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) and 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 users do not run the report on the first business day of the month, the numbers will not match DOA's numbers. In this case, users will need to access the individual Agency Run or the Master Run to obtain the applicable 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.

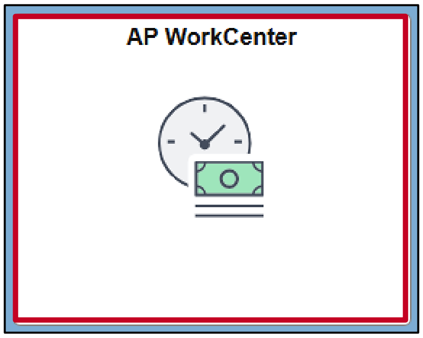
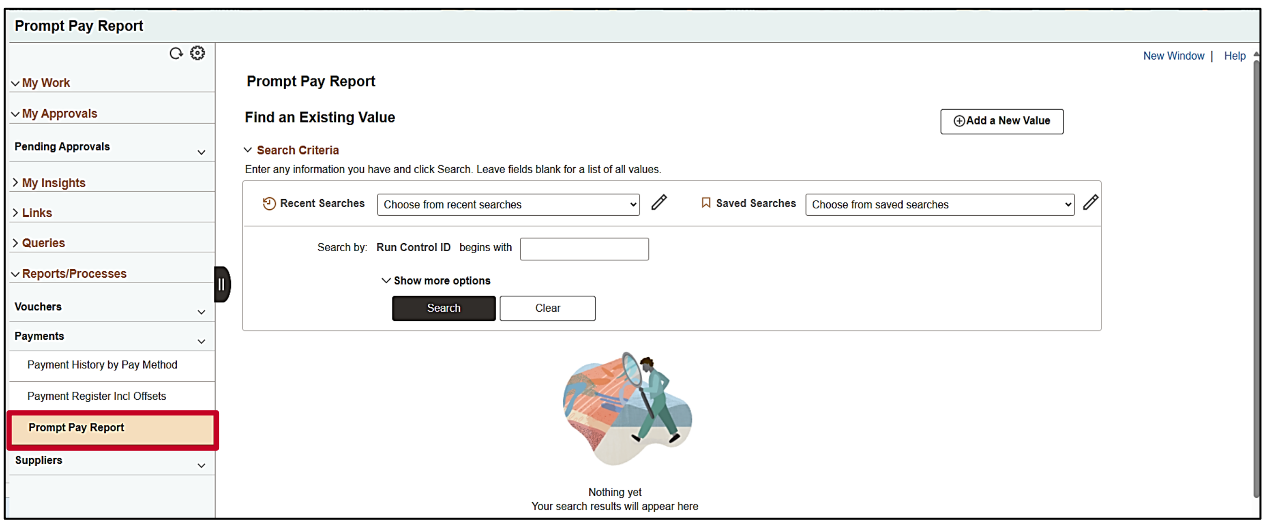
Table of Contents

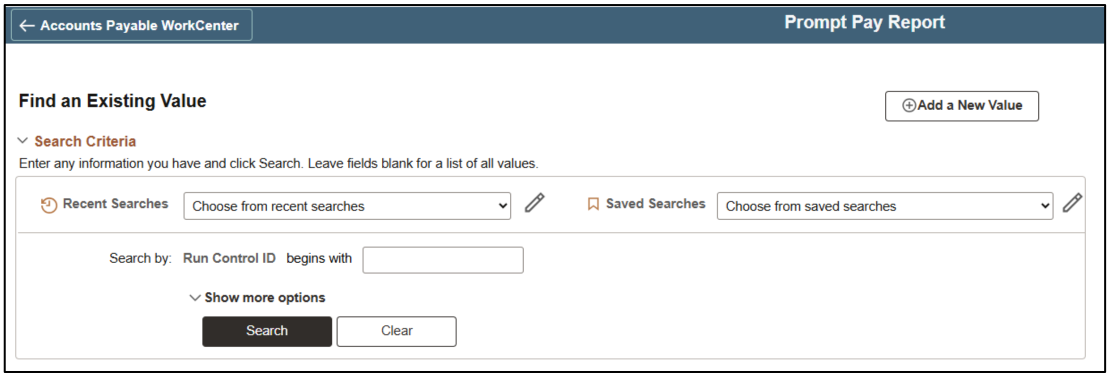
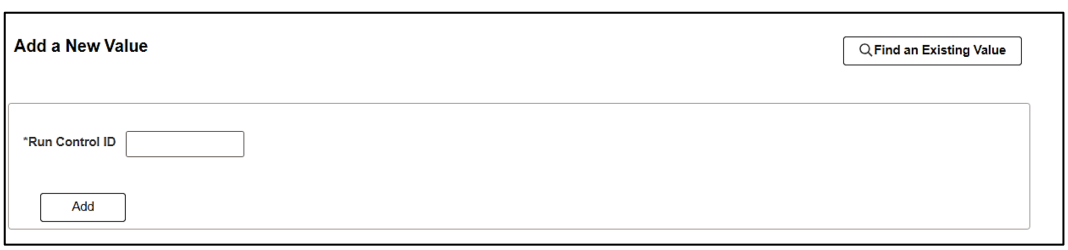
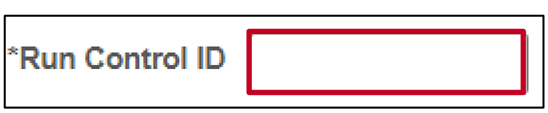
Revision History

