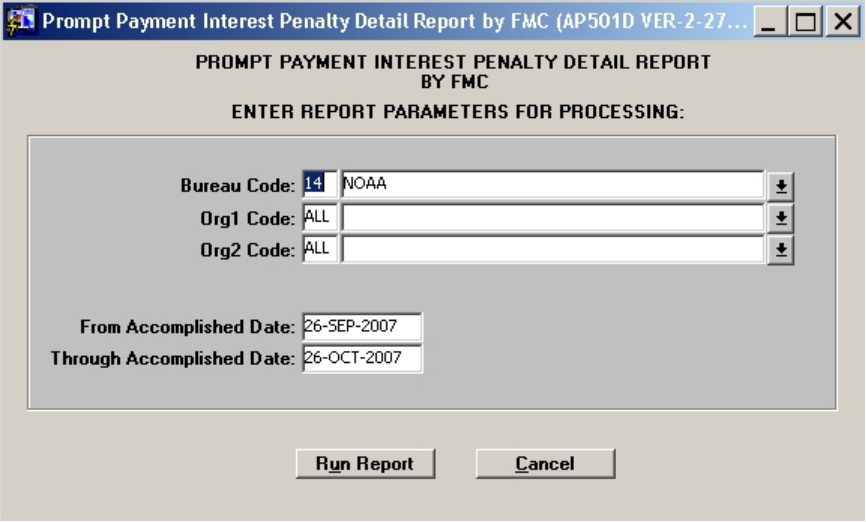

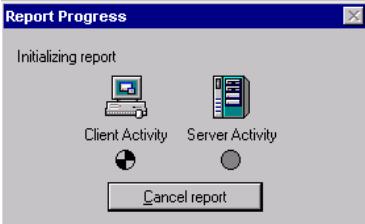
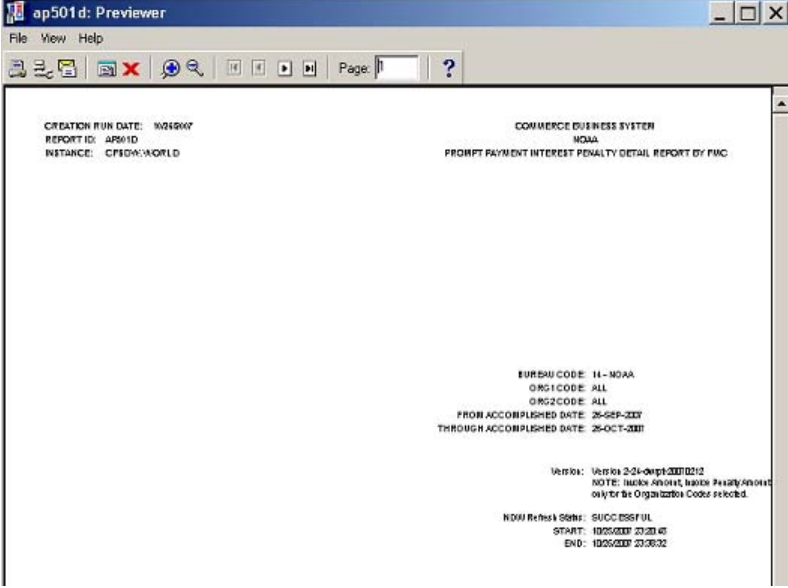




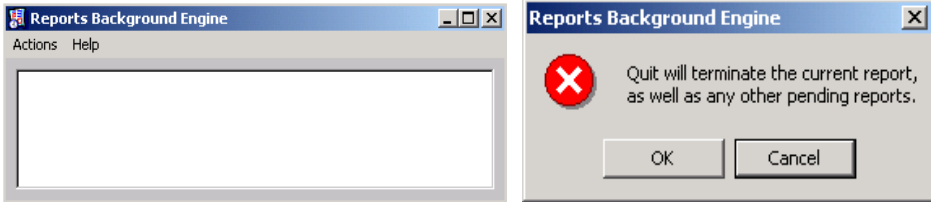
Prompt Payment Interest Penalty Detail Report by FMC (AP501D)

This report provides detailed information by Line Office/FMC for invoices subject to the Prompt Payment act that have been paid late and incurred interest penalties. 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 is required.

