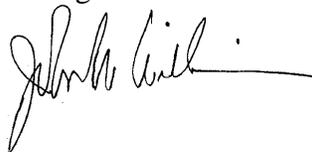


**For:** State and County Offices

**FLP Program Loan Cost Expense (PLCE) Penalty Interest Report**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A Background**

The Prompt Payment Final Rule (formerly OMB Circular A-125, "Prompt Payment") requires Executive departments and agencies to pay:

- commercial obligations within certain time periods
- interest penalties when payments are late.

**Note:** This includes payments to commercial vendors who are paid for services completed in relation to FLP PLCE or Type 60 cost item activities.

**B Purpose**

This notice informs State and County Office FLP personnel that a report has been designed to assist in identifying specific vouchers on which penalty interest has been paid and the date it was paid. The report will be accessed through the Hyperion Web Client environment.

**C Contacts**

For information about the content of the report, County Offices shall contact the State Office. State Offices shall contact any of the following at the Loan Accounting Office:

- Lisa L. Randolph at 314-539-6945
- Brian Huffman at 314-539-2455
- Keith Davis at 314-539-6427.

For information about access to the Hyperion Web Client environment, State Offices shall contact their State's Information Technology group.

<b>Disposal Date</b>	<b>Distribution</b>
April 1, 2008	State Offices; State Offices relay to County Offices

## 2 Hyperion

### A Security Access to Hyperion

To gain access to the Penalty Interest Report, users **must**:

- obtain an eAuthentication ID with a level 2 security
- complete FSA-13-A requesting access to the appropriate folder.

**Note:** Completed FSA-13-A **must** be signed by user's supervisor and e-mailed with the comment "Forward the attached FSA-13-A request for SSSSS (State Name) Penalty Interest Report" to both of the following:

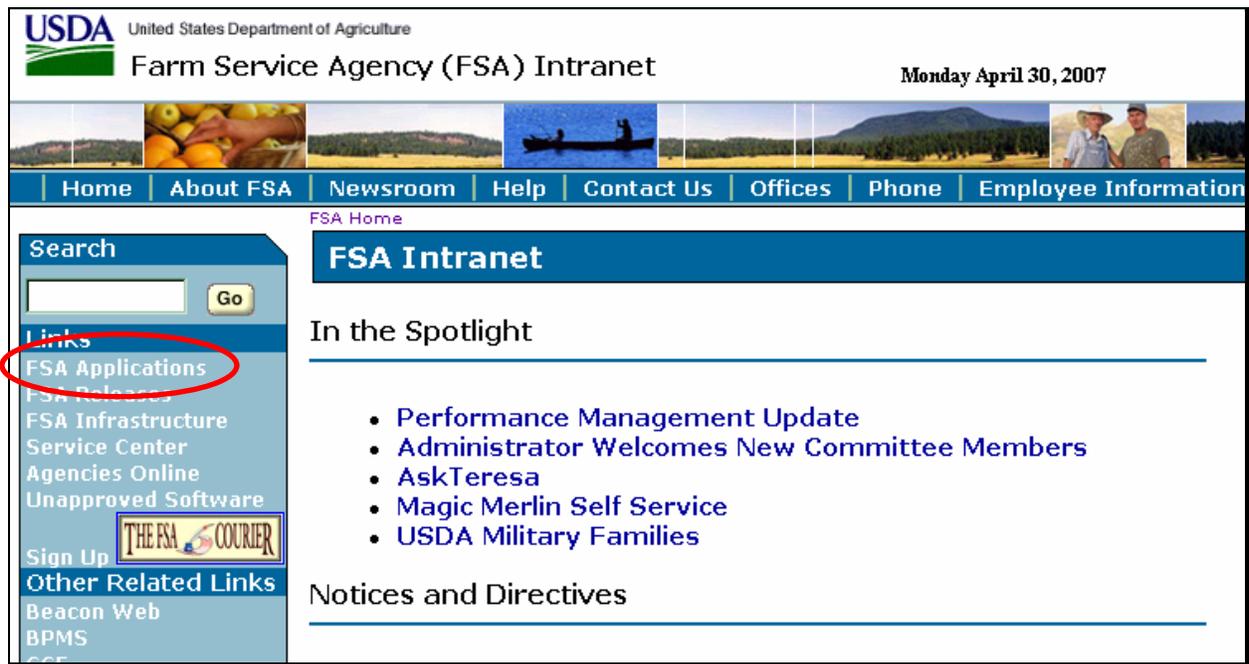
- Allison Sizemore at [allison.sizemore@kcc.usda.gov](mailto:allison.sizemore@kcc.usda.gov)
- Kelly Mayer at [kelly.mayer@kcc.usda.gov](mailto:kelly.mayer@kcc.usda.gov).

