

AP312_Running and Retrieving the Prompt Pay Report

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 there may be 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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Accounts Payable Job Aid AP312_Running and Retrieving the Prompt Pay Report

Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (<u>Section 1</u> , after Step 1 and Step 2). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.



Cardinal Accounts Payable Job Aid AP312_Running and Retrieving the Prompt Pay Report

Running the Prompt Pay Report

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

Report
Add a New Value
es 🗸 🗸
o the Job Aid titled the Cardinal Website
en set up for this
t time running this
a New Value button.



Step	Action
3.	Enter the desired Run Control ID for this report in the Run Control ID field.
	Favorites • Main Menu • > Accounts Payable • > Payments • > Prompt Pay Report
	Prompt Pay Report
	Add a New Value
	*Run Control IDAdd
ĺ	Once a Run Control ID is created for a report, use the Find an Existing Value button 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.
	Add
The Pr	ompt Pay Report page displays.
	Favorites • Main Menu • > Accounts Payable • > Payments • > Prompt Pay Report
	Prompt Pay Report
	Prompt Pay Report
	Run Control ID PROMPT_PAY_REPORT Report Manager Process Monitor Run
	Report Request Parameters
	*Business Unit:
	*Department: 999999
	*Fiscal Year: *Period From: *Period To:
	Save Notify Add Update/Display
i	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:
i	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 Pr	ocess Scheduler Request page displays in a pop-up window.
	Process Scheduler Request Help
	User ID V_TRN_FINUSER001 Run Control ID PROMPT_PAY_REPORT
	Recurrence Run Time 1:28:06PM Reset to Current Date/Time Time Zone
	Process List Process Name Process Type "Type "Format Distribution Select Description Process Name Process Type "Type "Format Distribution
	VAPRU525 VAPRU525 SUR Report Web VIPUF VIDIstribution
	OK Cancel
10.	Click the OK button.
	OK Cancel



Step	Action
i	The Cancel button is used to cancel the request as needed.
The Pr	ompt Pay Report page redisplays.
	Favorites + Main Menu + > Accounts Payable + > Payments + > Prompt Pay Report Prompt Pay Report Prompt Pay Report Run Control ID PROMPT_PAY_REPORT Report Manager Process Monitor Run Process Instance:22032547 Process Instance:22032547 Report Request Parameters Business Unit: 15100 Department of Accounts "Department: 99999 DOA "Fiscal Year: 2024 "Period From: 12 If SaveNotify Image: Add Update/Display
ĺ	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. Report Manager Process Monitor Run



Step	Action
The Pr	ocess List page displays.
	Favorites • Main Menu • > Accounts Payable • > Payments • > Prompt Pay Report > Process Monitor
	Process List
	View Process Request For
	Server Name Q Instance From Instance To Clear
	Run Status Distribution Status Save On Refresh Report Manager Reset
	Process List Personalize Find View All 2 First ④ 1 of 1 ④ Last
	Select Instance Seq. Process Type Process Name User Run Date/Time Run Status Distribution Status Details Actions
	22032547 SQR Report VAPR0525 V_TRN_FINUSER001 10/04/2024 1:28:06PM Et T Success Posted Details
	Go back to Promot Pay Report
	Save Solution
12	Click the Pofrash button periodically until the Pup Status field is "Success" and the
12.	Distribution Status field is "Posted".
	Refresh
10	Once the report is ready, eligibility of Actions drandown by then
13.	Once the report is ready, click the Actions dropdown button.
	Actions
	Actions
14.	Click the View Log/Trace list item.
	Actions
	Actions
	Update Process
	Details
	Message Log
	View Log/Trace



