eMpWR-va

Job Aid: Navigating eMPWR-VA

Updated: 06/22/2022

Navigating eMPWR-VA

As part of the initiative to modernize the legacy Finance and Accounting System (FAS), the new payment processing system, Enterprise Management of Payments, Workload, and Reporting VA (eMPWR-VA) provides a single unified desktop user interface (UI) with modernized self-service utilities, and business intelligence tools to improve reporting capabilities and responsiveness to data requests. This job aid is for all new and existing eMPWR-VA users.

Note: Chrome or Edge is the recommended browser.

Note: If the eMPWR-VA Home Page does not appear upon logging in, select the Salesforce waffle or ellipses menu to find it. Begin typing "eMPWR" into the search field, then select the option from the menu.

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Home Page

Once you open eMPWR-VA from the Salesforce waffle or ellipses menu (also called the "hamburger menu"), you will see the **eMPWR-VA Home Page**.

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There are five main components to the **eMPWR-VA Home Page**:

- (1) Station number
- (2) Participant Search field
- (3) eMPWR My Work Queue
- (4) Create Finance Case button
- (5) Participant Search button

Refer to the sections below for more information about each component.

(1) Station Number

At the top of the screen, you'll see your station number. Some transactions are limited to certain stations.



(2) Participant Search Field

Below the station number, you'll find the **Participant Search** field where you can search for a Participant using a File Number, SSN, or TIN.

Participant Search	
* File Number/SSN/TIN	
	Search

(3) eMPWR My Work Queue

Below the **Participant Search** field, you'll find your **eMPWR My Work Queue**. This is where you can view all the transactions you have processed, along with their statuses.

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1	BT-00002762				Release of Proceeds - Payment of Proceeds	5/25/2021 1:36 PM	6/29/2021 10:12 AM	EMPFC Clerk	The ACCOUNTABLE BA	Closed	
2	BT-00002763				Release of Proceeds - Payment of Proceeds	5/25/2021 1:56 PM	6/29/2021 10:12 AM	EMPFC Clerk		Closed	
3	BT-00003631				Establish Recurring Deductions (18)	6/21/2021 11:28 AM	6/21/2021 11:29 AM	EMPFC Clerk		Closed	

Note:

- The **eMPWR My Work Queue** is available for all users except for those with only the Inquiry role.
- If you are an authorizer or concurrer, the **Home Page** defaults to display the eMPWR Auth Queue. For more information on authorizing transactions, refer to the *Authorization Queue* Job Aid and Tutorial available on the eMPWR-VA Online Training Dashboard.

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• To switch between the **eMPWR Auth Queue** and **eMPWR My Work Queue**, make a selection from the drop-down menu.

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1	BT-00004138	7/2/2021 10:24 AM	Tyler Ray	Katie Bennett	;	/2/2021 10:25 AM		Establish Recurring Deductions (18)		Closed		\$1.70						
2	BT-00004137	7/2/2021 10:06 AM	Katie Bennett	Tyler Ray	1	/2/2021 10:07 AM		One Time Payment		Pending C	Concurrence	\$27,002.06						
3	BT-00004135	7/2/2021 10:01 AM	Katie Bennett	Tyler Ray	1	/2/2021 10:05 AM		One Time Payment		Pending C	Concurrence	\$50,000.04						
4	BT-00004134	7/2/2021 9:59 AM	Tyler Ray	Katie Bennett				One Time Payment - Establish A/R		Closed		\$17.00	\$0.00					
5	BT-00004133	7/2/2021 9:59 AM	Katie Bennett	Tyler Ray	1	/2/2021 10:04 AM		One Time Payment		Pending C	Concurrence	\$27,002.03						
6	BT-00004132	7/2/2021 9:57 AM	Tyler Ray	Katie Bennett	1	/29/2021 8:00 PM		Change Recurring Deduction (18A)		Closed		\$4.00	\$4.00					
7	BT-00004131	7/2/2021 9:56 AM	Katie Bennett	Tyler Ray	1	/2/2021 10:04 AM		One Time Payment		Closed		\$702.02						
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(4) Create Finance Case Button

You can get help or raise issues at any time by submitting a Finance Case. Select the **Create Finance Case** button at the bottom of the browser window.



(5) Participant Search Button

You can perform a Participant search at any time by selecting the **Participant Search** button at the bottom of the browser window.



Participant Search

Follow these steps to conduct a Participant Search.

