Net Pay Amount Report (NPAM)

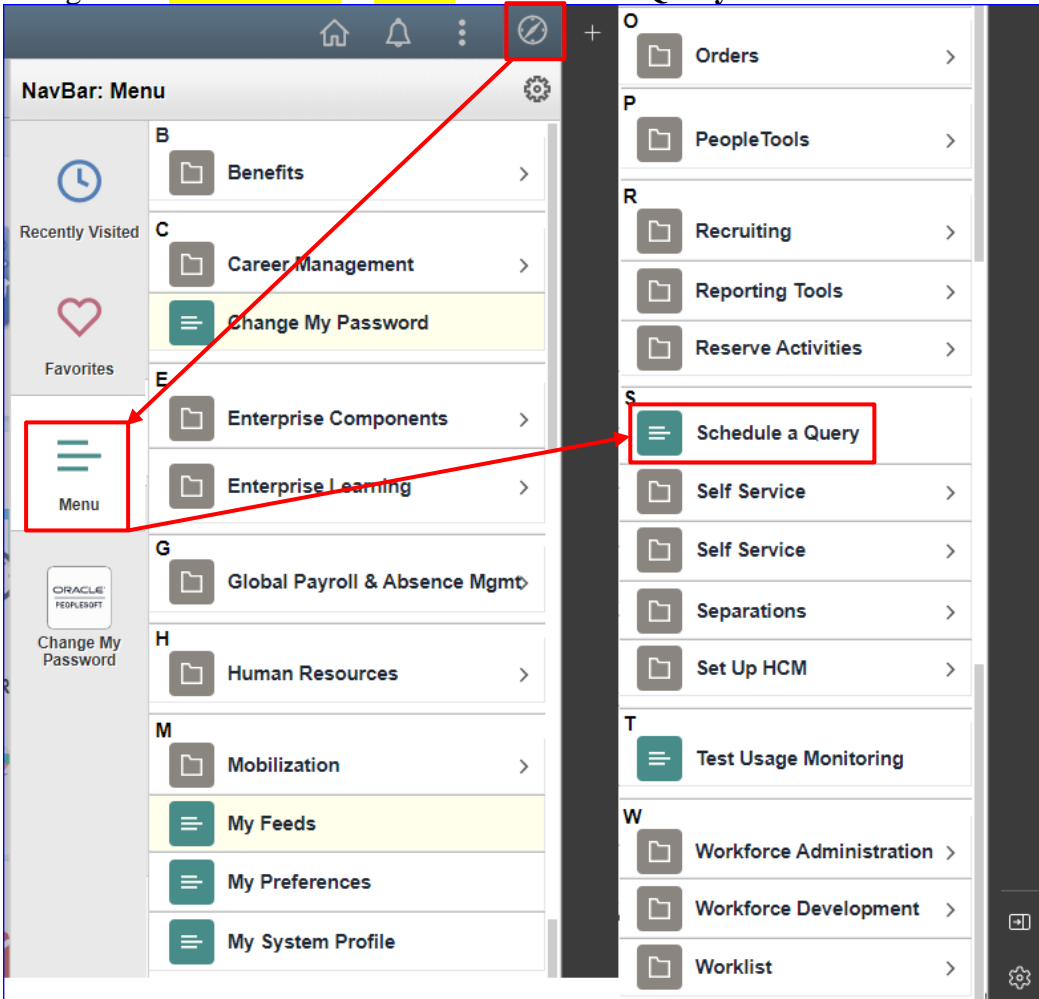|	
Introduction	This guide provides the procedures for P&As, Independent Duty YN, and SPOs to run the Net Pay Amount Report in Direct Access (DA).

