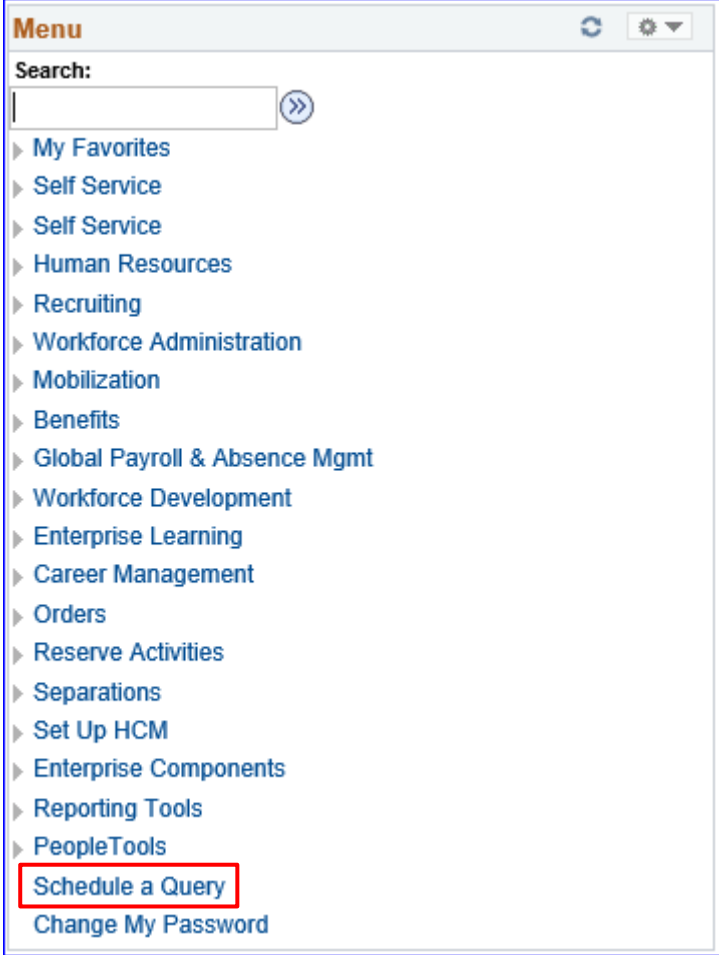


# Net Pay Amount Report (NPAM)

**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.

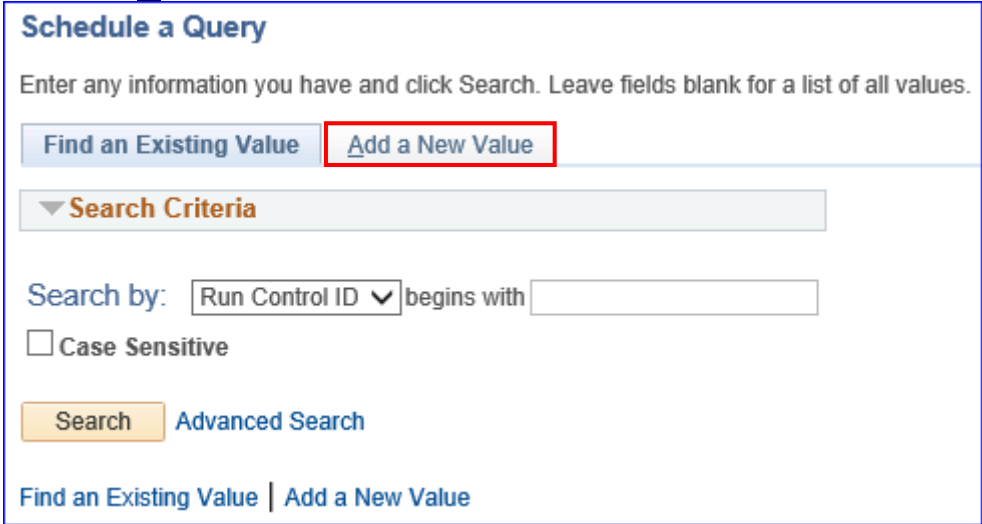

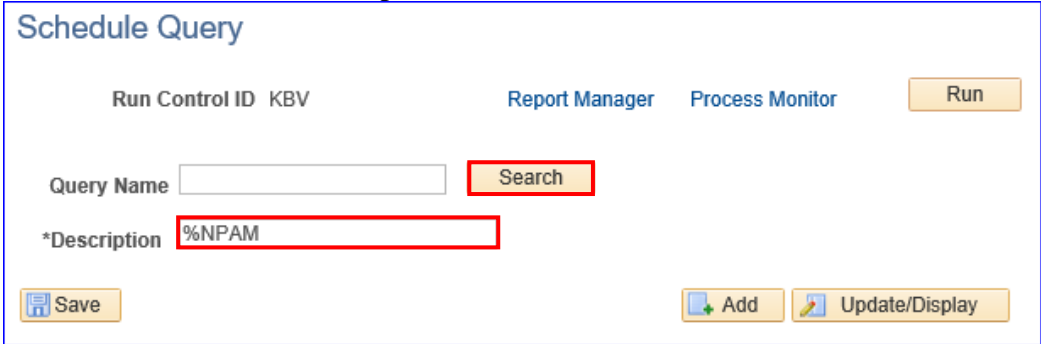
**Procedures** See below.

Step	Action
1	<p data-bbox="325 696 1015 730">From the Enterprise Menu, select <b>Schedule a Query</b>.</p>  <p>The screenshot shows a web-based menu interface. At the top, it says 'Menu' with a refresh icon and a settings icon. Below that is a search bar with a magnifying glass icon. A list of menu items follows, each with a right-pointing triangle icon: My Favorites, Self Service, Self