



Running and Retrieving the Prompt Pay Report Overview

The Prompt Pay Report provides both summary and detailed information on an Agency's compliance with prompt pay. The report is run for selected period(s). The report captures the dollars in compliance as well as the percentage of total payments.

The Prompt Pay Report is run the first business day of the month and reported to the Department of Accounts (DOA). If you do not run the report on the first business day of the month, the numbers will not match DOA's numbers. In this case, you will need to access your individual Agency Run or the Master Run to obtain your Agency's information. The steps for running the report or retrieving the batch reports are included in this Job Aid.

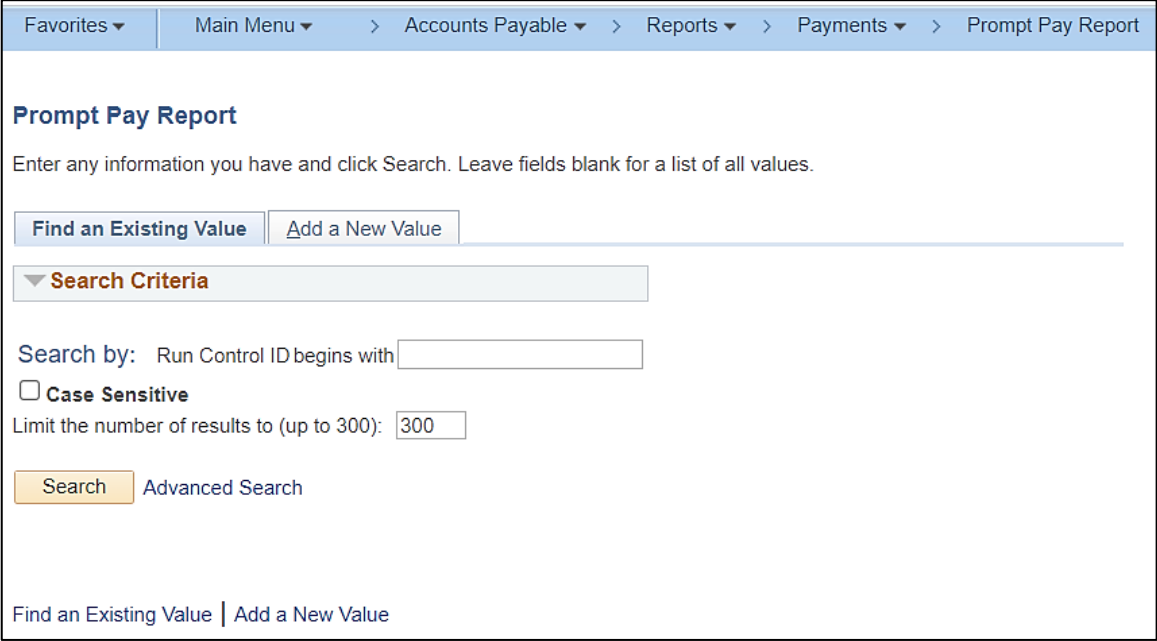


Notification Note: Please note that you may see a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

