



Grant Management and Recovery Division

How to Locate a Payment in EM Grants

APPLICANT JOB AID

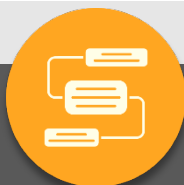
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How to Locate and Track a Payment in EM Grants

This guide will walk you through how to search for a specific payment in EM Grants and how to understand where a payment is in the process. Whether you are looking up one invoice or reviewing a list of payments tied to your organization, the steps below will help you quickly find the information you need.



Steps in the Reimbursement/Payment Process

Status	What It Means
Create a Payable	The reimbursement request has been converted into a payable to be processed.
Grant Manager Review	The payable is under review by Grants Management.
Ready to Batch	The payable has been sent to Accounting and is waiting for processing.
Pending Batch Processing	The payable is being reviewed by Accounting.
Pending Cardinal Processing	The payable has been sent to Cardinal for processing.

Finding Payment Information

Website: <https://vdem.emgrants.com/>

Finding Your Invoice Number

The first step to locating a payment in EM Grants is finding your associated invoice number. An invoice number can be found on your **Electronic Data Interchange (EDI) Remittance Detail Statement**. This statement is available in the **Remittance Electronic Data Interchange (REDI) Virginia** system, and you will receive a notification when a new EDI is ready to be viewed.

REDI Virginia is an online system that provides trading partners with access to remittance data for payments processed by the Commonwealth of Virginia through EDI. It is available to vendors, state agencies, localities, grantees, non-state agencies, and state employees who have enrolled in the Department of Accounts EDI program. Once a payment is processed, remittance details are available for you to review and download.



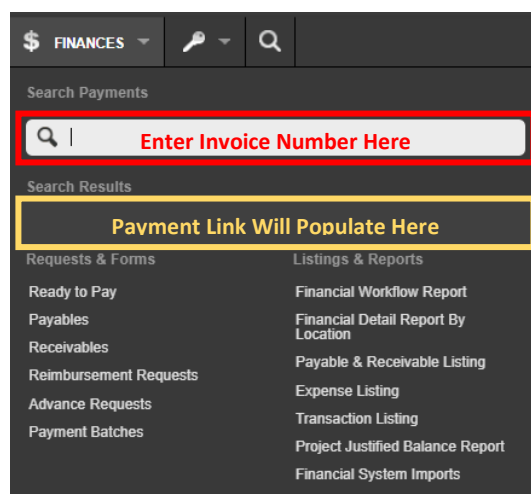
Tip: Searching by invoice number is the quickest way to find a specific payment if you already have the reference number. No invoice number? Skip ahead to the **Searching by Viewing All Payments** section on the following page to learn how to search by grant or payment amount.

Finding Payment Information (continued)

Website: <https://vdem.emgrants.com/>

Searching by Invoice Number

1. From the top navigation bar in EM Grants, click on the **Finances** tab.
2. In the search bar below, copy and paste the **Invoice Number**.
3. From the search results, select the **payment link** to view details.

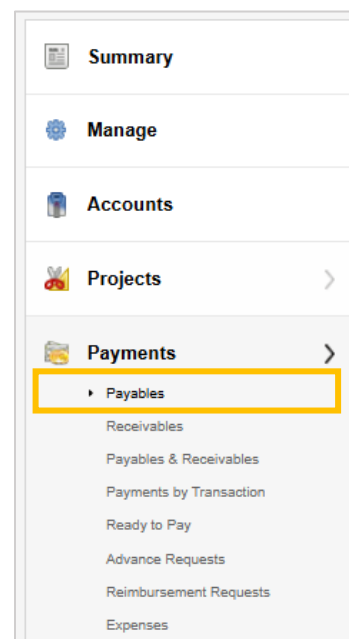


Searching by Viewing All Payments

1. From your account module in EM Grants, click on the **Payments** tab in the left-side menu.
2. Select the **Payables** subtab.
3. A full list of payments will display for your organization, account, or project.



Tip: Use filters within the Payables view to quickly narrow results by program, grant, or payment amount.



Helpful Reminders

- Payments cannot be expedited once in process.
- The “Paid” status means the payment has been released by Cardinal, but it may take additional time to appear in your bank account or receive a check.
- Can’t find a payment? Check the invoice number and confirm you’re in the right Applicant listing.

Need Additional Help?

If you need additional assistance with locating a payment or understanding the payment process, please reach out to your **Grant Administrator**. They can help answer questions, walk you through the steps in EM Grants, and provide guidance on what to expect at each stage of the payment process.