Job Aid: Accessing Reports in eMPWR-VA

Updated: 08/10/2022

Accessing Reports

e**MPWR**-va

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.

eM[®]PWR -va			Q Search
eMPWR-VA	Home	~	
	Home		
Stations Station 317	eMPWR T	ransactions	
	E Reports		
Participant Search	💉 Edit		
* File Number/SSN/TIN			

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

Reports Generated									
	Succ	essful: 624/632							
Successful: 🗸 Failed: 🔀 In Progress: 🔆									
Report Type	✓ CSV Status ✓	PDF Status v 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				
> Finace 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				

Step 2

Select the **Reports** option.

eM[®]PWR -va				Q Search
eMPWR-VA	Home		\sim	
		Home		
Stations Station 317		eMPWR Transac	tions	
	8	Reports		D)(79779116)
Participant Search	🖋 Edit			
* File Number/SSN/TIN				

Step 3

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

e M[®]PWR -va			Q Search					
eMPWR-VA	Reports	~						
Reports				2018				
Date 9/1/2021	Program Type All Programs	•	Report Type All Report Types					

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**.

e	FPWR-va			Q Search
	eMPWR-VA	Reports	~	
=	Reports			
Date 8/2	/2021	Program Type All Programs		Report Type All Report Types Search

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.

eMPWR-VA	Reports				
Reports					
		ees Yikovall (225 - 1			
Date	Program Type	Report Type			
8/2/2021	All Programs	✓ All Report Types ▼ Sear	ch		
Report Name 🗸 🗸	Program Type V	Report Type \checkmark Station \checkmark	Date	CSV Download	PDF Download
C&P Offset Report	C&P	Finance Operation Reports	08/02/2021	CSV	PDF
CH31 Offset Report	CH31	Finance Operation Reports	08/02/2021	CSV CSV	PDF
Automated Burial Count a	C&P	Finance Operation Reports	08/02/2021	CSV	PDF
Successful Automated Bat	C&P	Finance Operation Reports	08/02/2021	CSV	PDF
Guaranty Loan Refund Su	C&P	Finance Operation Reports	08/02/2021	CSV	PDF

Step 5

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

e M[®]PWR -v	/A	Q	Search	
eMPWR-VA	Reports	~		
Reports				
Date 8/2/2021	Program Type All Programs	•	Report Type All Report Types	Search
Report Name 🗸 🗸	Prograf 🗸 All Program	ns pe	✓ All Report Types	∨ Date
C&P Offset Report	C&P C&P	i€ ra†	t Payment Voucher Re	08/02/2021
CH31 Offset Report	CH31 ChapterA 31	o€ra1	Journal Reports t	08/02/2021
Automated Burial Count a	Education C&P	rat	General Ledger Repo t	08/02/2021
Successful Automated Bat	C&P	Finance Operat	t Interstation Analysis	08/02/2021
Guaranty Loan Refund Su	C&P	Finance Operat	t Finance Operation Re	08/02/2021
💼 Create Finance Case 🛛 🔍	Participant Search			

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.

eMPWR-V	A Reports	~				
		~ 110-2-				
🖻 Reports						
Date	Program Type		Report Type Deduct	ion Type St	ation	_
9/6/2021	All Programs	•	Irregular Deductions 🔻 🛛 All Ir	regular Deductions - 🔻	Select an Option 🔹	Search

Step 6

Select Search.

e M'PWR -	/A	Q Search	
eMPWR-VA	Reports	~	
Reports			
Date 8/2/2021	Program Type	Report Type Journal Reports	Search
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.

eM[®]PWR -va			Q Search					*	Ð	?\$: Ļ	6
eMPWR-VA	Reports	~										
Reports	Reports											
Date	Program Type		Report Type									
8/2/2021	C&P		Journal Reports	•	Search							
Report Name	✓ Program Type	\sim	Report Type V	Station	~	Date	CSV	Download	PD	F Downl	oad	
C&P Accounting Journal Trial Balanc	te C&P		Journal Reports			08/02/2021	av	CSV	2	PDF		
C&P Volume of Accounting Transact	tio C&P		Journal Reports			08/02/2021	csv	CSV		PDF		
C&P Accounting Journal Daily Activi	ity C&P		Journal Reports			08/02/2021	cw	CSV	10	PDF		

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

Step 8

a. 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.

