DNP Quick Reference Card
RELEASE 6.3

Overview of Release

- **Reports Portal User Interface Redesign**
- **Online Search Matched Data Source Save/Print Detail**
- **Future Updates**

Release Enhancements

Reports Portal User Interface Redesign

Description: Between August 2019 and March 2021, the Do Not Pay Portal will be undergoing a major redesign based on user feedback. The purpose of this redesign is to improve the ease of navigation and increase the usefulness of the various functions. Currently, Online Search, Batch Matching, Continuous Monitoring, and Reports are the redesigned functionalities. All other functionalities will remain in the Legacy Portal until their scheduled upgrade (see Future Updates).

Redesigned Continuous Monitoring Landing Page

Announcements
New messages will be posted here.

Legacy Portal
Click to go to the legacy modules.

Help
Click here for guidance relevant to the current page.

Announcements

Welcome to the DNP Portal! Take Me to the Legacy Portal Page

SENSITIVE BUT UNCLASSIFIED   Contact Us   QAFADJ01   Logoff

Reports

Reports Selection

Adjudication Summary Report
Click here to view the ASR.

Payment Activity Report
Click here to see the PAR.

Reports
Click here to launch.

ASR

PAR

Adjudication Summary Report
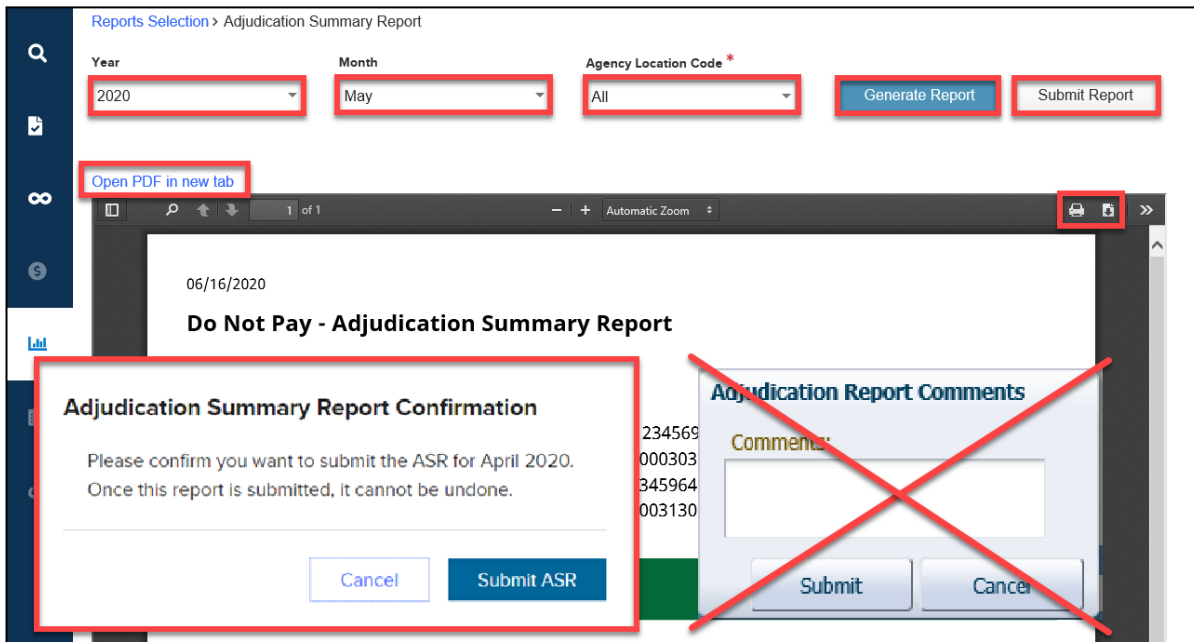High-level summary of access group adjudication statuses by month

Payment Activity Report
Summarizes access group PAM payments, matches, and adjudication statuses by ALC

Navigation Bar
Attempting to click on any icons other than Online Search, Batch Matching, Continuous Monitoring, or Reports will result in a pop-up box directing users to click on the link at the top of the screen to re-direct to the legacy Portal.