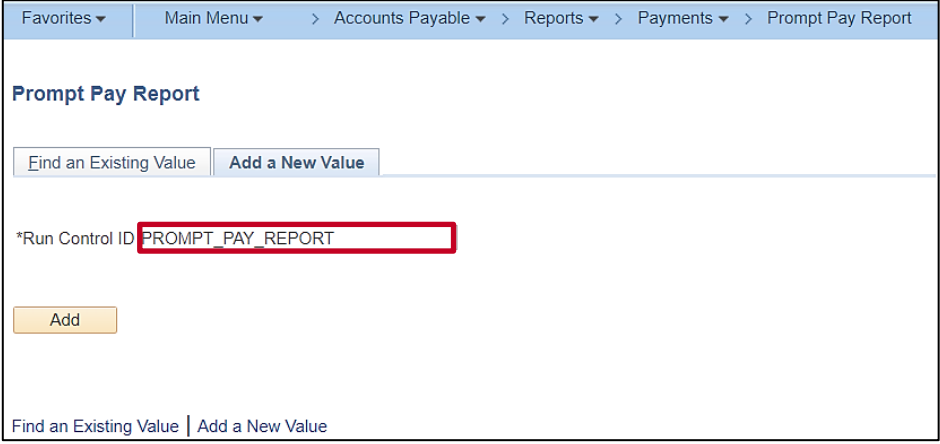


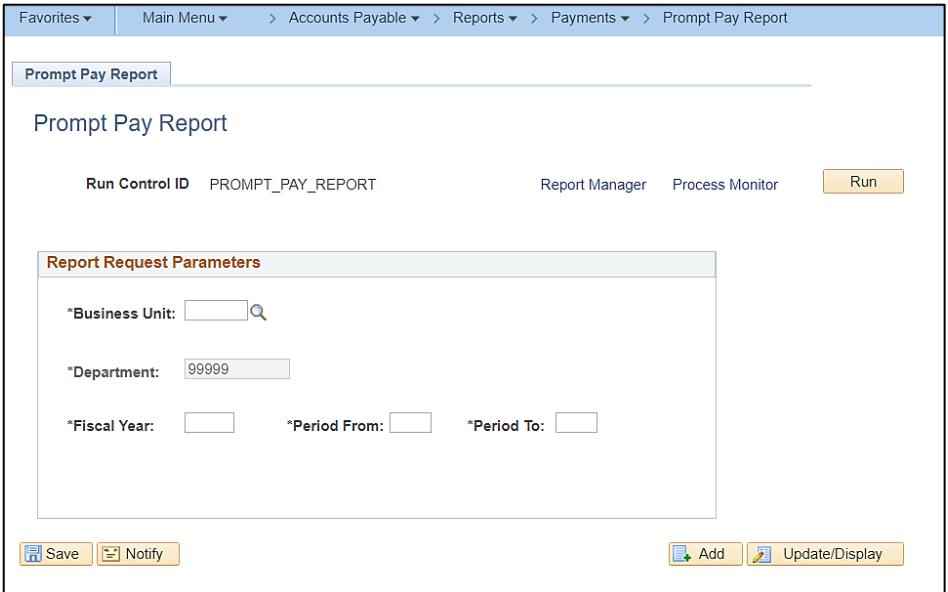

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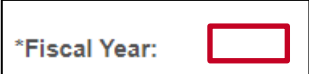
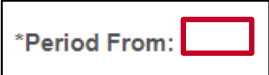


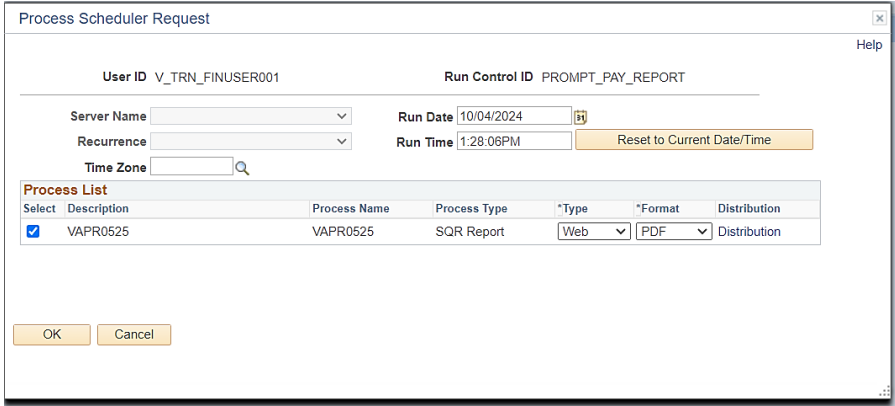

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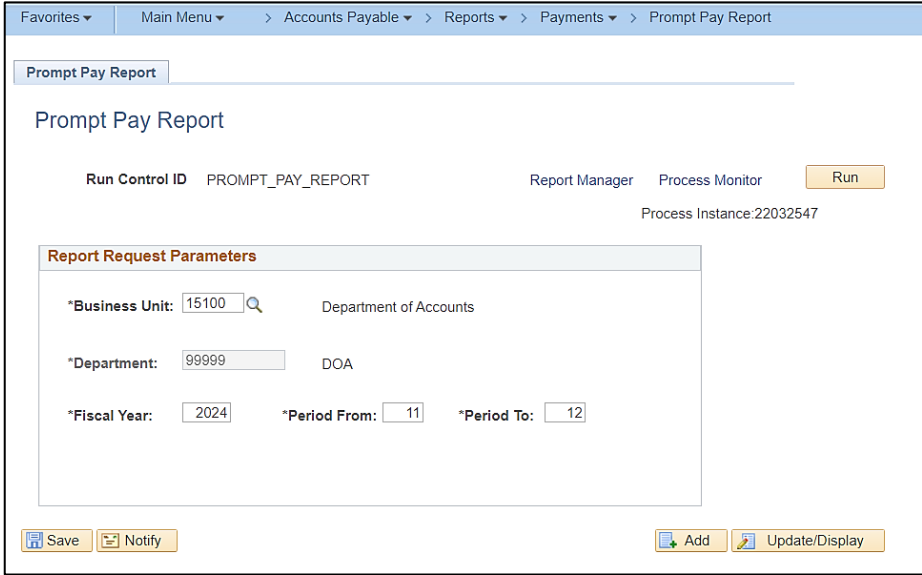

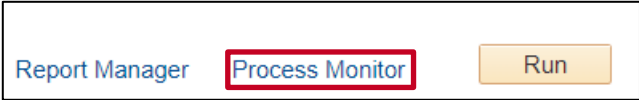
Running the Prompt Pay Report

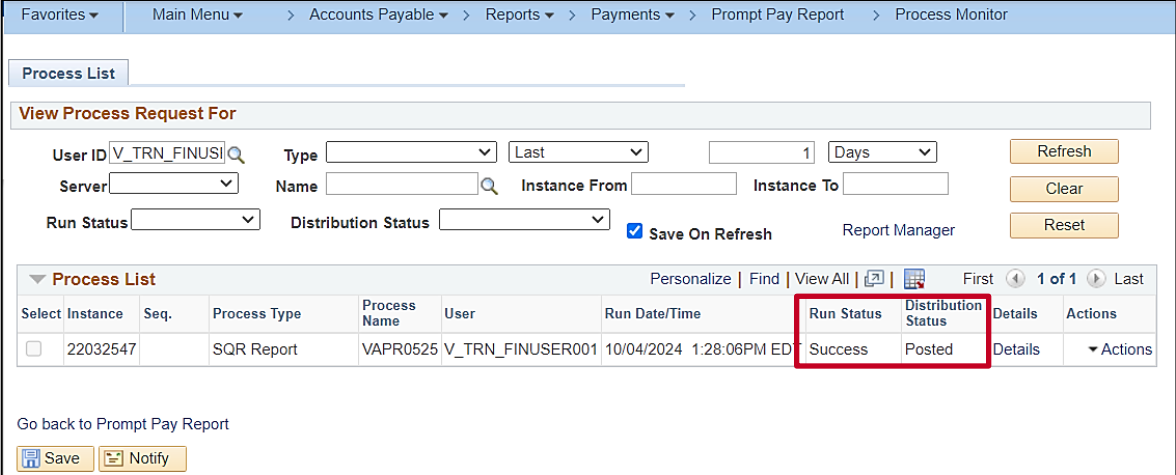
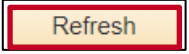
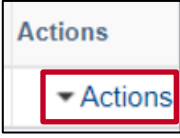
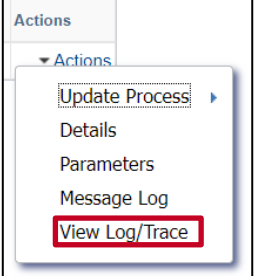
Follow the steps below to run the Prompt Pay report for your Agency.

