

CHAPTER 11 PROMPT PAYMENT ACT REPORTING

PROCEDURE:

A. The user completes data entry of each field of the Prompt Payment Act Report form as prompted by the system. It is important to note that not all fields require manual input. Data fields within the form that represent totals and/or subtotals of other fields have been calculated and are self populating.

B. Upon completion of data entry the user will execute the various edits and reconciliations designed to insure that only valid, reconciled data is submitted to the USACE Finance Center. Correction and resubmission of edit/reconciliations errors are required until an ACCEPTED status is received indicating a error free transmission to the UFC.

C. Once all edits/reconciliations have been passed, the user should print and retain on cite a final accepted copy of each report submitted to the UFC.

BACKGROUND:

This function is used to enter report data, execute edits and reconciliations, and submit/print reports on Prompt Payment Act reporting. All FOA's responsible for submitting the Prompt Payment Act Report to the USACE Finance Center must perform this function.

DUE DATE:

The Prompt Payment Act report is due at the UFC COB on the 8th working day of the month following the end of a quarter. System must be open for submission. If not a message will appear at the bottom of the screen.

ADDITIONAL INFORMATION:

Each user is identified as a district, division, HQUSACE or UFC level user, and has been granted specific authority to create/generate reports. Should you be unable to create a report, (access denied, etc.) please refer to Chapter 1 for User Access Levels.

CHAPTER 11
PROMPT PAYMENT ACT REPORTING

ACCESS PERMISSIONS:

- a. User must have create/update permissions for the applicable FOA in order to create or update report data, execute or view reconciliation/edit reports, and generate or view reports.
- b. User must have generate/view permissions for the applicable FOA in order to generate or view reports. This does not allow the user to create or update report data.
- c. User must have view permissions for the applicable FOA in order to view only reports already generated. This does not allow the user to create or update or generate reports.
- d. District Report Level users can only perform functions for the specific FOA or District. Division Report Level users can only perform functions for the specific Division. Command Report Level users can generate reports for the entire command. UFC Command Report Level users can perform functions for the entire command.

CHAPTER 11
PROMPT PAYMENT ACT REPORTING

SECTION A, CREATE/UPDATE REPORTS :

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0):

ENTER CHOICE

Selection 3 - Civil Accounting Functions. Press Enter.

Selection 3 - Create/Update Reports. Press Enter.

Arrow down to Prompt Pay report. Press Enter.

OR

Press CTRL F1 to move to the smart code field.

SMART CODE

Enter CCPPAY. Press Enter

OR

Press F4 for a list of all
the smart codes available
to select from.

OR

Press CTRL F1 to move to
the enter choice field.

If the F4 key is used, a pop up window will appear that contains all the valid smart codes the user has been granted access to use.

User can:

USE UP OR DOWN ARROW KEYS

Use these keys to move up
or down the list in the
pop up window to the
desired selection.

CHAPTER 11
PROMPT PAYMENT ACT REPORTING

SECTION A, CREATE/UPDATE REPORTS :

PRESS TAB

Use the tab key to move cursor to the find field. Once in the find field enter a value and press enter to execute the query.

PRESS END

Use the end key to select the choice. System will automatically move to the appropriate screen to continue on.

PRESS F10

Use the F10 key to exit the pop up window and return to the previous screen with no action.

User is at screen HQ1.3.9.1 - PROMPT PAY

FOA CODE

Enter your EROC code. Automatically populates address information.

DEPT CODE

Enter Department Symbol Code (ie., 96) Automatically moves to next field. <F4> may be entered to select from previously entered data.

TRANS DEPT

Enter Transfer Departmental Code, or NA in none. Press Enter.

**CHAPTER 11
PROMPT PAYMENT ACT REPORTING**

SECTION A, CREATE/UPDATE REPORTS :

FSCL YEAR	Enter the fiscal year of the appropriation to be reported. Press Enter.
BASIC APPN	Enter the four(4) digit appropriation code (ie.,3121,3122,4902 etc). Automatically moves to next field.
LIMITATION	Enter the four(4) digit appropriation or zero(0) fill if none. Press enter. CEEMIS will check to in sure you have entered a valid appropriation and automatically move to the next field.

ENTER REPORT DATA AS PROMPTED Enter each field of the Prompt Payment Act Report as prompted. See Treasury Financial Manual, Vol.1, Appendix No.2, pages 21-32 for report formulation. Total fields will be calculated (self-populating) for ease of data entry.

Line IA (6B), Payments Subject To The Prompt Payment Act, Dollar Amount, enter the current fiscal year amount, pressing enter to advance.

Line IB (1B), Number, enter the number of payments made pressing the enter key to advance.