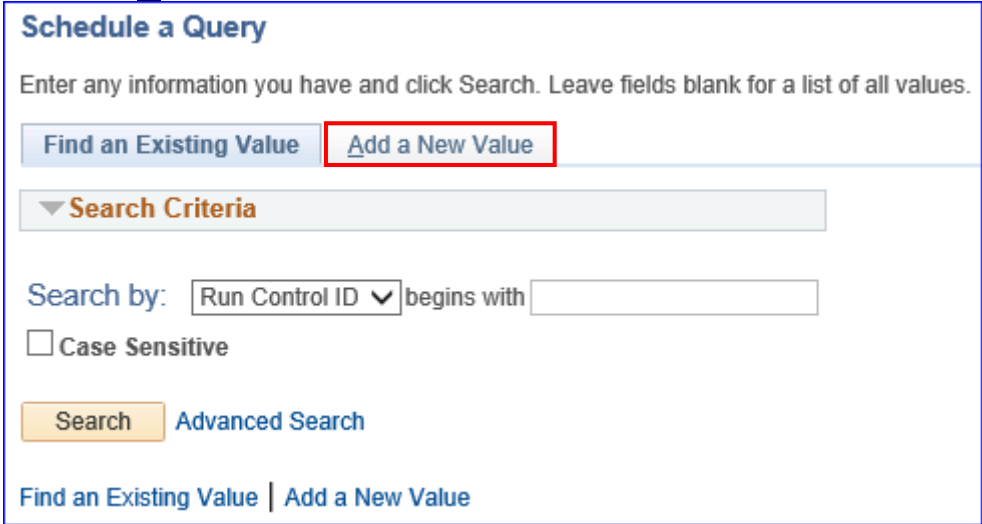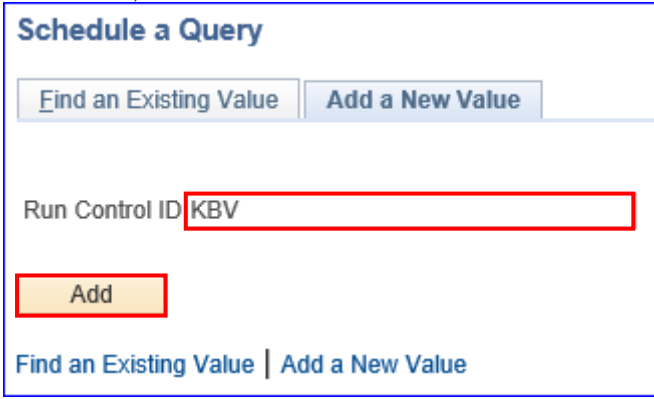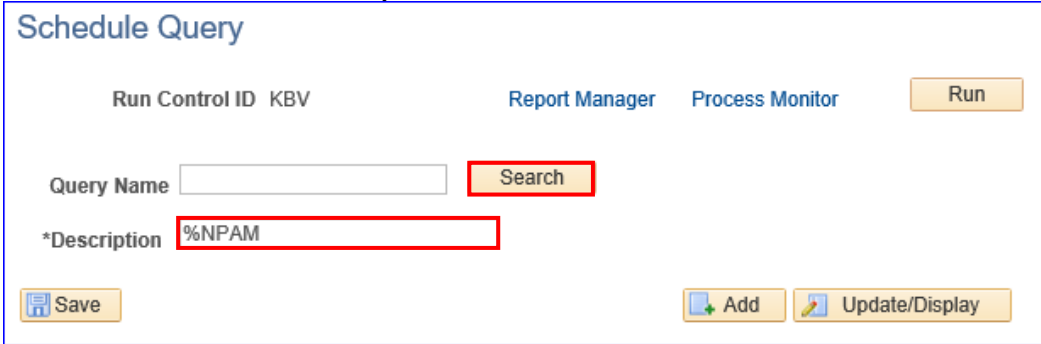|	
Net Pay Amount Report	This report provides mid- and end-month payroll information. This report is generally directed to Cutters and overseas units with limited connectivity to see a quick snapshot of their members' pay.

Procedures	See below.

