Net Pay Amount (NPAM) Report

Introduction	This guide provides the procedures for running the Net Pay Amount (NPAM) report in Direct Access (DA).

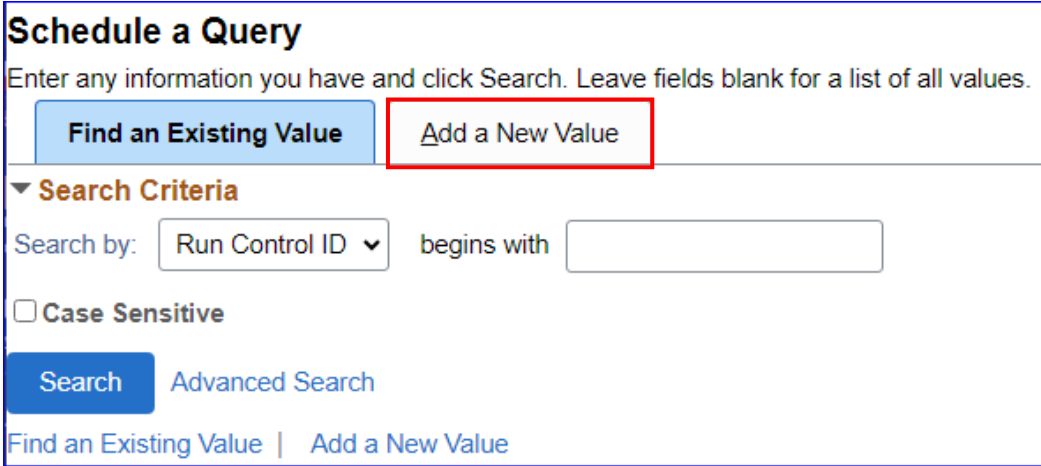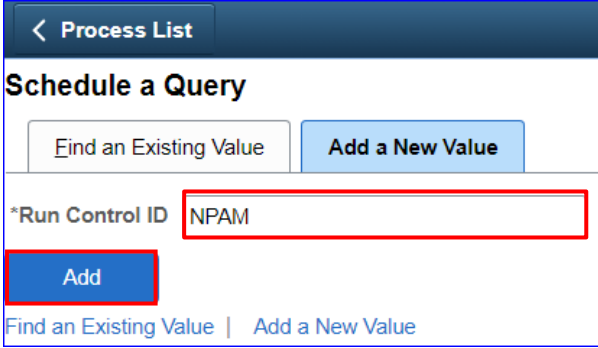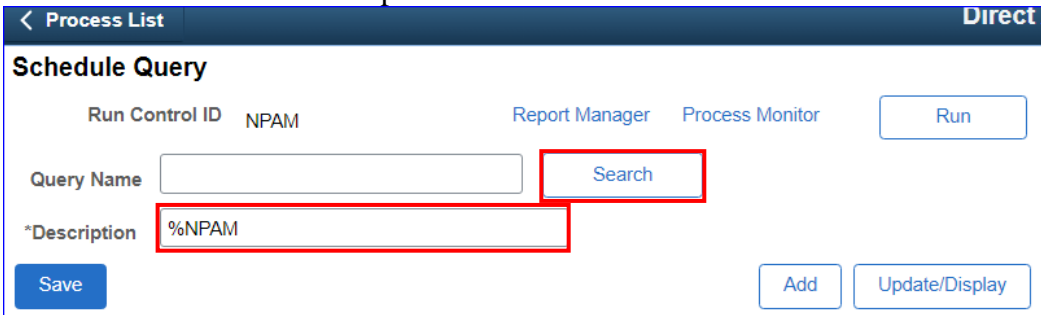|	
Net Pay Amount Report	This report provides mid- and end-month payroll information. This report is generally directed to Cutters and overseas units with limited connectivity to see a quick snapshot of their members' pay.

Procedures	See below.

Step	Action
1	Navigate to: **NavBar icon** > **Menu** > **Schedule a Query**.

