

Accessing Reports

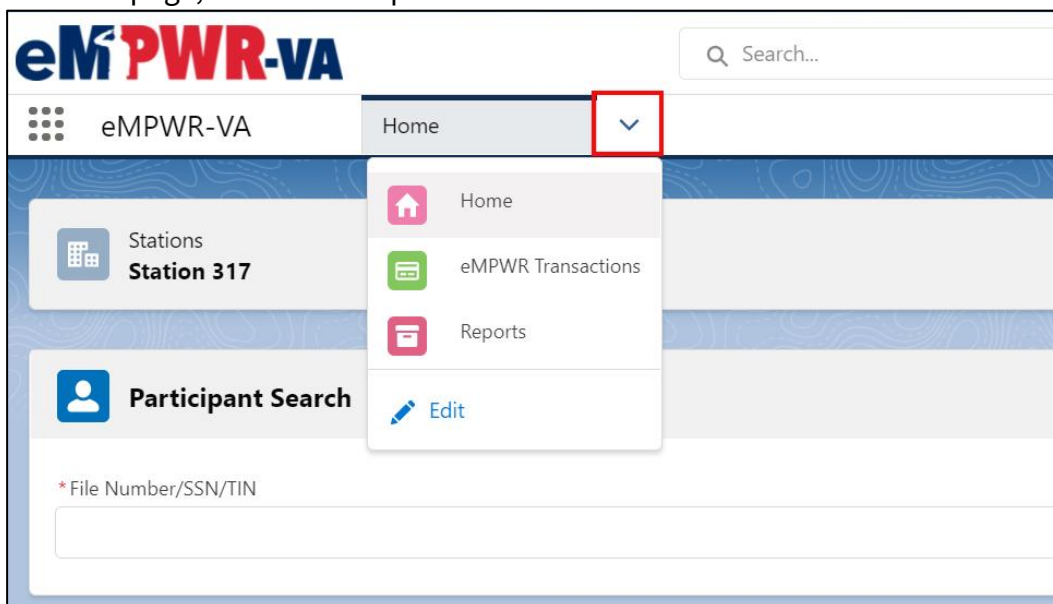
The Reports function allows users access to financial reports on the Reports landing page. All users including Debt Management Center (DMC), Veterans Benefits Administration Finance Center (VBAFC), and Veterans Benefits Administration Central Office (VBACO) users with a need to view accounting and financial operations reports are granted the Reports function access in eMPWR-VA.

Note:

- Most FAS and eMPWR reports will have the same data because of the shared database. Refer to the *Report List Job Aid* available on the Online eMPWR-VA Training Dashboard for further details related to reports.
- Daily reports prior to 4/14/22 should be viewed in FAS until they are migrated to the eMPWR-VA page.

Step 1

From the **Home** page, select the drop-down arrow next to the **Home** tab.



Note: The **Reports Dashboard** is also available to view on the **Home** page. It shows the most recent successful reports.

Reports Dashboard

Reports Generated

Successful: 624/632

Successful: Failed: In Progress:

Report Type	CSV Status	PDF Status	Successful	Failed	In Progress	Total Reports
> Payment Voucher Reports			19	0	0	19
> Journal Reports			18	0	0	18
> General Ledger Reports			12	0	0	12
> Insurance Reports			7	1	0	8
> Interstation Analysis Reports			14	0	0	14
> Finance Operation Reports			72	4	0	76
> Finance Operation Reports			2	0	0	2
> Interface Reports			15	0	0	15
> Statement of Transactions (SF224) Reports			18	3	0	21
> Irregular Deductions			272	0	0	272
> Fiscal Report			175	0	0	175

Create Finance Case Participant Search

Step 2

Select the **Reports** option.

eMPWR-VA

Search...