Line IIA (6C), Payments Made 1 Day After Due Date, Dollar Amount, enter the current fiscal year amount, pressing the enter key to advance. Line IIB (1C) will be automatically populated as the sum of entries made on lines IIC3, parts a,b, and c, Reasons Why Interest Penalties Were Incurred.

Line IIC3a, (2C), Delay in Paying Office's Receipt of, Receiving Report, enter the number of delayed payments due to late receiving reports, pressing enter to advance.

Line IIC3a, (2D), Delay in Paying Office's Receipt of, Proper Invoice, enter the number of delayed payments due to late receipt of invoice, pressing enter to advance.

**CHAPTER 11
PROMPT PAYMENT ACT REPORTING**

SECTION A, CREATE/UPDATE REPORTS :

Line IIC3a, (2C), Delay in Paying Office's Receipt of, Purchase Order or Contract, enter the number of delayed payments due to late receipt of purchase orders or contracts, pressing enter to advance.

Line IIC3b, (2G), Delay or Error By Paying Office In, Computer or Other System Processing, enter the number of delayed pavements due to system processing errors, pressing enter to advance.

Line IIC3b, (2E), Delay or Error By Paying Office In, Taking Discount, enter the number of delayed pavements due to taking discounts, pressing enter to advance.

Line IIC3b, (2F), Delay or Error By Paying Office In, Notifying Vendor of Defective Invoice, enter the number of delayed pavements due to notification of defective/improper invoice, pressing enter to advance.

Line IIC3b, (2G), Delay or Error By Paying Office In, Other Delays Within the Paying Office, enter the number of delayed pavements due to other reasons within the paying office, pressing enter to advance.

Line IIC3c, (2I), Other Reasons For Delay, Postal Service Delay, enter the number of delayed pavements due to Postal Service delays, pressing enter to advance.

Line IIC3c, (2J), Other Reasons For Delay, All Other, enter the number of delayed pavements due to Postal Service delays, pressing enter to advance.

Line IIC4a, (43AB), Delay in Paying Office's Receipt of, Receiving Report, enter the dollar value of delayed payments due to late receiving reports, pressing enter to advance.

Line IIC4a, (43AC), Delay in Paying Office's Receipt of, Proper Invoice, enter the dollar value of delayed payments due to late receipt of invoice, pressing enter to advance.

Line IIC4a, (43AA), Delay in Paying Office's Receipt of, Purchase Order or Contract, enter the dollar value of delayed payments due to late receipt of purchase orders or contracts, pressing enter to advance.

Line IIC4b, (43AF), Delay or Error By Paying Office In, Computer or Other System Processing, enter the dollar value of delayed pavements due to system processing errors, pressing enter to advance.

CHAPTER 11
PROMPT PAYMENT ACT REPORTING

SECTION A, CREATE/UPDATE REPORTS :

Line IIC4b, (43AD), Delay or Error By Paying Office In, Taking Discount, enter the dollar value of delayed pavements due to taking discounts, pressing enter to advance.

Line IIC4b, (43AE), Delay or Error By Paying Office In, Notifying Vendor of Defective Invoice, enter the dollar value of delayed pavements due to notification of defective/improper invoice, pressing enter to advance.

Line IIC4b, (43AG), Delay or Error By Paying Office In, Other Delays Within the Paying Office, enter the dollar value of delayed pavements due to other reasons within the paying office, pressing enter to advance.

Line IIC4c, (43AH), Other Reasons For Delay, Postal Service Delay, enter the dollar value of delayed pavements due to Postal Service delays, pressing enter to advance.

Line IIC4c, (43AJ), Other Reasons For Delay, All Other, enter the dollar value of delayed pavements due to Postal Service delays, pressing enter to advance.

Line IID2a, (7K), Interest Penalties Which Were Due But Not Paid, Because Amount Less Than \$1.00, enter the dollar value of interest due but not paid, pressing enter to advance.

Line IID2b, (2L), Interest Penalties Which Were Due But Not Paid, Because Amount Less Than \$1.00, enter the number of interest payments due but not paid, pressing enter to advance.

Line IID3b, (2M), Interest Penalties Which Were Due But Not Paid, For Other Reasons, enter the number of interest payments due but not paid, pressing enter to advance.

Line IID3c, Specific Reasons "DESCRIPTION", enter dollar values for each category provided, pressing enter to advance.

Line IIE1, (6K), Penalties Paid For Failure To Pay Interest Penalties, enter the dollar value of penalty interest paid on interest penalties.

Line IIE1, (6K), Penalties Paid For Failure To Pay Interest Penalties, enter the number of penalty interest paid on interest penalties.

Line IIIA1, (6D), Payments Made 1-15 Days Late, 1-7 Days, enter the dollar value of payments made during this time period, pressing enter to advance.

