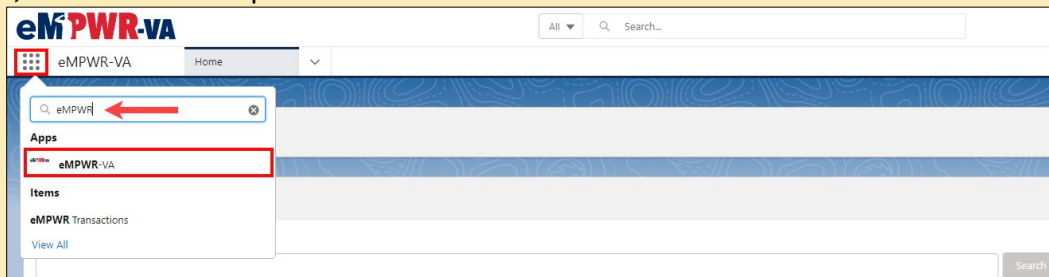


Navigating eMPWR-VA

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.

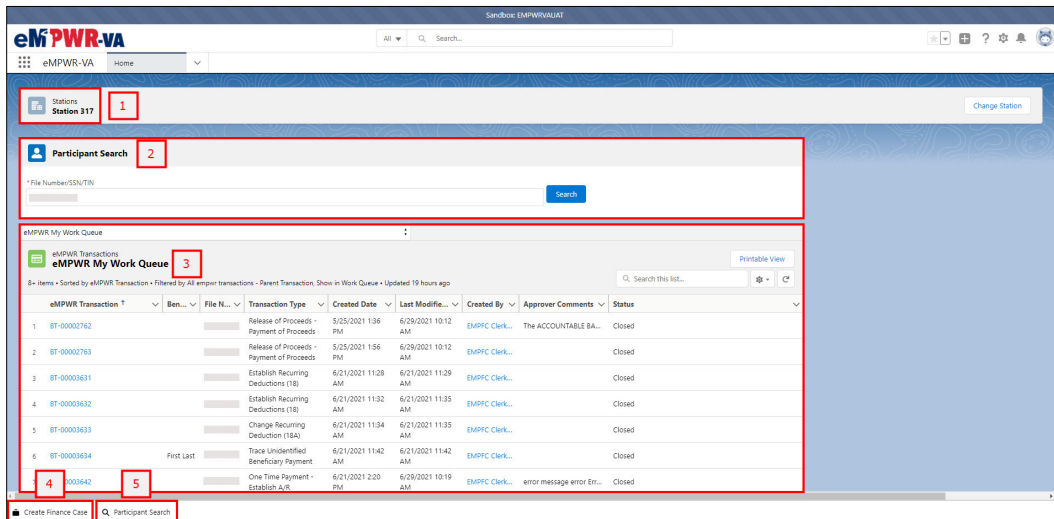
Note: Chrome or Edge is the recommended browser.

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.



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**.



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

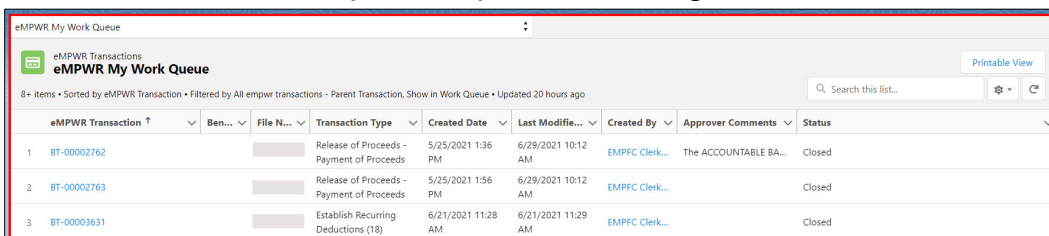
Below the station number, you'll find the **Participant Search** field where you can search for a Participant using a File Number, SSN, or TIN.