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	💿 Save As								×		
Reports	$\leftarrow \ \rightarrow \ \land \ \uparrow$	🔲 > Th	iis PC 👂 Desktop	~	U	,∕⊂ S€	earch Deskt	top			
, huc marc	Organize •	New fold	er						?		
	This PC	^	Name				Date mod	dified			
< 0) V/A	3D Object Desktop	s	🔔 06AR				8/30/202	1 8:19 AM			
Program Type	Document	s									
C&P	🖊 Download	s									
Program	♪ Music ■ Pictures									SV [Downlo
C&P	📕 Videos 🔩 Windows	(C:)									CSV
C&P	A Notwork	~	<						>		CSV
C&P	File nar Save as ty	ne: C&P pe: Micro	Accounting Journal T psoft Excel Comma Se	i <mark>rial Balance.CSV</mark> eparated Values File (*.CSV)				~		CSV
	 Hide Folders 					Sa	ve	Cancel			

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

	C&P Accounting Journey	nal Trial Balance.PDF - A	dobe Acrob	at Reader DC	(32-bit)		—		×	
	File Edit View Sign	Window Help								
	Home Tools	C&P Accounti	ng Jo ×			?	÷.	Sig	n In	
)14(0	🖹 🕁 ᅇ	- - - 1	/ 1	34.3% 🔻			<i>e</i>	\bowtie	20	,
	•MPWR-VA Accounting Journal Trial Balance 08-02-2021									
	Accounting Appropriation Program	Budget FY Account	CERT to Description			Daily Debits	Daily Credits		B	
Туре	11-2021 36X0102 Compensation an (Comp/Pen/CA/B	nd Pension 1010 Surial) 1023	Disbursing Authority Non 224 Disbursem	ants.		\$0.00	\$0.00			
		1024	Non 224 Collections			\$0.00	\$0.00			
		1313	Acct Rec - Refd - Ot	he		\$132,894.57	\$0.00			
		1322	Acct Rec - Refd - Th	hasury		\$0.00	\$0.00		-	
		1326	Rec Credit Pend Tre	as Action		\$0.00	\$0.00			
Iran		13A9	Allowance for Loss of	in Acct Re		\$0.00	\$0.00			SV De
		2111	Acct Pay - Other The	an Federal		\$0.00	\$0.00		-0	
		2112	OV-Associated Proc	eeds Due		\$0.00	\$0.00		4	
	•	2113	Funds Returnable to	Participant		\$0.00	\$0.00	4		1
		2115	Cancelled Checks in	Process		\$0.00	\$0.00			
		2116	Acct Pay - Other Thi	an Federal - FY02		\$0.00	\$0.00			
		211A	Acct Pay Scheduled	Other or Non Federal		\$0.00	\$171,434,26			
		2191	Accrued Payables -	Non-Federal		\$0.00	\$0.00		- P. 1	
		2194	Accrued Payables -	Non-Federal - FY02		\$0.00	\$0.00		-+-	
		219R	Accured Liab Pay N	on-Fed (Non Detail)		\$50,368.43	\$0.00			
		2401	Deposit Funds Over	Collections		\$0.00	\$0.00		-	
		3100	Appropriated Capital			\$0.00	\$0.00		- PI	
		3107	Unexpended Approp	riations - Used		\$90,847.47	\$0.00			
		31D7	Unexp Approp Used	- Disbursed (SGL 310710)		\$4,764.48	\$0.00		\sim	
		3310	Anticipated Collection	or Operations		\$0.00	\$0.00			
		4060	Total Actual Resource	es-Colected		\$0.00	\$0.00			
		4266	Other Actual Collect	ions - Non Federal		\$0.00	\$0.00		→	
		4450	Unapportioned Auth	ority		\$0.00	\$0.00	\checkmark		
h									_	

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.

vauat.ligh	Open Ctrl+C			
/R UAT 🔍	<u>Create PDF</u>	ing Bo	sy e	MPW
	Save Ctrl+S	5		
۵ ک	Save <u>A</u> s Shift+Ctrl+S	5	<u>0_</u> 2	
File	Convert to Word, Excel or PowerPoint			
Hc	Sa <u>v</u> e as Text	?	Å	Si
E	Co <u>m</u> press File	_	Ô.	
	Pass <u>w</u> ord Protect			^
10	🖧 Request Sig <u>n</u> atures			
	1 Share File	Daily Debits	Daily Credits	
Туре	Revert	\$0.00 \$0.00 \$0.00	\$0.00 \$1,409.62 \$0.00	
	<u>C</u> lose File Ctrl+W	\$132,894.57 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	
gram	Prop <u>e</u> rties Ctrl+E	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	
P 🕨	Erint Ctrl+F	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	

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.