### B Navigation in Hyperion to Access the PLCE Penalty Interest Report

Exhibit 1 provides screen prints to navigate from FSA's Intranet Home Page to the PLCE Penalty Interest Report.

Navigation in Hyperion to Access the PLCE Penalty Interest Report

From FSA’s Intranet Home Page at <http://intranet.fsa.usda.gov/fsa>, CLICK “FSA Applications”.

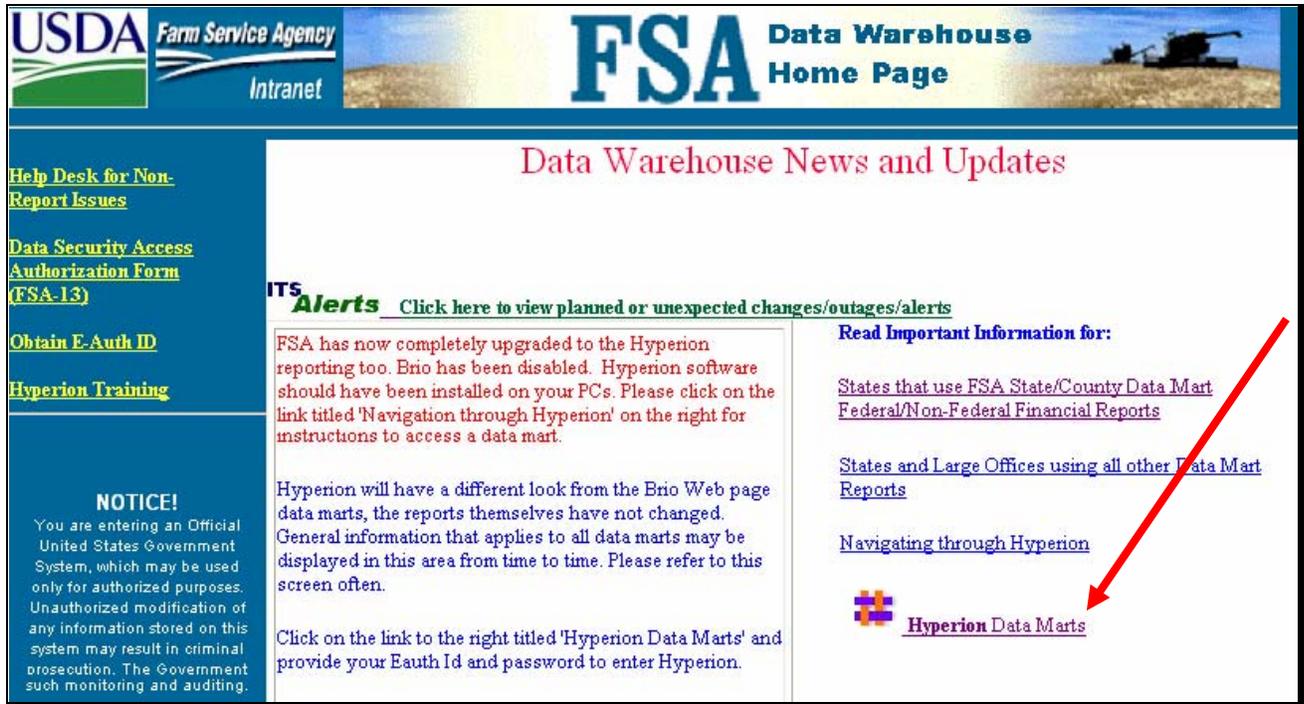


On FSA Applications Screen, CLICK “FSA Data Marts”.