The screenshot shows a 'Participant Search' section with a search input field and a 'Search' button. The input field contains the text '* File Number/SSN/TIN'.

(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.

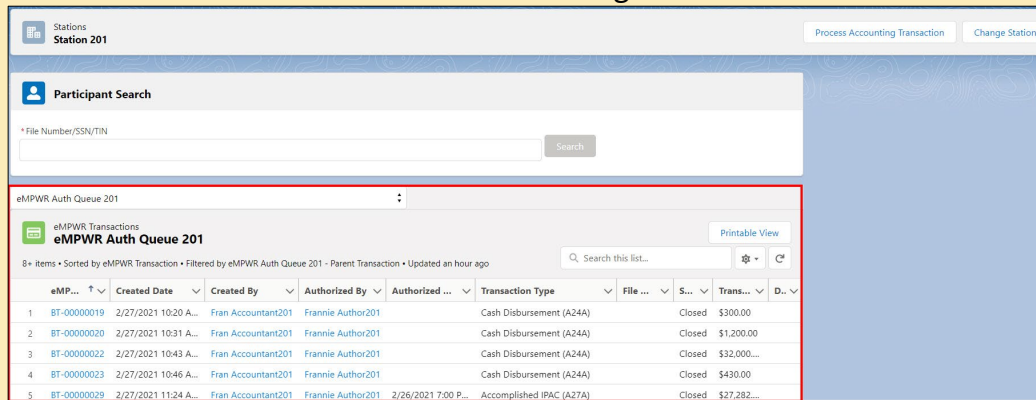


The screenshot shows the 'eMPWR My Work Queue' interface. It includes a search bar, a 'Printable View' button, and a table with the following data:

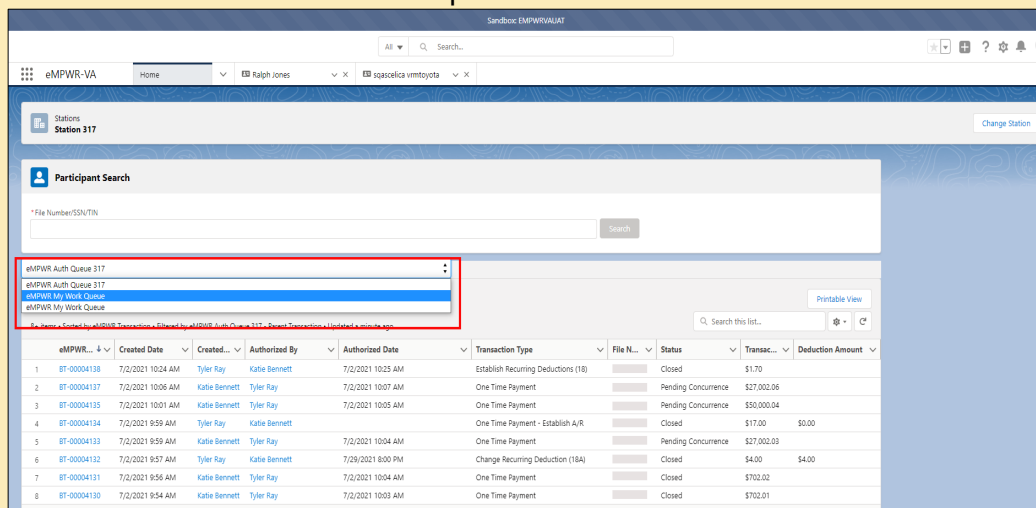
eMPWR Transaction	Ben...	File N...	Transaction Type	Created Date	Last Modified	Created By	Approver Comments	Status
1 BT-00002762			Release of Proceeds - Payment of Proceeds	5/25/2021 1:36 PM	6/29/2021 10:12 AM	EMPFCLerk...	The ACCOUNTABLE BA...	Closed
2 BT-00002763			Release of Proceeds - Payment of Proceeds	5/25/2021 1:56 PM	6/29/2021 10:12 AM	EMPFCLerk...		Closed
3 BT-00003631			Establish Recurring Deductions (18)	6/21/2021 11:28 AM	6/21/2021 11:29 AM	EMPFCLerk...		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 concurren, 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.