Net Pay Amount (NPAM) Report, Continued
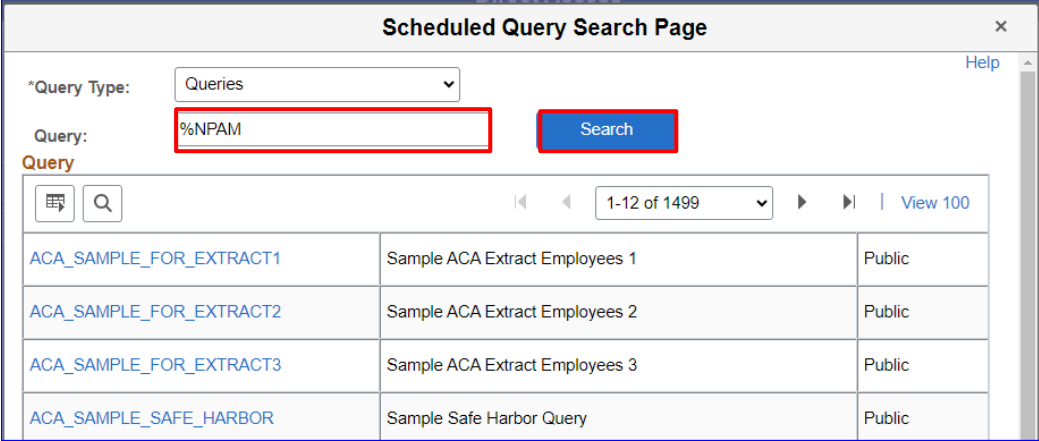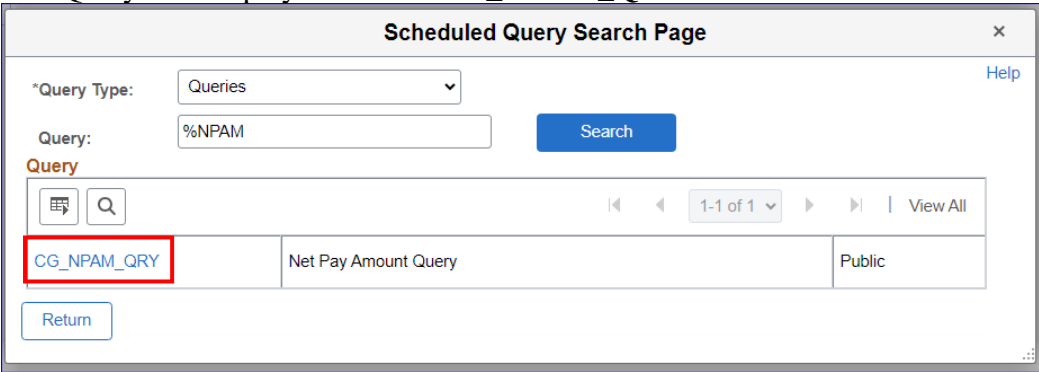
Procedures,
continued

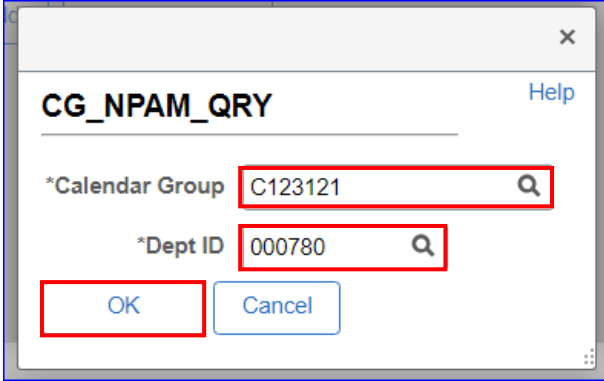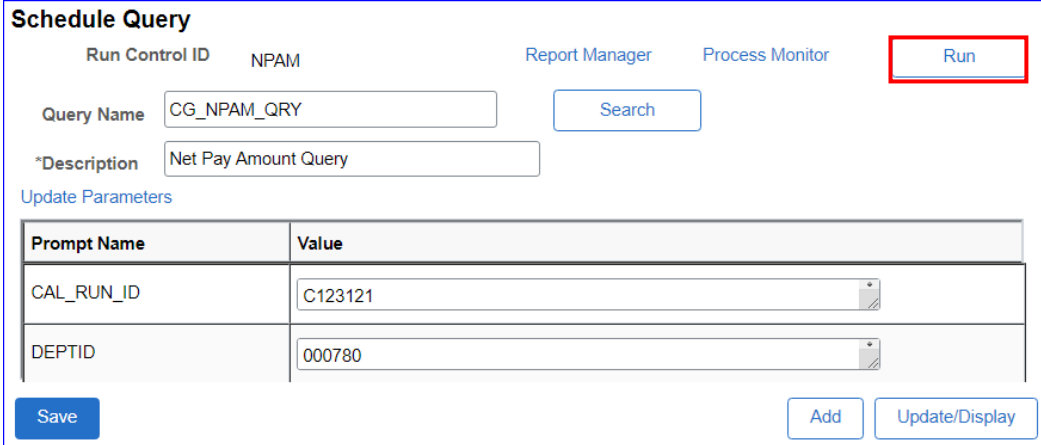| Step	Action
2	Select the **Add a New Value** tab. **Schedule a Query** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** | Add a New Value ▼ Search Criteria Search by: Run Control ID ∨ begins with _____ ☐ Case Sensitive **Search** Advanced Search Find an Existing Value | Add a New Value
3	Enter a **Run Control ID** (this may be anything, but it should be something you remember). Click **Add**. ‹ Process List **Schedule a Query** Find an Existing Value | **Add a New Value** *Run Control ID NPAM **Add** Find an Existing Value | Add a New Value
4	Enter **%NPAM** in the Description field and click **Search**. ‹ Process List Direct **Schedule Query** Run Control ID NPAM Report Manager Process Monitor Run Query Name _____ Search *Description %NPAM Save Add Update/Display

