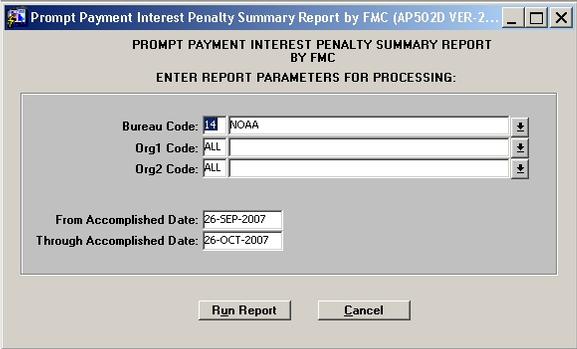


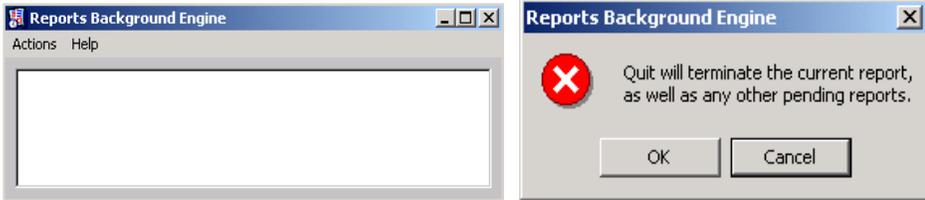
## Prompt Payment Interest Penalty Summary Report by FMC (AP502D)

This report will provide summary information by Line Office/FMC on the number, dollar amount and percentage of invoices paid late during a specified period. The purpose of the report is to alert Finance/FMC's to monitor and manage the amount of interest penalties paid and to highlight potential trouble spots where remedial action may be required.

Once in the CBS Navigator, users perform the following steps to run the AP502D report:

| Step | Action  |
|------|---|
| 1    | <ul style="list-style-type: none"> <li>➤ Log into the Data Warehouse application</li> <li>➤ Open the <b>Data Warehouse</b> folder on the <i>CBS Navigator</i></li> <li>➤ Select the <b>AP502D – Prompt Payment Interest Penalty Summary Report by FMC</b> menu option from the <b>Accounts Payable Reports</b> folder</li> </ul> <p><i>Notes: Please refer to the DW Access &amp; Navigation section for additional information on the logon process and menus.</i></p> |
| 2    | <p>The <b>AP502D Runtime Parameter Form</b> will be displayed as shown below:</p>   |
| 3    | <p>Users complete applicable fields on the AP502D screen which will generate the appropriate report information.</p> <p><i>Note: The data fields from this screen are explained in detail within this section.</i></p>  |
| 4    | <p>Once the proper parameters are entered, users press the <b>Run Report</b> command button to generate the report.</p>   |

| Step | Action   |
|------|--|
| 5    | <div data-bbox="285 239 880 436"> </div> <p data-bbox="285 470 1349 537">A dialog box may appear to inform the user that the report may take a couple of minutes to process. Acknowledge this information by clicking the <b>OK</b> button.</p> <div data-bbox="285 571 647 795"> </div> <p data-bbox="285 835 1412 903">A Report Progress box will appear. User action is not required, unless they wish to exit without producing a report by pressing the <b>Cancel Report</b> button.</p>  |
| 6    | <p data-bbox="285 936 1417 1066">The Report Previewer will be open with the report number displayed on the top of the screen. Users will be positioned on the report header page which lists the current date/time, report title, and parameters defined for the report. Within the Report Previewer, click the arrows on the icon bar to move through the report pages. The following illustrates the Report Previewer:</p> <div data-bbox="285 1100 984 1671"> </div> <p data-bbox="285 1705 1417 1772"><i>Note: The single arrows are used to move to the next/previous page and arrows with the vertical line are used to move to the first and last page of the report.</i></p> |