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



(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.

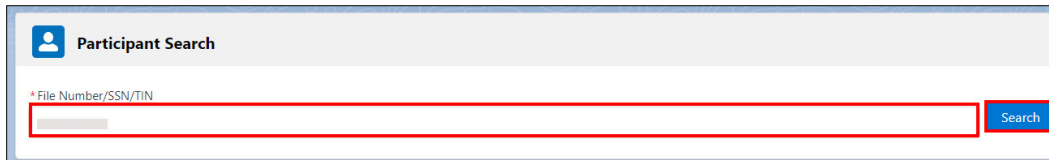


Participant Search

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**.

A screenshot of a web form titled 'Participant Search'. The form has a search input field with a red border and a blue 'Search' button to its right. The input field is labeled with a red asterisk and the text '* File Number/SSN/TIN'.

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

The screenshot shows the 'eMPWR My Work Queue' interface. At the top, there is a search bar with the text 'Search this list...'. Below the search bar is a table with columns: eMPWR Tr..., Benef..., Transaction Type, Created Date, Last Modified Date, Created By, Approver Comments, and Status. The table contains 7 rows of transaction data. At the bottom of the screen, a 'Participant Search' modal window is open, showing a search input field with the placeholder text '*File Number/SSN/TIN' and a 'Search' button. A red box highlights the 'Participant Search' button in the bottom navigation bar.

You will see the **Transaction History** tab.

The screenshot shows the 'Transaction History' tab for a participant named 'Pink Flamingo'. The participant's details are displayed at the top: Participant ID ****2807, File Number ***-**-4115, SSN ***-**-4115, and TIN. Below the details is a table with columns: Beneficiaries, Transaction, Date, Authorized Ben..., Receivables, Deductions, Payment, Accountable Ba..., Award Type, and Cost. The table shows 6 rows of transaction data for 'BINK FLAMINGC'.

Beneficiaries	Transaction	Date	Authorized Ben...	Receivables	Deductions	Payment	Accountable Ba...	Award Type	Cost
BINK FLAMINGC	Establish Recurring D...	6/29/2021		\$0.00					
BINK FLAMINGC	Recurring Payment (...)	6/14/2021		\$117.00		\$117.00		Compensation/Pensi...	Compensation Vc
BINK FLAMINGC	Recurring Payment (...)	5/18/2021		\$117.00		\$117.00		Compensation/Pensi...	Compensation Vc
BINK FLAMINGC	Recurring Payment (...)	4/8/2021		\$117.00		\$117.00		Compensation/Pensi...	Compensation Vc
BINK FLAMINGC	Recurring Payment (...)	3/10/2021		\$117.00		\$117.00		Compensation/Pensi...	Compensation Vc
BINK FLAMINGC	Recurring Payment (...)	2/17/2021		\$117.00		\$117.00		Compensation/Pensi...	Compensation Vc

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.

The screenshot shows the Transaction History tab for participant Pink Flamingo. The table lists various transactions, including recurring payments and deductions. The 'Beneficiaries' column is highlighted with a red box, indicating the step to click on a beneficiary to view details.

Beneficiaries	Transaction	Date	Authorized Benefits	Receivables	Deductions	Payment	Accountable Balance	Award Type	Cost
	Establish Recurring Deduct...	6/29/2021		\$0.00					
PINK FLAMINGO	Recurring Payment (RP)	6/14/2021		\$117.00		\$117.00		Compensation/Pension Live	Compensation Veteran War
PINK FLAMINGO	Recurring Payment (RP)	5/18/2021		\$117.00		\$117.00		Compensation/Pension Live	Compensation Veteran War
PINK FLAMINGO	Recurring Payment (RP)	4/8/2021		\$117.00		\$117.00		Compensation/Pension Live	Compensation Veteran War
PINK FLAMINGO	Recurring Payment (RP)	3/10/2021		\$117.00		\$117.00		Compensation/Pension Live	Compensation Veteran War
PINK FLAMINGO	Recurring Payment (RP)	2/17/2021		\$117.00		\$117.00		Compensation/Pension Live	Compensation Veteran War
PINK FLAMINGO	Recurring Payment (RP)	1/6/2021		\$117.00		\$117.00		Compensation/Pension Live	Compensation Veteran War
PINK FLAMINGO	Recurring Payment (RP)	12/8/2020		\$117.00		\$117.00		Compensation/Pension Live	Compensation Veteran War