**Navigation in Hyperion to Access the PLCE Penalty Interest Report (Continued)**

The new FSA Data Warehouse Home Page will be displayed. **CLICK “Hyperion Data Marts”** to continue to reports through eAuthentication. Other links are described in the following table.



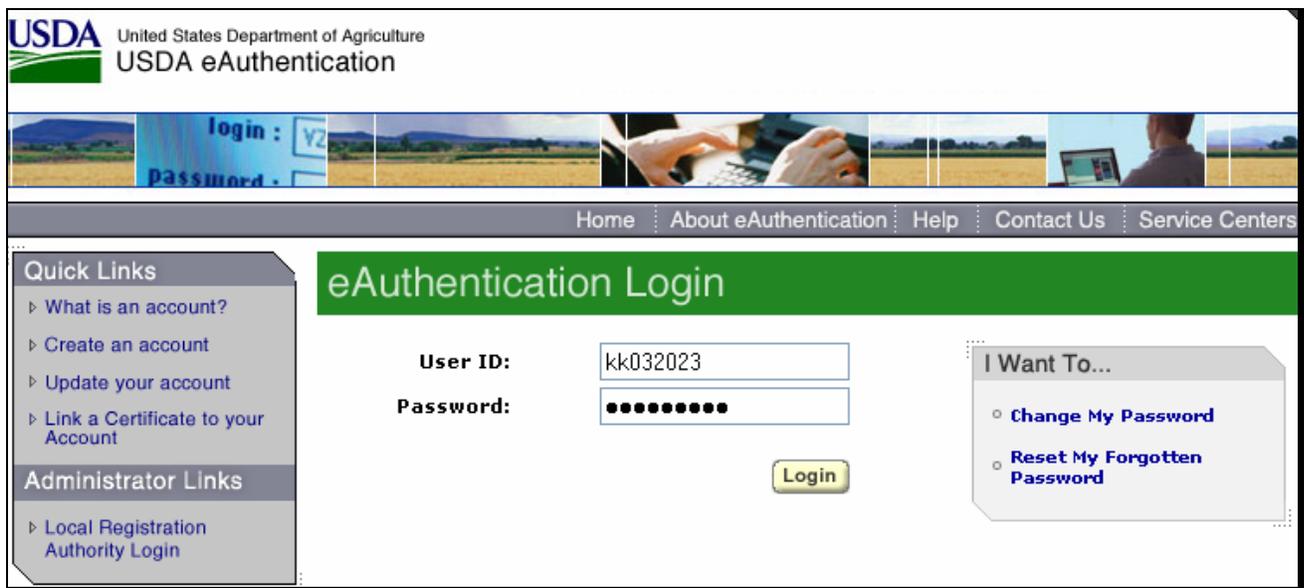
Screen Link Title	Description
Help Desk for New Report Issues	Directs users to ITS contact lists, Magic Merlin Self-Service, and ITS Service Desk to submit a Magic Support Ticket requests.
Data Security Access Authentication Form (FSA-13)	Provides FSA-13A to request access to the Hyperion Web Client or Hyperion Intelligence Explorer.
Obtain E-Auth ID	Displays the eAuthentication web site to obtain an ID, a password, or help.
Hyperion Training	Displays a Word document with scheduled training.
Click Here to view planned or unexpected changes/outages/alerts.	Links to another screen that lists outages and alerts.
States that use FSA State/County Data Mart Federal/Non-Federal Financial Reports	Provides instructions for gaining access to FSA’s State and county data mart for Federal/non-Federal financial reports with a list of appropriate State Office Contacts.
States and Large Offices using all other Data Mart Reports	Provides instructions for States and Large Office <b>not</b> using all other FSA data mart reports to gaining access to a data mart, including: <ul style="list-style-type: none"> <li>a list of business sponsors who will approve all accesses to a data mart</li> <li>Hyperion Report contact leads for FSA reports by data mart.</li> </ul>
Navigating through Hyperion	Displays a Word document explaining how to navigate through the Hyperion.