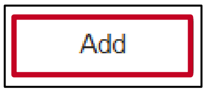
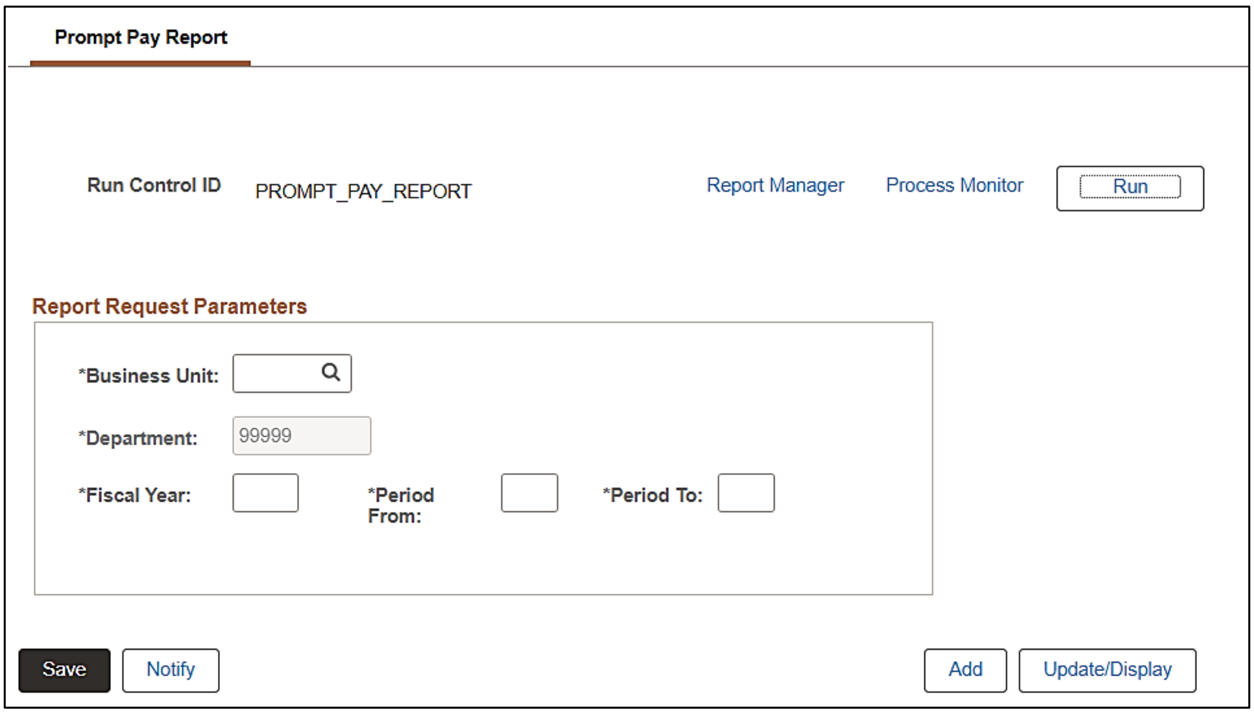
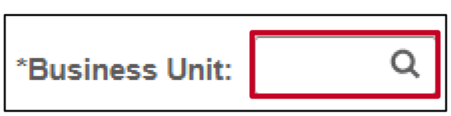
Revision Date	Summary of Changes
9/10/2026	Updated to reflect the Cardinal system upgrades.
3/1/2025	Updated the screenshots of the Search pages. Added reference information to the **Overview of the Cardinal FIN Search Pages** Job Aid.