כ	Actio	on						
/ie	ew Lo	g/Trace page display	s in a pop-up wind	SW.				
		View Log/Trace						×
	t	Report					He	lp
	5	tz Report ID 97496276 Name VAPR0525 Run Status Success VAPR0525	Process Instance 2 Process Type S	2032547 QR Report	Message Log]		
		Distribution Details		44/02/2024				
		Distribution Node fintrn	Expiration D	ate 11/03/2024				
		Name	File Size (bytes)	Datetime Cre	eated			
		SQR_VAPR0525_22032547.log	2,251	10/04/2024	1:31:14.00868	5PM EDT		
		vapr0525_22032547.PDF vapr0525_22032547.out	12,267	10/04/2024	1:31:14.00868	5PM EDT		
		Distribute To	10	1010 112021				
		Distribution ID Type	*Distribution ID					
		Lloor	V TRN FINUSER001					
		Return						.::
	Click	the PDF file link that	displays in the File	• List sect	ion of the	page.	_	.:
	Click File	the PDF file link that	displays in the File File Size (b	e List sect	ion of the	page.		
	Click File Nam SQF	the PDF file link that	displays in the File File Size (b 2,251	ytes) Da	ion of the tetime Create /04/2024 1:3	page.	3685PM EDT	
	Click File Nam SQF Vapr	Return the PDF file link that List Return Contemporation of the second seco	displays in the File 2,251 12,267	ytes) Da	ion of the tetime Create /04/2024 1:3 /04/2024 1:3	page. d 31:14.008	3685PM EDT 3685PM EDT	
	Click File Nam SQF Vapr Vapr	Return Return List Return VAPR0525_22032547.log 0525_22032547.PDF 0525_22032547.out	displays in the File 2,251 12,267 13	ytes) Da 10 10 10 10	tetime Create /04/2024 1:3 /04/2024 1:3 /04/2024 1:3	page. d 31:14.008 31:14.008	3685PM EDT 3685PM EDT 3685PM EDT	
	Click File Nam SQF Vapr Vapr	Return the PDF file link that List Re R_VAPR0525_22032547.log 0525_22032547.PDF 0525_22032547.out Pay Report displays.	displays in the File 2,251 12,267 13	e List sect ytes) Da 10 10 10	tetime Create /04/2024 1:3 /04/2024 1:3 /04/2024 1:3	page. d 31:14.008 31:14.008	3685PM EDT 3685PM EDT 3685PM EDT 3685PM EDT	0/04/2024
	Click File Nam SQF Vapr Vapr Dompt	A the PDF file link that List Return List Pay Report displays. Agency Wide A	displays in the File 2,251 12,267 13	e List sect ytes) Da 10 10 10 10 10 10 10 10 10 10	ion of the tetime Create /04/2024 1:3 /04/2024 1:3	page. d 31:14.008 31:14.008	3685PM EDT 3685PM EDT 3685PM EDT 3685PM EDT 3685PM EDT 9685PM EDT 9685PM EDT	0/04/2024 http://docs.org/10/10/2024 http://docs.org/10/2024 of 2
Pro	Click File Nam SQF Vapr Vapr Dompt	Agency Wide Agenc	displays in the File File Size (b 2,251 12,267 13 Commonwealth PROMPT P	List sect ytes) Da 10	ion of the tetime Create /04/2024 1:3 /04/2024 1:3 /04/2024 1:3 /04/2024 1:3	page. d 31:14.008 31:14.008 31:14.008	3685PM EDT 3685PM EDT 3685PM EDT 3685PM EDT 3685PM EDT 9800 EDT 98000 EDT 98000 EDT 9800 EDT 9800 EDT	0/04/2024 01:51 00 of 2 % Paid Late For FY
D: D: Un nt ear rom o nt	Click File Nam SQF Vapr vapr compt	A the PDF file link that List Return List Pay Report displays. A dency Wide A dency Wide A dency Wide Do A - All Non-GA Departments	displays in the File File Size (b 2,251 12,267 13 Commonwealth PROMPT P Commonwealth PROMPT P	List sect ytes) Da 10 10 10 of Virginia AY REPORT Invoices % Pai For 15	tetime Create /04/2024 1:3 /04/2024 1:3 /04/2024 1:3 /04/2024 1:4 /04/2024 1:4 /04/	d 31:14.008 31:14.008 31:14.008 31:14.008	B685PM EDT B685PM EDT	0/04/2024 01/04/2024 01:51 00 of 2 % Paid Late For FY 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:

г

- 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)

