

Processing Transaction 06A: One Time Payment (Participant)

The One-Time Payment (06A) transaction is designed to process a payment request on behalf of a beneficiary external to the award process. This situation occurs when a review of the benefit record indicates an out of balance between the awarded benefits data and the financial data, or the award process does not include the program in which a decision is made to award benefits.

Step 1

Refer to the *Initiating Fiscal Transactions* Job Aid for the steps on how to **Process a Fiscal Transaction**. Then, follow the steps below for the **One Time Payment (06A)** transaction for participants.

Note: For a **Vendor** transaction, refer to the *Processing Transaction 06A (Vendor) in eMPWR-VA* Job Aid.

Step 2

Select **One Time Payment (06A)** under the **Payments** section of the **Transaction** tree.

The screenshot shows a software interface for processing transactions. On the left, there are fields for 'Award Status' (Terminated), 'Suspension Reason', and 'Date of Claim'. Below these is a section for '* Processing Transaction Type' with radio buttons for 'Participant' (selected) and 'Vendor'. On the right, a tree view shows the following structure: 'Establish Accounting Transfer (04A)', '> Deductions/Miscellaneous', and 'v Payments'. Under 'Payments', 'One Time Payment (06A)' is highlighted with a red box. Other options listed are 'One Time Payment - Establish A/R (06B)', 'Special Pay (06G)', and 'Trace Payment (06ZI)'. At the bottom right of the interface are 'Cancel' and 'Next' buttons. The footer of the window displays 'One Time Payment (06A)', '03/05/2021', and '\$531.00'.

Note: The **Processing Transaction Type** automatically defaults to **Participant**.

Step 3

Select the **Next** button to continue. The **One Time Payment (06A)** screen will then display.

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Award Status: Terminated
Suspension Reason: Reason

Date of Claim:

* Processing Transaction Type
 Participant
 Vendor

Establish Accounting Transfer (04A)

- > Deductions/Miscellaneous
- ▼ Payments
 - One Time Payment (06A)
 - One Time Payment - Establish A/R (06B)
 - Special Pay (06G)
 - Trace Payment (06ZI)

Cancel Next

One Time Payment (06A) 03/05/2021 \$531.00

Step 4

Enter the appropriate **Program Type**.

One Time Payment (06A)

Enter Payments

* Program Type: -Select-
* Transaction Address: -Select-

* Payment Amount:

* Begin Date: mm/dd/yyyy
* End Date: mm/dd/yyyy

Special Address
Refresh

One Time Payment (06A) 03/05/2021 \$531.00

Note: When the **Program Type** is **Chapter 39**, the fields below will be added to the transaction screen. All fields except for **Comments** and **Disposition Date** are required fields (annotated by an asterisk).

- Comments
- Voucher Number
- Vehicle Year
- Service Date
- Vehicle Make
- Vehicle Model
- VIN
- Disposition Date

* Program Type
Chapter 39

* Transaction Address
123 MAIN ST, LUTZ, FL, USA 33559

* Payment Amount
123 MAIN ST
LUTZ, FL 33559
USA

* Begin Date
mm/dd/yyyy

* End Date
mm/dd/yyyy

* Cost Code
-Select-

Comments
type here...
42 characters remaining

* Voucher Number

* Vehicle Model

* Vehicle Year

* VIN

* Vehicle Make

* Service Date
mm/dd/yyyy

Disposition Date
mm/dd/yyyy

* Notes
type here...
250 characters remaining

Cancel Back Save Submit

Step 5

Confirm the **Transaction Address**.

* Program Type
Compensation

* Transaction Address
123 MAIN ST, LUTZ, FL, USA 33559

* Payment Amount
123 MAIN ST
LUTZ, FL 33559
USA

* Begin Date
mm/dd/yyyy

* End Date
mm/dd/yyyy

* Cost Code
-Select-

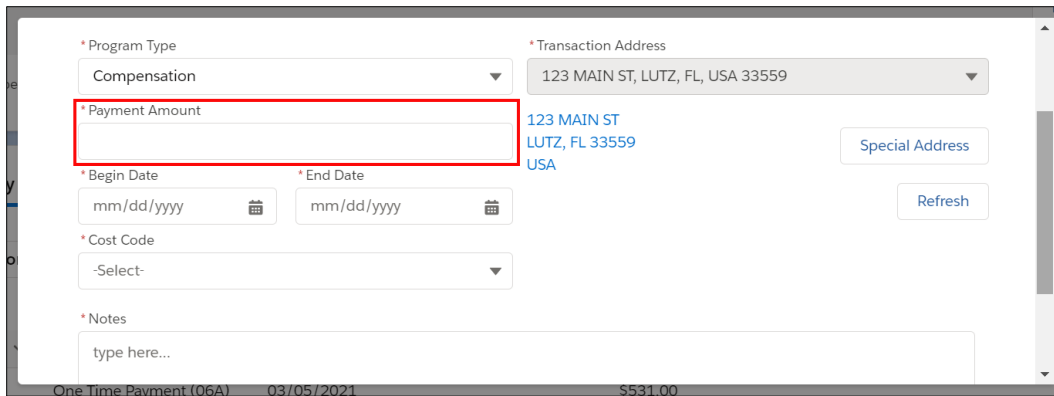
* Notes
type here...

One Time Payment (06A) 03/05/2021 5531.00

Note: The **Special Address** functionality is available for a **One-time Address** for extraordinary circumstances. The address can be (1) a physical address for mailing a payment, or (2) a bank account for **Electronic Funds Transfer**. The address will NOT be stored down in the application's database for future transactions.

Step 6

Enter the appropriate **Payment Amount**.