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.

The screenshot shows the Transaction History tab for participant Pink Flamingo. The 'Beneficiaries' column is expanded, revealing additional transaction details. The table lists various transactions, including amended running awards, irregular payments, and change of payment addresses.

Beneficiaries	Transaction	Date	Authorized Benefits	Receivables	Deductions	Payment	Accountable Balance	Award Type	Cost
PINK FLAMINGO	Amended Running Award (...)	5/1/2008	-\$1,142.73	\$1,142.73				Compensation/Pension Live	Compensation Vet
PINK FLAMINGO	Irregular Payment (IP)	4/24/2008		\$398.00		\$398.00		Compensation/Pension Live	Compensation Vet
PINK FLAMINGO	Amended Running Award (...)	4/15/2008		\$282.00		\$282.00		Compensation/Pension Live	Compensation Vet
PINK FLAMINGO	Change of Payment Address...	4/15/2008							

The transaction details appear.

Recurring Payment (RP)

Payment Transaction History

Beneficiaries	Payment Type	Payment Amount	Payment Date	Scheduled Date	Processing Station	Sta. Of Jurisdiction
PINK FLAMINGO	Regular	\$117.00	7/1/2021	6/14/2021	317	317

Notes

Payment Address

Payment Address
 Name: PINK FLAMINGO
 Address: 22 CHECK FOR ADDRESS UPDATE LN
 City, State: TAMPA, FL
 Zip Code: 33626
 Country: USA

Additional Information

Return Reason

Close

Step 2

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

Participant: Pink Flamingo

Participant ID: ****2807, File Number: ****-4115, SSN: ****-4115, TIN: ****-4115, Beneficiaries

Transaction History | Participant Details | Notes | E-Folder

All Transactions

Showing 173 of 173

Beneficiaries	Transaction	Date	Authorized Benefits	Receivables	Deductions	Payment	Accountable Balance	Award Type	Cost
PINK FLAMINGO	Establish Recurring Deduct...	6/29/2021	Wrap text	\$0.00				Compensation/Pension Live	Compensation Veteran War
PINK FLAMINGO	Recurring Payment (RP)	6/14/2021	Clip text	\$117.00	\$117.00			Compensation/Pension Live	Compensation Veteran War
PINK FLAMINGO	Recurring Payment (RP)	5/18/2021	Ascending	\$117.00	\$117.00			Compensation/Pension Live	Compensation Veteran War
PINK FLAMINGO	Recurring Payment (RP)	4/8/2021	Descending	\$117.00	\$117.00			Compensation/Pension Live	Compensation Veteran War
PINK FLAMINGO	Recurring Payment (RP)	3/10/2021		\$117.00	\$117.00			Compensation/Pension Live	Compensation Veteran War
PINK FLAMINGO	Recurring Payment (RP)	2/17/2021		\$117.00	\$117.00			Compensation/Pension Live	Compensation Veteran War