Service, Human Resources, Recruiting, Workforce Administration, Mobilization, Benefits, Global Payroll &amp; Absence Mgmt, Workforce Development, Enterprise Learning, Career Management, Orders, Reserve Activities, Separations, Set Up HCM, Enterprise Components, Reporting Tools, PeopleTools, and Schedule a Query. The 'Schedule a Query' item is highlighted with a red rectangular box. At the bottom of the list is 'Change My Password'.</p>

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# Net Pay Amount Report (NPAM), Continued

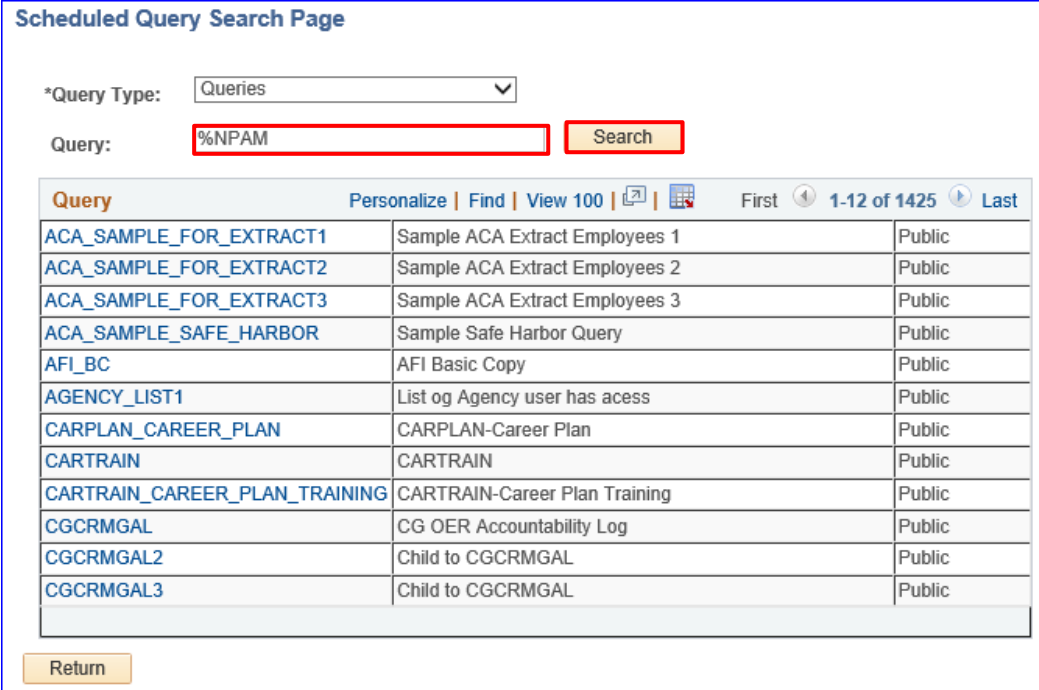
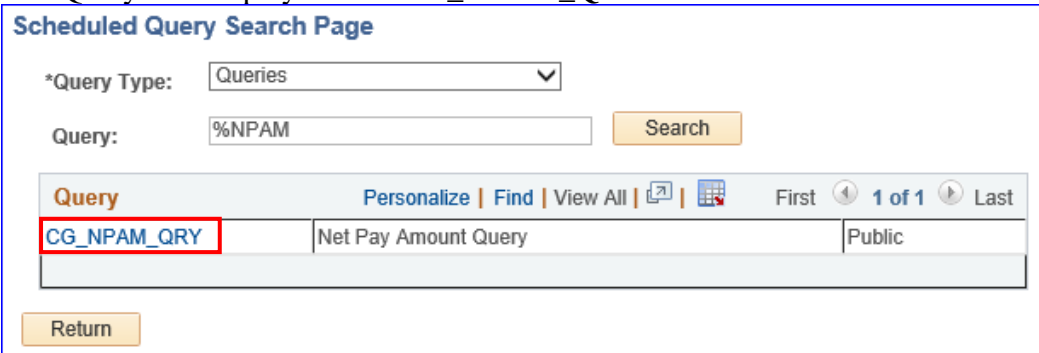
Procedures,  
continued

