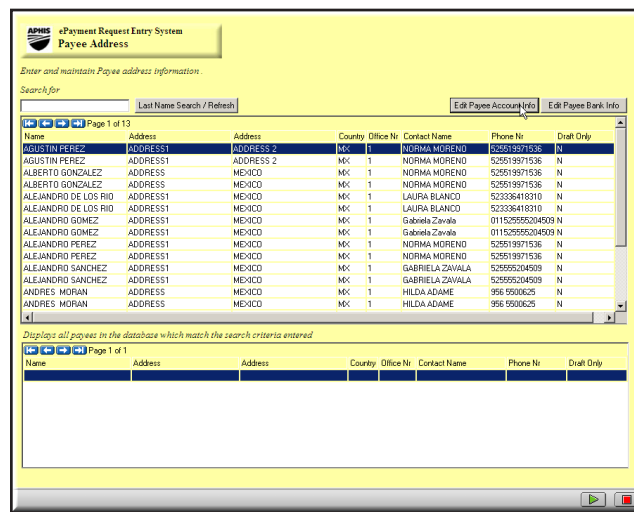



Figure 6-13: Edit Payee Account Info Button on the ePRES Payee Address Window

2. When the *ePRES Payee Bank Account* window opens, enter the payee's name in the Search For cell; click once on the Name Search/Refresh button to display the payee's information (see Figure 6-14).

 All payees that match the search criteria will be displayed.

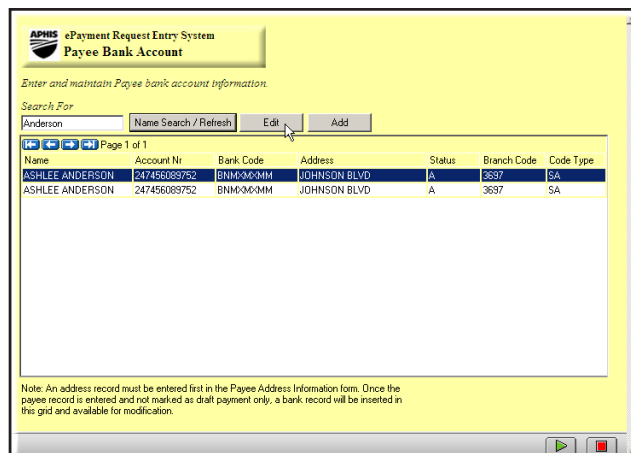


Figure 6-14: ePRES Payee Bank Account Window Displaying Selected Payee Information

- After the payee information is displayed, click once on Edit to open the *Select Payee Bank Account Record to Modify* window (see Figure 6-15).

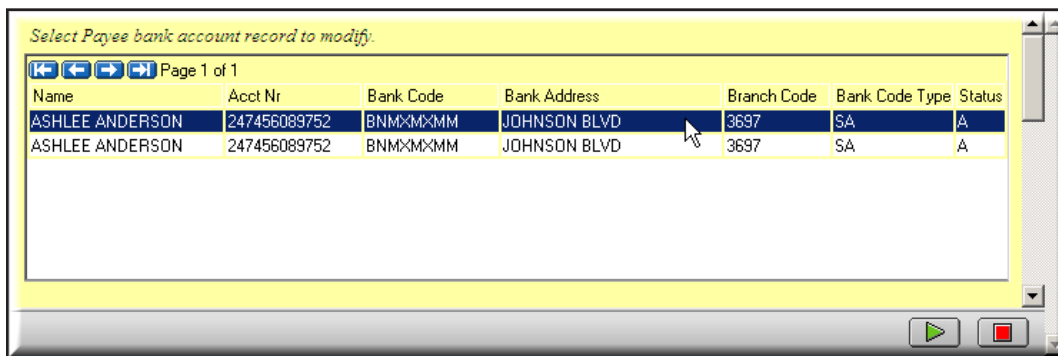


Figure 6-15: ePRES Payee Bank Account Record Modification Window

- Click once on the payee’s name to open the expanded account modification window (see Figure 6-16).