### Navigation in Hyperion to Access the PLCE Penalty Interest Report (Continued)

On the eAuthentication Warning Screen, CLICK “Continue”.



On the eAuthentication Login Screen, enter user ID, password, and CLICK “Login”.

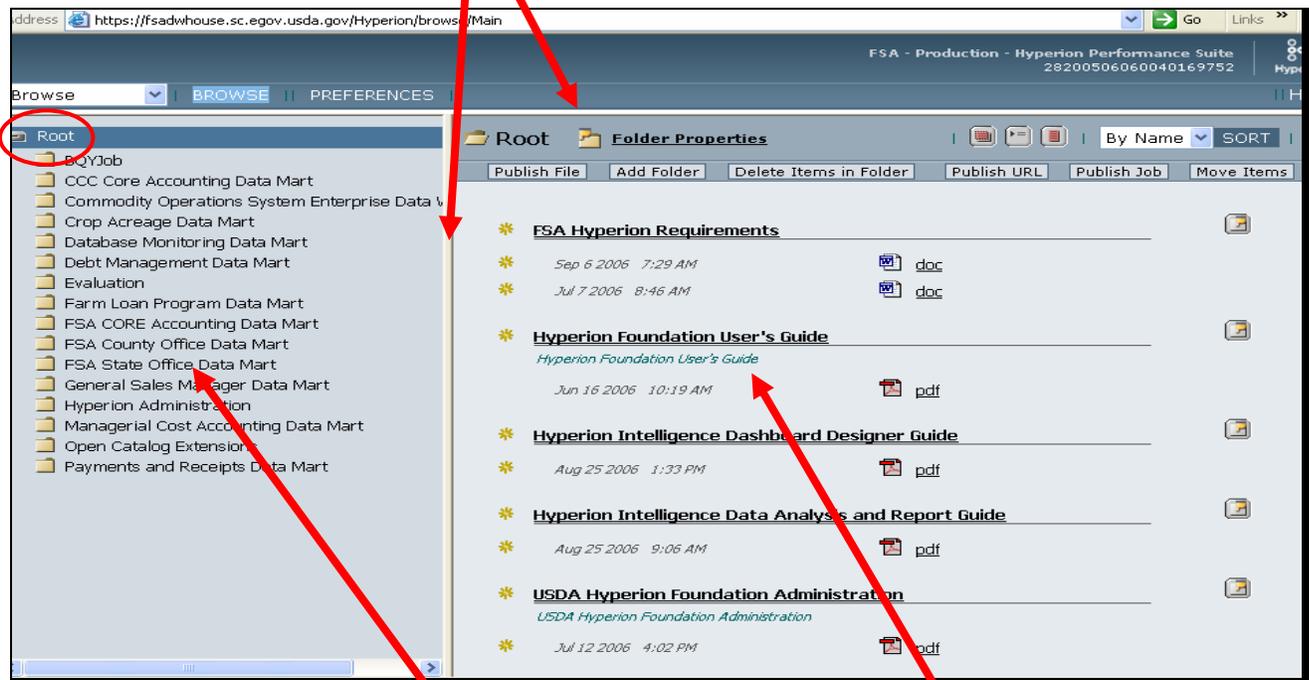


**Navigation in Hyperion to Access the PLCE Penalty Interest Report (Continued)**

After user clicks “Hyperion Data Marts” and has a successful eAuthentication login, a Root Hyperion Data Mart Screen similar to the following will be displayed. Only the data marts the user has access to will appear in the column on the left below the Root folder.