Net Pay Amount (NPAM) Report, Continued

Procedures,
continued

Step	Action
5	Enter **%NPAM** in the Query field and click **Search**.
6	The Query will display. Click the **CG_NPAM_QRY** link.

Net Pay Amount (NPAM) Report, Continued
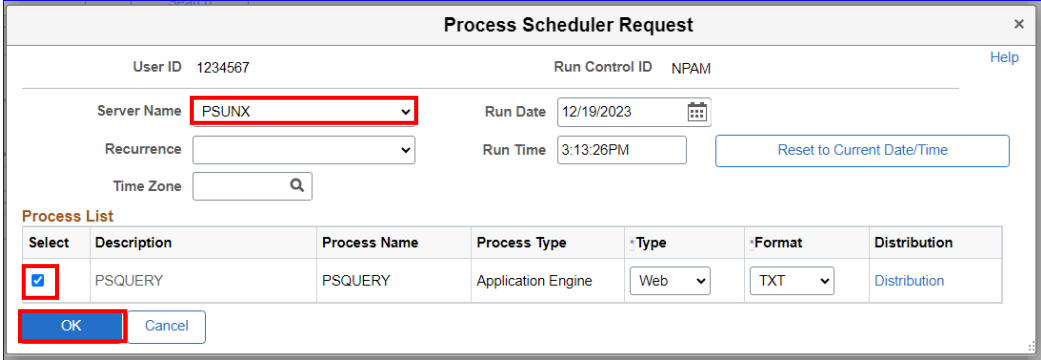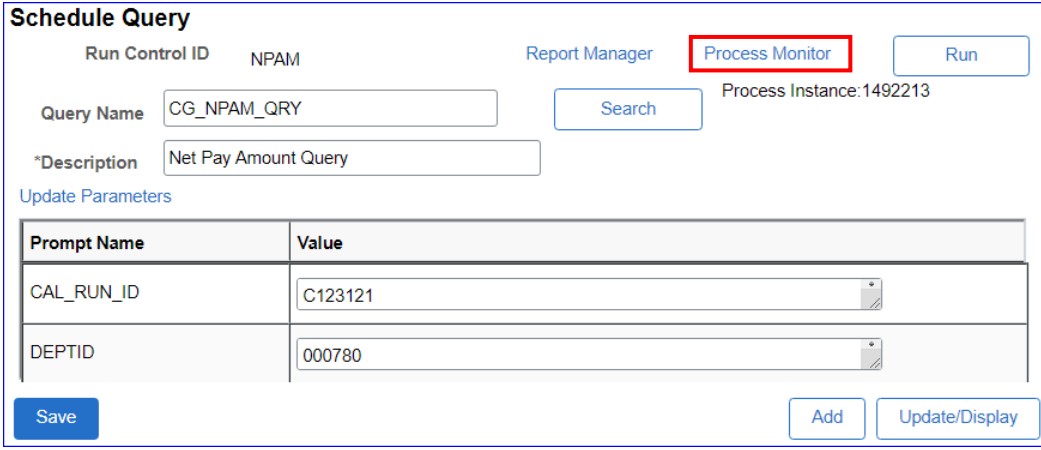
Procedures,
continued

Step	Action
7	Enter the **Calendar Group** or use the search icon to search for the correct Calendar Group ID. Enter the **Dept ID** or use the search icon to search for the appropriate Dept ID. Click **OK**. **CG_NPAM_QRY** *Calendar Group: C123121 *Dept ID: 000780 OK Cancel
8	The Schedule Query will display with the information entered in Step 6. Click **Run**. **Schedule Query** Run Control ID: NPAM Report Manager Process Monitor Run Query Name: CG_NPAM_QRY Search *Description: Net Pay Amount Query Update Parameters | Prompt Name	Value
CAL_RUN_ID	C123121
DEPTID	000780 | Save Add Update/Display