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

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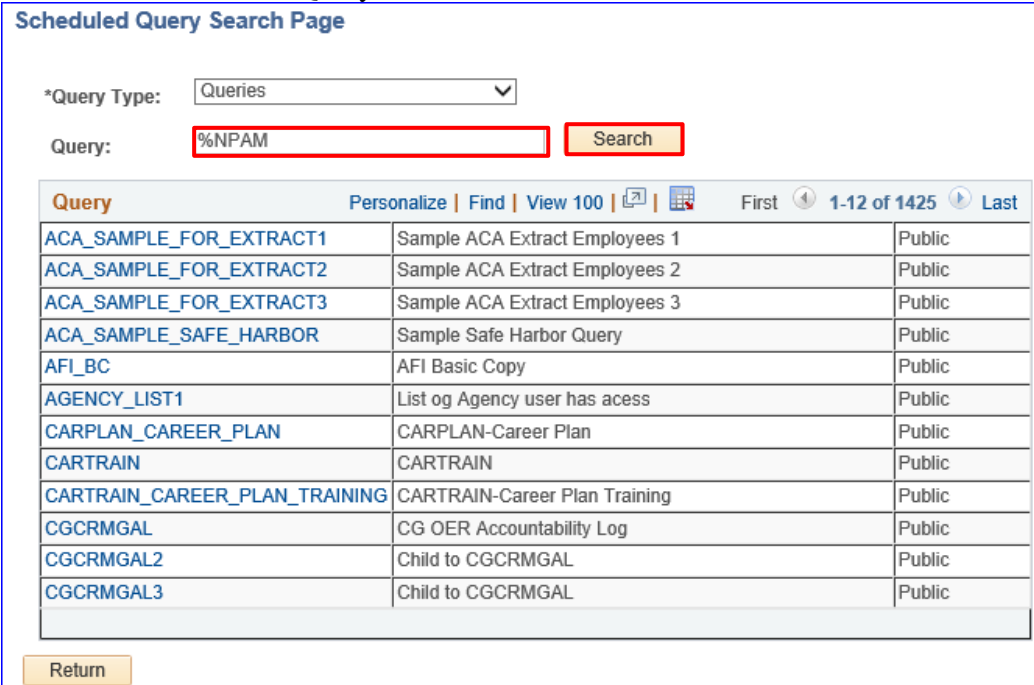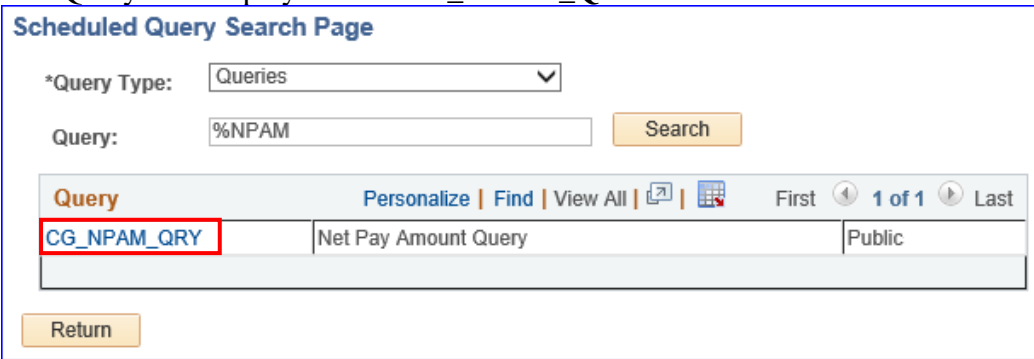
Procedures,
continued

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**. **Schedule a Query** [Find an Existing Value] [Add a New Value] Run Control ID [KBV] [Add] Find an Existing Value | Add a New Value
4	Enter **%NPAM** in the Description field and click **Search**. **Schedule Query** Run Control ID KBV Report Manager Process Monitor [Run] Query Name [_____] [Search] *Description [%NPAM] [Save] [Add] [Update/Display]