Step	Action
1.	Navigate to the Prompt Pay Report page using the following path: Main Menu > Accounts Payable > Reports > Payments > Prompt Pay Report
<p>The Prompt Pay Report Search page displays with the Find an Existing Value tab displayed by default.</p> <div data-bbox="245 636 1395 1272" style="border: 1px solid black; padding: 10px;">  </div>	
	<p>Use the Find an Existing Value tab if you have an existing Run Control ID.</p> <p>Use the Add a New Value tab to create a Run Control ID for the first time you are running the report.</p>
2.	<p>For this scenario, there is not an existing Run Control ID. Click the Add a New Value tab.</p> <div data-bbox="302 1509 828 1570" style="border: 1px solid black; padding: 5px;">  </div>

Step	Action
3.	<p>Enter the desired Run Control ID for this report in the Run Control ID field.</p> 
	<p>Once a Run Control ID is created for a report, use the Find an Existing Value tab to search for it in order to run the report again. Do not create another Run Control ID as they are unique to each user and cannot be deleted.</p>
4.	<p>Click the Add button.</p> 
<p>The Prompt Pay Report page displays.</p> 	
	<p>The Run Control ID displays at the top in the Run Control ID field.</p>

Step	Action
5.	Enter or select your Agency's Business Unit in the Business Unit field. 
	The Department field defaults to "99999" and cannot be changed.
6.	Enter the applicable Fiscal Year in the Fiscal Year field. 
7.	Enter the applicable Period for which you are running the report from in the Period From field. 
8.	Enter the applicable Period for which you are running the report through in the Period To field. 
9.	Click the Run button. 
<p>The Process Scheduler Request page displays in a pop-up window.</p> 	
10.	Click the OK button. 

Step	Action
	The Cancel button is used to cancel the request as needed.
	<p>The Prompt Pay Report page redisplay.</p>  <p>The screenshot shows the 'Prompt Pay Report' interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > Accounts Payable > Reports > Payments > Prompt Pay Report. Below this, the title 'Prompt Pay Report' is displayed. Underneath, there are links for 'Report Manager', 'Process Monitor', and a 'Run' button. A 'Process Instance: 22032547' is shown. A 'Report Request Parameters' section contains the following fields: '*Business Unit: 15100' (with a search icon), 'Department of Accounts', '*Department: 99999', 'DOA', '*Fiscal Year: 2024', '*Period From: 11', and '*Period To: 12'. At the bottom of the parameters section, there are 'Save' and 'Notify' buttons. At the bottom of the entire interface, there are 'Add' and 'Update/Display' buttons.</p>
	A Process Instance Number is now assigned for the request and can be used to monitor the status of the request.
11.	Click the Process Monitor link.  <p>The screenshot shows three buttons: 'Report Manager', 'Process Monitor', and 'Run'. The 'Process Monitor' button is highlighted with a red rectangular box.</p>

Step	Action
	<p>The Process List page displays.</p> 
12.	<p>Click the Refresh button periodically until the Run Status field is “Success” and the Distribution Status field is “Posted”.</p> 
13.	<p>Once the report is ready, click the Actions dropdown button.</p> 
14.	<p>Click the View Log/Trace list item.</p> 



Step	Action
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The **View Log/Trace** page displays in a pop-up window.

View Log/Trace
Help

Report

Report ID 97496276 Process Instance 22032547 Message Log
 Name VAPR0525 Process Type SQR Report
 Run Status Success

VAPR0525

Distribution Details

Distribution Node fintrn Expiration Date 11/03/2024

File List

Name	File Size (bytes)	Datetime Created
SQR_VAPR0525_22032547.log	2,251	10/04/2024 1:31:14.008685PM EDT
vapr0525_22032547.PDF	12,267	10/04/2024 1:31:14.008685PM EDT
vapr0525_22032547.out	13	10/04/2024 1:31:14.008685PM EDT

Distribute To

Distribution ID Type *Distribution ID
 User V_TRN_FINUSER01

[Return](#)

15. Click the **PDF** file link that displays in the **File List** section of the page.

File List

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SQR_VAPR0525_22032547.log	2,251	10/04/2024 1:31:14.008685PM EDT
vapr0525_22032547.PDF	12,267	10/04/2024 1:31:14.008685PM EDT
vapr0525_22032547.out	13	10/04/2024 1:31:14.008685PM EDT

The **Prompt Pay Report** displays.

