

Transaction 06ZB: Trace Unidentified Beneficiary Payment

The purpose of the Trace Unidentified Beneficiary Payment (06ZB) transaction is to trace payments for beneficiaries who are not found in the corporate database, because beneficiary records have not yet migrated from the Benefits Delivery Network (BDN). After a **File Number** search is conducted and the beneficiary is not found, eMPWR-VA will present the option to process an 06ZB. This transaction enables you to trace payments that originated outside of FAS/eMPWR-VA. This transaction is used to collect the information needed to generate a trace on a single payment transaction.

Step 1

Login to eMPWR-VA and then search for a participant.

Step 2

After unsuccessfully searching for a participant (who has yet to exist in eMPWR-VA), select **06ZB - Trace Unidentified Beneficiary Payment** from the **Participant Search** screen.

The screenshot shows the eMPWR-VA interface. At the top left is the logo. To the right is a search bar with a dropdown menu set to 'All' and a search icon. Below the logo is a navigation bar with 'eMPWR-VA' and a 'Home' button. The main content area has a 'Stations' section with 'Station 317' and a 'Participant Search' section. The search section has a label '* File Number/SSN/TIN', a text input field containing '20020020', and a 'Search' button. Below the search field, a message states: 'No record found for File Number/SSN/TIN. You may choose to Re-Enter File Number/SSN/TIN or process an A21 - Unidentified Return payment or an 06ZU - Trace Unidentified Beneficiary Payment or an 06ZB - Trace Unidentified Beneficiary Payment.' The text '06ZB - Trace Unidentified Beneficiary Payment' is highlighted with a red box.

Step 3

From the **Trace Unidentified Beneficiary Payment** screen, fill out the **Beneficiary First Name** and **Last Name**.

The screenshot shows a web form titled "Trace Unidentified Beneficiary Payment". The form is divided into several sections. At the top, there is a "Transaction Details" section. Below this, there are several input fields and a checkbox. The "File Number" field contains the value "20020020". The "Payee code" field is empty. The "Beneficiary First Name" field is highlighted with a red box, and the "Beneficiary Last Name" field is also highlighted with a red box. The "Beneficiary Middle Name" field is empty. The "Stop Code" field is empty. The "Potential Fraud" checkbox is unchecked. The "Claim Packet Address" field is a dropdown menu. The "Payment Method" field is a dropdown menu with the text "Select an Option". The "Payment #" field is empty. There are two buttons: "+ Special Address" and "Refresh".

Note: Users cannot generate trace transactions for themselves, those of relatives, or those of participants with protected records higher than the access level of the employee attempting to process the transaction.

Step 4

Select **Special Address** to enter the **Claim Packet Address**. This is where the **Trace Payment Claim** packet will be mailed to. The **Claim Packet Address** will require manual processing for 06ZB transactions.

Trace Unidentified Beneficiary Payment

Transaction Details

* File Number
20020020

Payee code

* Beneficiary First Name
Jane

Beneficiary Middle Name

* Beneficiary Last Name
Smith

* Stop Code

Potential Fraud

* Claim Packet Address

+ Special Address Refresh

* Payment Method
Select an Option

* Payment #

Note:

- Select the **Potential Fraud** check box **only if** you want Treasury to know that there is potential fraud associated with the claim. This indicator will be included in the output tracer file to Treasury.
- The **Special Address** functionality is available for a **One-time Address** for extraordinary circumstances. It is a physical address for mailing a claim packet.
- The **Payee Code** is not a required field; however, it's preferred to be entered if available.
 - **Payee Code 30** should be entered when tracing Vendor payments, such as Chapter 33 School payments.

Step 5

Select the appropriate **Stop Code** by using the drop-down list.

Stop Code description:

D = entitlement recertified after status

F = non-entitlement

G = entitlement lost stolen after endorsement

K = photocopy

L = certified photocopy

M = status no photocopy

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

- Beneficiary Middle Name: Jane
- Beneficiary Last Name: Smith
- * Stop Code: A dropdown menu with "Select Stop Code" and a downward arrow, highlighted with a red box.
- * Payment Amount: An empty text input field.
- * Payment Date: A date picker field.
- * Trace Benefit Type: A dropdown menu with "Select an Option" and a downward arrow.
- Payment Type: A dropdown menu with "Select an Option" and a downward arrow.
- Notes: A text area at the bottom.
- Address: 123 Main Street, Happy Valley, PA 16801, USA
- Buttons: "+ Special Address" and "Refresh"
- * Payment Method: A dropdown menu with "Select an Option" and a downward arrow.
- * Payment #: An empty text input field.

Note: EFT payments can only be traced by using **Stop Code D**.

Step 6

Enter the **Payment Amount**.

<input type="text" value="Jane"/>	123 Main Street
Beneficiary Middle Name	Happy Valley, PA 16801
<input type="text"/>	USA
* Beneficiary Last Name	<input type="button" value="+ Special Address"/> <input type="button" value="Refresh"/>
<input type="text" value="Smith"/>	* Payment Method
* Stop Code	<input type="text" value="Select an Option"/>
<input type="text" value="L - Certified Photocopy"/>	* Payment #
* Payment Amount	<input type="text"/>
* Payment Date	
<input type="text"/>	
* Trace Benefit Type	
<input type="text" value="Select an Option"/>	
Payment Type	
<input type="text" value="Select an Option"/>	
Notes	

Step 7

Enter the **Payment Date**. The payment date cannot be in the future.