Once in the CBS Navigator, users perform the following steps to run the AP501D report:

Step	Action
1	<ul style="list-style-type: none"> ➤ Log into the Data Warehouse application ➤ Open the Data Warehouse folder on the <i>CBS Navigator</i> ➤ Select the AP501D – Prompt Payment Interest Penalty Detail Report by FMC menu option from the Accounts Payable Reports folder <p><i>Notes: Please refer to the DW Access & Navigation section for additional information on the logon process and menus.</i></p>
2	<p>The AP501D Runtime Parameter Form will be displayed as shown below:</p> 
3	<p>Users complete applicable fields on the AP501D 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 Run Report command button to generate the report.</p>

Step	Action
5	<p data-bbox="285 239 880 436">  </p> <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 OK button.</p> <p data-bbox="285 571 647 793">  </p> <p data-bbox="285 835 1409 903">A Report Progress box will appear. User action is not required, unless they wish to exit without producing a report by pressing the Cancel Report button.</p>
6	<p data-bbox="285 932 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> <p data-bbox="285 1071 1068 1654">  </p> <p data-bbox="285 1717 1417 1785"><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 Print 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 Exit  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 Cancel 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 Detail Report by FMC (AP501D) Parameters

This screen requires input of the following fields:

<u>Field</u>	<u>Description</u>
Bureau Code (LOV)	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>
Org1 Code (LOV)	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.
Org2 Code (LOV)	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.
From Accomplished Date:	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.
Through Accomplished Date:	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 Detail Report by FMC (AP501D) 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>
Invoice-Sub-invoice No.	Displays the invoice numbers having the late interest penalties.
Reference No.	Displays the source reference number associated with the invoice number found on the PM003 screen.
Feeder Sys No.	The Feeder System Number of the source obligating document related to the invoice having late interest penalties
Total	Displays the invoice total amount paid to the vendor including the interest penalties.
Non-Penalty Amount	Displays the invoice amount without the interest penalty.
Interest Penalty Amount	Displays the amount of the late interest penalty assessed on the invoice.
Late Reason	Displays the prompt payment late reason code and descriptions associated to the penalty portion of the invoice amount.

Note: Toward the end of the report there will be a section called “Late Reason Statistics This Period. It will count the frequency of the late reasons grouped by FMC (ORG1-ORG2)

Prompt Payment Interest Penalty Detail Report by FMC (AP501D) Example

An example of the Prompt Payment Interest Penalty Detail Report is included on the following pages.

CREATION RUN DATE: 10/23/2007
REPORT ID: AP501D
INSTANCE: STSTSDW.WORLD

COMMERCE BUSINESS SYSTEM
NOAA
PROMPT PAYMENT INTEREST PENALTY DETAIL REPORT BY FMC

USER ID: OPSSPATOC001
PAGE: 1
AS OF: 10/23/2007

BUREAU CODE: 14 - NOAA
ORG1 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-dwrpt-20071002
Added Feeder System Number to report output. Excluded any manually entered penalties.
NOTE: Invoice Amount, Invoice Penalty Amount, and Invoice Total on report reflect amounts only for the Organization Codes selected.

NDW Refresh Status: SUCCESSFUL
START: 10/23/2007 23:25:03
END: 10/23/2007 23:33:02

CREATION RUN DATE: 10/25/2007
 REPORT ID: AP501D
 INSTANCE: SIT515DW.WORLD

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

USER ID: OPSSPAT00001
 PAGE: 2
 AS OF: 10/23/2007

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

INVOICE: SUB-INVOICE NO. REFERENCE NO FEEDER SYS NO TOTAL NON-PENALTY AMOUNT INTEREST PENALTY AMOUNT LATE REASON

ORG2: 02-OFC OF THE CHIEF FINANCIAL OFFICER
 1292880-0 SA130106NCO059 M3/NAFSD200600033 3,501.45 3,497.88 3.57 1B-DELAY IN AGENCY'S RECEIPT OF PROPER INVOICE

ORG2 TOTAL:

3,501.45 3,497.88 3.57

ORG1 TOTAL:

3,501.45 3,497.88 3.57

BUREAU TOTAL:

3,501.45 3,497.88 3.57

***** LATE REASON STATISTICS THIS PERIOD *****

ORG1-ORG2 FREQUENCY LATE REASON
 06-02 1 1B-DELAY IN AGENCY'S RECEIPT OF PROPER INVOICE