Commonwealth of Virginia
PROMPT PAY REPORT

Run Date: 10/04/2024
Run Time: 01:51 00

Report ID: RAP525 Page No. 1 of 2

Business Unit:

Department : 99999 Agency Wide
 Fiscal Year : 2024
 Period From : 12 06/01/2024
 Period To : 12 06/30/2024

Department ID	Department Name	# Invoices Paid Late For Period	Total Invoices Paid For Period	% Paid Late For Period	# Invoices Paid Late For FY	Total Invoices Paid For FY	% Paid Late For FY
10000	DOA - All Non-GA Departments	1	15	6.667	5	163	3.067
Total for 99999		1	15	6.667	5	163	3.067




Accounts Payable Job Aid

AP312_Running and Retrieving the Prompt Pay Report

The Prompt Pay Report contains two sections: Summary and Detail

Summary Section:

- Information for the specific Period selected (in this example period 12)
- Information for Fiscal Year (FY) to date. This information displays from the beginning of the FY through the Period From selected on the report (in this example it is periods 1-12)

 Report ID: RAP525		Commonwealth of Virginia PROMPT PAY REPORT			Run Date: 10/04/2024 Run Time: 01:51 00		
Page No. 1 of 2							
Business Unit: _____ Department : 99999 Agency Wide Fiscal Year : 2024 Period From : 12 06/01/2024 Period To : 12 06/30/2024							
Department ID	Department Name	# Invoices Paid Late For Period	Total Invoices Paid For Period	% Paid Late For Period	# Invoices Paid Late For FY	Total Invoices Paid For FY	% Paid Late For FY
10000	DOA - All Non-GA Departments	1	15	6.667	5	163	3.067
Total for 99999		1	15	6.667	5	163	3.067

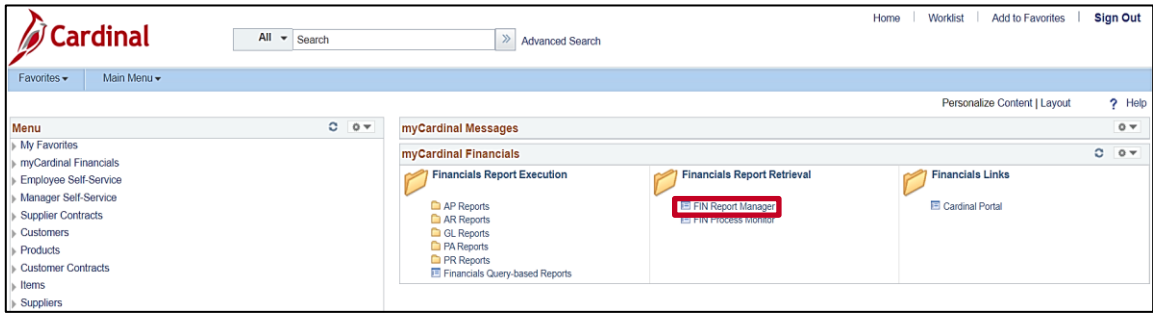
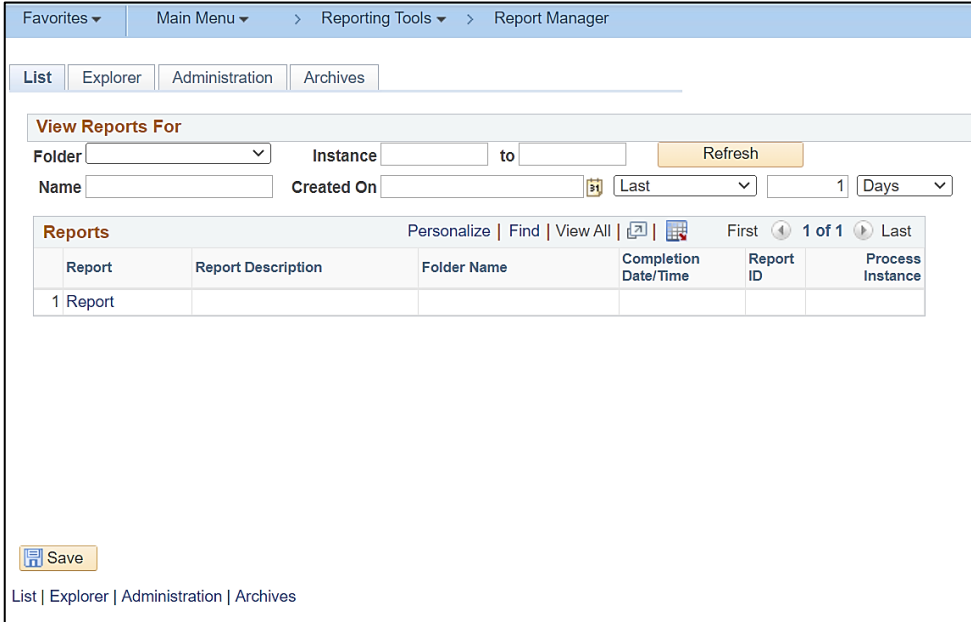


Detailed Section:


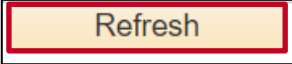
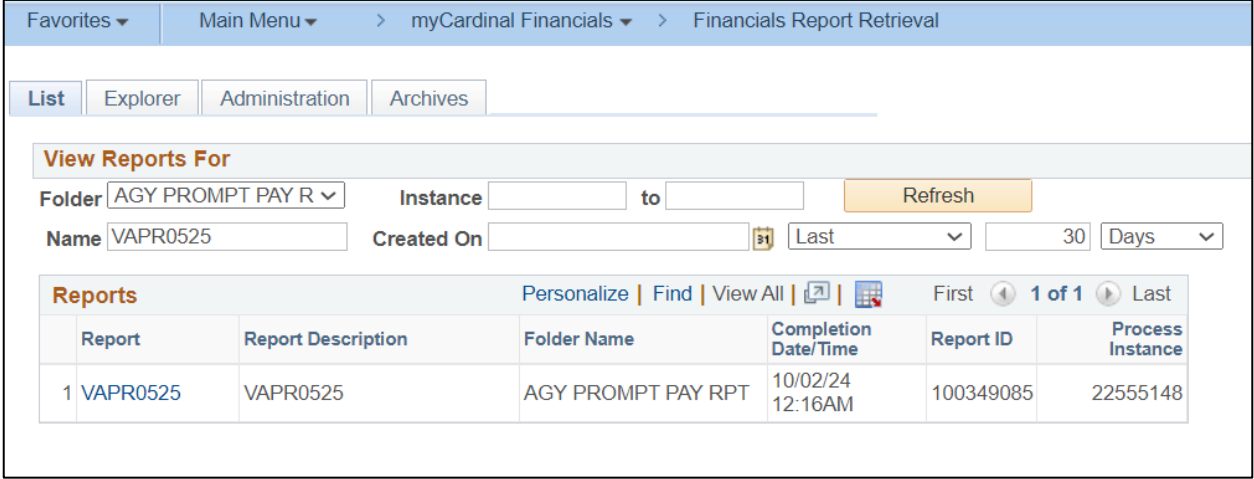
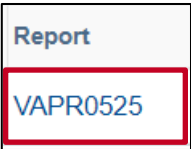
- Displays detailed information for Vouchers that were late for the applicable Period

Business Unit: _____ Period From: 12 01-JUN-2024 Period To: 12 30-JUN-2024											Page No. 2 of 2	
Entered Date	Voucher ID	Remit Supplr ID	Remit Supplr Name	Check Number	Late Amt	Invoice Receipt Dt	Goods/Srvs Receipt Dt	Sched Pmt Due Date	Actual Pmt Check Date	Days Late	Total Pmt Amount	% Dollars Paid Late
Due Date Exception Detail for ORG - 10000												
06/25/2024	00005672	0000034972	Crystal Ice Company Inc	90541645	4,112.00	03/18/2024	04/19/2024	05/19/2024	06/27/2024	39		
Summary for ORG - 10000 DOA - All Non-GA Departments					4,112.00						1,958,254.81	0.210
Total Invoices Paid for Period		_____ \$1,958,254.81										
Total Invoices Paid Late for Period		_____ \$ 4,112.00										
Total Percent Paid Late for Period		_____ 0.210										

Viewing the Individual Agency Run

Individual Agency reports are run in batch on the first day of the month. These reports can be viewed/printed by following the steps in this section.

Step	Action
1.	<p>Click the FIN Report Manager link on the Cardinal Home page.</p> 
<p>The Report Manager page displays with the List tab displayed by default.</p>	
	
2.	<p>Click the Folder dropdown button and select “AGY Prompt Pay Rpts”.</p> 
3.	<p>Enter “VAPR0525” in the Name field.</p> 

Step	Action
4.	<p>Enter the date or days range you want to view. In this scenario, the range of “30 Days” is entered.</p> 
5.	<p>Click the Refresh button.</p> 
<p>The page refreshes and the VAPR0525 Report displays in the Reports section of the page.</p> 	
6.	<p>Click the VAPR0525 Report link.</p> 