Smith	* Payment Method Select an Option
* Stop Code L - Certified Photocopy	* Payment #
* Payment Amount \$1,566.00	
* Payment Date <input type="text"/>	
* Trace Benefit Type Select an Option	
Payment Type Select an Option	

Step 8

Select the appropriate **Trace Benefit Type**.

* Beneficiary Last Name Smith	+ Special Address	Refresh
* Stop Code L - Certified Photocopy	* Payment Method Select an Option	
* Payment Amount \$1,566.00	* Payment # 	
* Payment Date 4/5/2021		
* Trace Benefit Type Select an Option		
Payment Type Select an Option		

Refer to the Field Derivation for Submission to Treasury document available under the Job Aid tab on this dashboard for a list of Trace Benefit Types and when each type should be selected.

Step 9

Select the **Payment Method**. It's either a **Check** or an **Electronic Fund Transfer**.

* Beneficiary Last Name	<input type="text" value="Smith"/>	+ Special Address	Refresh
* Stop Code	<input type="text" value="L - Certified Photocopy"/>	* Payment Method <input type="text"/>	
* Payment Amount	<input type="text" value="\$1,566.00"/>	* Payment # <input type="text"/>	
* Payment Date	<input type="text" value="4/5/2021"/>		
* Trace Benefit Type	<input type="text" value="CH30"/>		
Payment Type	<input type="text" value="Select an Option"/>		

Note: If you selected **Electronic Fund Transfer** as the **Payment Method**, the following fields are automatically generated and are required for you to fill out: **Routing Number, Account Number, and Account Type**.

Payment Amount	<input type="text" value="\$1,566.00"/>	Payment #	<input type="text"/>
* Payment Date	<input type="text" value="4/5/2021"/>	* Routing Number	<input type="text"/>
* Trace Benefit Type	<input type="text" value="CH30"/>	* Account Number	<input type="text"/>
* Payment Method	<input type="text" value="Electronic Fund Transfer"/>	* Account Type	<input type="text"/>
* Notes	<input type="text" value="type here..."/>		

Step 10

Enter the **Payment #**.

* Beneficiary Last Name	<input type="text" value="Smith"/>	+ Special Address	Refresh
* Stop Code	<input type="text" value="L - Certified Photocopy"/>	* Payment Method	<input type="text" value="Check"/>
* Payment Amount	<input type="text" value="\$1,566.00"/>	* Payment #	<input type="text"/>
* Payment Date	<input type="text" value="4/5/2021"/>		
* Trace Benefit Type	<input type="text" value="CH30"/>		
Payment Type	<input type="text" value="Select an Option"/>		

Note:

- If the **Payment Method** is **Check**, an 8-digit numeric check number is required for the **Payment #**. In our example, we selected **Check**.
- If the **Payment Method** is **Electronic Fund Transfer**, a 7-digit numeric electronic funds transfer (Treasury Trace) number is required for the **Payment #**.

Step 11

Select the **Payment Type**. This is NOT a required field. However, it becomes required when **CH31, Compensation Live, Compensation Death, Pension Live, Pension Death, or REPS** is the selected **Trace Benefit Type**.

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

- L - Certified Photocopy** (dropdown menu)
- * Payment Amount**: \$1,566.00
- * Payment Date**: 4/5/2021
- * Trace Benefit Type**: CH30
- Payment #**: 54323690
- Payment Type** (dropdown menu, highlighted with a red box):
 - Select an Option
 - Recurring
 - Retro
 - EDU Advance Pay
 - Treasury Courtesy Disbursement

Buttons at the bottom: Cancel, Back, Save, Submit.

Step 12

Enter notes in the **Notes** field. In our example, **Notes** are not a required field.

* Payment Date
4/5/2021

* Trace Benefit Type
CH30

Payment Type
Select an Option

Notes
type here...

Cancel Back Save Submit

Step 13

Select the **Submit** button to continue.

* Trace Benefit Type
CH30

Payment Type
Select an Option

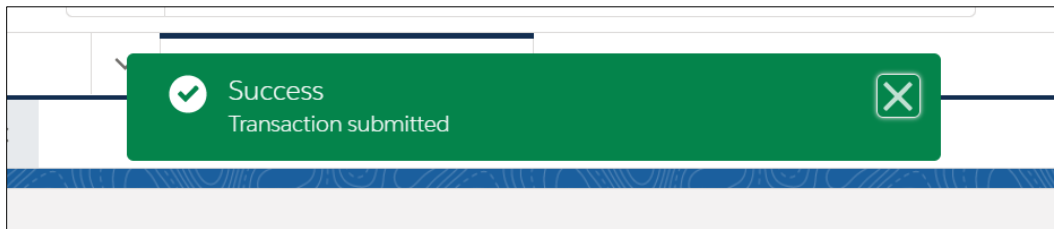
Notes
Notes go here.

Cancel Back Save Submit

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. No authorization is required for this transaction.



Note:

- **Fiscal Print:** Fiscal Print will generate after successful submission.
- **Vendor Applicability:** This transaction is available to trace **Vendor Payments**, which is based on the **Program Type** and **Payee Code** entered.