Updated: 04/20/2023

### eMPWR-VA Authorization Queue

e**MPWR**-va

The Authorization Queue, also referred to as the **Auth Queue**, contains all transactions for a particular station that have been submitted for authorization. You must have rights to the station to view the Auth Queue, and you must have the access privileges to approve transactions that have been submitted for approval. You cannot authorize your own transactions.

## Step 1

#### View the Authorization Queue on the Home tab.

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3	BT-00237646	3/20/2023 10:54				Clear Unassociated		Pending Authorization	\$9.25						
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5	BT-00237644	3/20/2023 10:47				Clear Unassociated		Pending Authorization	\$9.99						
6	BT-00237643	3/20/2023 10:45				Clear Unassociated		Pending Authorization	\$10.28						
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## Step 2

View the **Status** of transactions to determine if any require authorization or concurrence (the status will be **Pending Authorization** or **Pending Concurrence** respectively).

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# Step 3

Select a transaction that has a status of **PendingAuthorization** or **PendingConcurrence**. The transaction details will display.

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# Step 4

### Review the transaction details.

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## Step 5

#### Approve, Reject, or Return to Sender.

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A green **Success** message will appear briefly at the top of the eMPWR-VA **Home** page letting you know that the transaction has been approved.

Success! The step was approved successfully.	$\mathbf{X}$
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If you view the transaction details, the status bar will indicate that the transaction is closed, and the **Approval History** will indicate the transaction has been approved.

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- 2) To reject the transaction and close it:
  - a. Select **Reject** from the drop-down arrow next to **Approval History**. A popup will display to enter comments.

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**Note:** Once the transaction is rejected, it cannot be modified or resubmitted. A new transaction will need to be created and submitted.

Reject
Comments
Cancel Reject

### b. Enter comments in the Comments field, then select the **Reject** button.

A green **Success** message will appear briefly at the top of the eMPWR-VA **Home** page letting you know that the transaction has been rejected.



If you view the transaction details, the status bar will indicate that the transaction is closed, and the **Approval History** will indicate the transaction has been rejected.

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3) To return the transaction to the user who submitted the transaction for additional actions, add comments in the **Enter your comments here** field, then select the **Return to Sender** button.

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A green **Success** message will appear briefly at the top of the eMPWR-VA **Home** page letting you know that the transaction has been returned to the submitter.



**Note:** Some transactions require concurrence from an additional authorizer with approval authority (in transactions that create a payment of \$25K or more). The second authorizer will follow the same process to approve, reject, or return to sender.

**Note:** Closed transactions can be found on the **eMPWR Closed Transactions** list. You can locate this list in eMPWR-VA in two ways:

Option 1: Select **eMPWR Closed Transactions** from the drop-down options in Auth Queue field on the **Home** screen..

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Transaction v Created D + v Created By v Authorized B	y v Authorized Date v Transaction Type v File Number v	Status v Transaction Amo	int v Deduction Amount v			
1 87-00237654 3/20/2023 11:14	Apply PEOP Funds	Pending Authorization \$25.00				
2 81-00237646 3/20/2023 11:09 3 87-00237646 3/20/2023 10:54	Change Recurring Clear Unassociated	Pending Authorization \$0.50 Pending Authorization \$9.25	\$0.50			
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Refer to the User Guide under the **User Guide** tab of this dashboard for further details related to authorizing transactions.