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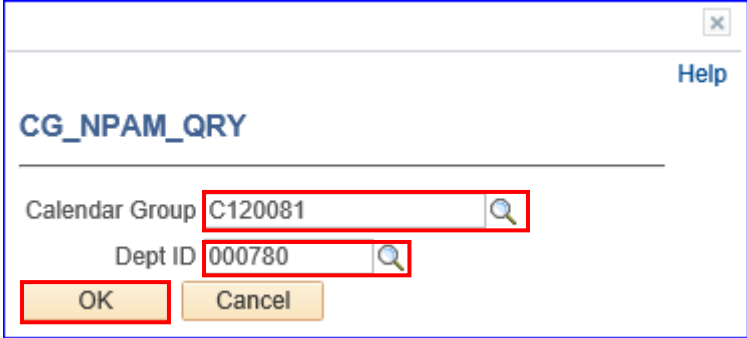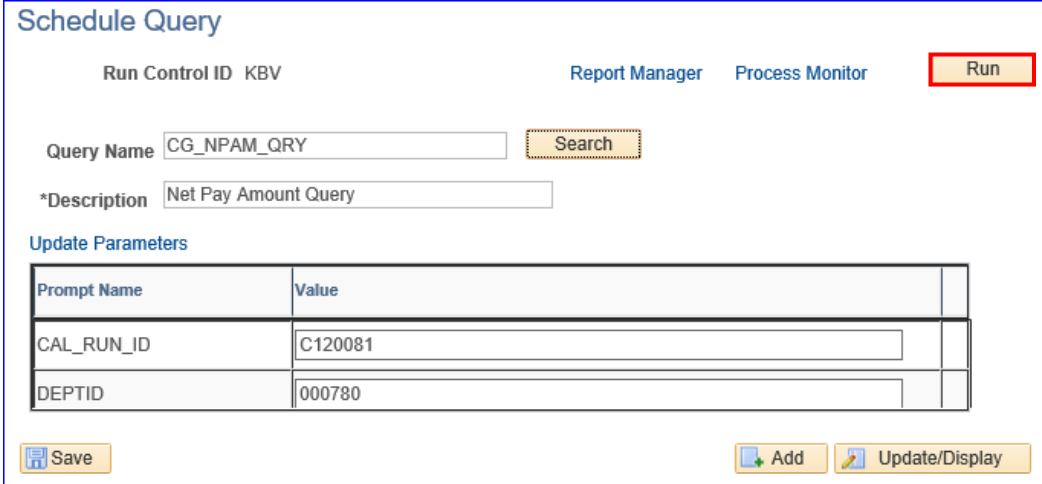
Procedures,
continued

Step	Action
5	Enter **%NPAM** in the Query field and click **Search**.

Step	Action
6	The Query will display. Click **CG_NPAM_QRY**.

3

Net Pay Amount Report (NPAM), 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**.
8	The Schedule Query will display with the information entered in Step 6. Click **Run**.

Net Pay Amount Report (NPAM), Continued

Procedures,
continued

Step	Action
9	The Process Scheduler Request page will display with a Process List. Using the Server Name drop-down, select **PSUNX**. Ensure the **PSQUERY** is checked and click **OK**.
10	The Schedule Query page will re-display with a Process Instance number. Select **Process Monitor**.

Net Pay Amount Report (NPAM), 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**. Once the process has posted successfully, click **Details**. **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 **View Log/Trace**.

Net Pay Amount Report (NPAM), Continued

Procedures,
continued

Step	Action
13	Select **CG_NPAM_QRY-XXXXXX**.csv from the File List.
14	A prompt will display. Select **Open**.

Net Pay Amount Report (NPAM), Continued

Procedures,
continued

Step	Action
15	The NPAM spreadsheet will open. Each member is listed with the Last 4 of their Social Security Number (SSN) and their Net Pay for the pay period selected in Step 6. **Scroll** through the list and review for any negative payments or significant payroll changes. ![NPAM spreadsheet screenshot showing columns SSN (Last 4) and Payment Amount] Cell A13 = -1620 SSN (Last 4) / Payment Amount: -123 / 2853.68 -234 / 3294.58 -1234 / 4371.02 -1235 / 2084.25 -1236 / 1692.77 -1237 / 1836.66 -1238 / 1519.64 -1311 / 2231.05 -1322 / 1496.27 -1333 / 1049.96 -1342 / 3600.19