

Processing Transaction 06J1: Release Award Offset Balance with a One Time Payment

The purpose of the Release Award Offset Balance – One Time Payment (06J1) transaction is to release an offset award to a vendor with a one-time payment. Although this transaction can be processed for a Vendor or a Participant, it is more common to process 06J1 transactions for a Vendor. This job aid will outline the Vendor process but can be used for Participant transaction types as well.

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 **Release Award Offset Balance – One Time Payment (06J1)** transaction.

Step 2

Select the radio button next to the **Vendor** option under the **Processing Transaction Type** section of the **Processing Fiscal Transaction** screen.

The screenshot shows the 'Processing Fiscal Transaction' screen. At the top, there are dropdown menus for 'Award/Claim' (set to 'Compensation/Pension Live (Award)') and 'Participant' (set to 'Cinnamon Toast (1-Veteran)'). Below these are fields for 'File Number', 'Name' (Cinnamon Toast), 'Role' (1-Veteran), 'Payee Code' (00), 'SSN', 'TIN', 'Award Status' (Authorized), 'Suspension Reason', and 'Date of Claim'. On the right side, there is a 'Transaction' search box and a list of transaction types: 'Accountable Balance' (Release Award Offset Bal - One Time Payment (06J1)), 'Payments' (One Time Payment (06A)), and 'Receivables' (Establish A/R (04E)). At the bottom, under 'Processing Transaction Type', the 'Vendor' radio button is selected and highlighted with a red box, while the 'Participant' option is unselected. 'Cancel' and 'Next' buttons are visible at the bottom right.

Note: The **Participant** option will be selected by default. If appropriate, and you want to process this transaction for a Participant, leave the selection as is.

Step 3

Select **Release Award Offset Balance – One Time Payment (06J1)** under the **Accountable Balance** section of the **Transaction** tree.

* Award/Claim
Compensation/Pension Live (Award)

* Participant
Cinnamon Toast (1-Veteran)

File Number	Name
	Cinnamon Toast
Role	Payee Code
1-Veteran	00
SSN	TIN
Award Status	Suspension Reason
Authorized	
Date of Claim	

* Processing Transaction Type
 Participant
 Vendor

* Transaction
Search

- Accountable Balance
 - Release Award Offset Bal - One Time Payment (06J1)
- Payments
 - One Time Payment (06A)
- Receivables
 - Establish A/R (04E)

Cancel Next

Step 4

Select **Next**. The **Award Offset Accountable Balance** grid will display the offsets that are eligible.

* Award/Claim
Compensation/Pension Live (Award)

* Participant
Cinnamon Toast (1-Veteran)

File Number	Name
	Cinnamon Toast
Role	Payee Code
1-Veteran	00
SSN	TIN
Award Status	Suspension Reason
Authorized	
Date of Claim	

* Processing Transaction Type
 Participant
 Vendor

* Transaction
Search

- Accountable Balance
 - Release Award Offset Bal - One Time Payment (06J1)
- Payments
 - One Time Payment (06A)
- Receivables
 - Establish A/R (04E)

Cancel Next

Step 5

Select the radio button next to the **Award Offset** you want to pay out in the **Type** column.

Release of Award Offset Balance - One Time Payment (06J1)

Award Offset Accountable Balance

Type	Cost	Amount	Program Type	Account #	Reason	File #	Date
<input type="radio"/> Award Offset	No Cost Associated	\$696.00	DVB	245971	Attorney Fee		05/18/2022
<input type="radio"/> Award Offset	No Cost Associated	\$703.23	DVB	245973	Attorney Fee		05/18/2022
<input type="radio"/> Award Offset	No Cost Associated	\$863.64	DVB	245975	Attorney Fee		05/18/2022
<input type="radio"/> Award Offset	No Cost Associated	\$961.80	DVB	245976	Attorney Fee		05/18/2022
<input type="radio"/> Award Offset	No Cost Associated	\$1,101.96	DVB	245977	Attorney Fee		05/18/2022
<input type="radio"/> Award Offset	No Cost Associated	\$1,184.28	DVB	245978	Attorney Fee		05/18/2022
<input type="radio"/> Award Offset	No Cost Associated	\$626.10	DVB	245979	Attorney Fee		05/18/2022
<input type="radio"/> Award Offset	No Cost Associated	\$626.10	DVB	245980	Attorney Fee		05/18/2022
<input type="radio"/> Award Offset	No Cost Associated	\$195.59	DVB	245981	Attorney Fee		05/26/2022

Continue Clear

File Upload

Attach

Upload Files Or drop files

Cancel Back Save Submit

Note: Only one selection can be made at a time.