Step 1		
Enter a File	Number, SSN, or TIN in the Participant Search field and select Search	ch.
	Participant Search	
* File 1	lumber/SSN/TIN	
		Search

Note: You can search for a Participant from any screen using the **Participant Search** button on the bottom of the browser window.

eMPWR		nefi V Transaction Type One Time Payment		Created Date 4 ~ ~ 7/1/2021 10:09 AM	Last Modified Date ~ 7/1/2021 10:10 AM	Created By ~ EMPFC Clerk317	Approver Comments ~ RTS test for 8267	Status In Progress		~	
2 BT-0000		st Last Payment		7/1/2021 8:54 AM		EMPFC Clerk317	N13 153 101 6207	Closed			
3 BT-0000	831	One Time Payment		6/29/2021 1:50 PM	6/29/2021 1:51 PM	EMPFC Clerk317		In Progress			
4 8T-0000	812	Establish Recurring Deductions (18)		6/29/2021 1:28 PM	6/29/2021 1:34 PM	EMPFC Clerk317		Closed			
5 BT-0000	809	One Time Payment		6/29/2021 1:24 PM	6/29/2021 1:31 PM	EMPFC Clerk317		Closed			
6 8T-0000	651	One Time Payment		6/22/2021 12:18 PM	6/23/2021 6:55 AM	EMPFC Clerk317	where does this go	In Progress			
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You will see the **Transaction History** tab.

	Participant Pink Flamin	go											Process	Fiscal Tra	nsaction
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	PINK FL	AMINGC F	Recurring Payment (5/18/2021	\$117.00					\$117.00		Compensation/	Pensi	Compe	nsation Ve
	PINK FL	AMINGC F	Recurring Payment (4/8/2021	\$117.00					\$117.00		Compensation/	Pensi	Compe	nsation Ve
	PINK FL	AMINGC F	Recurring Payment (3/10/2021	\$117.00					\$117.00		Compensation/	Pensi	Compe	nsation Ve
	PINK FL	AMINGC F	Recurring Payment (2/17/2021	\$117.00					\$117.00		Compensation/	Pensi	Compe	nsation Ve

Transaction History Tab

You will see a list of all the transactions performed on a participant in the **Transaction History** tab. Follow the steps below to navigate the **Transaction History** tab.

Step 1

Select the beneficiary on the row of a specific transaction to view the details.

	ticipant nk Flamingo		83 <i>1117 -</i>)					2.7788			Process Fiscal Transactio
Participant ****2807	ID File Numb xxx_xx_41		TIN	Beneficiaries							
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	neficiaries 🗸 🗸	Transaction \checkmark	Date	✓ Authorized Benefits	✓ Receivables	✓ Deductions	∨ Payment	~	Accountable Balance	Award Type 🗸	Cost
	PINK FLAMINGO	Establish Recurring Deducti	6/29/2021	\$	0.00						
	PINK FLAMINGO	Recurring Payment (RP)	6/14/2021	\$11	7.00			\$117.00		Compensation/Pension Live	Compensation Veteran
	PINK FLAMINGO	Recurring Payment (RP)	5/18/2021	\$11	7.00			\$117.00		Compensation/Pension Live	Compensation Veteran
	PINK FLAMINGO	Recurring Payment (RP)	4/8/2021	\$11	7.00			\$117.00		Compensation/Pension Live	Compensation Veteran
	PINK FLAMINGO	Recurring Payment (RP)	3/10/2021	\$11	1.00			\$117.00		Compensation/Pension Live	Compensation Veteran
	PINK FLAMINGO	Recurring Payment (RP)	2/17/2021	\$11	7.00			\$117.00		Compensation/Pension Live	Compensation Veteran
	PINK FLAMINGO	Recurring Payment (RP)	1/6/2021	\$11	1.00			\$117.00		Compensation/Pension Live	Compensation Veteran
	PINK FLAMINGO	Recurring Payment (RP)	12/8/2020	\$11	7.00			\$117.00		Compensation/Pension Live	Compensation Veteran

Note: If there is a Recurring Payment (RP) you can view additional details from the Transaction History screen by selecting the carrot next to the **Beneficiaries** column. This will reveal the hidden rows with more details.

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The transaction details appear.