Step	Action
2	<p>Select the <b>Add a New Value</b> tab.</p> 
3	<p>Enter a <b>Run Control ID</b> (this may be anything, but it should be something you remember). Click <b>Add</b>.</p> 
4	<p>Enter <b>%NPAM</b> in the Description field and click <b>Search</b>.</p> 

Continued on next page

# Net Pay Amount Report (NPAM), Continued

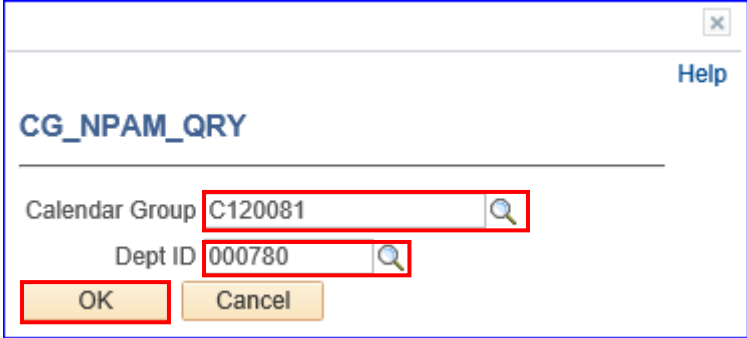
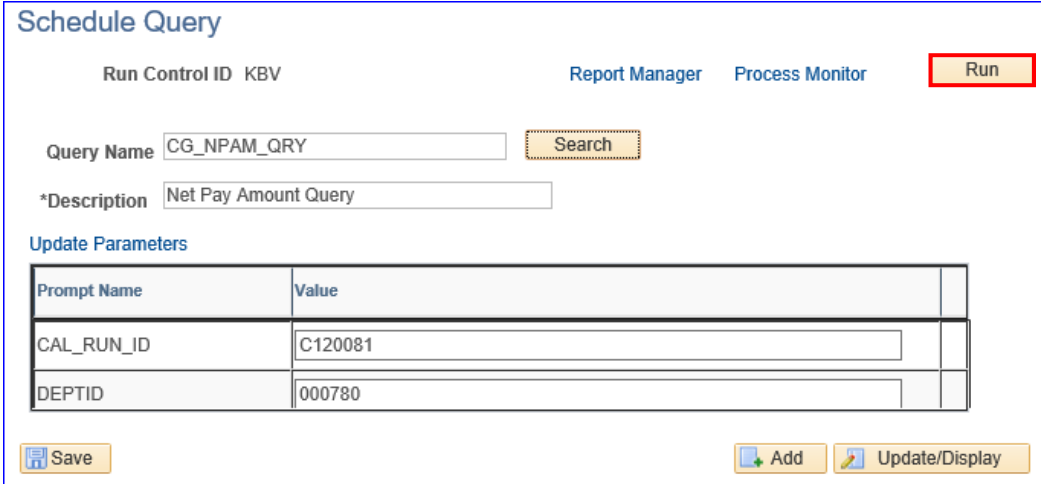
Procedures,  
continued