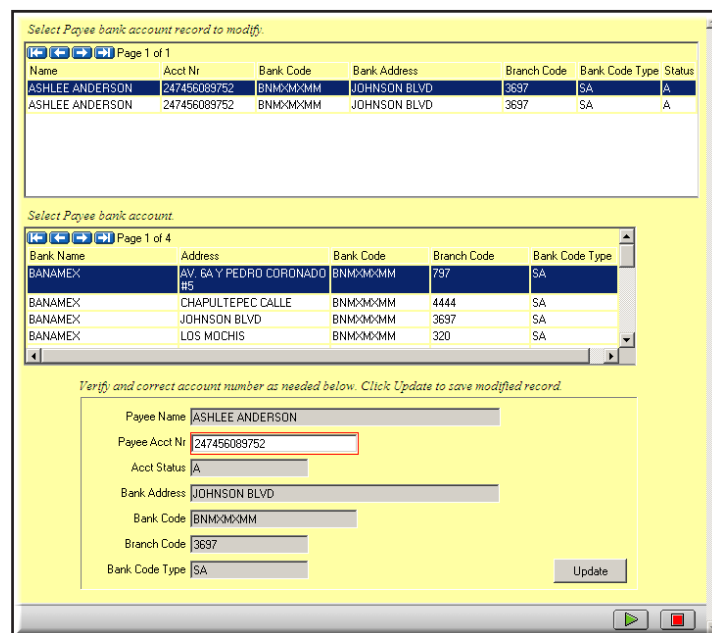


Figure 6-16: Expanded ePRES Payee Bank Account Record Modification Window

- Verify the payee bank account record to be modified is highlighted in the top list. If the payee is not selected, scroll to the appropriate payee and click once on the row to select it.
- Under the *Select Payee bank account* section, locate the payee’s new bank information and click once on the row to select it.
- In the final section, verify the payee’s information and make any necessary changes to the payee’s account number.
- Click once on update to commit the changes to the payee’s account information and refresh the account modification window.

9. Verify all changes have been made to the payee's account information and click on the green submit arrow to close the processing window.
10. Click on the green submit arrow to close the *ePRES Payee Bank Account* window and return to the *ePRES Payee Address* window.
11. When you return to the *ePRES Payee Address* window, click the green submit arrow to confirm all changes and close the processing window.

6.3.5 Adding Payee Bank Information

To add payee bank information

1. Open the *ePRES Payee Address* window and click once on the Edit Payee Bank Info button (see Figure 6-17).

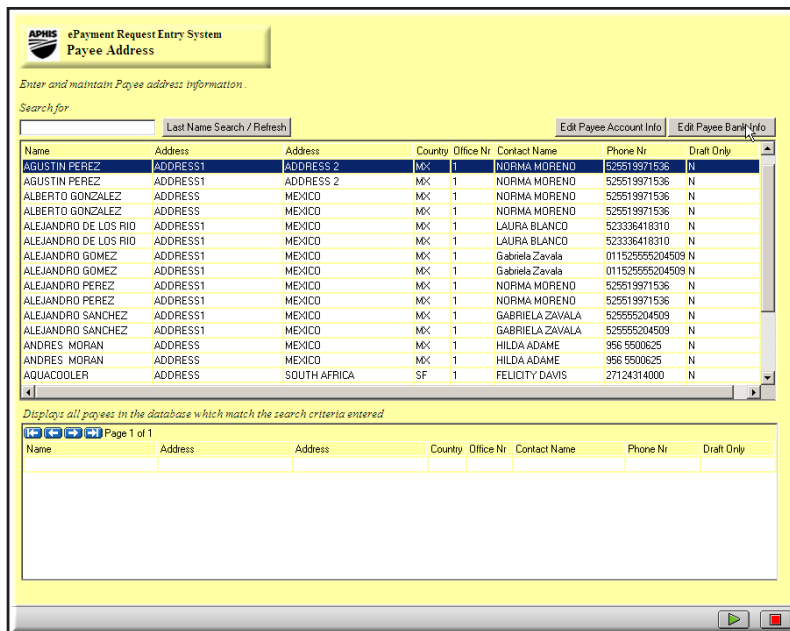


Figure 6-17: Edit Payee Bank Info Button on the ePRES Payee Address Window

2. When the *ePRES Payee Bank* window opens, click once on the Name Search/Refresh button to access the Edit and Add options for Payee bank information (see Figure 6-18).
3. Click once on Add to open the *Add Payee Bank Information* Window.
4. Enter the bank name, address, country code from dropdown menu, code type from dropdown menu, and branch code information (see Figure 6-19).
5. Click the green submit arrow to add the new payee bank information and close the processing window.

