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.
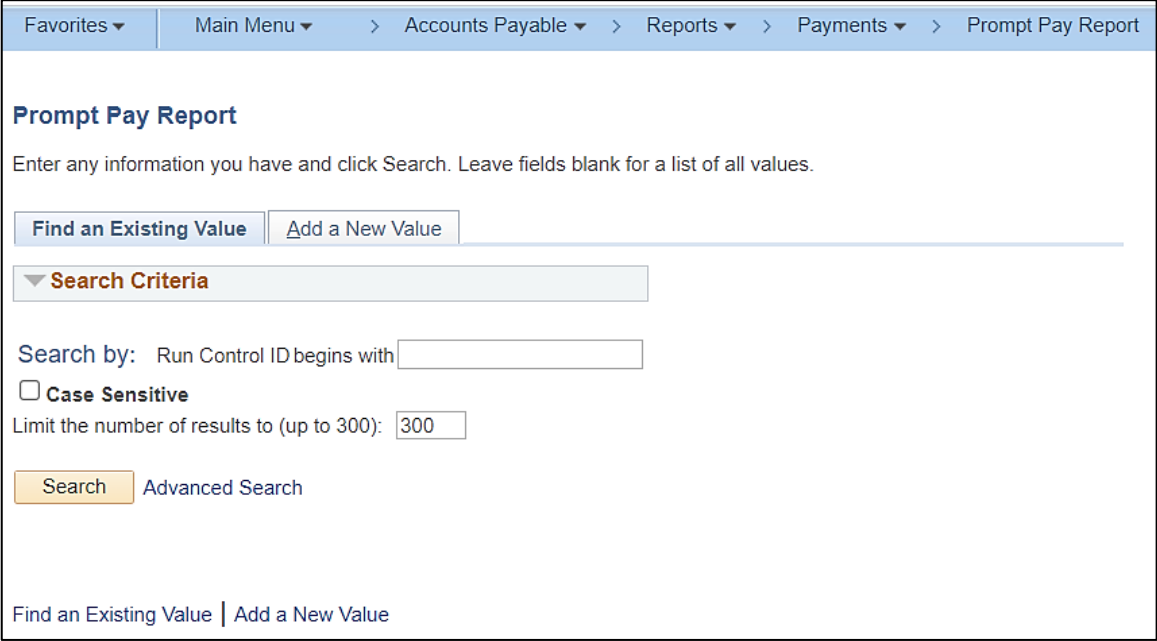
Notification Note: Please note that you may see a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.
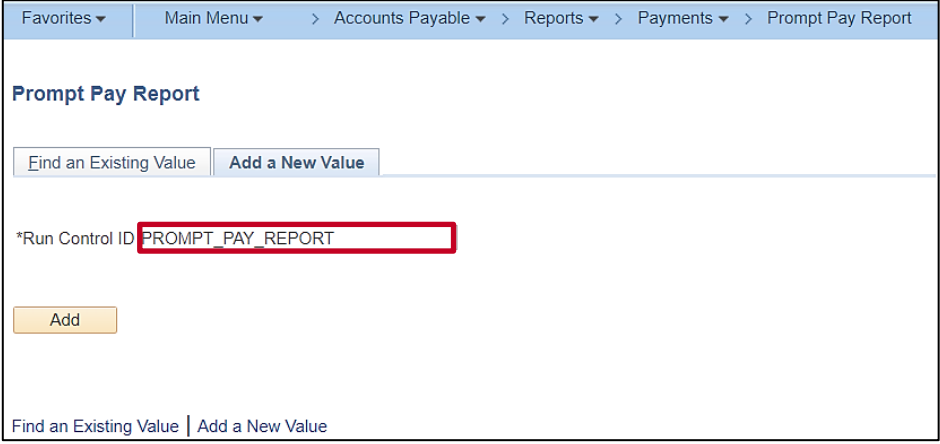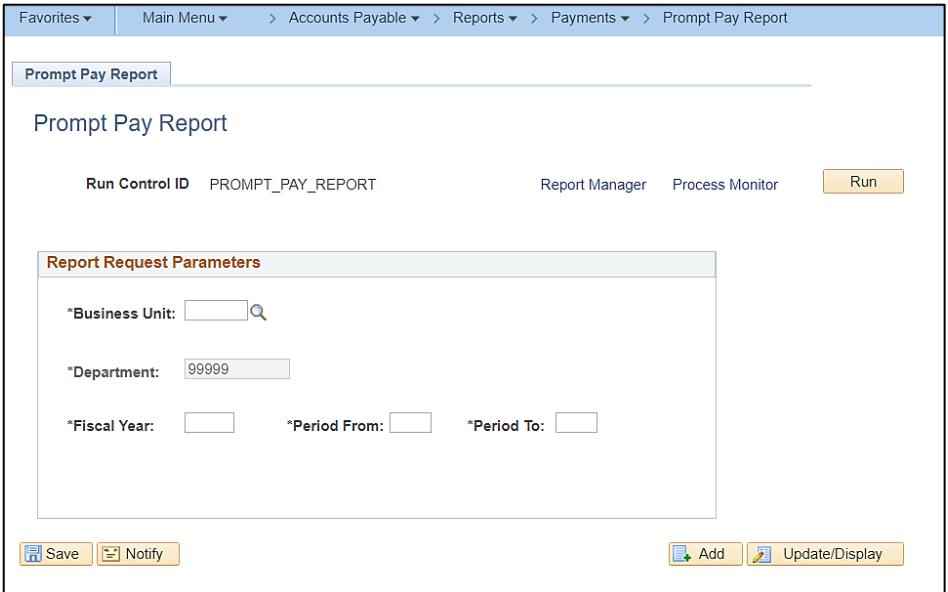
Table of Contents
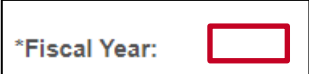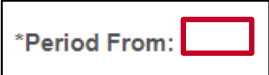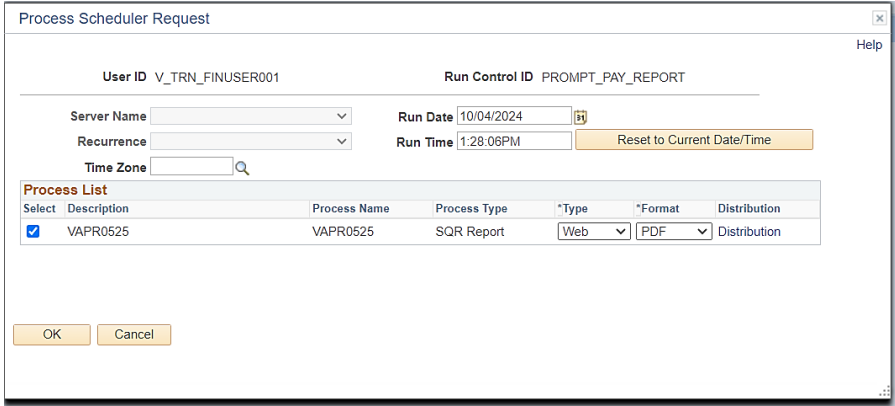
Running the Prompt Pay Report
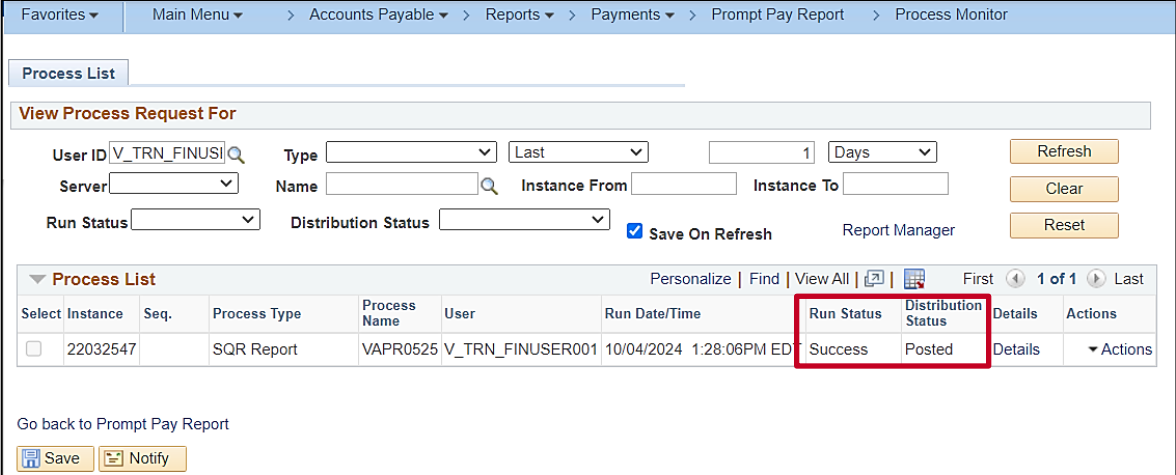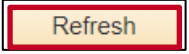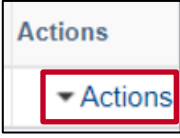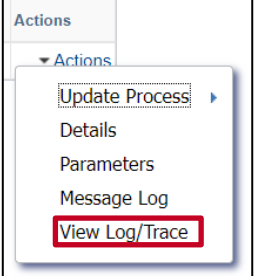
Follow the steps below to run the Prompt Pay report for your Agency.