Step	Action																																							
5	<p>Enter <b>%NPAM</b> in the Query field and click <b>Search</b>.</p>  <p><b>Scheduled Query Search Page</b></p> <p>*Query Type: <input type="text" value="Queries"/></p> <p>Query: <input type="text" value="%NPAM"/> <input type="button" value="Search"/></p> <table border="1"> <thead> <tr> <th>Query</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>ACA_SAMPLE_FOR_EXTRACT1</td> <td>Sample ACA Extract Employees 1</td> <td>Public</td> </tr> <tr> <td>ACA_SAMPLE_FOR_EXTRACT2</td> <td>Sample ACA Extract Employees 2</td> <td>Public</td> </tr> <tr> <td>ACA_SAMPLE_FOR_EXTRACT3</td> <td>Sample ACA Extract Employees 3</td> <td>Public</td> </tr> <tr> <td>ACA_SAMPLE_SAFE_HARBOR</td> <td>Sample Safe Harbor Query</td> <td>Public</td> </tr> <tr> <td>AFL_BC</td> <td>AFI Basic Copy</td> <td>Public</td> </tr> <tr> <td>AGENCY_LIST1</td> <td>List og Agency user has access</td> <td>Public</td> </tr> <tr> <td>CARPLAN_CAREER_PLAN</td> <td>CARPLAN-Career Plan</td> <td>Public</td> </tr> <tr> <td>CARTRAIN</td> <td>CARTRAIN</td> <td>Public</td> </tr> <tr> <td>CARTRAIN_CAREER_PLAN_TRAINING</td> <td>CARTRAIN-Career Plan Training</td> <td>Public</td> </tr> <tr> <td>CGCRMAL</td> <td>CG OER Accountability Log</td> <td>Public</td> </tr> <tr> <td>CGCRMAL2</td> <td>Child to CGCRMAL</td> <td>Public</td> </tr> <tr> <td>CGCRMAL3</td> <td>Child to CGCRMAL</td> <td>Public</td> </tr> </tbody> </table> <p><input type="button" value="Return"/></p>	Query			ACA_SAMPLE_FOR_EXTRACT1	Sample ACA Extract Employees 1	Public	ACA_SAMPLE_FOR_EXTRACT2	Sample ACA Extract Employees 2	Public	ACA_SAMPLE_FOR_EXTRACT3	Sample ACA Extract Employees 3	Public	ACA_SAMPLE_SAFE_HARBOR	Sample Safe Harbor Query	Public	AFL_BC	AFI Basic Copy	Public	AGENCY_LIST1	List og Agency user has access	Public	CARPLAN_CAREER_PLAN	CARPLAN-Career Plan	Public	CARTRAIN	CARTRAIN	Public	CARTRAIN_CAREER_PLAN_TRAINING	CARTRAIN-Career Plan Training	Public	CGCRMAL	CG OER Accountability Log	Public	CGCRMAL2	Child to CGCRMAL	Public	CGCRMAL3	Child to CGCRMAL	Public
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CGCRMAL3	Child to CGCRMAL	Public																																						
6	<p>The Query will display. Click <b>CG_NPAM_QRY</b>.</p>  <p><b>Scheduled Query Search Page</b></p> <p>*Query Type: <input type="text" value="Queries"/></p> <p>Query: <input type="text" value="%NPAM"/> <input type="button" value="Search"/></p> <table border="1"> <thead> <tr> <th>Query</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>CG_NPAM_QRY</td> <td>Net Pay Amount Query</td> <td>Public</td> </tr> </tbody> </table> <p><input type="button" value="Return"/></p>	Query			CG_NPAM_QRY	Net Pay Amount Query	Public																																	
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# Net Pay Amount Report (NPAM), Continued