Step	Action																																																									
	<p>A list of reports display under the File List section of the page.</p> <div data-bbox="441 378 1195 940" style="border: 1px solid black; padding: 5px;"> <p> Favorites > Main Menu > myCardinal Financials > Financials Report Retrieval </p> <p>Run Status Success</p> <p>VAPR0525</p> <p>Distribution Details</p> <p>Distribution Node finprd Expiration Date 06/28/2027</p> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr><td>SQR_VAPR0525_22555148.log</td><td>2,241</td><td>10/02/2024 12:16:02.303671AM EDT</td></tr> <tr><td>VAPR0525_10000_22555148.PDF</td><td>12,553</td><td>10/02/2024 12:16:02.303671AM EDT</td></tr> <tr><td>VAPR0525_10100_22555148.PDF</td><td>12,824</td><td>10/02/2024 12:16:02.303671AM EDT</td></tr> <tr><td>VAPR0525_10200_22555148.PDF</td><td>12,399</td><td>10/02/2024 12:16:02.303671AM EDT</td></tr> <tr><td>VAPR0525_10300_22555148.PDF</td><td>12,536</td><td>10/02/2024 12:16:02.303671AM EDT</td></tr> <tr><td>VAPR0525_10400_22555148.PDF</td><td>12,399</td><td>10/02/2024 12:16:02.303671AM EDT</td></tr> <tr><td>VAPR0525_10500_22555148.PDF</td><td>12,552</td><td>10/02/2024 12:16:02.303671AM EDT</td></tr> <tr><td>VAPR0525_10700_22555148.PDF</td><td>12,544</td><td>10/02/2024 12:16:02.303671AM EDT</td></tr> <tr><td>VAPR0525_10800_22555148.PDF</td><td>12,500</td><td>10/02/2024 12:16:02.303671AM EDT</td></tr> <tr><td>VAPR0525_10900_22555148.PDF</td><td>12,536</td><td>10/02/2024 12:16:02.303671AM EDT</td></tr> <tr><td>VAPR0525_11000_22555148.PDF</td><td>12,792</td><td>10/02/2024 12:16:02.303671AM EDT</td></tr> <tr><td>VAPR0525_11100_22555148.PDF</td><td>12,787</td><td>10/02/2024 12:16:02.303671AM EDT</td></tr> <tr><td>VAPR0525_11200_22555148.PDF</td><td>12,531</td><td>10/02/2024 12:16:02.303671AM EDT</td></tr> <tr><td>VAPR0525_11300_22555148.PDF</td><td>12,860</td><td>10/02/2024 12:16:02.303671AM EDT</td></tr> <tr><td>VAPR0525_11400_22555148.PDF</td><td>12,782</td><td>10/02/2024 12:16:02.303671AM EDT</td></tr> <tr><td>VAPR0525_11500_22555148.PDF</td><td>12,556</td><td>10/02/2024 12:16:02.303671AM EDT</td></tr> <tr><td>VAPR0525_11600_22555148.PDF</td><td>12,546</td><td>10/02/2024 12:16:02.303671AM EDT</td></tr> <tr><td>VAPR0525_11700_22555148.PDF</td><td>12,812</td><td>10/02/2024 12:16:02.303671AM EDT</td></tr> </tbody> </table> </div>	Name	File Size (bytes)	Datetime Created	SQR_VAPR0525_22555148.log	2,241	10/02/2024 12:16:02.303671AM EDT	VAPR0525_10000_22555148.PDF	12,553	10/02/2024 12:16:02.303671AM EDT	VAPR0525_10100_22555148.PDF	12,824	10/02/2024 12:16:02.303671AM EDT	VAPR0525_10200_22555148.PDF	12,399	10/02/2024 12:16:02.303671AM EDT	VAPR0525_10300_22555148.PDF	12,536	10/02/2024 12:16:02.303671AM EDT	VAPR0525_10400_22555148.PDF	12,399	10/02/2024 12:16:02.303671AM EDT	VAPR0525_10500_22555148.PDF	12,552	10/02/2024 12:16:02.303671AM EDT	VAPR0525_10700_22555148.PDF	12,544	10/02/2024 12:16:02.303671AM EDT	VAPR0525_10800_22555148.PDF	12,500	10/02/2024 12:16:02.303671AM EDT	VAPR0525_10900_22555148.PDF	12,536	10/02/2024 12:16:02.303671AM EDT	VAPR0525_11000_22555148.PDF	12,792	10/02/2024 12:16:02.303671AM EDT	VAPR0525_11100_22555148.PDF	12,787	10/02/2024 12:16:02.303671AM EDT	VAPR0525_11200_22555148.PDF	12,531	10/02/2024 12:16:02.303671AM EDT	VAPR0525_11300_22555148.PDF	12,860	10/02/2024 12:16:02.303671AM EDT	VAPR0525_11400_22555148.PDF	12,782	10/02/2024 12:16:02.303671AM EDT	VAPR0525_11500_22555148.PDF	12,556	10/02/2024 12:16:02.303671AM EDT	VAPR0525_11600_22555148.PDF	12,546	10/02/2024 12:16:02.303671AM EDT	VAPR0525_11700_22555148.PDF	12,812	10/02/2024 12:16:02.303671AM EDT
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7.	<p>Click the PDF link for the report that contains your Agency's Business Unit.</p> <table border="1" style="width: 100%;"> <tr> <td style="border: 2px solid red;">VAPR0525_11500_22555148.PDF</td> <td style="text-align: center;">12,556</td> <td style="text-align: center;">10/02/2024 12:16:02.303671AM EDT</td> </tr> </table>	VAPR0525_11500_22555148.PDF	12,556	10/02/2024 12:16:02.303671AM EDT																																																						
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Accounts Payable Job Aid

AP312_Running and Retrieving the Prompt Pay Report

Step	Action
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The selected **Prompt Pay Report** displays.

Commonwealth of Virginia
PROMPT PAY REPORT

Run Date: 10/02/2024
Run Time: 12:02 00

Report ID: RAP525

Page No. 1 of 3

Business Unit: % All
 Department : 99999 Agency Wide
 Fiscal Year : 2025
 Period From : 3 09/01/2024
 Period To : 3 09/30/2024
 Report Option: Multiple

Business Unit: 11500 Juv and Domestic Relations Crt Page No. 2 of 3
 Period From: 3 01-SEP-2024 Period To: 3 30-SEP-2024

Department ID	Department Name	# Invoices Paid	Total Invoices	% Paid Late	# Invoices Paid	Total Invoices	% Paid Late
		<u>Late For Period</u>	<u>Paid For Period</u>	<u>For Period</u>	<u>Late For FY</u>	<u>Paid For FY</u>	<u>For FY</u>
10000	Agency Department	0	133	0.000	6	447	1.342
Total for 99999		0	133	0.000	6	447	1.342

Business Unit: 11500 Juv and Domestic Relations Crt Page No. 3 of 3
 Period From: 3 01-SEP-2024 Period To: 3 30-SEP-2024