**Notes:** Click on the name of the folder to access reports.

The vertical and horizontal bars can be moved to the left or right/up or down to expand or decrease the viewing area.



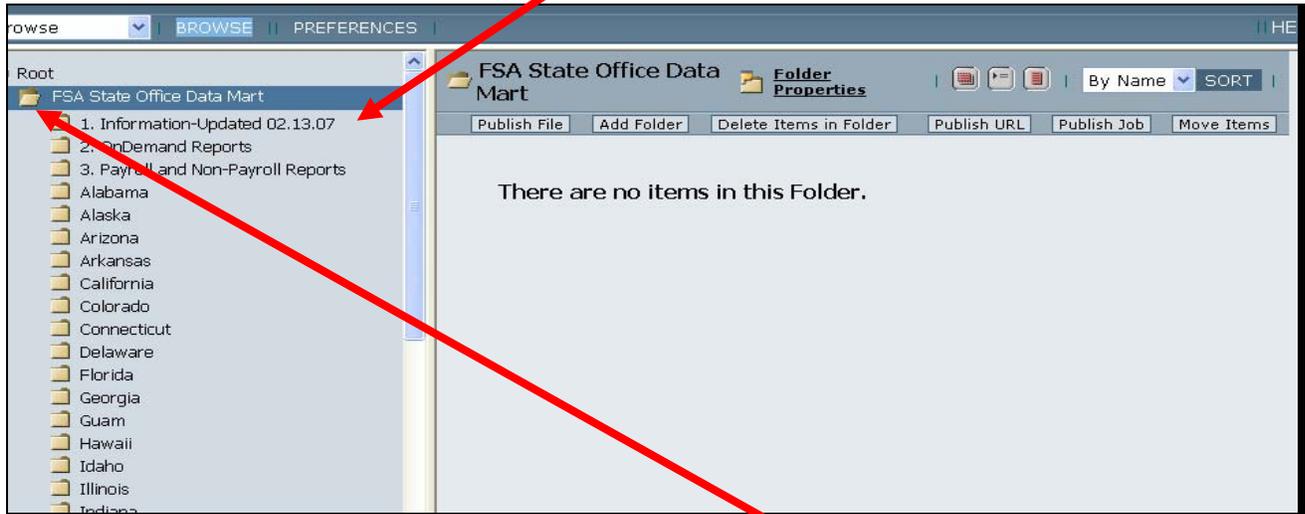
Generic information applicable to all data marts will be located in the content area on the Root folder.

For this example, CLICK “FSA State Office Data Mart” under the Root folder to which the user has access.

**Note:** The data mart folder may contain subfolders or it may contain documents. User may not see all of the folders unless user was specifically given permissions to them. The main data mart folder may contain data available to anyone who has access to the data mart, such as the status when the tables were last updated or any other generic document.