CARDINAL Report ID: RAP525	Commonwealth of Virginia PROMPT PAY REPORT S: RAP525 Run Date: 10/04/2024 Run Time: 01:51 00		
Business Unit: Department : 99999 Agency Wide Fiscal Year : 2024 Period From : 12 06/01/2024		Page No. 1 of 2	
Period To : 12 06/30/2024 Department ID Department Name	<pre># Invoices Paid Total Invoices % Paid Late # Invoices Paid Late For Period Paid For Period For Period Late For Period</pre>	d Total Invoices % Paid Late Y Paid For FY For FY	
10000 DOA - All Non-GA Departments Total for 99999	<u>1</u> <u>15</u> <u>6.667</u> <u>15</u> <u>15</u> <u>6.667</u> <u>15</u> <u>15</u> <u>6.667</u> <u>16</u> <u>16</u> <u>16</u> <u>16</u> <u>16</u> <u>16</u> <u>16</u> <u>16</u>	5 163 3.067 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 Voucher Remit Date ID Supplr ID Remit Supplr Name	Check Number	Late Pmt Invoice Amount <u>Receipt Dt</u>	Goods/Srvs <u>Receipt Dt</u>	Sched Pmt Due Date	Actual Pmt <u>Check Date</u>	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 Period0.210								



Cardinal Accounts Payable Job Aid AP312_Running and Retrieving the Prompt Pay Report

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.
	Home Worklist Add to Favorites Sign Out
	Favorites Main Menu Personalize Content Layout ? Help
	Menu O @ v > My Favoritas myCardinal Messages > myCardinal Financials O @ v
	Imployee Self-Service Financials Report Execution Financials Report Retieval Financials Links Manager Self-Service A Reports Financials Report Retieval Cardinal Portal Suppler Contracts A Reports Reports Cardinal Portal
	> Customers O GL Reports > Products PR Reports > Customer Contracts D PR Reports
	Items Suppliers
The Repc	rt Manager page displays with the List tab displayed by default.
	Favorites ▼ Main Menu ▼ > Reporting Tools ▼ > Report Manager
	List Explorer Administration Archives
	View Reports For
	Name Created On Base Instance Instance Instance Instance Instance Instance Instance
	Reports Personalize Find View All (2) First (1) 1 of 1 (1) ast
	Report Report Description Folder Name Completion Report Process
	1 Report
	Save
	List Explorer Administration Archives
2.	Click the Folder dropdown button and select "AGY Prompt Pay Rpts".
	Folder
3.	Enter "VAPRU525" in the Name field.
	Name



Cardinal Accounts Payable Job Aid AP312_Running and Retrieving the Prompt Pay Report

Step	Action
4.	Enter the date or days range you want to view. In this scenario, the range of "30 Days" is entered.
	Last V 30 Days V
5.	Click the Refresh button.
	Refresh
The page	refreshes and the VAPR0525 Report displays in the Reports section of the page.

⁻ oldei Name	VAPR0525	IPT PAY R ∨	Instance Created On	to	Jast	■ Contraction	30 Days
Rep	orts			Personalize Find View	All 🛛 🔣	First 🕢 1 a	of 1 🕟 Last
R	eport	Report Desc	ription	Folder Name	Completion Date/Time	Report ID	Process Instance
1 V/	APR0525	VAPR0525		AGY PROMPT PAY RPT	10/02/24 12:16AM	100349085	22555148



Favorites • Main Menu • >	myCardinal Financials	 Financials Report Retrieval
Run Status Success		
VAPR0525		
Distribution Details		
Distribution Node finprd	Expiration Date	06/28/2027
File List		
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



Accounts Payable Job Aid

AP312_Running and Retrieving the Prompt Pay Report

Step Action The selected Prompt Pay Report displays. Commonwealth of Virginia PROMPT PAY REPORT CARDINAL Run Date: 10/02/2024 Report ID: RAP525 Run Time: 12:02 00 Page No. 1 of 3 % A11 Business Unit: 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 447 1.342 133 0.000 0 _____6 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 ID Supplr ID Remit Supplr Name Amount Receipt Dt Receipt Dt Due Date Check Date Late Date Number 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 Scroll down to review all pages of the report. i