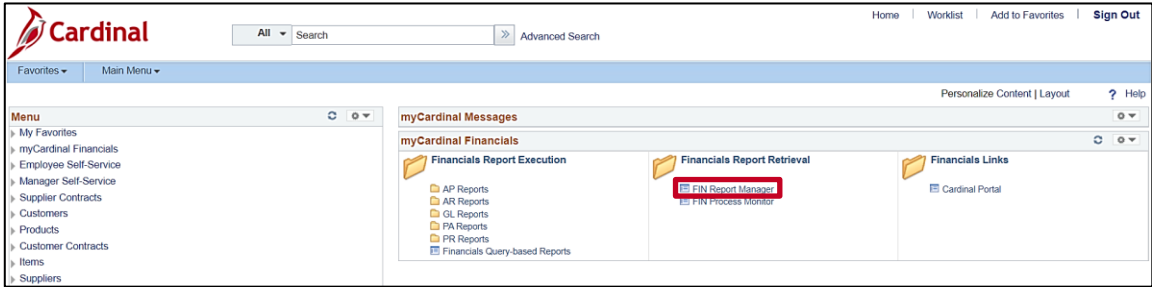
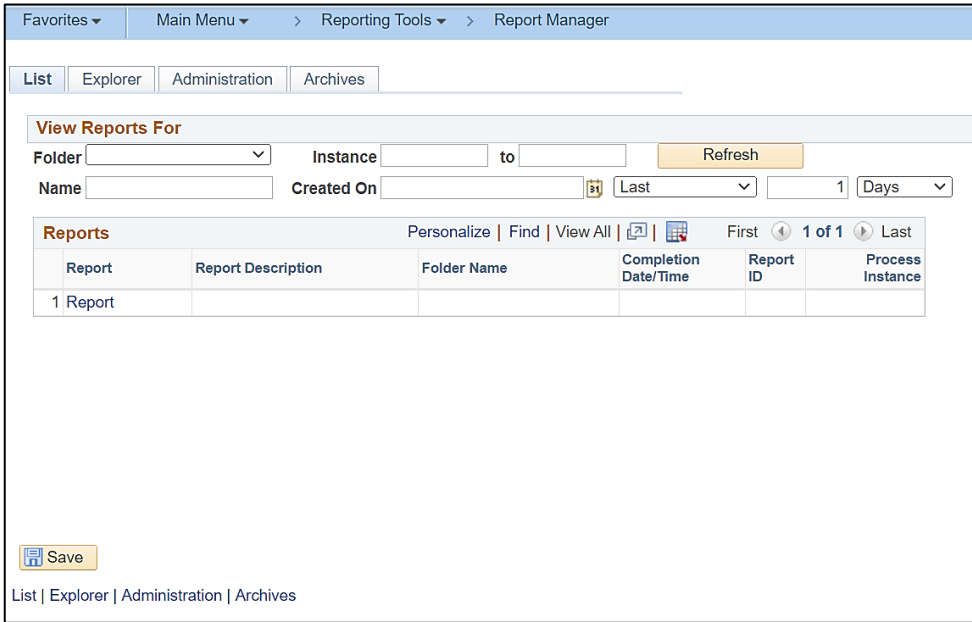


Entered Date	Voucher ID	Remit Supplr ID	Remit Supplr Name	Check Number	Late Amt	Invoice Receipt Dt	Goods/Srvs Receipt Dt	Sched Pmt Due Date	Actual Pmt Check Date	Days Late	Total Pmt Amount	% Dollars Paid Late
<p>Total Invoices Paid for Period \$ 248,316.18</p> <p>Total Invoices Paid Late for Period \$ 0.00</p> <p>Total Percent Paid Late for Period 0.000</p>												


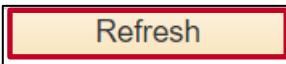


Scroll down to review all pages of the report.

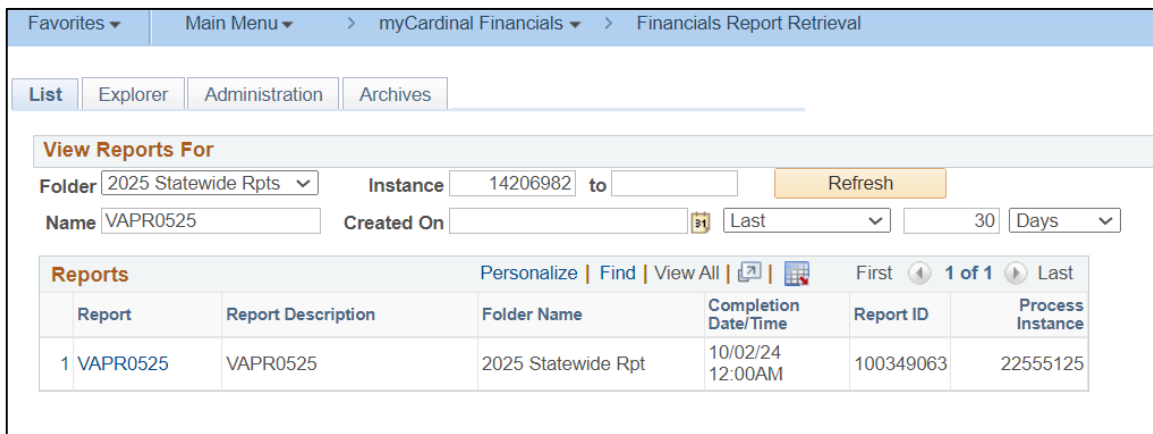
Viewing Agency Information in the Master Run

A single Prompt Pay Report for all Agencies is run in a batch on the first day of the month. This master version can be viewed/printed by following the steps in this section.

Step	Action
1.	<p>Click the FIN Report Manager link on the Cardinal Home page.</p> 
	<p>The Report Manager page displays with the List tab displayed by default.</p> 
2.	<p>Click the Folder dropdown menu and select “XXXX Statewide Rpts” (XXXX is the current Fiscal Year).</p> 
3.	<p>Enter “VAPR0525” in the Name field.</p> 

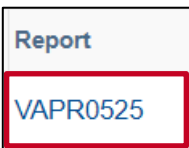
Step	Action
4.	Enter the date or days range you want to view. In this scenario, the range of “30 Days” is entered. 
5.	Click the Refresh button. 