Payment Transactio	on History									\$ ×
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PINK FLAMINGO	Regular		\$117.00	7/1/2021		6/14/2021		317		317
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Step 2

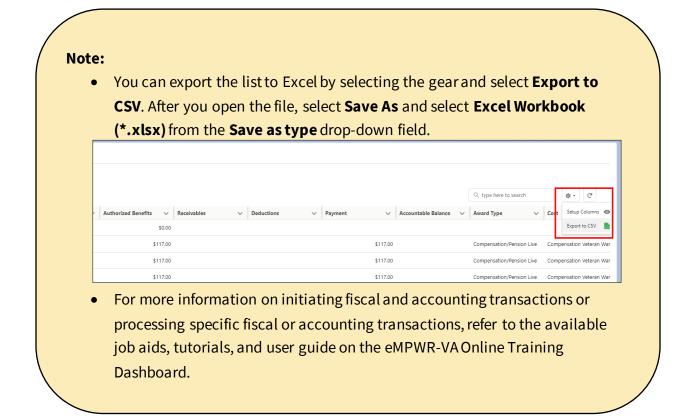
You can sort the list based on the headings by selecting the drop-down next to the specific header.

	Participant Pink Flamingo		8888 <i>1177 -) -)</i> 588							Process Fiscal Transaction
Participa			TIN	Beneficiarie						
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	PINK FLAMINGO	Recurring Payment (RP)	6/14/2021	🗸 Clip text	\$117.00			\$117.00	Compensation/Pension Live	Compensation Veteran Wa
	PINK FLAMINGO	Recurring Payment (RP)	5/18/2021	Ascending	\$117.00			\$117.00	Compensation/Pension Live	Compensation Veteran Wa
	PINK FLAMINGO	Recurring Payment (RP)	4/8/2021	Descending	\$117.00			\$117.00	Compensation/Pension Live	Compensation Veteran Wa
	PINK FLAMINGO	Recurring Payment (RP)	3/10/2021		\$117.00			\$117.00	Compensation/Pension Live	Compensation Veteran W
	PINK FLAMINGO	Recurring Payment (RP)	2/17/2021		\$117.00			\$117.00	Compensation/Pension Live	Compensation Veteran W

Step 3

You can filter the view to display the transactions by Accountable Balances, All Transactions, Deductions, Payments, and Receivables.

	All Transactions	•						
(sl	Accountable Balance	es						
Bei	✓ All Transactions	saction 🗸 🗸	Date	~	Authorized Benefits \sim	Receivables \checkmark	Deductions \checkmark	Payment
	Deductions	lish Recurring Deducti	6/29/2021		\$0.00			
	Payments	rring Payment (RP)	6/14/2021		\$117.00			
	Receivables							



Participant Details Tab

Select the **Participant Details** tab on this page to view information about the Participant.

Participant Pink Flamingo	Process Fiscal Transaction
Participant ID File Number SSN TIN Beneficiaries	
Transaction History Participant Details Notes E-Folder	
Account Name <u>Pink Hamingo</u> Name Pink Hamingo	Contact Record Type Unverified Veteran
Birthdate 2/10/1955	Phone
Contact Owner	Fax 2
Date of Death	×
Unverified	
55N	7

Note: Do not edit the information on the Participant Details tab.

Notes Tab

Select the **Notes** Tab to view notes related to processed transactions for the Participant.

Participant Pink Flamingo								Process Fiscal Transaction
rticipant ID File Number **2807 ***-4115	SSN ***-**-4115	TIN	Beneficiaries					
Transaction History Pa	irticipant Details	Notes	E-Folder					
🔃 Notes (1)								Export New Note
Notes (1)	~	Notes Text		~	Created By	~	Created Date	Export New Note

E-Folder Tab

Select the **eFolder** Tab to view the Fiscal Print and other documents for the participant.

Transaction History Parti	icipant Details Notes E-Folder		
Claim Evidence 25 Items + Sorted by Receipt Date		Pink Flamingo - 60000000	Upload File Snow 23 V records C V
Receipt Date 4	Document Type	Subject	Content Source
2022-04-13	Appeal Checklist		VBMS-UI
2022-04-13	Appeal Substitution Review		VBMS-UI
2022-04-01	Web / HTML Documents	Fiscal Print 06C	eMPWR-VA
2022-03-22	Web / HTML Documents	Fiscal Print 06A	eMPWR-VA
2022-03-17	Web / HTML Documents	Fiscal Print 06A	eMPWR-VA
2022-02-28	Web / HTML Documents	Fiscal Print 06A	eMPWR-VA
2022-02-08	DBQ - Other Test Results	Test	VBMS-UI

Note: Refer to the *eFolder Enhancements* job aid and the *View and Download Fiscal Print* job aid on the eMPWR-VA Online Training Dashboard for more information on the eFolder tab.

eMPWRMyWorkQueue

The **eMPWR My Work Queue** lets you view all the transactions you have processed, along with their statuses, in your eMPWR My Work Queue. Follow the steps below to navigate the **eMPWR My Work Queue**.