eMPWR-VA Home

- Home
- eMPWR Transactions
- Reports**
- Edit

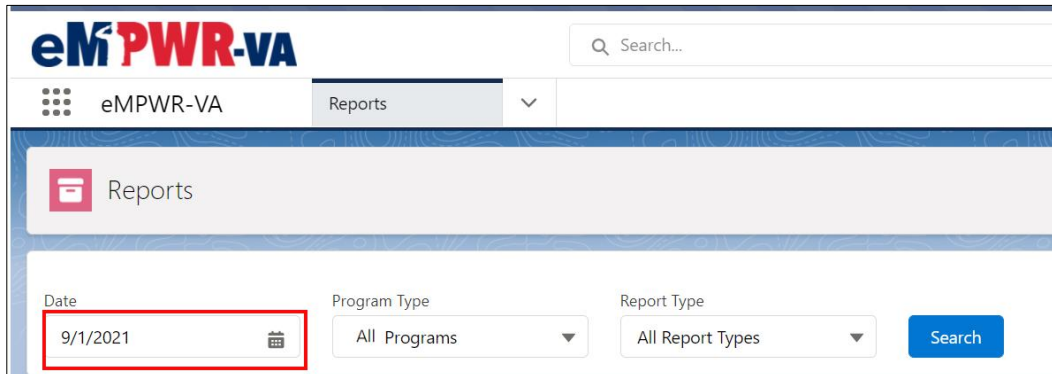
Stations
Station 317

Participant Search

* File Number/SSN/TIN

Step 3

When the **Reports** pageloads, select the calendar icon.

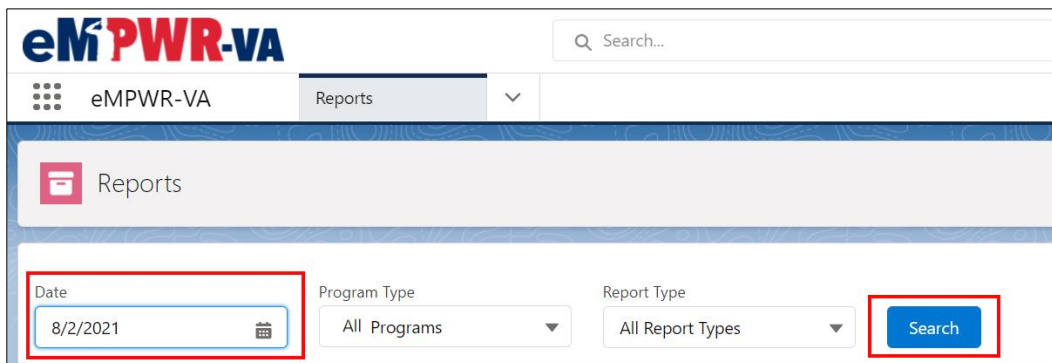


The screenshot shows the eMPWR-VA Reports page. At the top, there is a search bar with the text "Search...". Below the search bar, the page title "eMPWR-VA" and the "Reports" tab are visible. The main content area features a "Reports" header with a calendar icon. Below this, there are three input fields: "Date", "Program Type", and "Report Type". The "Date" field contains the text "9/1/2021" and has a calendar icon to its right, which is highlighted with a red box. The "Program Type" dropdown menu is set to "All Programs", and the "Report Type" dropdown menu is set to "All Report Types". A blue "Search" button is located to the right of the dropdown menus.

Note: The **Date** field automatically populates with a previous date. Reports are only available for previous dates, not for the current date or a future date.

