

Payment Activity Report (PAR)

Do Not Pay (DNP) Quick Reference Card



Getting Started

What is the Payment Activity Report (PAR)?

The PAR is a report that summarizes Payment Automation Manager (PAM) payment data which has been vetted against Social Security Administration (SSA) Death Master File (DMF), American InfoSource (AIS) Obituary and Probate, Department of Defense, and Department of State data sources during Payment Integration (or at the time of payment). The PAR also summarizes the adjudication status of matches by Agency Location Code (ALC).

Who can access the PAR?

The following roles within the Level 1 Access Group are authorized to view the PAR: Primary Local Security Administrators, Local Security Administrators, and Portal Users.

Do all agencies have access to this report?

No, only agencies with DNP access; and only those agencies that submit PAM payments will have data populated in their reports.

How do I access the PAR?

Select the Report icon () from the navigation pane on the left side of the screen. In the Agency Reports title bar, click on the [+] to expand the list of available reports. Select the "Payment Activity Report" hyperlink.

How often does the PAR update?

The PAR report will update at the end of the first day of the month and display information from two months prior. For example, August data will be available to view on October 2 and September data will be available on November 2.

Can I print the PAR?

Yes, a PDF version of the report is available to save and print. The PDF version displays the report counts in three sections: 1) Stopped Payments and Payments with Matches; 2) Improper Payments and Proper Payments; and 3) Non-Adjudicated Payments, Unmatched Payments, and death data source matches. Each section will display in groups of ten or fewer records. Subtotals will be displayed after each section.

How do agencies use the PAR?

Agencies use information provided in the PAR to satisfy financial reporting requirements mandated by OMB Circular No. A-136 Section II.

When can I see results for the entire Fiscal Year?

You can see FY results by November 2 after the Adjudication Summary Report for September payments is automatically submitted by DNP.

PAR Report Fields

Column Name	Description
ALC	Agency Location Code
Total Payments (#)/(\$)	Payments <i>paid</i> during the report timeframe
Matched (#)/(\$)	Payments that match against at least one data source
Not Adjudicated (#)/(\$)	Payments that resulted in matches that have not been adjudicated and remain in the "Not Adjudicated" state for future agency investigation
Proper (#)/(\$)	Payments that resulted in matches that have been adjudicated as "Proper" based on agency investigation and business requirements (e.g., <i>correct recipient, business need</i>)
Improper (#)/(\$)	Payments with matches that have been adjudicated as "Improper" based on agency investigation and business requirements (e.g., <i>wrong recipient, incorrect funds, improper usage of funds</i>)
Unmatchable (#)/(\$)	Payments that were paid but <i>do not</i> get matched against a data source due to null or incorrect formatting of payment values
Stopped Payments (#)/(\$)	Payments <i>stopped</i> during the report timeframe
AIS-OBIT Matches (#)	The total number of matches to AIS Obituary data source
AIS-PROB Matches (#)	The total number of matches to AIS Probate data source
DMF Matches (#)	The total number of matches to SSA DMF data source
DOD Matches (#)	The total number of matches to DOD data source
DOS Matches (#)	The total number of matches to DOS data source
(#) Total Count (\$) Total Dollar Value All fields exclude Invalid or Removed payments *The total number of matches and matched payments may differ due to the possibility of a single payment resulting in multiple matches.	

Sample PAR - Summary

06/16/2020

Do Not Pay - Payment Activity Report

DNP ADJUDICATION ONE

October 2018 - September 2019

Agency Location Codes (ALCs): 20100002, 00008495, 00000220, 11200001, 14090030, 12345964, 12346019, 12346127, 20050000, 00008617, 12360015

Summary		Total Payments - Count (#): 60	Amount (\$): \$338,527.00	
Payments	Count (#)	Amount (\$)	Source	Count (#)
Matched	60	\$338,527.00	AIS-OBIT	18
Not Adjudicated	51	\$297,953.00	AIS-PROB	18
Proper	6	\$31,499.00	DMF	39
Improper	3	\$9,075.00	DOD	0
Unmatchable	0	\$0.00	DOS	21
Stopped	4	\$17,930.00		

This report only displays payments and adjudication results that have been submitted on an Adjudication Summary Report.

Sample PAR - By ALC

06/16/2020

Do Not Pay - Payment Activity Report

DNP ADJUDICATION ONE

October 2018 - September 2019

Agency Location Codes (ALCs): 20100002, 00008495, 00000220, 11200001, 14090030, 12345964, 12346019, 12346127, 20050000, 00008617, 12360015

ALC: 12346127		Total Payments - Count (#): 4	Amount (\$): \$15,977.00	
Payments	Count (#)	Amount (\$)	Source	Count (#)
Matched	4	\$15,977.00	AIS-OBIT	0
Not Adjudicated	4	\$15,977.00	AIS-PROB	0
Proper	0	\$0.00	DMF	0
Improper	0	\$0.00	DOD	0
Unmatchable	0	\$0.00	DOS	7
Stopped	0	\$0.00		

ALC: 00008495		Total Payments - Count (#): 10	Amount (\$): \$50,032.00	
Payments	Count (#)	Amount (\$)	Source	Count (#)
Matched	10	\$50,032.00	AIS-OBIT	10
Not Adjudicated	9	\$44,947.00	AIS-PROB	10
Proper	0	\$0.00	DMF	10
Improper	1	\$5,085.00	DOD	0
Unmatchable	0	\$0.00	DOS	10
Stopped	0	\$0.00		

ALC: 12360015		Total Payments - Count (#): 3	Amount (\$): \$12,925.00	
Payments	Count (#)	Amount (\$)	Source	Count (#)
Matched	3	\$12,925.00	AIS-OBIT	0
Not Adjudicated	2	\$4,212.00	AIS-PROB	0
Proper	1	\$8,713.00	DMF	0
Improper	0	\$0.00	DOD	0
Unmatchable	0	\$0.00	DOS	4
Stopped	1	\$1,882.00		

This report only displays payments and adjudication results that have been submitted on an Adjudication Summary Report.