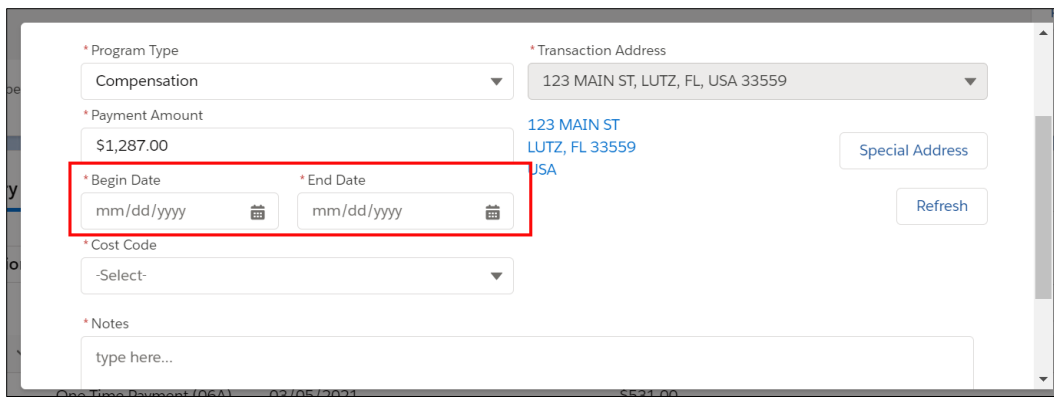
The screenshot shows a web form for entering payment details. The fields are as follows:

- * Program Type:** Compensation (dropdown)
- * Transaction Address:** 123 MAIN ST, LUTZ, FL, USA 33559 (dropdown)
- * Payment Amount:** (text input field, highlighted with a red box)
- * Begin Date:** mm/dd/yyyy (calendar icon)
- * End Date:** mm/dd/yyyy (calendar icon)
- * Cost Code:** -Select- (dropdown)
- * Notes:** type here... (text area)
- Special Address:** (button)
- Refresh:** (button)

At the bottom of the form, the text "One Time Payment (06A) 03/05/2021 \$531.00" is visible.

Step 7

Enter the **Begin Date** and **End Date**.



The screenshot shows the same web form as in Step 6, but with the following changes:

- * Payment Amount:** \$1,287.00
- * Begin Date:** mm/dd/yyyy (calendar icon, highlighted with a red box)
- * End Date:** mm/dd/yyyy (calendar icon, highlighted with a red box)

The other fields and buttons remain the same as in Step 6. The text "One Time Payment (06A) 03/05/2021 \$531.00" is still visible at the bottom.

Note:

- **Begin Date** must be prior to today's date. There are two exceptions where the user is allowed to enter a **Begin Date** that is up to 14 days in the future – these are:
 - When the **Program Type** is **STEM** and the **Cost Code** selected is **SC1A, SC2A, SC3A, or SC4A**
 - When it's a **Vendor** based transaction and the **Program Type** is **Chapter 33, STEM or VET TEC.**
- **End Date** must be after the **Begin Date.**

Step 8

Select the **Cost Code**. The **Cost Code** options that you will be able to select from are populated based on the program selected.

The screenshot shows a web form with the following fields and values:

- Program Type:** Compensation
- Transaction Address:** 123 MAIN ST, LUTZ, FL, USA 33559
- Payment Amount:** \$1,287.00
- Begin Date:** 3/29/2021
- End Date:** 4/10/2021
- Cost Code:** -Select- (highlighted with a red box)
- Notes:** type here...

Step 9

Enter notes in the **Notes** field.

The screenshot shows a web form with the following fields and values:

- Begin Date:** 3/29/2021
- End Date:** 4/10/2021
- Cost Code:** 3441 - Compensation Veteran Wartime Rates
- Notes:** type here... (highlighted with a red box)

At the bottom of the form, there are buttons for **Cancel**, **Back**, **Save**, and **Submit**. A character count indicator shows "250 characters remaining".

Step 10

Select the **Submit** button.

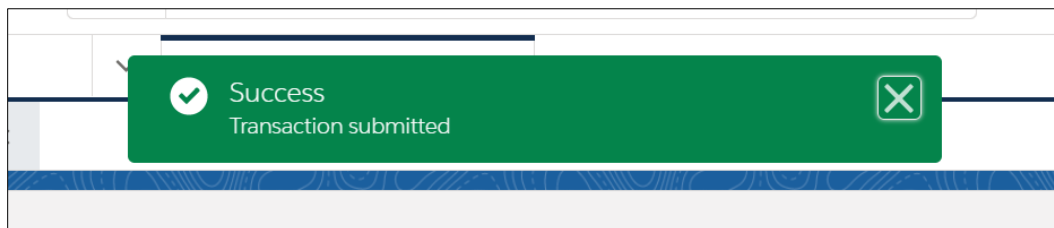
The screenshot shows a web form with the following elements:

- Begin Date:** 3/29/2021
- End Date:** 4/10/2021
- Cost Code:** 3441 - Compensation Veteran Wartime Rates
- Notes:** Notes go here. | (235 characters remaining)
- Buttons:** Cancel, Back, Save, and Submit (highlighted with a red box)

Note:

- The **Save** button saves the transaction to your **Work Queue** so you can complete it at a later time.
- The **Back** button discontinues processing the transaction and takes you back to the **Available Transactions** screen.
- The **Cancel** button discontinues processing the transaction and takes you back to the **Participant Page**.

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



Refer to the *User Guide* available under the **User Guide** tab of this dashboard for further details related to additional fields that get activated based on the type of transaction that you select.