

PROMPT PAYMENT REPORT INSTRUCTIONS

The following are the instructions to complete the Prompt Payment Report depicted.

PLACE cursor on Reporting Entity: HIT F2 (Edit key), TYPE appropriate region or office.

PLACE cursor on Prepared By: HIT F2 (Edit key), TYPE name.
PLACE cursor on DATE: HIT F2 (Edit key), TYPE date.

* NOTE: Please be sure to enter data in correct field. All other fields are protected. If no dollar or number data entry, please enter 0.

- I. A. ENTER the total dollar value of the invoices paid subject to the Prompt Payment Act.
 - B. ENTER the number of invoices subject to the Prompt Payment Act.
 - II. A. ENTER the total dollar value of the invoices, which were paid late.
 - B. (NO DATA ENTRY REQUIRED).
 - C 1. ENTER the dollar value of the late interest penalties paid.
 - 2. ENTER the number of invoices paid late.
 - 3. (NO DATA ENTRY REQUIRED).
 - D1. ENTER the dollar value of additional penalties paid for failure to pay interest penalties.
 - 2. ENTER the number of invoices paid with additional penalties.
 - 3. (NO DATA ENTRY REQUIRED).
 - E1. PLACE cursor on (), HIT F2 (Edit Key) and then use:
 - a. arrow key to move the cursor to the center of ().
 - b.
 - c.
- ENTER "1", "2", "3" to rank the choices in order of frequency of occurrence, with "1" being most frequent.
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2. PLACE cursor on (), HIT F2 (Edit key) and then use:
 - a. arrow key to move the cursor to the center of ().
 - b.
 - c.ENTER "1", "2", "3" to rank the choices in order of frequency of occurrence, with "1" being most frequent.

F1. a. (NO DATA ENTRY REQUIRED).

b.(NO DATA ENTRY REQUIRED).

2. a. ENTER the total dollar value of interest less than \$1.00.

b. ENTER the number of interest/penalties paid.

3. a. ENTER the total dollar value of payments for other reasons.

b. ENTER the number of payments.

c. Use bottom of spreadsheet to type out the specific reasons (page 6).

III. A1 ENTER the total dollar value of invoices paid 8 days or more before due date, subject to the OMB Circular A-125 (except discounts)

2. ENTER the number of payments.

3. (NO DATA ENTRY REQUIRED).

B1. ENTER the total dollar value of invoices paid 8 days or more before due date, not subject to the OMB Circular A-125.

2. ENTER the number of payments.

3. (NO DATA ENTRY REQUIRED).

IV. A. ENTER the number of discounts available.

B. ENTER the number of discounts taken.

C. ENTER the number of discounts not taken because it was not advantageous to the Government.

D. Use the bottom of the spreadsheet to type out the reasons for not taking the discounts (page 6).

V. Frequency distribution of late payment interest penalties:

Each office must sort late interest penalties into the ranges listed in this section and identify the number of payments associated with each range. For each quarter, the column totals must be the same as reported in Sections II.C.1 and II.C.2.*

A formatted subtotal has been added to each column for your reference.

Please note that the format of Section V differs from the previous sections. Specifically for Section V, there are 2 columns which must be completed for each quarter. The first quarter is represented by columns "C" and "E", the second by columns "G" and "I" and the third and fourth quarters are below on page 5.

VI. ALL SUBMISSIONS MUST be certified by the respective Regional comptroller or Headquarters comptroller. The original signed report should be sent to:

Department of Housing and Urban Development
Cash and credit Management Branch
Washington, DC 20410

PLEASE REMEMBER TO SAVE YOUR FILES!