Procedures,  
continued

Step	Action
7	<p>Enter the <b>Calendar Group</b> or use the search icon to search for the correct Calendar Group ID. Enter the <b>Dept ID</b> or use the search icon to search for the appropriate Dept ID. Click <b>OK</b>.</p> 
8	<p>The Schedule Query will display with the information entered in Step 6. Click <b>Run</b>.</p> 

*Continued on next page*

# Net Pay Amount Report (NPAM), Continued

Procedures,  
continued

Step	Action														
<p><b>9</b></p>	<p>The Process Scheduler Request page will display with a Process List. Using the Server Name drop-down, select <b>PSUNX</b>. Ensure the <b>PSQUERY</b> is checked and click <b>OK</b>.</p> <div data-bbox="327 548 1364 907" style="border: 1px solid black; padding: 5px;"> <p><b>Process Scheduler Request</b></p> <p>User ID 1234567      Run Control ID KBV</p> <hr/> <p>Server Name <b>PSUNX</b>      Run Date 08/27/2020</p> <p>Recurrence      Run Time 11:31:18AM      <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone <input type="text"/></p> <p><b>Process List</b></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>PSQUERY</td> <td>PSQUERY</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> </tbody> </table> <p><input type="button" value="OK"/>    <input type="button" value="Cancel"/></p> </div>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	TXT	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution									
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	TXT	Distribution									
<p><b>10</b></p>	<p>The Schedule Query page will re-display with a Process Instance number. Select <b>Process Monitor</b>.</p> <div data-bbox="327 1019 1364 1512" style="border: 1px solid black; padding: 5px;"> <p><b>Schedule Query</b></p> <p>Run Control ID KBV      Report Manager <b>Process Monitor</b>      <input type="button" value="Run"/></p> <p>Process Instance:927556</p> <p>Query Name CG_NPAM_QRY      <input type="button" value="Search"/></p> <p>*Description Net Pay Amount Query</p> <p><b>Update Parameters</b></p> <table border="1"> <thead> <tr> <th>Prompt Name</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>CAL_RUN_ID</td> <td>C120081</td> </tr> <tr> <td>DEPTID</td> <td>000780</td> </tr> </tbody> </table> <p><input type="button" value="Save"/>      <input type="button" value="Add"/>    <input type="button" value="Update/Display"/></p> </div>	Prompt Name	Value	CAL_RUN_ID	C120081	DEPTID	000780								
Prompt Name	Value														
CAL_RUN_ID	C120081														
DEPTID	000780														

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# Net Pay Amount Report (NPAM), Continued

Procedures,  
continued

Step	Action																				
<p><b>11</b></p>	<p>The Process List will display. The Run Status may initially indicate <b>Queued</b> or <b>Processing</b>. Click the <b>Refresh</b> button until the Run Status updates to <b>Success</b> and the Distribution Status indicates <b>Posted</b>.</p> <p>Once the process has posted successfully, click <b>Details</b>.</p> <p><b>NOTE:</b> 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.</p> <div data-bbox="325 763 1369 1227" style="border: 1px solid black; padding: 5px;"> <p><b>Process List</b></p> <p><b>View Process Request For</b></p> <p>User ID: <input type="text" value="1234567"/> <input type="button" value="Q"/> Type: <input type="text" value="Last"/> <input type="text" value="1"/> Days: <input type="text" value="1"/> <input type="button" value="Refresh"/></p> <p>Server: <input type="text" value="PSUNX"/> Name: <input type="text" value="PSQUERY"/> Instance From: <input type="text" value=""/> Instance To: <input type="text" value=""/> <a href="#">Report Manager</a></p> <p>Run Status: <input type="text" value=""/> Distribution Status: <input type="text" value=""/> <input checked="" type="checkbox"/> Save On Refresh</p> <p><b>Process List</b></p> <p><input type="button" value="Q"/> 1-1 of 1 <input type="button" value="View All"/></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>927557</td> <td></td> <td>Application Engine</td> <td>PSQUERY</td> <td></td> <td>08/27/2020 11:33:06AM PDT</td> <td>Success</td> <td>Posted</td> <td><a href="#">Details</a></td> </tr> </tbody> </table> <p><a href="#">Go back to Schedule a Query</a></p> <p><input type="button" value="Save"/> <input type="button" value="Notify"/></p> </div>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	927557		Application Engine	PSQUERY		08/27/2020 11:33:06AM PDT	Success	Posted	<a href="#">Details</a>
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details												
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<p><b>12</b></p>	<p>Click <b>View Log/Trace</b>.</p> <div data-bbox="325 1301 1369 1966" style="border: 1px solid black; padding: 5px;"> <p><b>Process Detail</b></p> <p><b>Process</b></p> <p>Instance: 927557 Type: Application Engine              Name: PSQUERY Description: PSQUERY              Run Status: Success Distribution Status: Posted</p> <p><b>Run</b></p> <p>Run Control ID: KBV              Location: Server              Server: PSUNX              Recurrence:</p> <p><b>Update Process</b></p> <p><input type="radio"/> Hold Request  <input type="radio"/> Queue Request  <input type="radio"/> Cancel Request  <input checked="" type="checkbox"/> Delete Request  <input type="radio"/> Re-send Content <input type="radio"/> Restart Request</p> <p><b>Date/Time</b></p> <p>Request Created On: 08/27/2020 11:33:09AM PDT              Run Anytime After: 08/27/2020 11:33:06AM PDT              Began Process At: 08/27/2020 11:33:24AM PDT              Ended Process At: 08/27/2020 11:33:39AM PDT</p> <p><b>Actions</b></p> <p><a href="#">Parameters</a> <a href="#">Transfer</a>  <a href="#">Message Log</a> <a href="#">View Locks</a>  <a href="#">Batch Timings</a>  <a href="#">View Log/Trace</a></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>																				