The page refreshes and the **VAPR0525** Report displays in the **Reports** section of the page.



The screenshot shows the 'View Reports For' section of a web application. It includes a breadcrumb trail: Favorites > Main Menu > myCardinal Financials > Financials Report Retrieval. Below the breadcrumb are tabs for List, Explorer, Administration, and Archives. The 'View Reports For' section has a 'Folder' dropdown set to '2025 Statewide Rpts', an 'Instance' field with '14206982', and a 'Refresh' button. There are also fields for 'Name' (VAPR0525), 'Created On', and a date range selector set to 'Last' and '30 Days'. Below this is a 'Reports' table with one entry:

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 VAPR0525	VAPR0525	2025 Statewide Rpt	10/02/24 12:00AM	100349063	22555125

6.	Click the VAPR0525 Report link. 
----	---

Step	Action
------	--------

The page refreshes.

[Favorites](#) > [Main Menu](#) > [myCardinal Financials](#) > [Financials Report Retrieval](#)

Report

Report ID 100349063 **Process Instance** 22555125 [Message Log](#)
Name VAPR0525 **Process Type** SQR Report
Run Status Success

VAPR0525

Distribution Details

Distribution Node finprd **Expiration Date** 06/27/2027

File List

Name	File Size (bytes)	Datetime Created
SQR_VAPR0525_22555125.log	2,241	10/02/2024 12:00:38.682745AM EDT
vapr0525_22555125.PDF	899,979	10/02/2024 12:00:38.682745AM EDT
vapr0525_22555125.out	33,709	10/02/2024 12:00:38.682745AM EDT

Distribute To


Distribution ID Type	*Distribution ID
User	AA_CARDINAL_BATCH_AP
Role	V_COVA_CARDINAL_REPORTER

[Return](#)

7. Click the **PDF** link for the report.

File List		
Name	File Size (bytes)	Datetime Created
SQR_VAPR0525_22555125.log	2,241	10/02/2024 12:00:38.682745AM EDT
vapr0525_22555125.PDF	899,979	10/02/2024 12:00:38.682745AM EDT
vapr0525_22555125.out	33,709	10/02/2024 12:00:38.682745AM EDT

The combined Prompt Pay report for all Agencies displays.


 Report ID: RAP525

Commonwealth of Virginia
 PROMPT PAY REPORT

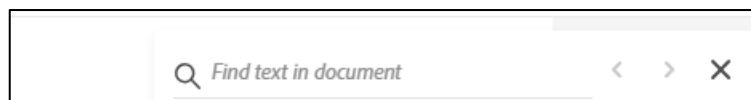
Run Date: 10/01/2024
 Run Time: 11:40 00

Page No. 1 of 716

Business Unit: % All
 Department : 99999 Agency Wide
 Fiscal Year : 2025
 Period From : 3 09/01/2024
 Period To : 3 09/30/2024
 Report Option: Single

8. Click the **(CTRL)** and **(F)** keys on your keyboard simultaneously to search for your Agency Business Unit.

The **Find text in document** pop-up box displays.





Accounts Payable Job Aid

AP312_Running and Retrieving the Prompt Pay Report

Step	Action																								
9.	Enter the applicable Agency Business Unit in Find box. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <input style="border: 2px solid red; width: 150px;" type="text" value="11500"/> x < > X </div>																								
10.	Press the Enter key on your keyboard.																								
<p>The search takes you to the page of the report with the Business Unit identified in your search.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Business Unit: 11500 Juv and Domestic Relations Crt Page No. 30 of 716 Period From: 3 01-SEP-2024 Period To: 3 30-SEP-2024</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Department ID</u></th> <th style="text-align: left;"><u>Department Name</u></th> <th style="text-align: right;"><u># Invoices Paid</u> <u>Late For Period</u></th> <th style="text-align: right;"><u>Total Invoices</u> <u>Paid For Period</u></th> <th style="text-align: right;"><u>% Paid Late</u> <u>For Period</u></th> <th style="text-align: right;"><u># Invoices Paid</u> <u>Late For FY</u></th> <th style="text-align: right;"><u>Total Invoices</u> <u>Paid For FY</u></th> <th style="text-align: right;"><u>% Paid Late</u> <u>For FY</u></th> </tr> </thead> <tbody> <tr> <td>10000</td> <td>Agency Department</td> <td style="text-align: right;">0</td> <td style="text-align: right;">133</td> <td style="text-align: right;">0.000</td> <td style="text-align: right;">6</td> <td style="text-align: right;">447</td> <td style="text-align: right;">1.342</td> </tr> <tr> <td colspan="2">Total for 99999</td> <td style="text-align: right;">0</td> <td style="text-align: right;">133</td> <td style="text-align: right;">0.000</td> <td style="text-align: right;">6</td> <td style="text-align: right;">447</td> <td style="text-align: right;">1.342</td> </tr> </tbody> </table> </div>		<u>Department ID</u>	<u>Department Name</u>	<u># Invoices Paid</u> <u>Late For Period</u>	<u>Total Invoices</u> <u>Paid For Period</u>	<u>% Paid Late</u> <u>For Period</u>	<u># Invoices Paid</u> <u>Late For FY</u>	<u>Total Invoices</u> <u>Paid For FY</u>	<u>% Paid Late</u> <u>For FY</u>	10000	Agency Department	0	133	0.000	6	447	1.342	Total for 99999		0	133	0.000	6	447	1.342
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