Step 4

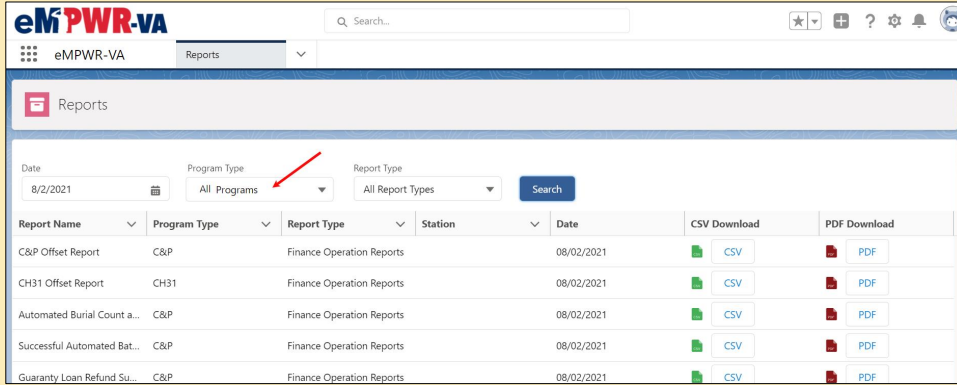
Choose the appropriate day from the calendar that pertains to your report, and then select **Search**.



The screenshot shows the eMPWR-VA Reports page. At the top, there is a search bar with the text "Search...". Below the search bar, the page title "eMPWR-VA" and the "Reports" tab are visible. The main content area features a "Reports" header with a calendar icon. Below this, there are three input fields: "Date", "Program Type", and "Report Type". The "Date" field contains the text "8/2/2021" and has a calendar icon to its right, which is highlighted with a red box. The "Program Type" dropdown menu is set to "All Programs", and the "Report Type" dropdown menu is set to "All Report Types". A blue "Search" button is located to the right of the dropdown menus, and it is also highlighted with a red box.

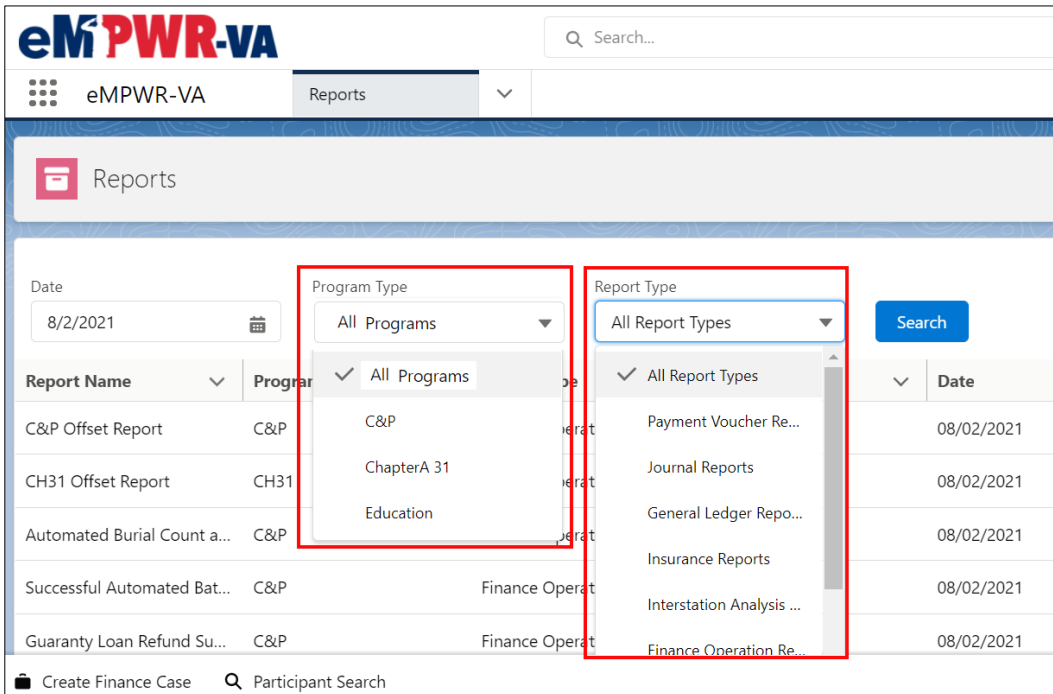
Note:

- If you select a day that's not a reporting day, for example a weekend day, you will not see any results.
- The default for **Program Type** is **All Programs**. This view shows you all reports found in eMPWR-VA.