Net Pay Amount (NPAM) Report, Continued

Procedures,
continued

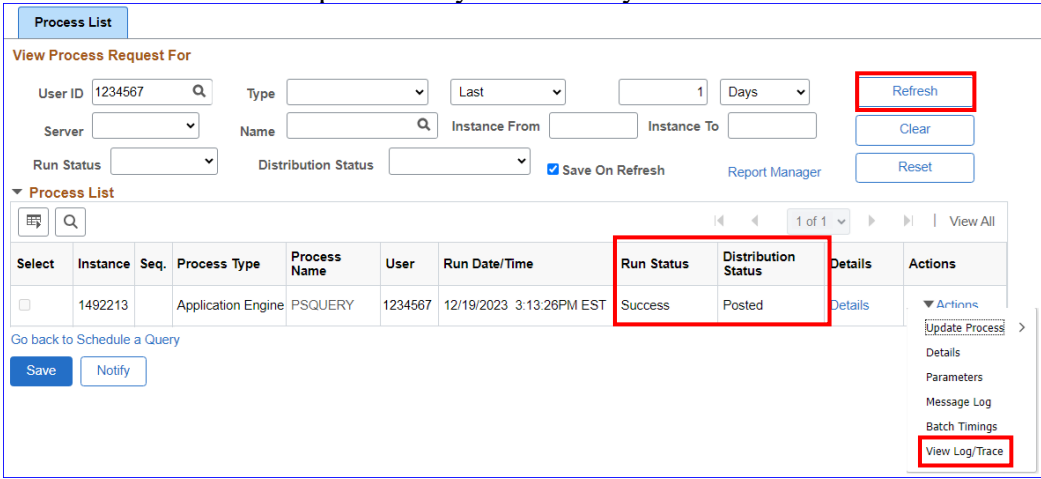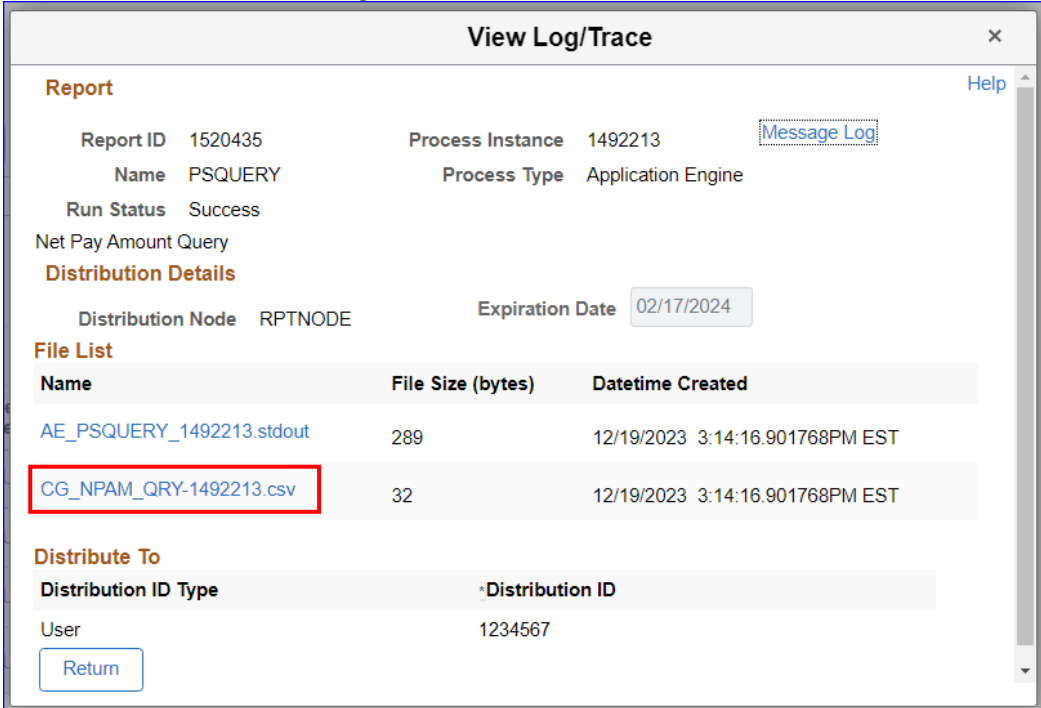| Step	Action
9	The Process Scheduler Request page will display with a Process List. Verify PSUNX displays from **Server Name** drop-down. Ensure the **PSQUERY** is checked and click **OK**.
10	The Schedule Query page will re-display with a Process Instance number. Click on **Process Monitor**.