Step 6

Select **Continue**. The **Accountable Balances** grid will display.

Release of Award Offset Balance - One Time Payment (06J1)

Award Offset Accountable Balance

Type	Cost	Amount	Program Type	Account #	Reason	File #	Date
<input checked="" type="radio"/> Award Offset	No Cost Associated	\$696.00	DVB	245971	Attorney Fee		05/18/2022
<input type="radio"/> Award Offset	No Cost Associated	\$703.23	DVB	245973	Attorney Fee		05/18/2022
<input type="radio"/> Award Offset	No Cost Associated	\$863.64	DVB	245975	Attorney Fee		05/18/2022
<input type="radio"/> Award Offset	No Cost Associated	\$961.80	DVB	245976	Attorney Fee		05/18/2022
<input type="radio"/> Award Offset	No Cost Associated	\$1,101.96	DVB	245977	Attorney Fee		05/18/2022
<input type="radio"/> Award Offset	No Cost Associated	\$1,184.28	DVB	245978	Attorney Fee		05/18/2022
<input type="radio"/> Award Offset	No Cost Associated	\$626.10	DVB	245979	Attorney Fee		05/18/2022
<input type="radio"/> Award Offset	No Cost Associated	\$626.10	DVB	245980	Attorney Fee		05/18/2022
<input type="radio"/> Award Offset	No Cost Associated	\$195.59	DVB	245981	Attorney Fee		05/26/2022

Continue Clear

File Upload

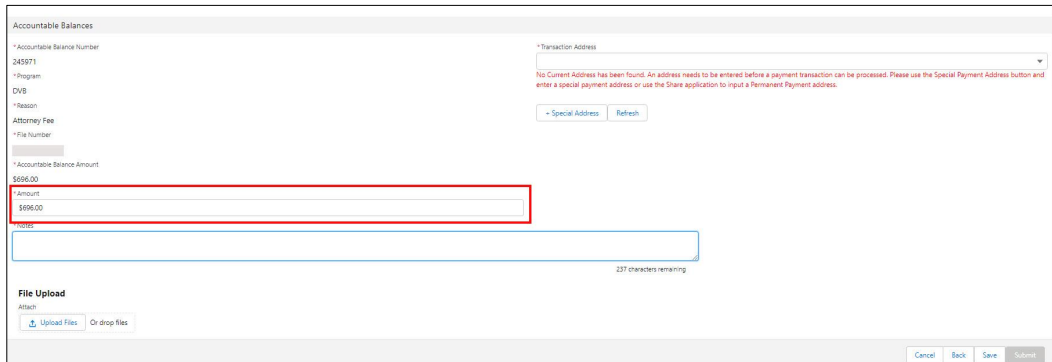
Attach

Upload Files Or drop files

Cancel Back Save Submit

Step 7

Edit the **Amount** you want to pay out if you want to release a partial payment.