CHAPTER 11
PROMPT PAYMENT ACT REPORTING

SECTION A, CREATE/UPDATE REPORTS :

Line IIIA2, (6E), Payments Made 1-15 Days Late, 8-15 Days, enter the dollar value of payments made during this time period, pressing enter to advance. Line IIIA will be populated by the sum of A1 and A2.

Line IIIB1, (1D), Payments Made 1-15 Days Late, 1-7 Days, enter the number of payments made during this time period, pressing enter to advance.

Line IIIB2, (1E), Payments Made 1-15 Days Late, 8-15 Days, enter the number of payments made during this time period, pressing enter to advance. Line IIIA will be populated by the sum of B1 and B2.

Line IVA1, (6G), Payments Made 3 Days or More Before Due Date, Dollar Amount, Clerical Oversight, enter the dollar value associated with payments made prior to the due date, because of clerical oversight, pressing enter to advance.

Line IVA2, (6H), Payments Made 3 Days or More Before Due Date, Dollar Amount, Admin Determination, enter the dollar value associated with payments made prior to the due date, because of administrative determinations, pressing enter to advance.

Line IVA3, (6I), Payments Made 3 Days or More Before Due Date, Dollar Amount, All Other, enter the dollar value associated with payments made prior to the due date, because of other reasons not specified, pressing enter to advance. Line IVA will be populated with the sum of lines A1 - A3.

Line IVB1, (1F), Payments Made 3 Days or More Before Due Date, Number, Admin Determination, enter the number of payments made prior to the due date, because of administrative determinations, pressing enter to advance.

Line IVA3, (1H), Payments Made 3 Days or More Before Due Date, Number, All Other, enter the number of payments made prior to the due date, because of other reasons not specified, pressing enter to advance. Line IVB will be populated with the sum of lines B1 & B3.

Line VB1, (8B), Discounts, Taken, enter the dollar value of discounts taken, pressing enter to advance.

Line VB2, (3B), Discounts, Taken, enter the number of discounts taken, pressing enter to advance.

CHAPTER 11
PROMPT PAYMENT ACT REPORTING

SECTION A, CREATE/UPDATE REPORTS :

Line VC1, (8C), Discounts, Not Taken, enter the dollar value of discounts missed, pressing enter to advance.

Line VC2, (3C), Discounts, Not Taken, enter the number of discounts missed, pressing enter to advance.

Line VD1, (8D), Discounts, Not Taken, No Receiving Reports, enter the dollar value of missed discounts due to the lack of valid receiving reports, pressing enter to advance.

Line VD2, (3D), Discounts, Not Taken, No Receiving Reports, enter the number of missed discounts due to the lack of valid receiving reports, pressing enter to advance.

Line VE2, (3E), Discounts, Not Taken, Other, enter the number of all other discounts missed due to reasons not previously given, pressing enter to advance, Lines VA1 & 2, along with VE1 will be populated as the sum of values previously entered.

Lines VF1 through VF5, Discounts, Reasons For Failing To Take Discounts, enter the corresponding dollar values associated with each of the categories provided, pressing enter to advance.

Line VIA, (6A), Total Vendor Payments, enter the total dollar value of vendor payments made, pressing enter to advance.

Line VIA, (1A), Total Vendor Payments, enter the total number of vendor payments made.

FOLLOW "RED-LINE" PROMPTS TO; <END> Commit data,
<F9> Enter another appropriation
<F10> - To Exit.

CHAPTER 11
PROMPT PAYMENT ACT REPORTING

SECTION B, EXECUTE RECON/EDIT REPORTS :

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0):

ENTER CHOICE

Selection 3 - Civil Accounting Functions. Press Enter.

Selection 5 - Execute Reconciliation/Edit. Press Enter.

Arrow down to Prompt Pay report. Press Enter.

OR

Press CTRL F1 to move to the smart code field.

SMART CODE

Enter RCONCX. Press Enter

OR

Press F4 for a list of all
the smart codes available
to select from.

OR

Press CTRL F1 to move to
the enter choice field.

If the F4 key is used, a pop up window will appear that contains all the valid smart codes the user has been granted access to use.

User can:

USE UP OR DOWN ARROW KEYS

Use these keys to move up
or down the list in the
pop up window to the
desired selection.

CHAPTER 11
PROMPT PAYMENT ACT REPORTING

SECTION B, EXECUTE RECON/EDIT REPORTS :

PRESS TAB

Use the tab key to move cursor to the find field. Once in the find field enter a value and press enter to execute the query.

PRESS END

Use the end key to select the choice. System will automatically move to the appropriate screen to continue on.

PRESS F10

Use the F10 key to exit the pop up window and return to the previous screen with no action.

