

Processing Transaction 06J3: Release Award Offset Balance-Return to Appropriation

The purpose of the Release Award Offset Balance – Return Funds to Appropriation (06J3) transaction is to return an offset award back to the originating appropriation.

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 – Return Funds to Appropriation (06J3)** transaction.

Step 2

Select **Release Award Offset Balance – Return Funds to Appropriation (06J3)** under the **Accountable Balance** section of the **Transaction** tree.

The screenshot shows a software interface for processing transactions. On the left, 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'. At the bottom left, 'Processing Transaction Type' has 'Participant' selected. On the right, a 'Transaction' search box is present above a tree view. The tree view includes categories like 'Accountable Balance', 'Deductions/Miscellaneous', 'Payments', and 'Receivables'. Under 'Accountable Balance', the option 'Release Award Offset Bal - Return Funds to Appro (06J3)' is highlighted with a red box. Other options include 'Release Award Offset Bal - One Time Payment (06I1)', 'Change Recurring Deduction (18A)', 'Establish Recurring Deduction (18)', 'One Time Payment (06A)', 'One Time Payment - Establish A/R (06B)', 'Special Pay (06G)', and 'Establish A/R (04E)'. 'Cancel' and 'Next' buttons are at the bottom right.

Step 3

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: 1-Veteran Payee Code: 00

SSN: _____ TIN: _____

Award Status: Authorized Suspension Reason: _____

Date of Claim: _____

* Processing Transaction Type
 Participant
 Vendor

* Transaction
Search: _____

- Accountable Balance
 - Release Award Offset Bal - One Time Payment (06I1)
 - Release Award Offset Bal - Return Funds to Appro. (06J3)**
- Deductions/Miscellaneous
 - Change Recurring Deduction (18A)
 - Establish Recurring Deduction (18)
- Payments
 - One Time Payment (06A)
 - One Time Payment - Establish A/R (06B)
 - Special Pay (06C)
- Receivables
 - Establish A/R (04E)

Cancel Next

Step 4

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

Release Award Offset Balance Return to Appropriation (06J3)

Award Offset Accountable Balance

Type	Cost	Amount	Program Type	Account #	Reason	File #	Date
<input checked="" type="radio"/> Award Offset	No Cost Associated	\$195.59	DVB	245981	Attorney Fee		05/26/2022
<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

Continue Clear

File Upload
Attach
 Or drop files

Cancel Back Save Submit

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

Step 5

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

Release Award Offset Balance Return to Appropriation (06/3)

Award Offset Accountable Balance

Type	Cost	Amount	Program Type	Account #	Reason	File #	Date
<input checked="" type="radio"/> Award Offset	No Cost Associated	\$195.59	DVB	245981	Attorney Fee		05/26/2022
<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

Continue

File Upload

Attach

Or drop files

Step 6

Edit the **Amount** you want to return if you want to return a partial amount.

Accountable Balances

* Account #
245981

* Program
DVB

* Cost
No Cost Associated

* Reason
Attorney Fee

* Amount
\$195.59

* Name
Cinnamon Toast

* File Number
[Greyed out]

* Accountable Balance Amount
\$195.59

Appropriation
Compensation and Pension (36X0102)

Notes
[Empty text area] 250 characters remaining

File Upload

Attach

Or drop files

Note:

- The Amount field auto-populates with the total amount of the Award Offset.
- All grey fields auto-populate and cannot be modified.

Step 7

Enter **Notes**. This is not a required field, but notes are recommended.

The screenshot shows the 'Accountable Balances' form with the following fields filled out:

- * Account #: 245981
- * Program: DVB
- * Cost: No Cost Associated
- * Reason: Attorney Fee
- * Amount: \$195.59
- Appropriation: Compensation and Pension (36X0102)
- * Name: Cinnamon Toast
- * File Number: (empty)
- * Accountable Balance Amount: \$195.59

The 'Notes' field is highlighted with a red border and contains the text '250 characters remaining'.

At the bottom of the form, there is a 'File Upload' section with an 'Attach' button and two options: 'Upload Files' and 'Or drop files'. At the very bottom, there are buttons for 'Cancel', 'Back', 'Save', and 'Submit'.

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

Step 8

Select **Submit**.

This screenshot is identical to the one in Step 7, showing the 'Accountable Balances' form with the same filled-out fields. In this step, the 'Submit' button at the bottom right of the form is highlighted with a red border.

- 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**.

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.*