| Step | Action  |
|------|---|
| 7    | <p>Click the <b>Print</b> icon  to print a copy of the report.</p> <p><i>Note: If more than one Citrix application is open (e.g., DW and BOP), users can only print in one application at a time. In order to print reports from one Citrix application, the Reports Background Engine window must be closed in the other application.</i></p>   |
| 8    | <p>Click on the Report Previewer <b>Exit</b>  icon to exit and return to the report launch screen.</p> <p><i>Note: The Exit icon is the red X on the Report Previewer toolbar, not the Delete a Record icon within CFS modules which is very similar.</i></p>  |
| 9    | <p>Enter applicable parameters if additional reports are required, or click <b>Cancel</b> to exit the report launch screen.</p>   |
| 10   | <p>During the report process, the Reports Background Engine will appear on the lower part of your screen as a minimized application. Maximizing the Reports Background Engine window allows users to view a list of reports in process when multiple reports have been executed. The following illustrates the Report Background Engine:</p> <div data-bbox="284 913 1209 1113" style="border: 1px solid black; padding: 5px;">  </div> <p><i>Note: Users may need to close the Reports Background Engine window if problems are experienced in the execution of subsequent reports. However, attempting to close this window prior to exiting the Report Previewer displays the dialog box shown here. Users click OK to keep the report open or Cancel to close both the Report Previewer and Reports Background Engine windows.</i></p> |

### Prompt Payment Interest Penalty Summary Report by FMC (AP502D) Parameters

This screen requires input of the following fields:

| <u>Field</u>             | <u>Description</u>   |
|--------------------------|--|
| <b>Bureau Code (LOV)</b> | This field displays the 2-digit bureau code and corresponding bureau name as defined on the Bureau Code Screen (GL004). The Bureau Code will default to user's bureau code. The user may specify a different Bureau Code by either entering a valid value or by selecting one from a list of values. |

| <u>Field</u>                      | <u>Description</u>   |
|-----------------------------------|--|
| <b>Org1 Code (LOV)</b>            | This field displays the Org1 codes associated with the bureau selected. The field defaults to "ALL." The user may enter a valid value or select a different Org1 Code from the list of values.                                     |
| <b>Org2 Code (LOV)</b>            | This field displays the Org2 codes associated with the Org1 Code selected. The field defaults to "ALL." The user may enter a valid value or select a different Org2 Code from the list of values.                                  |
| <b>From Accomplished Date:</b>    | This field displays the beginning date or starting point for the report. The accomplished date is when payment was made to the vendor by Treasury. The report defaults to 30 days before the current date, but can be overwritten. |
| <b>Through Accomplished Date:</b> | This field displays the ending date for the report. The accomplished date is when payment was made to the vendor by Treasury. The report defaults to the current date, but can be overwritten.                                     |

### **Prompt Payment Interest Penalty Summary Report by FMC (AP502D) Contents**

The report starts with the Organization 1 code selected on the report parameter screen. The report has the following information, underneath for the Organization 2 code(s) displaying (from left to right):

| <u>Name</u>                   | <u>Description</u>   |
|-------------------------------|--|
| Org2 Code                     | Displays the second position of the organization code of the ACCS.   |
| Org2 Description              | Displays the title of the Org2 code.   |
| <b>Org2 Total This Period</b> |  |
| -No. PP Invoices Paid         | Displays the count of approved invoices paid under prompt payment regulations for the specified Org1 & Org2 codes for the period selected.   |
| -Amount PP Invoices           | Displays the amount of the approved invoices paid under prompt payment regulations for the specified Org1 & Org2 codes for the period selected.  |
| -No. Late Invoices            | Displays the count of approved invoices paid late under prompt payment regulations which have incurred interest penalties for the specified Org1 & Org2 codes for the period selected. |

| <u>Name</u>                              | <u>Description</u>  |
|--|---|
| -Amount Late Invoices                    | Displays the amount of the approved invoices paid late under prompt payment regulations which have incurred interest penalties for the specified Org1 & Org2 codes for the period selected.             |
| -Amount Interest Penalties               | Displays the total interest penalties incurred for the specified Org1 & Org2 codes for the period selected.   |
| <b><i>Org2 to Bureau This Period</i></b> |   |
| -Pct. Paid Late – No                     | Displays the percent of the number of invoices paid late for the specified Org1 & Org2 codes as compared to the total number of <b>all</b> NOAA invoices paid late for the period selected.             |
| -PCT. Paid Late – Amount                 | Displays the percent of the dollar value of invoices paid late for the specified Org1 & Org2 codes as compared to the total dollar value of <b>all</b> NOAA invoices paid late for the period selected. |
| <b><i>NOAA Total This Period</i></b>     |   |
| -No. PP Invoices Paid                    | Displays a count of the approved invoices paid under prompt payment regulations for the entire Bureau for the period selected.  |
| -Amount PP Invoices                      | Displays a total amount of approved invoices paid under prompt payment regulations for the entire Bureau for the period selected.   |
| -No. Late Invoices                       | Displays a count of the approved invoices paid late under the prompt payment regulations for the entire Bureau for the period selected.   |
| -Amount Late Invoices                    | Displays a total amount of the approved invoices paid late under the prompt payment regulations which have incurred interest penalties for the entire Bureau for the period selected.                   |
| -Amount Interest Penalties               | Displays a total amount of interest penalties incurred for the entire Bureau for the period selected.   |