User is at screen HQ1.3.4 - Execute Reconciliation/Edit Reports

ARROW DOWN

To select report. Press Enter.

User is at screen HQ1.3.5 - Reconciliation Request Screen

ENTER CHOICE

1,2,3 or 4 Press Enter

FOA

Enter EROC. Press Enter.

CHAPTER 11
PROMPT PAYMENT ACT REPORTING

SECTION C, VIEW RECONCILIATION/EDIT REPORTS

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0):

ENTER CHOICE

Selection 3 - Civil Accounting Functions. Press Enter.

Selection 6 - View Reconciliation/Edit Reports. Press Enter.

Arrow down to Prompt Pay report. Press Enter.

OR

Press CTRL F1 to move to the smart code field.

SMART CODE

Enter RCONCV. Press Enter

OR

Press F4 for a list of all
the smart codes available
to select from.

OR

Press CTRL F1 to move to
the enter choice field.

If the F4 key is used, a pop up window will appear that contains all the valid smart codes the user has been granted access to use.

User can:

USE UP OR DOWN ARROW KEYS

Use these keys to move up
or down the list in the
pop up window to the
desired selection.

CHAPTER 11
PROMPT PAYMENT ACT REPORTING

SECTION C, VIEW RECONCILIATION/EDIT REPORTS

PRESS TAB

Use the tab key to move cursor to the find field. Once in the find field enter a value and press enter to execute the query.

PRESS END

Use the end key to select the choice. System will automatically move to the appropriate screen to continue on.

PRESS F10

Use the F10 key to exit the pop up window and return to the previous screen with no action.

User is at screen HQ1.3.4 - View Reconciliation/Edit Reports

ARROW DOWN to desired report. Press Enter

The current reconciliation/edits for the report previously selected will be displayed on the screen. The reports are displayed via the UNIX pg command and you will be prompted on how to scroll through each page of the report. At the end of the reconciliation/edits you will be prompted to "Press Enter to return to SQL Forms" and you will be returned to the report selection menu. <F10> to Exit.

CHAPTER 11
PROMPT PAYMENT ACT REPORTING

SECTION D, GENERATE & VIEW REPORTS

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0):

ENTER CHOICE

Selection 3 - Civil Accounting Functions. Press Enter.

Selection 7 - Reports. Press Enter.

Arrow down to Civil Accounting Reports. Press Enter.

Arrow down to Prompt Pay report. Press Enter.

OR

Press CTRL F1 to move to the smart code field.

SMART CODE

Enter VCPPAY. Press Enter

OR

Press F4 for a list of all
the smart codes available
to select from.

OR

Press CTRL F1 to move to
the enter choice field.

If the F4 key is used, a pop up window will appear that contains all the valid smart codes the user has been granted access to use.

User can:

USE UP OR DOWN ARROW KEYS

Use these keys to move up
or down the list in the
pop up window to the

CHAPTER 11
PROMPT PAYMENT ACT REPORTING

desired selection.

SECTION D, GENERATE & VIEW REPORTS

PRESS TAB

Use the tab key to move cursor to the find field. Once in the find field enter a value and press enter to execute the query.

PRESS END

Use the end key to select the choice. System will automatically move to the appropriate screen to continue on.

PRESS F10

Use the F10 key to exit the pop up window and return to the previous screen with no action.

User is at screen HQ1.3.3.1 - Report Selection Menu

ARROW DOWN to desired report.

Press Enter

User is at screen HQ1.9.2 - CEEMIS Report Selection Screen CIVIL Prompt Pay

FOR PERIOD ENDING

Enter month and year of report to print (MMYY). Automatically moves to next field.

REPORT LEVEL

Enter District (DIS), Division (DIV) or Corporate (CRP).

APPROP DESIGNATION CODE

Enter Civil (C), Revolving Fund (R), or Rivers & Harbors (H).

CHAPTER 11
PROMPT PAYMENT ACT REPORTING

SECTION D, GENERATE & VIEW REPORTS

PRINT/LIST WHEN PRODUCED

Enter (P) for print or (L) for list to the screen. Automatically moves to next field.

COPIES

Enter the number of copies. Press Enter.

PRINTER

Enter your CEAP Station printer name or <F4> for a list to choose from. Highlight and press enter.

RETENTION DAYS

Enter the number of days to retain your print file (usually one(1)). Press Enter.

OK TO PROCEED

Enter yes(Y) or no(N)

The report previously selected will be displayed on the screen. The reports are displayed via the UNIX pg command and you will be prompted on how to scroll through each page of the report. At the end of the report you will be prompted to "Print reports now?", "Delete reports now", and "Press Enter to return to SQL Forms", you will be returned to the report selection menu. <F10> to Exit.