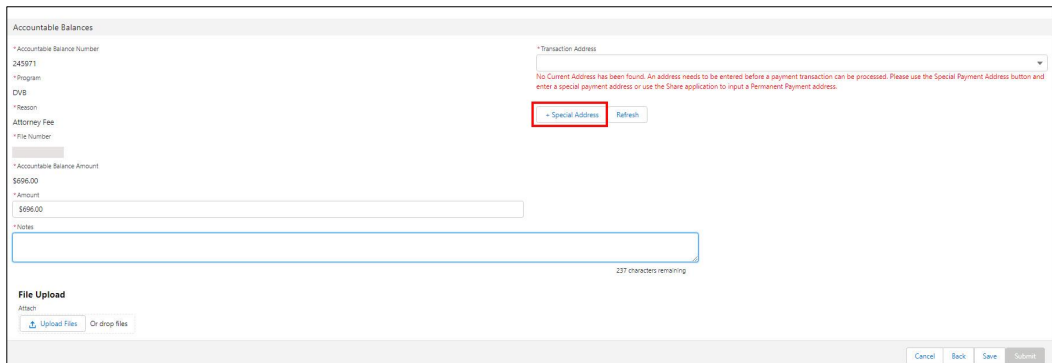
The screenshot shows a web form titled "Accountable Balances". The form contains several fields: "Accountable Balance Number" (345971), "Program" (DVB), "Reason", "Attorney Fee", "File Number", "Accountable Balance Amount" (\$696.00), "Amount" (\$696.00), and "Notes". The "Amount" field is highlighted with a red border. To the right, there is a "Transaction Address" dropdown menu with a red box around the "Special Address" button. Below the dropdown, a message reads: "No Current Address has been found. An address needs to be entered before a payment transaction can be processed. Please use the Special Payment Address button and enter a special payment address or use the Share application to input a Permanent Payment address." At the bottom, there is a "File Upload" section with an "Upload Files" button and a "237 characters remaining" indicator.

Note:

- The Amount field auto-populates with the total amount of the Award Offset.
- The **Accountable Balance Number, Program, Reason, File Number, and Accountable Balance Amount** fields auto-populate and cannot be modified.

Step 8

Select **Special Address** under the **Transaction Address** field to input the address for the vendor.



The screenshot shows the same "Accountable Balances" form as in Step 7. In this view, the "Special Address" button under the "Transaction Address" dropdown is highlighted with a red box. The "Amount" field is no longer highlighted. The rest of the form, including the "Notes" field and "File Upload" section, remains the same.

Note: A **Special Address** is required for all Vendor 06J1 transactions.

Step 9

Select the desired tab, either **EFT** or **Check Address**, on the **Add Special Payment Address** popup and enter the appropriate information for your selection.

Add Special Payment Address EFT

EFT Check Address

* Routing#

* Name

* Account#

Checking
 Savings

Note: When processing this transaction for a **Vendor** always select the **EFT** option.

Option 1: Add Special Payment Address EFT.

- Select **EFT**.
- Enter the **Routing number** and select **Search**.

The screenshot shows a form titled "Add Special Payment Address EFT". At the top, there are two radio buttons: "EFT" (which is selected and has a red arrow pointing to it) and "Check Address". Below the radio buttons, there is a text input field labeled "* Routing#" with a magnifying glass icon inside. To the right of this field is a blue "Search" button. Below the routing number field is another text input field labeled "* Name".

- If the **Routing Number** is valid, a green **Success** message will appear briefly, then disappear. Then the bank **Name** will populate based on the routing number.



- Enter the **Account Number**.
- Select the radio button next to the **Account Type**.
- Select **Save**.

The screenshot shows the same form as above, but now the "Account#" field is highlighted with a red box. Below it, there are two radio buttons: "Checking" (which is selected and has a red box around it) and "Savings". At the bottom right of the form, there are two buttons: "Cancel" and "Save" (which is highlighted with a red box).

Option 2: Add Special Payment Check Address.

- Select **CheckAddress**.
- Enter the required address information: **Address location, Recipient, Address, City, State, Postal Code**, and **Country**.
- Then, select **Save**.

The screenshot shows a web form titled "Add Special Payment Address Check". At the top, there are two tabs: "EFT" and "Check Address". A red arrow points to the "Check Address" tab. Below the tabs, the form contains several fields, each highlighted with a red box:

- A dropdown menu with "Domestic" selected.
- A text input field labeled "* Recipient".
- A text input field labeled "* Address Line 1".
- A text input field labeled "Address Line 2".
- Two text input fields: "* City" and "* State" (with a "-Select-" dropdown arrow).
- A text input field labeled "* Postal Code".
- A dropdown menu labeled "* Country" with "USA" selected.