Step 5

Select the drop-down arrow next to **Program Type** or **Report Type** to filter by a specific type of program or report.



Note: When an **Irregular Deductions** report type is selected, additional drop-down fields are displayed for selection. Select from the **Deduction Type** and the **Station** drop-down fields to further filter the data to view.

The screenshot shows the eMPWR-VA Reports interface. At the top, there is a search bar and navigation icons. Below that, the 'Reports' section is active. The filter area includes:

- Date: 9/6/2021
- Program Type: All Programs
- Report Type: Irregular Deductions
- Deduction Type: All Irregular Deductions -
- Station: Select an Option
- Search button

Step 6

Select **Search**.

The screenshot shows the eMPWR-VA Reports interface after a search. The 'Search' button is highlighted with a red box. The filter area is updated:

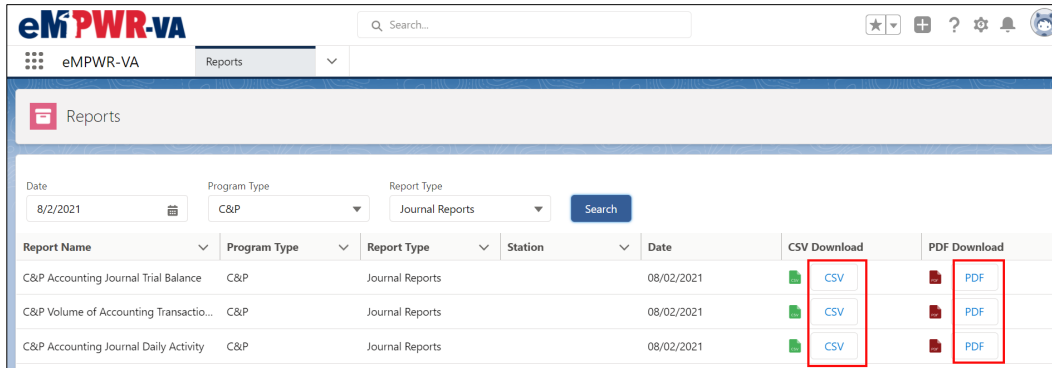
- Date: 8/2/2021
- Program Type: C&P
- Report Type: Journal Reports
- Search button (highlighted)

 Below the filters is a table with the following data:

Report Name	Program Type	Report Type	Station	Date
C&P Offset Report	C&P	Finance Operation Reports		08/02/2021
CH31 Offset Report	CH31	Finance Operation Reports		08/02/2021
Automated Burial Count a...	C&P	Finance Operation Reports		08/02/2021
Successful Automated Bat...	C&P	Finance Operation Reports		08/02/2021
Guaranty Loan Refund Su...	C&P	Finance Operation Reports		08/02/2021