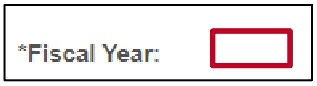
Running the Prompt Pay Report

Follow the steps below to run the Prompt Pay Report.

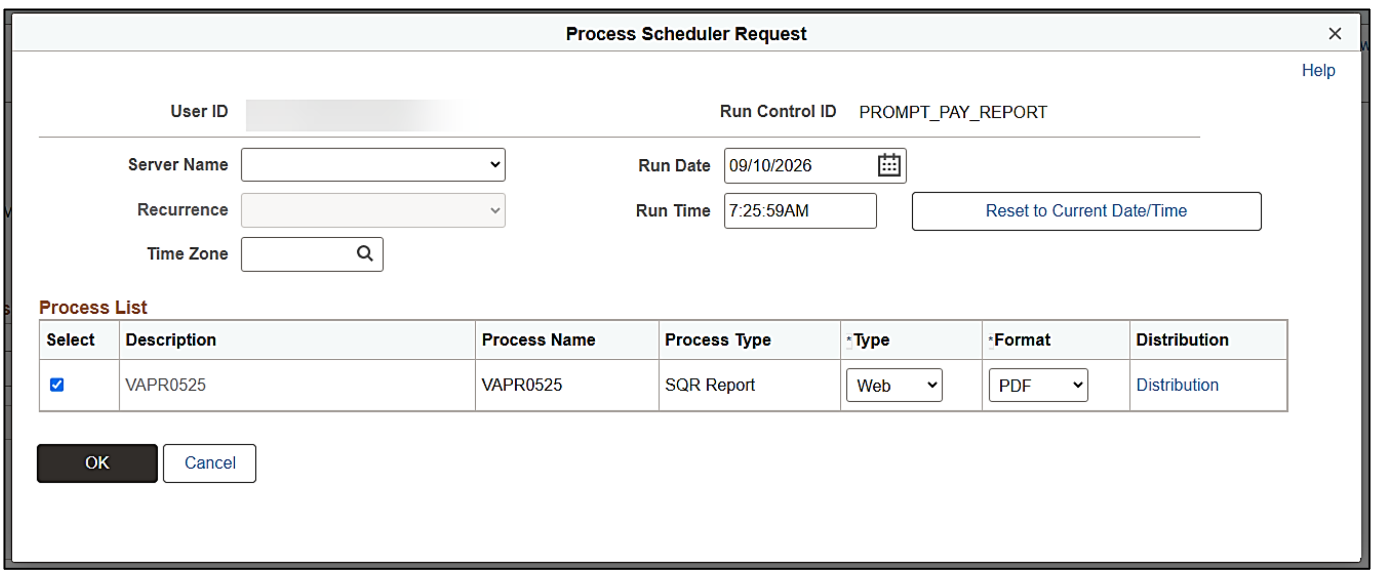
Step	Action
1.	Navigate to the **Prompt Pay Report** page by clicking the **AP WorkCenter** tile. 
	For more information pertaining to WorkCenters, see the Job Aid titled **Overview of Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
2.	Use the following navigation path in the WorkCenter: **Reports/Processes > Payments > Prompt Pay Report** 
	Users can also access the **Prompt Pay Report** page using the following path: **NavBar > Menu > Accounts Payable > Reports > Payments > Prompt Pay Report**

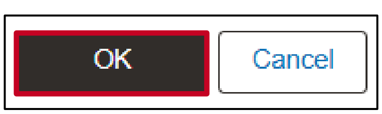
Step	Action
	The **Prompt Pay Report Search Find an Existing Value Search** page displays. 
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
	Use the **Find an Existing Value** page if a Run Control ID has already been set up for this Report. Click the **Add a New Value** button to create a **Run Control ID** for the first time running this Report. For this scenario, a new Run Control ID is created.
3.	Click the **Add a New Value** button. 
	The **Add a New Value** page displays. 
4.	Enter a Run Control ID in the **Run Control ID** field. 

