

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).

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. Select the “Payment Activity Report” button.

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 a summary page followed by matches based by Agency Location Codes.

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.

When I choose Current Fiscal YTD as the date range, why does it clarify “submitted month with payments”?

It is possible (although rare) for submissions to be made without payments. Only submissions with payments will be displayed in the PAR.

PAR Report Fields

Payments	Description
Matched	Count/Value of payments where the payee Social Security Number and First/Last Name matched against one of the five Do Not Pay death data sources in Payment Integration.
Not Adjudicated	Count/Value of payments where the payee Social Security Number and First/Last Name matched against one of the five Do Not Pay death data sources in Payment Integration, and an adjudication decision about whether it is proper or improper has not yet been provided by the agency.
Proper	Count/Value of payments that matched against one of the five Do Not Pay death data sources in Payment Integration, and an adjudication decision has found the match to be a proper payment according to the agency’s business rules and procedures.
Improper	Count/Value of payments that matched against one of the five Do Not Pay death data sources in Payment Integration, and an adjudication decision has found the match to be an improper payment according to the agency’s business rules and procedures.
Unmatchable	Count/Value of payments that did not have the opportunity to be matched against one of the five Do Not Pay death data sources in Payment Integration, due to either a missing/invalid Social Security Number, or a missing/invalid First/Last Name
Stopped	Count/Value of payments that were stopped from being disbursed.
(#) 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.	

Note: Release 6.4 implemented on October 24, 2020 removed SAM Exclusion Records historical matches from Payment Integration. You may notice a drop in the count of Not Adjudicated matches in the Adjudication Summary Report and the Payment Activity Report as a result.

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.