Step 3

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

Transaction History | Participant Details | Notes | E-Folder

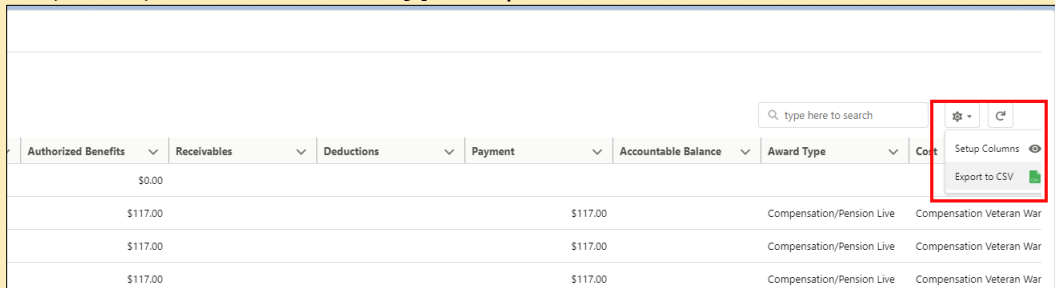
All Transactions

- Accountable Balances
- All Transactions
- Deductions
- Payments
- Receivables

Beneficiaries	Transaction	Date	Authorized Benefits	Receivables	Deductions	Payment
PINK FLAMINGO	Establish Recurring Deduct...	6/29/2021		\$0.00		
PINK FLAMINGO	Recurring Payment (RP)	6/14/2021		\$117.00		
PINK FLAMINGO	Recurring Payment (RP)	5/18/2021		\$117.00		
PINK FLAMINGO	Recurring Payment (RP)	4/8/2021		\$117.00		

Note:

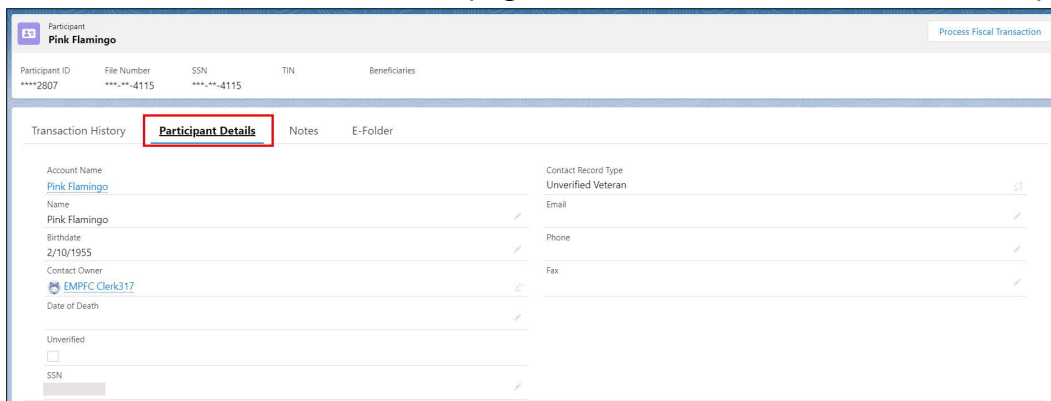
- You can export the list to Excel by selecting the gear and select **Export to CSV**. After you open the file, select **Save As** and select **Excel Workbook (*.xlsx)** from the **Save as type** drop-down field.



- For more information on initiating fiscal and accounting transactions or processing specific fiscal or accounting transactions, refer to the available job aids, tutorials, and user guide on the eMPWR-VA Online Training Dashboard.

Participant Details Tab

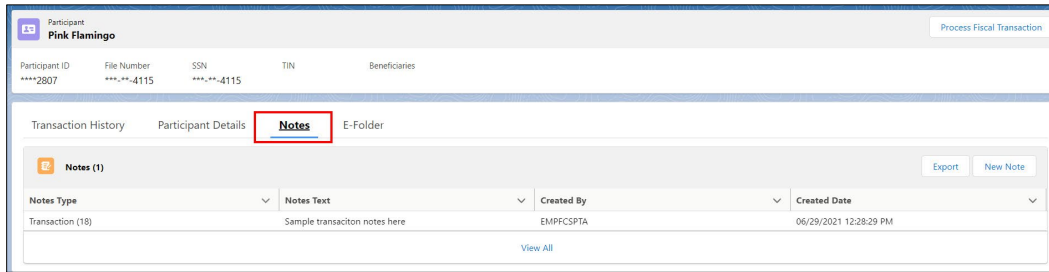
Select the **Participant Details** tab on this page to view information about the Participant.