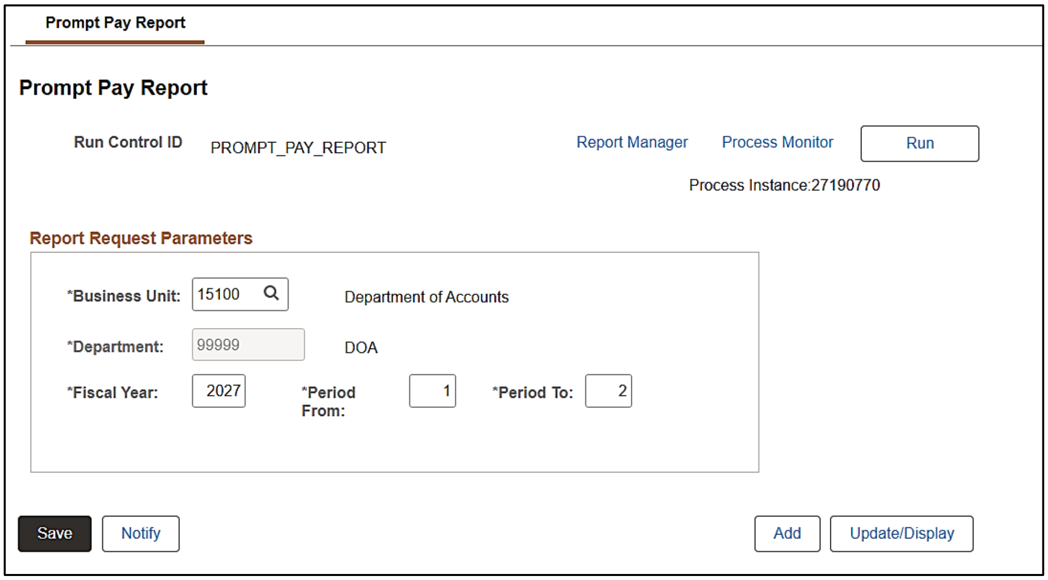
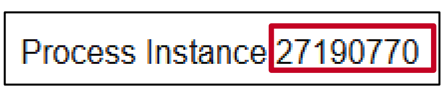
Step	Action
	Once a Run Control ID is created for a report, use the **Find an Existing Value** button to search for and run the Report again. Do not create another Run Control ID as they are unique to each user and cannot be deleted.
5.	Click the **Add** button. 
	The **Prompt Pay Report** page displays. 
	The Run Control ID displays at the top in the **Run Control ID** field.
6.	Enter or select the applicable Agency's Business Unit in the **Business Unit** field. 
	The **Department** field defaults to "99999" and cannot be changed.

Step	Action
7.	Enter the applicable Fiscal Year in the **Fiscal Year** field. 
8.	Enter the applicable Period for the report from in the **Period From** field. 
9.	Enter the applicable Period in the **Period To** field based on the date through which the report is being run. 
10.	Click the **Run** button. 

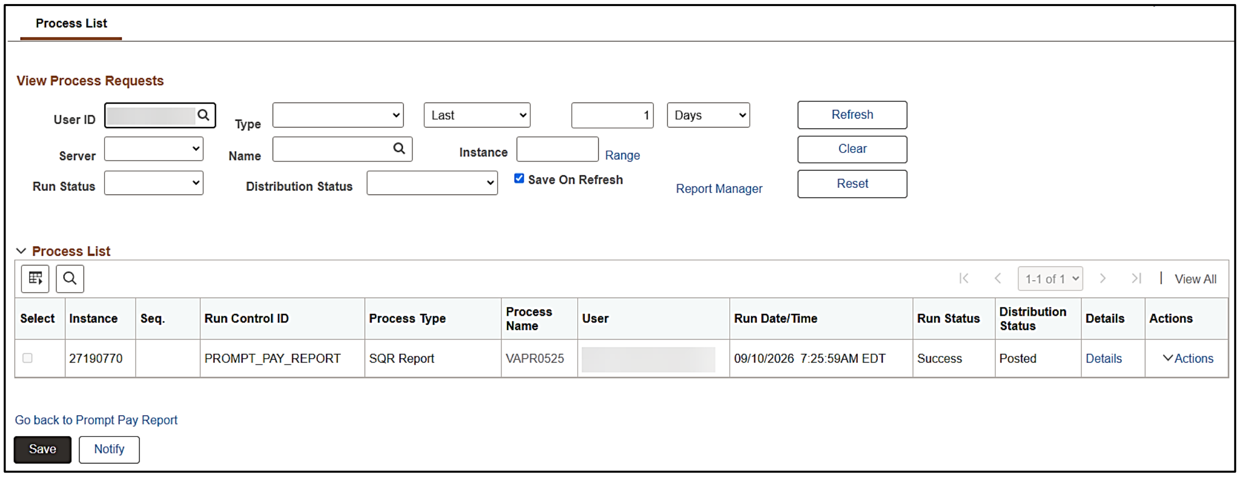
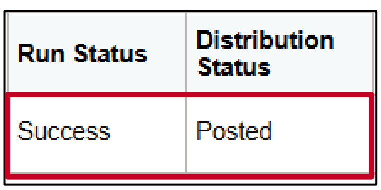
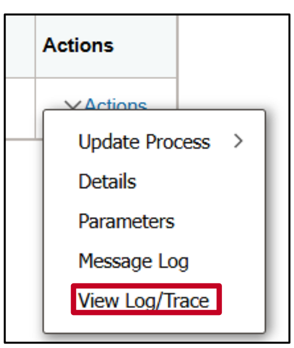
The **Process Scheduler Request** page displays in a pop-up window.