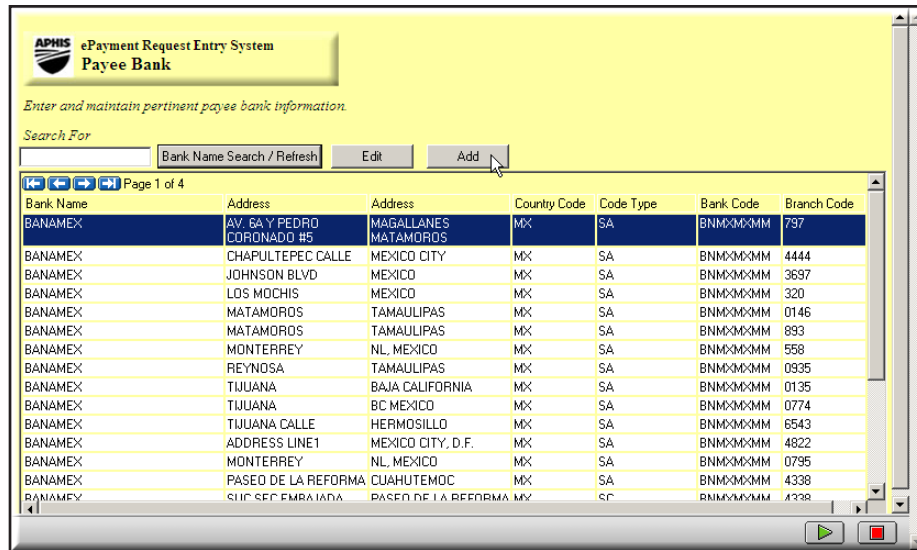


Figure 6-18: ePRES Payee Bank Window Showing Edit and Add Processing Options

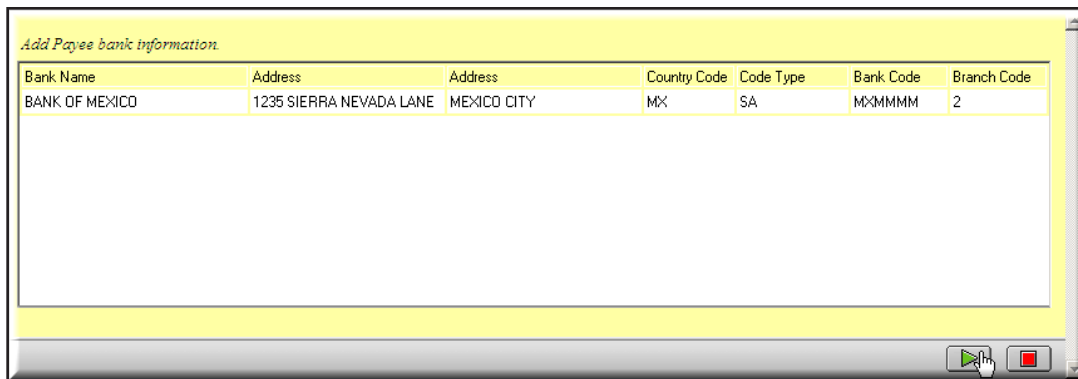


Figure 6-19: ePRES Add Payee Bank Information Window

- Click the green submit arrow to close the *ePRES Payee Bank* window and return to the *ePRES Payee Address* window.
- When you return to the *ePRES Payee Address* window, click the green submit arrow to confirm any changes and close the processing window.

6.3.6 Editing Payee Bank Information

To edit payee bank information

- Open the *ePRES Payee Address* window and click once on the Edit Payee Bank Info button (see Figure 6-20).
- When the *ePRES Payee Bank* window opens, type the bank's name into the Search For cell and click once on the Bank Name Search/Refresh button to display the bank's information.

 All banks that match the search criteria will be displayed.