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# Net Pay Amount Report (NPAM), Continued

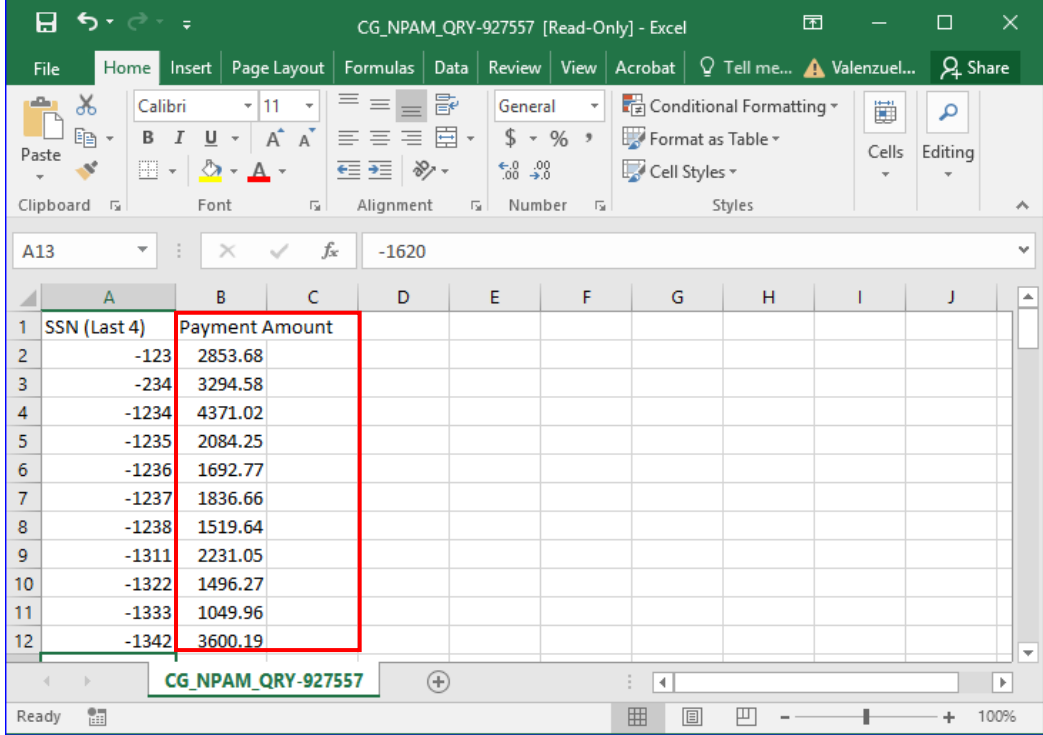
Procedures,  
continued

Step	Action																																
13	<p>Select <b>CG_NPAM_QRY-XXXXXX.csv</b> from the File List.</p> <div data-bbox="325 472 1369 1312" style="border: 1px solid black; padding: 5px;"> <p><b>View Log/Trace</b></p> <p><b>Report</b></p> <table border="0"> <tr> <td>Report ID</td> <td>936553</td> <td>Process Instance</td> <td>927557</td> <td><a href="#">Message Log</a></td> </tr> <tr> <td>Name</td> <td>PSQUERY</td> <td>Process Type</td> <td colspan="2">Application Engine</td> </tr> <tr> <td>Run Status</td> <td colspan="4">Success</td> </tr> </table> <p>Net Pay Amount Query</p> <p><b>Distribution Details</b></p> <table border="0"> <tr> <td>Distribution Node</td> <td>RPTNODE</td> <td>Expiration Date</td> <td><input type="text" value="09/03/2020"/></td> </tr> </table> <p><b>File List</b></p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td><a href="#">AE_PSQUERY_927557.stdout</a></td> <td>289</td> <td>08/27/2020 11:33:39.145801AM PDT</td> </tr> <tr style="border: 2px solid red;"> <td><a href="#">CG_NPAM_QRY-927557.csv</a></td> <td>1,698</td> <td>08/27/2020 11:33:39.145801AM PDT</td> </tr> </tbody> </table> <p><b>Distribute To</b></p> <table border="1"> <thead> <tr> <th>Distribution ID Type</th> <th>Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>1197374</td> </tr> </tbody> </table> <p><input type="button" value="Return"/></p> </div>	Report ID	936553	Process Instance	927557	<a href="#">Message Log</a>	Name	PSQUERY	Process Type	Application Engine		Run Status	Success				Distribution Node	RPTNODE	Expiration Date	<input type="text" value="09/03/2020"/>	Name	File Size (bytes)	Datetime Created	<a href="#">AE_PSQUERY_927557.stdout</a>	289	08/27/2020 11:33:39.145801AM PDT	<a href="#">CG_NPAM_QRY-927557.csv</a>	1,698	08/27/2020 11:33:39.145801AM PDT	Distribution ID Type	Distribution ID	User	1197374