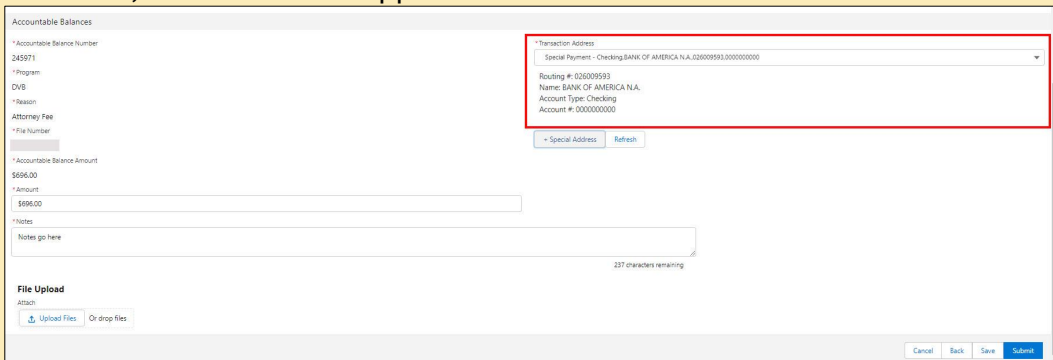
At the bottom right of the form, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red box.

A green **Success** message will appear briefly, then disappear.

A green **Success** message will appear briefly, then disappear.

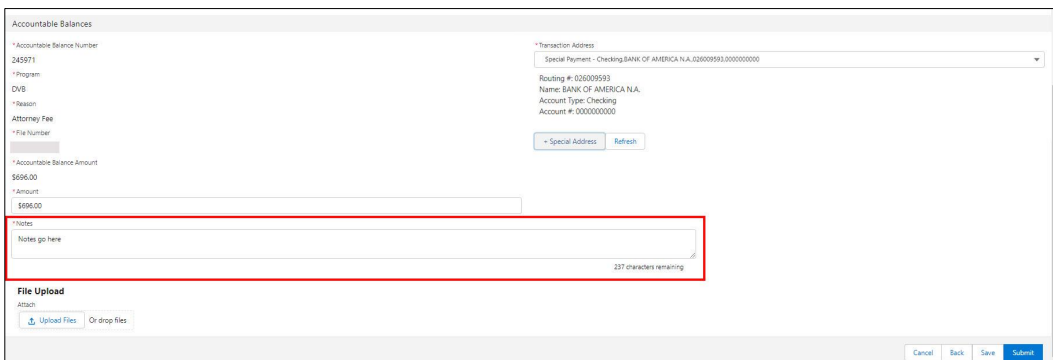


When saved, the address will appear in the **Transaction Address** field.



Step 10

Enter **Notes**.



Note: Files and supporting documents can be uploaded to the transaction by selecting **Upload Files** or **Or drop files**, if available.

Step 11

Select **Submit**.

The screenshot shows a web form titled "Accountable Balances". It contains several fields: "Accountable Balance Number" (243971), "Program" (DVB), "Reason" (Attorney Fee), "File Number" (a redacted field), "Accountable Balance Amount" (\$696.00), and "Amount" (\$696.00). There is a "Notes" field with the text "Notes go here" and a character count of "237 characters remaining". A "Transaction Address" dropdown menu is set to "Special Payment - Checking BANK OF AMERICA N.A. 020009593.000000000". Below this, there are fields for "Routing #", "Name", and "Account Type". A "Special Address" field is also present. At the bottom right, the "Submit" button is highlighted with a red box. Other buttons include "Cancel", "Back", "Save", and "Refresh".

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

Step 12

Select **Yes** on the **Alert**.

The screenshot shows an "Alert" dialog box with the text: "Warning: A special payment address was entered. Would you like to continue?". At the bottom right, there are two buttons: "No" and "Yes". The "Yes" button is highlighted with a red box.

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



Refer to the *User Guide* available under the **User Guide** tab of this dashboard for further details related to this type of transaction.