Note: The eMPWR My Work Queue is available for all users except for those with only the Inquiry role.

Step 1

You can view specific details of a transaction by selecting the Transaction ID. A new tab will open with the transaction details.

MPV	VR My Work Queue				\$				
	eMPWR Transactions eMPWR My Work	Queu	e						Printable View
8+ it	ems • Sorted by eMPWR Transact	ion • Fil	tered by All em	pwr transactions - Parent Tra	nsaction, Show in Work	Queue • Updated 14 n	ninutes ago	Q Search this list	尊 * Ci
	eMPWR Transaction ↑	~	File N \vee	Transaction Type $~~$ $~~$	Created Date 🗸	Last Modifie 🗸	Created By 🗸	Status	~
1	BT-00002762			Release of Proceeds - Payment of Proceeds	5/25/2021 1:36 PM	6/29/2021 10:12 AM	EMPFC Clerk	Closed	
2	BT-00002763			Release of Proceeds - Payment of Proceeds	5/25/2021 1:56 PM	6/29/2021 10:12 AM	EMPFC Clerk	Closed	

Note: You can only view the details of transactions that you have generated. The statuses of these transaction include in progress, pending authorization, pending concurrence, and closed.

Step 2

You can view transaction details such as status and approval history. The progress bar shows the transaction status and next steps, if applicable.

	Sandbox EMPWRVAUAT	
eMPWR-VA Home V B8T-00003812 V X	All v O, Search	** 🖬 ? 卒 🖡 🐯
eMPWR Transaction		+ Follow
eMPWR Transaction Transaction Id Transaction Type F 8T-00003812 Establish Recurring Deductions (18)	le Number Participant Name Status Plink Flamingo Closed	
· · ·	\rangle , \rangle	Closed
Approval History Related	Details Feed	
Approval History (2)	Transaction Details	
Authorization Approval	* Recoup From	*Deduct From
Date: 6/29/2021, 01:34 PM	Compensation	Recurring Monthly Payment
Status: Approved Assigned To: eMPWR Auth Queue 317	*Deduction Type	* Balance Due
Assigned to: Actual Approver: EMPAU Author317	Other Government Agency Indebtedness [63C]	\$1.000.00
Comments:	*Offset Purpose	
Transaction Approval History Data: 6/29/2021, 01:28 PM	Education Overpayment	w later and the second s
Date: 6/29/2021, 01:28 PM Status: Submitted	*Monthly Amount	
Assigned To: EMPFC Clerk317	\$100.00	
Actual Approver: EMPPC Clerk317	*Effective Date End Date	
Comments: Submitting request for approval.	6/30/2021 07/2/2021	a
	*Original Amount	
View All	\$1,000.00	
	Notes	
	Sample transaciton notes here	
Files (1)		h
Fiscal Print 8T-0003812-20210629-0135 PDF Jun 29, 2021 + 77K8 + pdf		
View All		
Create Finance Case Q. Participant Search		

Step 3

For transactions still pending authorization, you can recall them to remove them from your station's authorization queue and make any changes.

Approval History	Related		De
Approval Histor	y (2)	•	T
Payment Amount less th	an 25k	Recall	
Date:	7/12/2021, 08:43 PM		
Status:	Pending		
Assigned To:	eMPWR Auth Queue 317		
Actual Approver:	eMPWR Auth Queue 317		
Comments:			
eMPWR_Concurring_App	proval		
Date:	7/12/2021, 08:43 PM		
Status:	Submitted		
Assigned To:	EMPFC Clerk317		
Actual Approver:	EMPFC Clerk317		
Comments:	Submitting request for approval.		
	View All		

Step 4

You can add or attach files to any transaction from this page by selecting the Upload Files button.

eMPWR Transacti	on		
eMPWR Transaction BT-00003831	Transaction Id	Transaction Type One Time Payment	File Number
Ir	n Progress	Pendi	ng Authorization
Approval History	Related		
Approval Hist	ory (0)		
	View All		
Files (0)			
	Cr drop fil		

Note: Attachments can only be added after the transaction is saved.

Refer to the **Navigating eMPWR-VA Tutorial** available under the **Tutorials** tab of this dashboard for further details related to navigating eMPWR-VA.