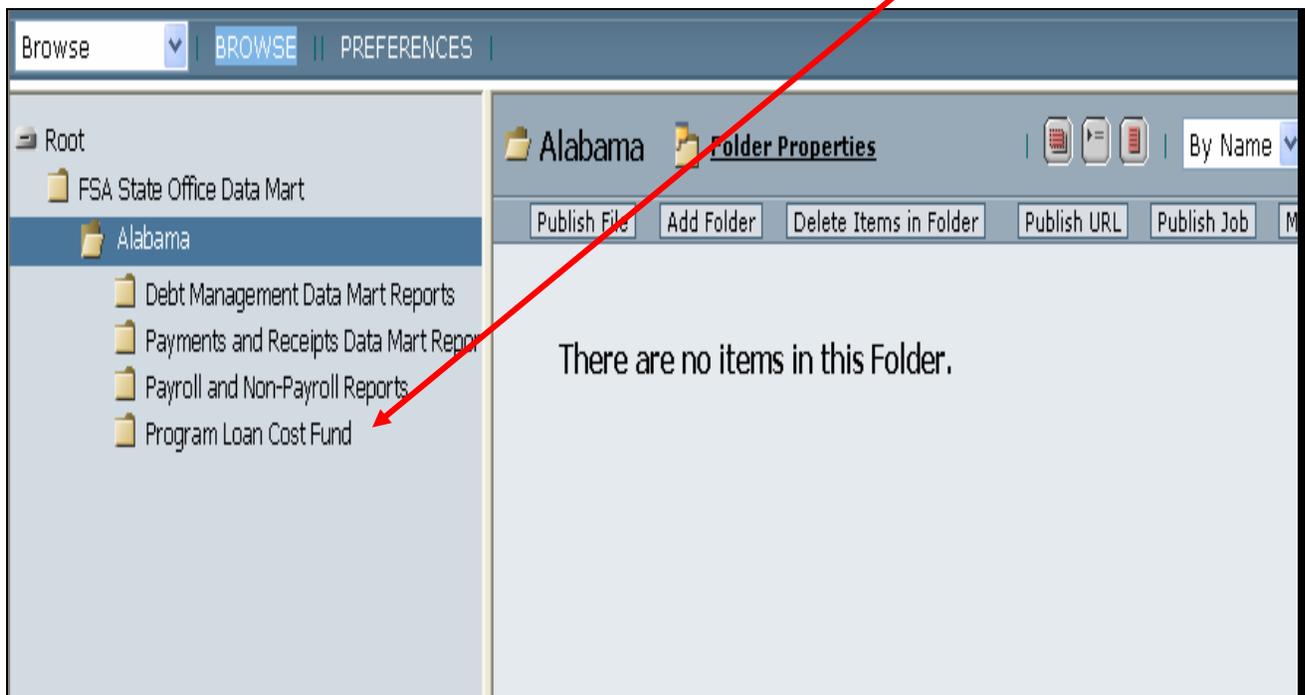
**Navigation in Hyperion to Access the PLCE Penalty Interest Report (Continued)**

The first folder in every data mart is titled, “Information”. The Information folder contains general information about the data mart or documentation in various file types, and may contain URL’s for other web sites, similar to what was displayed under the Root folder. The left pane shows the hierarchy of where the user is located.



**Note:** To return to view a different folder, CLICK “FSA State Office Data Mart” again to see the entire list of available folders.

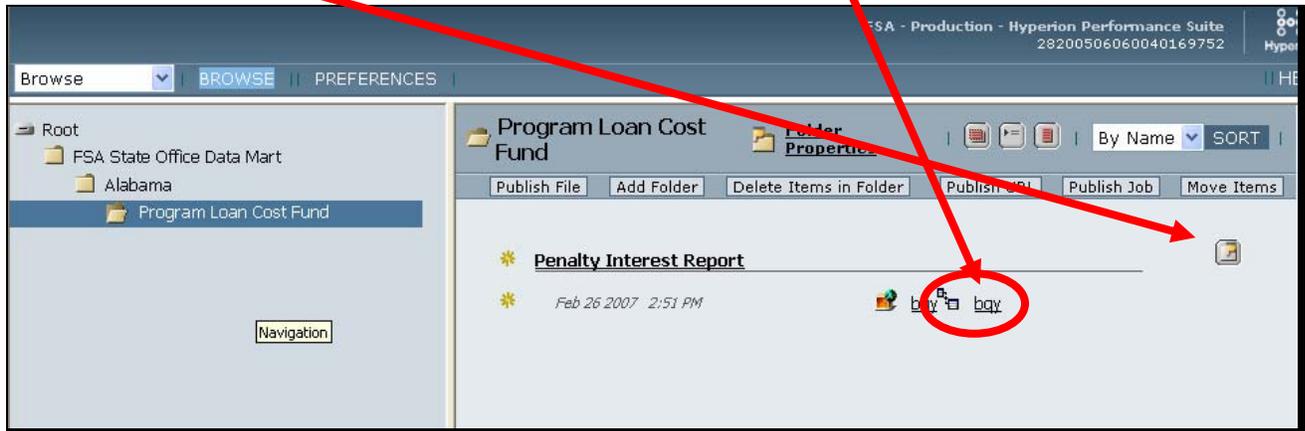
Under user’s State folder (Alabama is shown in this example) CLICK “Program Loan Cost Fund” to find the Penalty Interest Report.