### **Prompt Payment Interest Penalty Summary Report by FMC (AP502D) Example**

An example of the Reimbursable Agreement Summary Report is included on the following pages.

CREATION RUN DATE: 11/02/2007  
REPORT ID: AP502D  
INSTANCE: STSTSDW.WORLD

COMMERCE BUSINESS SYSTEM (CBS)  
NOAA  
PROMPT PAYMENT INTEREST PENALTY SUMMARY REPORT BY FMC

USER ID: OPSSPATOC001  
PAGE: 1  
AS OF: 11/01/2007

BUREAU CODE: 14 - NOAA  
ORGI CODE: 06 - STAFF OFCS OF THE OFC OF THE UNDER SEC  
ORG2 CODE: 02 - OFC OF THE CHIEF FINANCIAL OFFICER  
FROM ACCOMPLISHED DATE: 01-MAR-2007  
THROUGH ACCOMPLISHED DATE: 31-MAR-2007

Version 2-27-dwmp-20071002  
Added Feeder System Number to report output. Excluded any manually entered penalties.  
NOTE: Invoice counts, amounts, and percentages on this report reflect data only for the Organization Codes selected. Double counting at Organization Code level may occur due to invoices possibly containing Line Items for more than one Organization Code.  
For example: an invoice may have two line items. One for Org 06-01 and one for Org 06-02. This invoice will be counted twice at the detail level: once on the Org 06-01 report line and once on the 06-02 report line.

NDW Refresh Status: SUCCESSFUL  
START: 11/01/2007 23:24:11  
END: 11/01/2007 23:31:49

CREATION RUN DATE: 11/02/2007  
 REPORT ID: AP502D  
 INSTANCE: SIT5TDW.WORLD

COMMERCE BUSINESS SYSTEM (CBS)  
 NOAA  
 PROMPT PAYMENT INTEREST PENALTY SUMMARY REPORT BY FMC  
 ACCOMPLISHED DATE RANGE: 01-MAR-2007 - 31-MAR-2007

USER ID: OPSPAT0001  
 PAGE: 2  
 AS OF: 11/01/2007

ORG1: 06-STAFF OFCS OF THE OFC OF THE UNDER SEC

| ORG2 CODE | ORG2 DESCRIPTION | ORG2 TOTAL THIS PERIOD |                    |                   |                      |                           | ORG2 TO BUREAU THIS PERIOD |                         |
|-----------|------------------|------------------------|--------------------|-------------------|----------------------|---------------------------|----------------------------|-------------------------|
|           |                  | NO. PP INVOICES PAID   | AMOUNT PP INVOICES | NO. LATE INVOICES | AMOUNT LATE INVOICES | AMOUNT INTEREST PENALTIES | PCT. PAID LATE - NO.       | PCT. PAID LATE - AMOUNT |

|             |                                    |    |            |   |          |      |       |       |
|-------------|------------------------------------|----|------------|---|----------|------|-------|-------|
| 02          | OFC OF THE CHIEF FINANCIAL OFFICER | 41 | 208,276.37 | 1 | 3,501.45 | 3.57 | 0.31% | 0.04% |
| ORG1 TOTAL: |                                    | 41 | 208,276.37 | 1 | 3,501.45 | 3.57 | 0.31% | 0.04% |

| NOAA TOTAL THIS PERIOD |                    |                   |                      |                           |  |  |
|------------------------|--------------------|-------------------|----------------------|---------------------------|--|--|
| NO. PP INVOICES PAID   | AMOUNT PP INVOICES | NO. LATE INVOICES | AMOUNT LATE INVOICES | AMOUNT INTEREST PENALTIES |  |  |
| 12,207                 | 84,179,345.69      | 323               | 8,826,527.31         | 28,925.20                 |  |  |