Using IPAY and PAN to Research a Transaction on the PPP5302

Part of the PPP5302 for the month of May, 2008 is shown below. On it is a transaction for overtime paid to Oscar Overtime for pay period ending 4/30/08. The reviewer of the PPP5302 is wondering why this transaction was processed, when it was paid, and who processed it because he/she was unaware that any overtime was authorized for the month of April, 2008.

The reviewer can find out when the transaction was paid by accessing the IDER screen in IPAY Inquiry. To make sure that the reviewer is looking at the correct transaction, the PAR control distribution number (highlighted above and below) can be used to exactly match the transaction.
From looking at the transaction on the IDER screen, the reviewer can determine that the transaction was processed on the EDAP screen because the transaction code (TC) shown on the IDER screen is AP which is a code generated from the EDAP screen. Note: Transaction codes can be found using on-line help by pressing F1 when your cursor is in the field or in the PPS Manual, Section 4.6.

Now, the reviewer accesses the PAN Log to see who processed the transaction and why. On the Post Authorization Notification Selection screen shown below, the user selected date range of May 01, 2008 to May 31, 2008 and selected a document type of Time Reporting transactions with a Doc ID of "701701701" which is the employee's ID number. In the Payroll Application Use Only section, the user selected the “AP-Additional Payment Action” since the reviewer now knows an AP (Additional Payment) transaction was processed.
After clicking on the submit button, only one transaction is displayed for Oscar Overtime. To view the detail the reviewer clicks on the DOC ID link of 701701701.
The detail of the PAN is shown below.

Now the PPP5302 reviewer knows who processed the transaction, who reviewed it, and on what payday it was processed. To find out why the transaction was processed, the PPP5302 reviewer can contact the preparer to find out if it was paid properly.