

Transaction 06ZI: Trace Payment

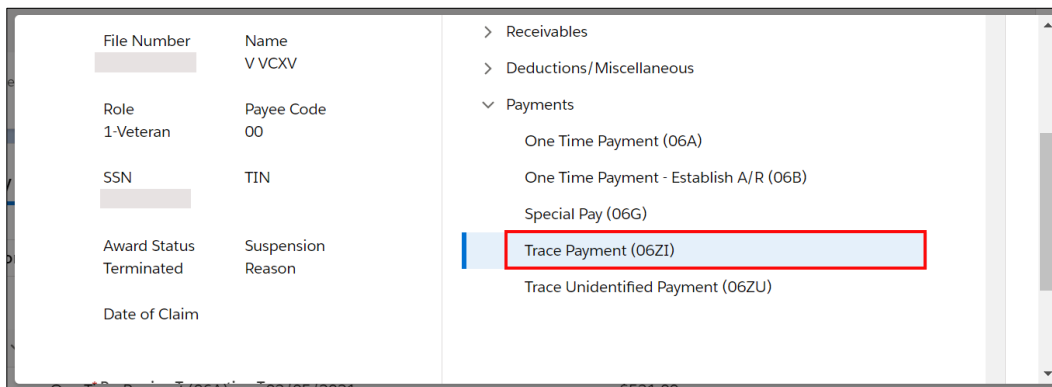
The purpose of the Trace Payment transaction is to provide information to Treasury to determine and return the disposition or status of a payment that has not been received by the payee.

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 **Trace Payment (06ZI)** transaction.

Step 2

Select **Trace Payment (06ZI)** under the **Payments** section of the **Transaction** tree.



Step 3

Select **Next**. The **Trace Payment** grid will display.

The screenshot shows a software interface with a dropdown menu open. The menu items are "Special Pay (06G)", "Trace Payment (06ZI)", and "Trace Unidentified Payment (06ZU)". The "Trace Payment (06ZI)" option is selected and highlighted in blue. Below the dropdown, there are "Cancel" and "Next" buttons. The "Next" button is highlighted with a red rectangular box. On the left side of the interface, there are labels for "Award Status", "Suspension Reason", "Date of Claim", and "Processing Transaction Type". Under "Processing Transaction Type", there are radio buttons for "Participant" (which is selected) and "Vendor". At the bottom of the window, there is a status bar with text: "One Time Payment (06A) 03/05/2021 \$531.00".

Step 4

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 the "Trace Payment" window. At the top, it says "Trace Payment". Below that is a "Transaction Details" section. In the center, there is a dropdown menu labeled "* Stop Code" with the text "Select Stop Code" and a downward arrow. This dropdown menu is highlighted with a red rectangular box. Below the dropdown is an "Available Payments to Trace" section, which contains a grid of buttons: "Benefici...", "Payment...", "Payment...", "Payment...", "Schedul...", "Payment...", "Program", "Award", and "Payment...". At the bottom of the window, there is a status bar with text: "One Time Payment (06A) 03/05/2021 \$531.00".

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

Step 5

Select the applicable **Available Payments to Trace** by checking the appropriate check boxes. You can also enable the top box to select all payments at once.

Transaction Details

* Stop Code
D - Entitlement Recertified After Status

Available Payments to Trace

	Benefici...	Payment...	Payment...	Payment...	Schedul...	Payment...	Program	Award	Payment...
1	<input type="checkbox"/>	V VCVX	Retroac- tive - C&P	\$1,234.00	Oct 16, ...	Oct 13, ...	COMP		CHK
2	<input type="checkbox"/>	V VCVX	Retroac- tive - C&P	\$531.00	Mar 10, ...	Mar 5, 2...	COMP		CHK

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

Step 6

Select **Next**. The **Trace Payment** grid will display.

Available Payments to Trace

	Benefici...	Payment...	Payment...	Payment...	Schedul...	Payment...	Program	Award	Payment...
1	<input checked="" type="checkbox"/>	V VCVX	Retroac- tive - C&P	\$1,234.00	Oct 16, ...	Oct 13, ...	COMP		CHK
2	<input checked="" type="checkbox"/>	V VCVX	Retroac- tive - C&P	\$531.00	Mar 10, ...	Mar 5, 2...	COMP		CHK
3	<input type="checkbox"/>	V VCVX	Retroac- tive - C&P	\$1,200.00	Oct 16, ...	Oct 13, ...	COMP		CHK

Notes

Export to Excel Cancel Back Save **Next**

Step 7

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 for each row selected in the claim.

Trace Payment

Transaction Details

* Stop Code
D - Entitlement Recertified After Status

Potential Fraud

Available Payments to Trace

	Beneficia...	Payment...	Payment...	Payment...	Schedule...	Payment #	Program	Award	Payment...
1	V VCVX	Retroactive - C&P	\$1,234.00	Oct 16, 2...	Oct 13, 2...		COMP		CHK
2	V VCVX	Retroactive - C&P	\$531.00	Mar 10, 2...	Mar 5, 20...		COMP		CHK

Step 8

Select the pencil icon to enter the Payment Number information retrieved from TCIS in the **Payment #** field, and then select **Enter** on your keyboard.