Step 7

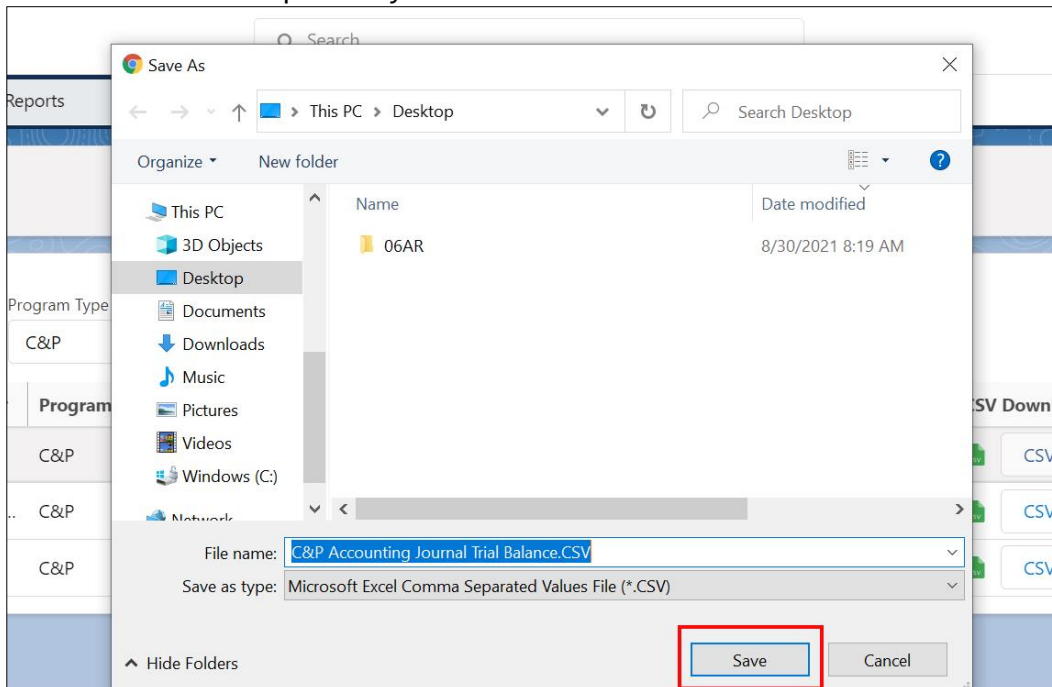
Select the **CSV** button to download an Excel version of the report or the **PDF** button to download a PDF version of the report.



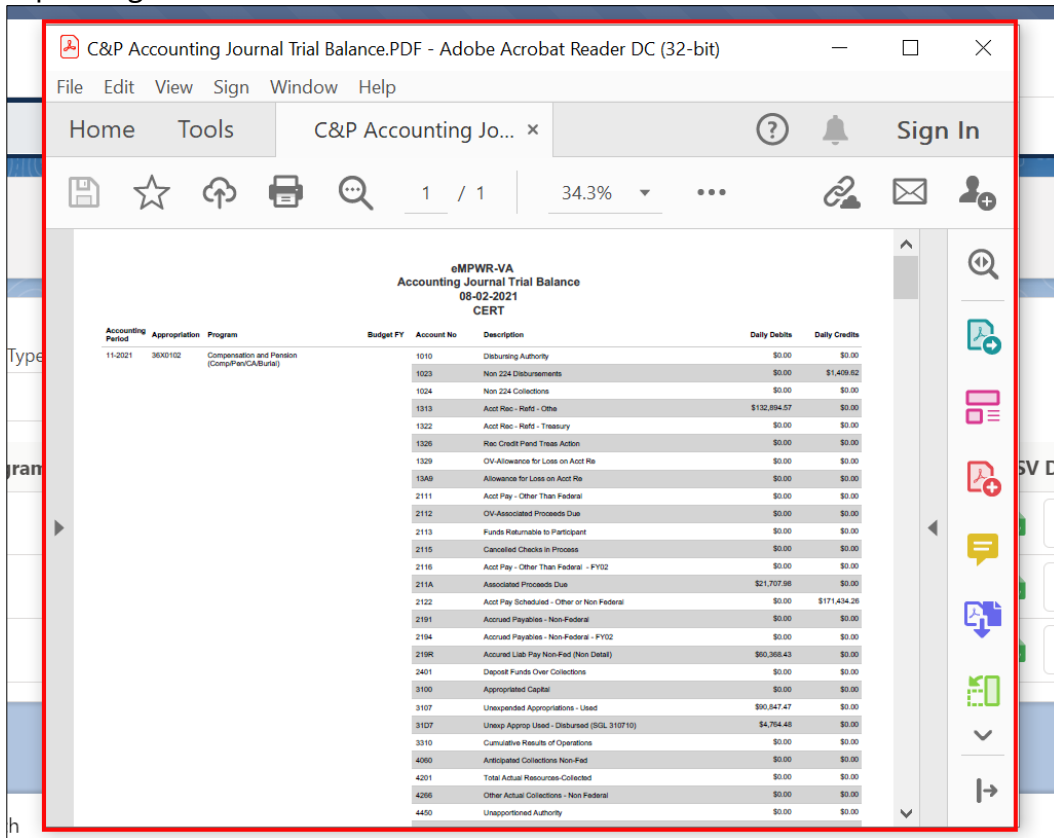
Note: You're able to download most reports as a CSV file, a PDF file, or both.