### Navigation in Hyperion to Access the PLCE Penalty Interest Report (Continued)

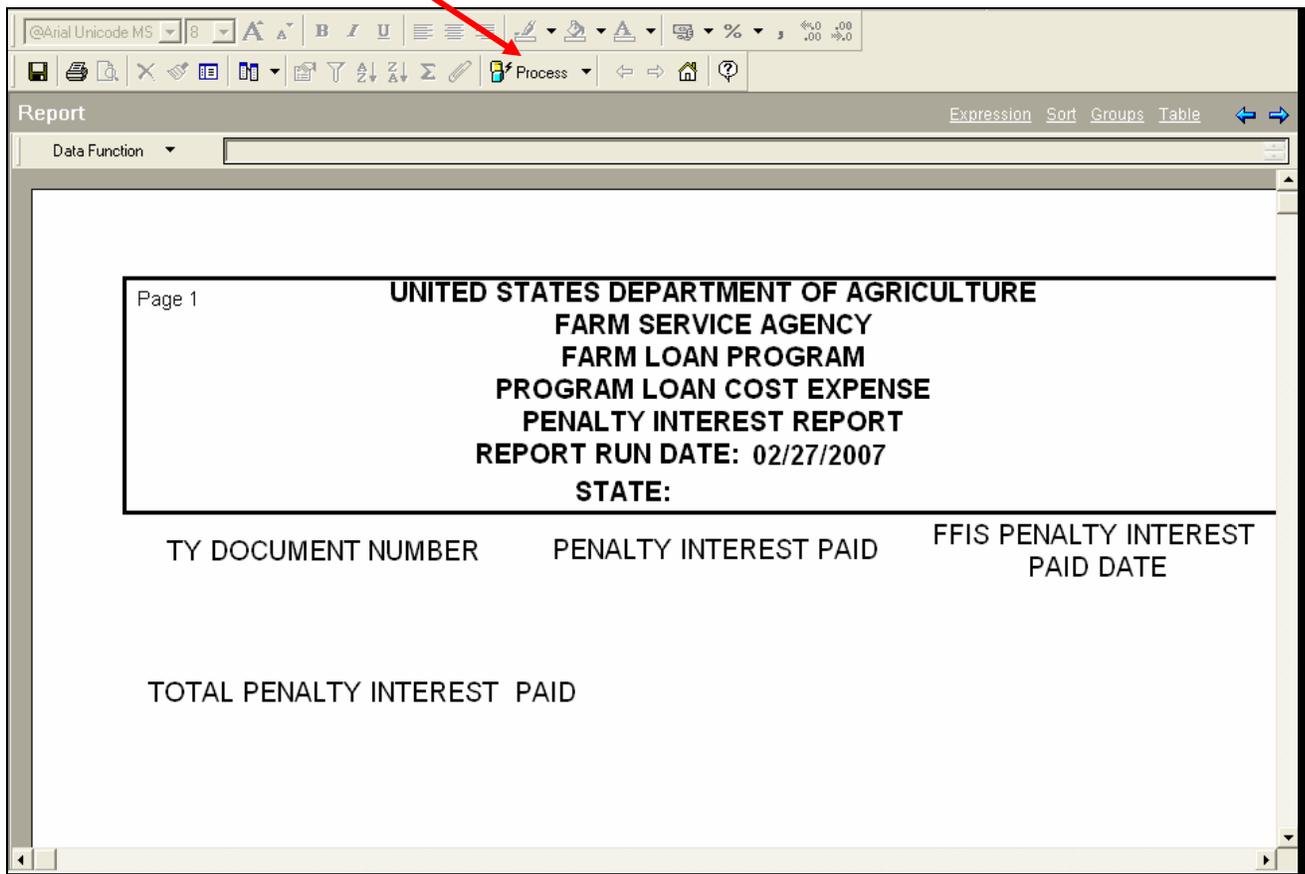
To open a report, Click the underlined “bqy” text, if you have Hyperion Insight.