Continued on next page

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Net Pay Amount (NPAM) Report, Continued

Procedures,
continued

Step	Action
11	The Process List will display. The Run Status may initially indicate Queued or Processing. Click the **Refresh** button until the **Run Status** updates to Success and the **Distribution Status** indicates Posted. *New Column* Click the Actions drop-down and select **View Log/Trace**. **NOTE:** This process may be very quick or may take several minutes depending on the number of personnel under the Dept ID entered in Step 6. Continue to click the Refresh button periodically as necessary.
12	Click on the **CG_NPAM_QRY-XXXXXX**.csv link.

13	Navigate to a folder and click **Save**.
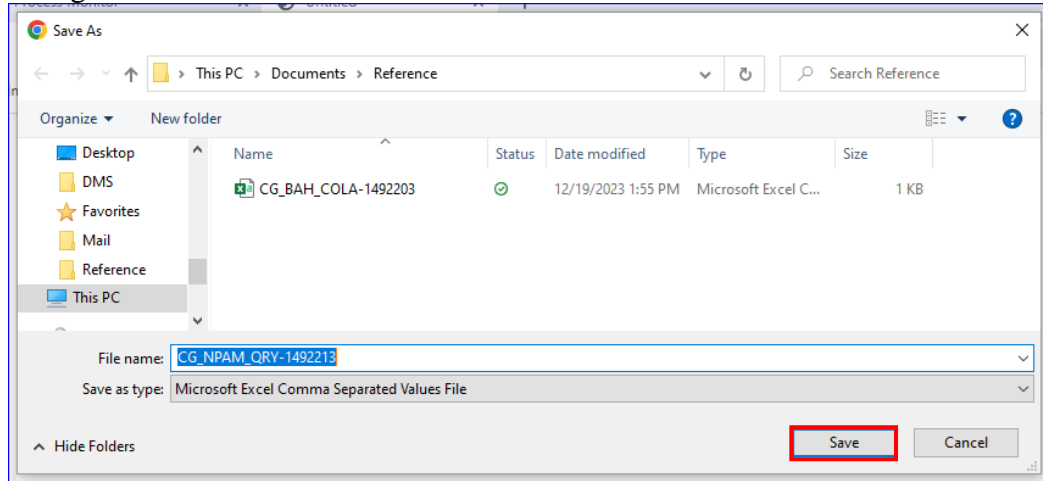
14	To open the file, navigate to the folder where it is saved OR click the **download icon** and double-click on the **appropriate file**.
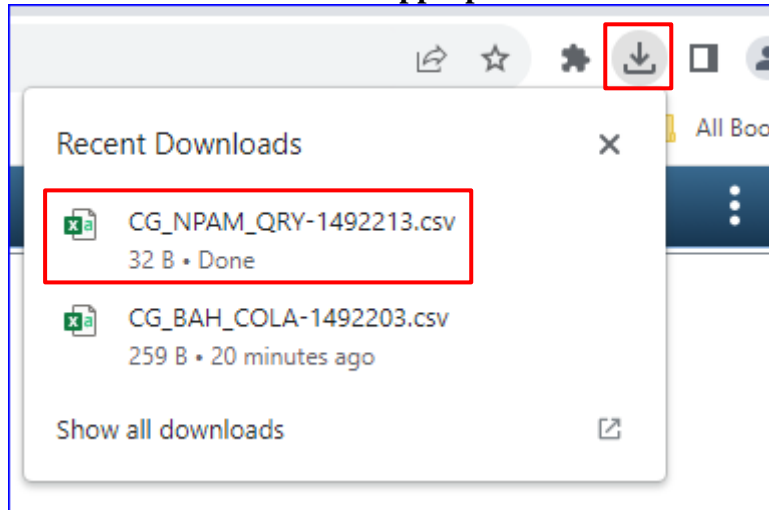
15	The NPAM spreadsheet will open. Each member is listed using the Last 4 of their Social Security Number (SSN) (numbers with less than 4 on the list do not show the zeros: -33 = -0033) and their Net Pay for the pay period selected in Step 6. Scroll through the list and review for any negative **Payment Amounts** or significant payroll changes.