Step 8

- When you select the **CSV** button, the **Save As** pop-up window appears. Select the **Save** button to save the report on your local machine.

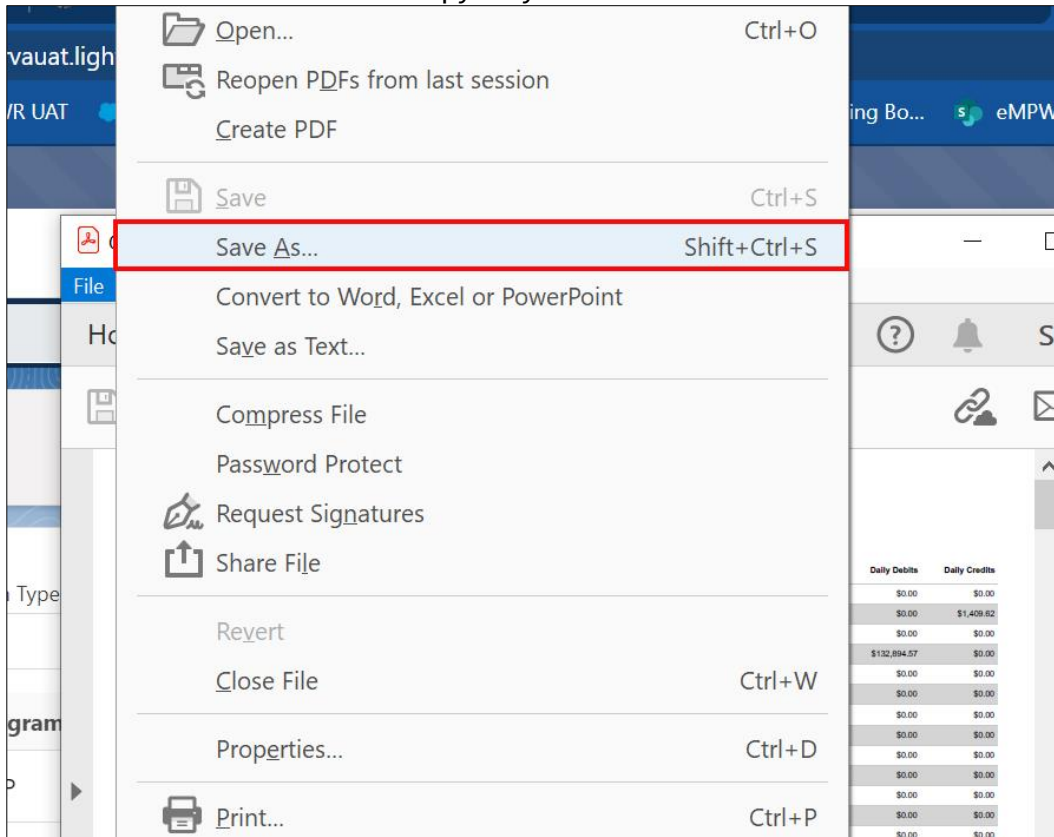


- b. When you select the **PDF** button, the report may automatically open in a PDF format depending on the browser used.



Note: Due to the large amount of data, an Adobe error may appear on the screen for some PDF reports. The full report can be viewed by opening the report with the Chrome or Edge browser.

c. Select **File > Save As** to save a copy on your local machine.



Refer to the User Guide available under the **User Guide** tab of the Online eMPWR-VA Training Dashboard for further details related to reports.