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.



E-Folder Tab

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

The screenshot shows the 'eFolder' tab selected for participant 'Pink Flamingo'. The interface displays a table of documents with columns for 'Receipt Date', 'Document Type', 'Subject', and 'Content Source'. The table contains several rows of data, including 'Appeal Checklist', 'Appeal Substitution Review', and multiple 'Fiscal Print' documents. A 'Claim Evidence' section is also visible at the top left of the document list.

Receipt Date	Document Type	Subject	Content Source
2022-04-13	Appeal Checklist		VBMS-UI
2022-04-13	Appeal Substitution Review		VBMS-UI
2022-04-01	Y19b / HTMl Documents	Fiscal Print 05C	eMPWR-VA
2022-03-22	Y19b / HTMl Documents	Fiscal Print 05A	eMPWR-VA
2022-03-17	Y19b / HTMl Documents	Fiscal Print 05A	eMPWR-VA
2022-02-28	Y19b / HTMl Documents	Fiscal Print 05A	eMPWR-VA
2022-02-08	Z19Q - Other Text Results	Text	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.

eMPWR My Work Queue

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.

eMPWR Transaction	File N...	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.

The screenshot displays the 'eMPWR Transaction' details for ID BT-00003812. At the top, a progress bar indicates the transaction status as 'Closed'. Below this, the 'Approval History' section shows a list of approvals, including an 'Authorization Approval' and a 'Transaction Approval History' entry, both with their respective dates and assigned users. The 'Details' section provides further information, including 'Transaction Details' such as 'Recoup From' (Compensation), 'Deduction Type' (Other Government Agency Indebtedness (83C)), and 'Education Overpayment' (Monthly Amount: \$100.00). It also shows 'Effective Date' (6/30/2021) and 'End Date' (7/2/2021). A 'Files' section at the bottom left shows a PDF file named 'Fiscal Print BT-00003812-20210629-0135'.

Step 3

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

The screenshot displays the 'Approval History' section of a software interface. At the top, there are two tabs: 'Approval History' (which is selected and underlined) and 'Related'. Below the tabs, there is a header for 'Approval History (2)' with a person icon. The main content area shows two entries. The first entry is for a 'Payment Amount less than 25k' with a date of '7/12/2021, 08:43 PM', a status of 'Pending', assigned to 'eMPWR Auth Queue 317', and approved by 'eMPWR Auth Queue 317'. The second entry is for 'eMPWR_Concurring_Approval' with the same date, a status of 'Submitted', assigned to 'EMPFC Clerk317', and approved by 'EMPFC Clerk317'. A 'Recall' button is highlighted with a red box next to the first entry. At the bottom of the list, there is a 'View All' button.

Item	Date	Status	Assigned To	Actual Approver	Comments
Payment Amount less than 25k	7/12/2021, 08:43 PM	Pending	eMPWR Auth Queue 317	eMPWR Auth Queue 317	
eMPWR_Concurring_Approval	7/12/2021, 08:43 PM	Submitted	EMPFC Clerk317	EMPFC Clerk317	Submitting request for approval.

Step 4

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

The screenshot displays the eMPWR Transaction interface. At the top, there is a header for 'eMPWR Transaction' with a green icon. Below this, a table lists transaction details:

eMPWR Transaction	Transaction Id	Transaction Type	File Number
BT-00003831		One Time Payment	

Below the table, there is a progress indicator with two segments: 'In Progress' (highlighted in blue) and 'Pending Authorization' (grey). Underneath, there are two tabs: 'Approval History' (selected) and 'Related'. The 'Approval History' section shows 'Approval History (0)' with a dropdown arrow and a 'View All' button. The 'Files (0)' section shows a dashed box for file uploads, with an 'Upload Files' button (highlighted in red) and the text 'Or drop files' below it.

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.