DNP DO NOT PAY
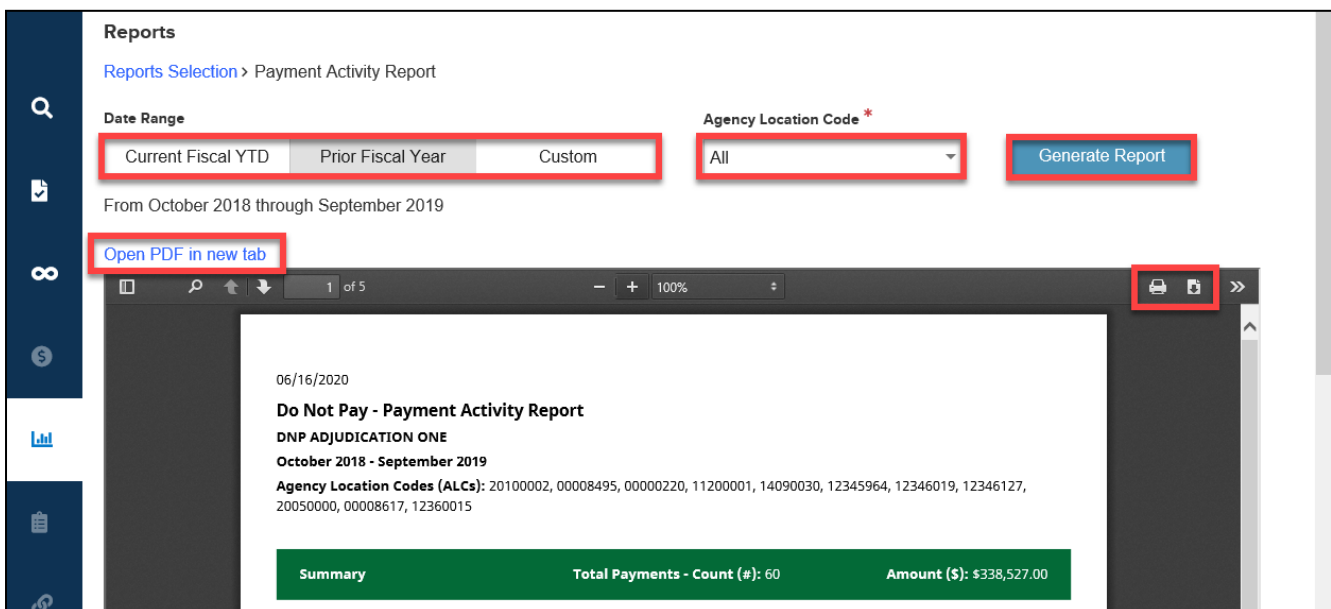BUREAU OF THE FISCAL SERVICE

Release Enhancements (cont.)

Adjudication Summary Report

- Select the Year and Month you wish to view in the ASR. Use the Agency Location Code drop-down to filter results by the selected code(s). Note, only the Agency Location Code(s) you have access to will be displayed. Then, click the **[Generate Report]** button to display the results.
- For Level 1 users, the **[Submit Report]** button becomes active on the first calendar day of the month for the prior month's ASR. If you click this button, a window appears asking you to verify the submission as doing so marks the adjudication as "Final" which cannot be reversed. Note, the option to insert comments during report submission has been removed.
- Use the menu toolbar to open the PDF in a new tab, print, or download.

Payment Activity Report

- Select the Date Range you wish to view in the PAR. Use the Agency Location Code drop-down to filter results by the selected code(s). Then, click the **[Generate Report]** button to display the results.
- Use the menu toolbar to open the PDF in a new tab, print, or download.

Release Enhancements (cont.)

Online Search Matched Data Source Save/Print Detail
Description: Users are able to save and print the details of data source matches in the Online Search functionality.

Future Updates

Timeline for Functionality Upgrades to Redesigned Portal

This diagram shows the timeline in which each of the functionalities will be upgraded to the redesigned site, with a completion date by March 2021.