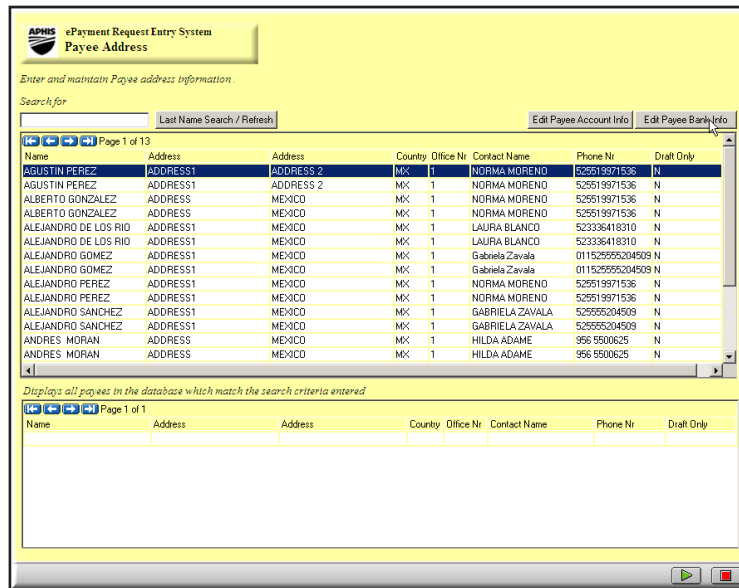


Figure 6-20: Edit Payee Bank Info Button on the ePRES Payee Address Window

- After the bank information is displayed, click once on Edit to open the *Edit Payee Bank information* window (see Figure 6-21).

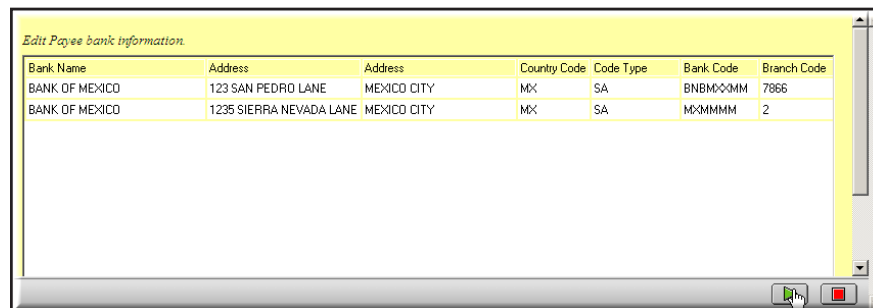




Figure 6-21: ePRES Edit Payee Bank Information Window

 The *Edit Payee bank information* window opens behind the *ePRES Payee bank* window. Hold down the <Alt> key and press the <Tab> key to bring the editing window to the front.

- The *Edit Payee bank information* window is fully editable; simply click inside a cell to make any necessary corrections.
-  To delete bank information, contact an FMD representative for assistance.
- Once you have made corrections to the bank information, click on the green submit arrow to commit the changes and close the processing window.
- Click on the green submit arrow to close the *ePRES Payee Bank* window and return to the *ePRES Payee Address* window.
- When you return to the *ePRES Payee Address* window, click the green submit arrow to confirm any changes and close the processing window.

Appendix A

The following tables provide information about acceptable and illegal characters for transaction data entry.

Table I. Acceptable characters for payment request transaction data.

Character Type	Character Example	Rules for Use
Numerical Digits	0, 1, 2, 3, 4, 5, 6, 7, 8, 9	
Capital Letters	A through Z	
Lower Case Letters	a through z	
Blank space		
Apostrophe	'	
Comma	,	
Hyphen	-	Cannot be used as the first character of a line or field of data
Parentheses	()	
Period	.	
Plus Sign	+	
Question Mark	?	
Forward Slash	/	
Pound Sign	#	Can only be used with a bank ID code in an account field

Table II. Illegal characters for payment request transaction data.

Illegal Character Type	Illegal Character Example
Symbols	@, \$, %, ^, &, *, ~, <, >
Exclamation Point	!
Quotation Marks	“ ”
Colon	:
Semicolon	;
Sequence of Characters	AMI, LLLL, MAC, MMMM, NNNN, QTA, VVVV, YZYZ, ZCZC
String of Periods