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User	1197374																																
14	<p>A prompt will display. Select <b>Open</b>.</p> <div data-bbox="325 1384 948 1888" style="border: 1px solid black; padding: 5px;"> <p>Internet Explorer</p> <p>What do you want to do with CG_NPAM_QRY-927557.csv?</p> <p>From: hcenv5.direct-access.us</p> <table border="0"> <tr> <td style="border: 2px solid red; padding: 2px;"> <a href="#">→ Open</a> The file won't be saved automatically.                 </td> <td style="width: 100px;"></td> </tr> <tr> <td><a href="#">→ Save</a></td> <td></td> </tr> <tr> <td><a href="#">→ Save as</a></td> <td></td> </tr> </table> <p style="text-align: right;"><input type="button" value="Cancel"/></p> </div>	<a href="#">→ Open</a> The file won't be saved automatically.		<a href="#">→ Save</a>		<a href="#">→ Save as</a>																											
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# Net Pay Amount Report (NPAM), Continued

Procedures,  
continued

Step	Action																								
15	<p>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. <b>Scroll</b> through the list and review for any negative payments or significant payroll changes.</p>  <table border="1" data-bbox="323 584 1369 1317"> <thead> <tr> <th>SSN (Last 4)</th> <th>Payment Amount</th> </tr> </thead> <tbody> <tr><td>-123</td><td>2853.68</td></tr> <tr><td>-234</td><td>3294.58</td></tr> <tr><td>-1234</td><td>4371.02</td></tr> <tr><td>-1235</td><td>2084.25</td></tr> <tr><td>-1236</td><td>1692.77</td></tr> <tr><td>-1237</td><td>1836.66</td></tr> <tr><td>-1238</td><td>1519.64</td></tr> <tr><td>-1311</td><td>2231.05</td></tr> <tr><td>-1322</td><td>1496.27</td></tr> <tr><td>-1333</td><td>1049.96</td></tr> <tr><td>-1342</td><td>3600.19</td></tr> </tbody> </table>	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
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