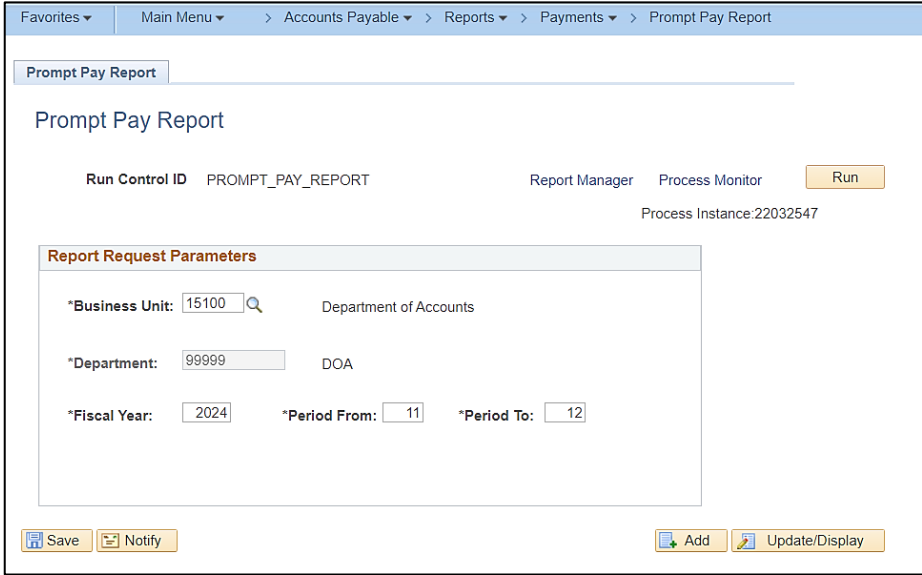| Step	Action
1.	Navigate to the **Prompt Pay Report** page using the following path: **Main Menu > Accounts Payable > Reports > Payments > Prompt Pay Report**
	The **Prompt Pay Report Search** page displays with the **Find an Existing Value** tab displayed by default.
ℹ	Use the **Find an Existing Value** tab if you have an existing Run Control ID. Use the **Add a New Value** tab to create a **Run Control ID** for the first time you are running the report.
2.	For this scenario, there is not an existing Run Control ID. Click the **Add a New Value** tab.