Trace Payment

Transaction Details

* Stop Code
D - Entitlement Recertified After Status

Potential Fraud

Available Payments to Trace

	Beneficia...	Payment...	Payment...	Payment...	Schedule...	Payment #	Program	Award	Payment...
1	V VCVX	Retroactive - C&P	\$1,234.00	Oct 16, 2...	Oct 13, 2...		COMP		CHK
2	V VCVX	Retroactive - C&P	\$531.00	Mar 10, 2...	Mar 5, 20...		COMP		CHK

Step 9

Enter **Notes**. In our example, **Notes** are not a required field; however, they become required when **Financial Hardship** is selected. [Refer to the end of this Job Aid for steps on when Financial Hardship is selected.](#)

Available Payments to Trace									
	Beneficia...	Payment...	Payment...	Payment...	Schedule...	Payment #	Program	Award	Payment...
1	V VCVX	Retroactive - C&P	\$1,234.00	Oct 16, 2...	Oct 13, 2...	87543245	COMP		CHK
2	V VCVX	Retroactive - C&P	\$531.00	Mar 10, 2...	Mar 5, 20...	56723390	COMP		CHK

* Claim Packet Address
123 MAIN ST, LUTZ, FL, USA 33559

V VCVX
123 MAIN ST
LUTZ, FL 33559
USA

+ Special Address Refresh

Notes

Export to Excel Cancel Back Save Submit

Step 10

Select **Submit**.

Available Payments to Trace

	Beneficia...	Payment...	Payment...	Payment...	Schedule...	Payment #	Program	Award	Payment...
1	V VCVX	Retroactive - C&P	\$1,234.00	Oct 16, 2...	Oct 13, 2...	87543245	, COMP		CHK
2	V VCVX	Retroactive - C&P	\$531.00	Mar 10, 2...	Mar 5, 20...	56723390	, COMP		CHK

* Claim Packet Address

123 MAIN ST, LUTZ, FL, USA 33559

V VCVX
123 MAIN ST
LUTZ, FL 33559
USA

+ Special Address Refresh

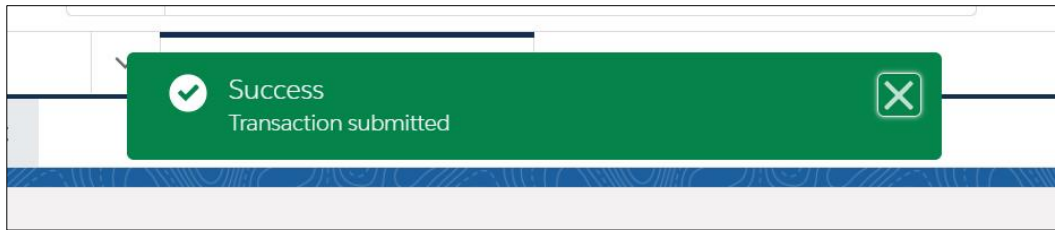
Notes

Export to Excel 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. Authorization is only required for transactions with an 06AC courtesy payment.



Note:

- **Fiscal Print:** Report will generate after authorization (for transactions that require **Courtesy Payment**) or after submission (for transactions without **Courtesy Payment**).
- **Vendor Applicability:** This transaction is available to trace **Vendor Payments**; however, **Financial Hardship 06AC** will not be available.

Financial Hardship (06AC)

Financial Hardship is an option within the Trace Payment (06ZI) transaction that affords Veterans a one-time courtesy payment when suffering from difficult financial circumstances and struggles due to non-receipt of their Monthly C&P VA benefit payment.

Note: Financial Hardship is only enabled for selection when **Stop D** or **Stop G** is selected, and one or more of the payments selected to trace is a **C&P (Regular) Recurring Payment**.

Follow Steps 1-8 above, and then follow the steps below:

Step 9

Select **Yes** for **Financial Hardship**.

Available Payments to Trace									
	Beneficia...	Payment...	Payment...	Payment...	Schedule...	Payment #	Program	Award	Payment...
1	PEN FIVE	Regular	\$1,072.00	May 12, ...	May 11, ...	66778899	PEN		CHK
2	PEN FIVE	Regular	\$1,072.00	Jul 1, 2020	Jun 11, 2...	33445566	PEN		CHK

Financial Hardship

Yes

No

Step 10

Confirm the **Financial Hardship** and **Claim Packet** addresses that get automatically populated, and then enter notes in the **Notes** field.

* Financial Hardship

13 MAIN ST, LAND O LAKES, FL, USA 34639

BEN JONES
13 MAIN ST
LAND O LAKES, FL 34639
USA

+ Special Address Refresh

* Claim Packet Address

13 MAIN ST, LAND O LAKES, FL, USA 34639

BEN JONES
13 MAIN ST
LAND O LAKES, FL 34639
USA

+ Special Address Refresh

Notes

Step 11

Select **Submit**.

BEN JONES 13 MAIN ST LAND O LAKES, FL 34639 USA	BEN JONES 13 MAIN ST LAND O LAKES, FL 34639 USA
+ Special Address Refresh	+ Special Address Refresh
Notes Notes go here.	
Export to Excel	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.