Accounts Payable Job Aid AP312_Running and Retrieving the Prompt Pay 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.	Click the FIN Report Manager link on the Cardinal Home page.						
	Home Worklist Add to Favorites Sign Out						
	Favorites • Main Menu • Personalize Content Layout ?						
	Menu Cov > My Favorites myCardinal Messages > myCardinal Financials Cov > Employee Self-Service Financials Report Execution						
	Manager Self-Service Manager Self-Service Manager Self-Service Manager Self-Service Cardinal Portal A Reports Cardinal Portal Cardina						
	Customer Contracts Customer Contracts Customer Contracts Items Suppliers						
The Repo	rt Manager page displays with the List tab displayed by default.						
	Favorites • Main Menu • > Reporting Tools • > Report Manager						
	List Explorer Administration Archives						
	View Reports For						
	Folder Instance to Felder Name Created On iii Last 1 Days						
	Reports Personalize Find View All [2] []] First () 1 of 1 () Last						
	Report Report Description Folder Name Completion Date/Time Report Process 1 Report Instance Instance Instance Instance						
	■ Save						
	List Explorer Administration Archives						
2	Click the Folder drendown many and coloct "XXXX Statewide Pote" (XXXX is the current						
Ζ.	Fiscal Year).						
	Folder						
	Enter "\/ADD0525" in the Name field						
<u>خ</u> .							
	Name						



Step	Action							
4.	Enter the date or days range you want to view. In this scenario, the range of "30 Days entered.) Days" is		
	Last V 30 Days V							
5.	Click the Refresh button.							
The page	refreshes an	d the VA	P R0525 Re	eport displays in	the Repor	ts section	of the page) .
F	avorites 🗸 🛛 M	ain Menu 🔻	> myCardina	al Financials 🔻 🚿 Fina	ancials Report Re	etrieval		
L	List Explorer Administration Archives							
	View Reports For Folder 2025 Statewide Rots X Instance 14206982 to Refresh							
	Name VAPR0525		Created On		👸 Last	~	30 Days	~
	Reports			Personalize Find V	iew All 💷 📑	First 🕢	l of 1 🕟 Last	
	Report Report Desc		ription	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 V	APR0525	Report link	ζ.				
	Report	_						

VAPR0525



Step	Action					
The Report page refreshes.						
-		Favorites - Main	n Menu 🗸 🔿	myCardinal Financials	> Financials Report Retrieval	
		-				
	Report					
	Report ID 100349063			Process Instance 225		
		Run Status Success	5	Treese in the set		
		VAPR0525				
	Distribution Details			Expiration Date	06/27/2027	
	File List			Expiration Date		
		Name	5405 log	File Size (bytes)	Datetime Created	T
		vapr0525_22555125.Pl	DF	899,979	10/02/2024 12:00:38.682745AM ED 10/02/2024 12:00:38.682745AM ED	T
		vapr0525_22555125.ou	ut	33,709	10/02/2024 12:00:38.682745AM ED	Т
		Distribute To Distribution ID Type	*Distribution ID			
		User	AA_CARDINAL	_BATCH_AP		
		Role	V_COVA_CARE	DINAL_REPORTER		
		Return				
7	Click the	DE link for th	o roport			
7.						
	File List			File Size (bytes)	Datatime Created	
	SQR VAPR	0525 22555125 loc	3	2.241	10/02/2024 12:00:38 68	32745AM EDT
	vapr0525_2	2555125.PDF	, ,	899,979	10/02/2024 12:00:38.68	32745AM EDT
	vapr0525_2	2555125.out		33,709	10/02/2024 12:00:38.68	2745AM EDT
The comb	ined Promp	ot Pay report f	or all Ager	ncies displays	S.	
CARDINAL				Commonwealth of Virginia PROMPT PAY REPORT	Ru	un Date: 10/01/2024
Report ID: RAP525					Ru	n Time: 11:40 00
Business	Unit: % All	Wide			Pa	ge No. 1 of 716
Fiscal Y Period F	ear : 2025 rom : 3 09/01/	2024				
Period T Report 0	o : 3 09/30/ ption: Single	2024				
8	Click the (CTRI) and (F) keys on	vour keyboai	d simultaneously to	search for your Agency
0.	Business	Unit.) Royo on	your hoybour		souron for your Ageney
The Find	text in doc	ument pop-u	p box disp	lays.		
			-			
			Q Find text	in document	$\langle \rangle \times$	<
			1			



Step	Action					
9.	Enter the applicable Agency Business Unit in Find box.					
	Q 11500 × < > X					
10.	Press the Enter key on your keyboard.					
The searc	h takes you to the page of the report with the Business Unit identified in your search.					
Department ID 10000 Total for 99999	Department Name # Invoices Paid Total Invoices % Paid Late # Invoices Paid Total Invoices % Paid Late Agency Department 0 133 0.000 6 447 1.342 0 133 0.000 6 447 1.342					
i	View/print the Prompt Pay Report pages for your Agency.					