Step	Action
3.	Enter the desired Run Control ID for this report in the **Run Control ID** field.
ℹ️	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.
4.	Click the **Add** button.
	The **Prompt Pay Report** page displays.
ℹ️	The Run Control ID displays at the top in the **Run Control ID** field.

Step	Action
5.	Enter or select your Agency's Business Unit in the **Business Unit** field. *Business Unit: [____] 🔍
ℹ️	The **Department** field defaults to "99999" and cannot be changed.
6.	Enter the applicable Fiscal Year in the **Fiscal Year** field. *Fiscal Year: [____]
7.	Enter the applicable Period for which you are running the report from in the **Period From** field. *Period From: [____]
8.	Enter the applicable Period for which you are running the report through in the **Period To** field. *Period To: [____]
9.	Click the **Run** button. [Run]

The **Process Scheduler Request** page displays in a pop-up window.

	Process Scheduler Request ✕
	Help
	User ID V_TRN_FINUSER001 Run Control ID PROMPT_PAY_REPORT
	Server Name [____] Run Date 10/04/2024 📅
	Recurrence [____] Run Time 1:28:06PM [Reset to Current Date/Time]
	Time Zone [____] 🔍
	Process List
	Select Description Process Name Process Type *Type *Format Distribution
	☑ VAPR0525 VAPR0525 SQR Report Web ∨ PDF ∨ Distribution
	[OK] [Cancel]

Step	Action
10.	Click the **OK** button. [OK] [Cancel]

Step	Action
ℹ	The **Cancel** button is used to cancel the request as needed.
The **Prompt Pay Report** page redisplays.	

Step	Action
ℹ	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.