**Note:** Click the icon to the right of the title of the report if you do **not** have Hyperion Insight.



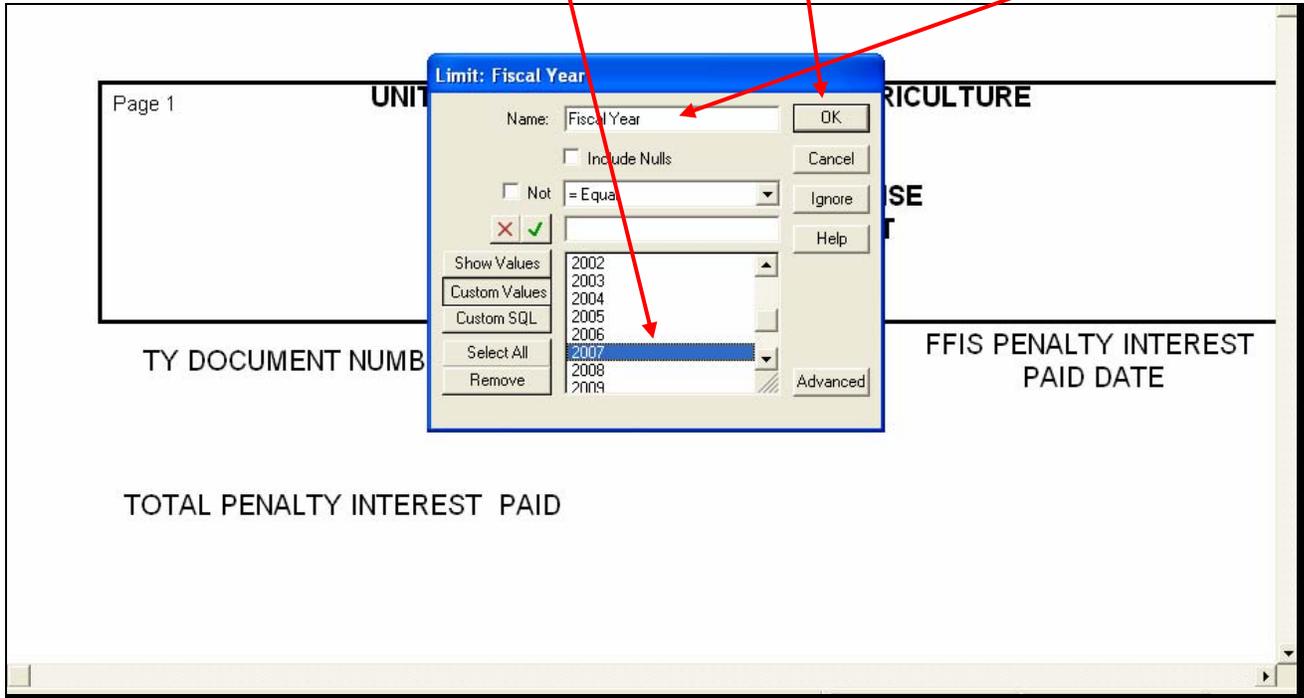
CLICK “Process” to refresh the report’s data.

**Note:** User **must** CLICK “Process” **every time** they view the report.



Navigation in Hyperion to Access the PLCE Penalty Interest Report (Continued)

After users CLICK “Process”, 2 dialog boxes will be displayed prompting the user once for FY and once for budget FY. Select the applicable FY and CLICK “OK”.



After users have processed the report for the limits, the page will refresh with the most current data. Users shall verify that the run date displayed is the current date. The lower portion of the screen will display the last time the report was processed.