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

Step	Action
	The **View Log/Trace** page displays in a pop-up window.
15.	Click the **PDF** file link that displays in the **File List** section of the page.
	The **Prompt Pay Report** displays.

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)

Detailed Section:

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

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.	Click the **FIN Report Manager** link on the **Cardinal Home** page. ![Cardinal Home page screenshot] The **Report Manager** page displays with the **List** tab displayed by default. ![Report Manager page screenshot]
2.	Click the **Folder** dropdown button and select "AGY Prompt Pay Rpts". ![Folder field screenshot]
3.	Enter "VAPR0525" in the **Name** field. ![Name field screenshot]

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

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

Favorites ▾	Main Menu ▾	>	myCardinal Financials ▾	>	Financials Report Retrieval

List   Explorer   Administration   Archives

View Reports For

Folder AGY PROMPT PAY R ⌄   Instance [ ] to [ ]   Refresh

Name VAPR0525   Created On [ ] 📅 Last ⌄   30 Days ⌄

Reports   Personalize | Find | View All | 🗗 | 🔣   First ◀ 1 of 1 ▶ Last

	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	VAPR0525	VAPR0525	AGY PROMPT PAY RPT	10/02/24 12:16AM	100349085	22555148

Step	Action
6.	Click the **VAPR0525** Report link.
	Report
	VAPR0525

Step	Action
	A list of reports display under the **File List** section of the page.
7.	Click the **PDF** link for the report that contains your Agency's Business Unit.

Step	Action

The selected **Prompt Pay Report** displays.

```
                                        Commonwealth of Virginia
                                           PROMPT PAY REPORT
                                                                              Run Date: 10/02/2024
Report ID: RAP525                                                             Run Time: 12:02 00


                                                                              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

                                    # Invoices Paid  Total Invoices  % Paid Late   # Invoices Paid  Total Invoices  % Paid Late
Department ID      Department Name   Late For Period  Paid For Period  For Period    Late For FY    Paid For FY     For FY
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    Voucher   Remit                          Check      Late Pmt Invoice   Goods/Srvs Sched Pmt  Actual Pmt Days      Total Pmt % Dollars
Date        ID      Supplr ID  Remit Supplr Name    Number       Amount Receipt Dt Receipt Dt Due Date  Check Date Late        Amount Paid Late


Total Invoices Paid for Period          $ 248,316.18

Total Invoices Paid Late for Period       $     0.00

Total Percent Paid Late for Period            0.000
```
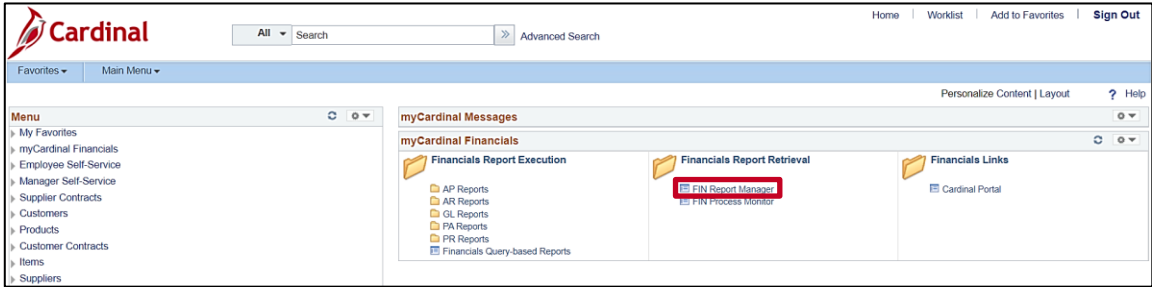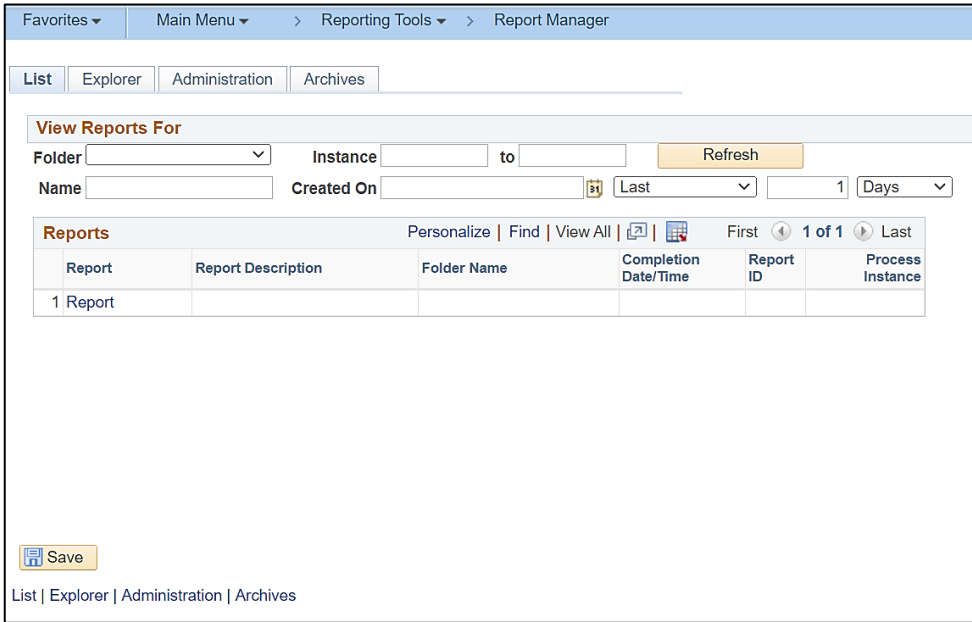
ℹ️ Scroll down to review all pages of the report.

Viewing Agenecy 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.
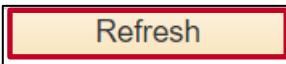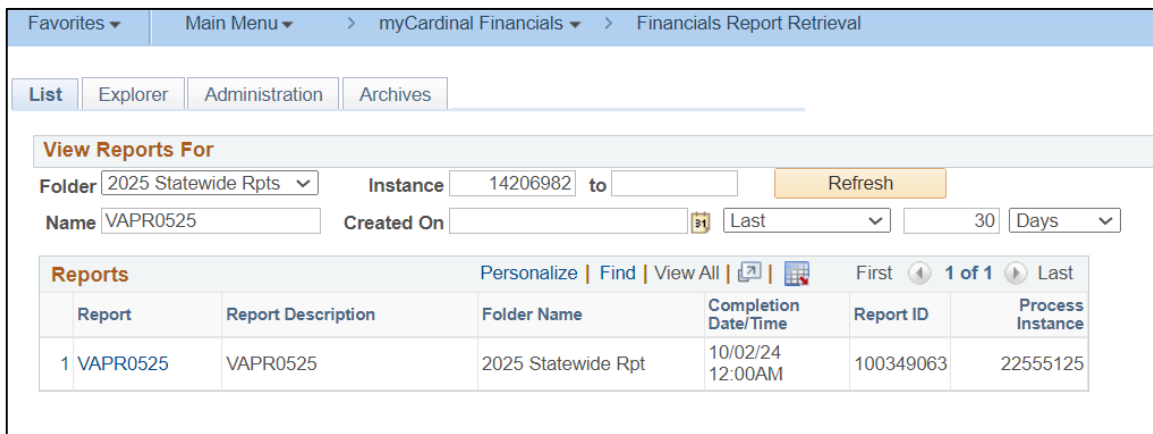
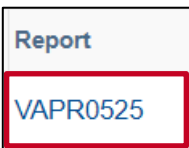| Step	Action
1.	Click the **FIN Report Manager** link on the **Cardinal Home** page.
	The **Report Manager** page displays with the **List** tab displayed by default.
2.	Click the **Folder** dropdown menu and select "XXXX Statewide Rpts" (XXXX is the current Fiscal Year).
3.	Enter "VAPR0525" in the **Name** field.

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

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

Favorites ▾   Main Menu ▾   >   myCardinal Financials ▾   >   Financials Report Retrieval

| List | Explorer | Administration | Archives |

View Reports For

Folder 2025 Statewide Rpts ▾   Instance 14206982 to _____   Refresh
Name VAPR0525   Created On _____ 📅 Last ▾   30 Days ▾

Reports   Personalize | Find | View All | 🖉 | 🔢   First ◀ 1 of 1 ▶ Last

	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

Step	Action
6.	Click the **VAPR0525** Report link. **Report** VAPR0525

Step	Action
	The page refreshes.

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

| | The combined Prompt Pay report for all Agencies displays. |

Step	Action
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. |

Step	Action
9.	Enter the applicable Agency Business Unit in **Find** box.

Q 11500   × ‹ › ✕

Step	Action
10.	Press the **Enter** key on your keyboard.

The search takes you to the page of the report with the Business Unit identified in your search.

```
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


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

(i)	View/print the Prompt Pay Report pages for your Agency.