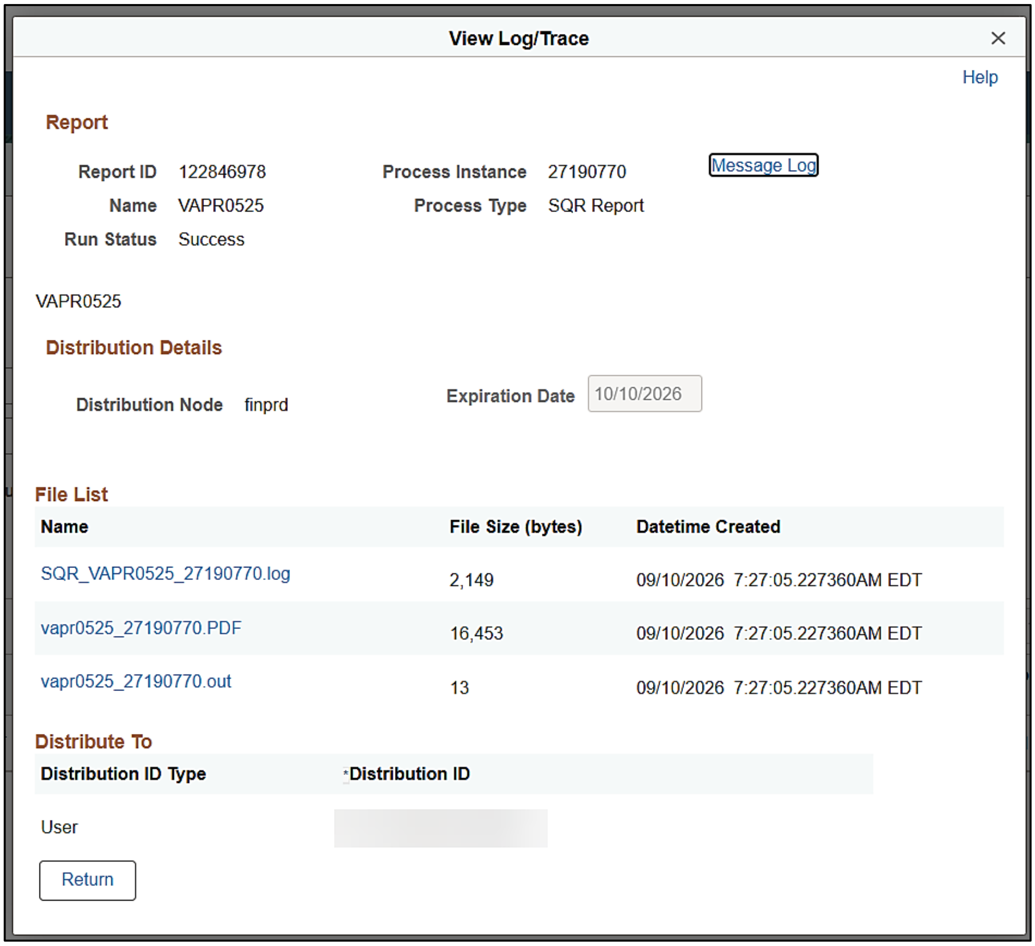
Step	Action
11.	Click the **OK** button. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>The Cancel button is used to cancel the request as needed.</td></tr>
<tr><td colspan="2">The Prompt Pay Report page redisplays.

</td></tr>
<tr><td></td><td>A Process Instance number is now assigned for the request and can be used to monitor the status of the request.</td></tr>
<tr><td>12.</td><td>Make note of the Process Instance number to locate a report.

</td></tr>
<tr><td>13.</td><td>Click the Process Monitor link.

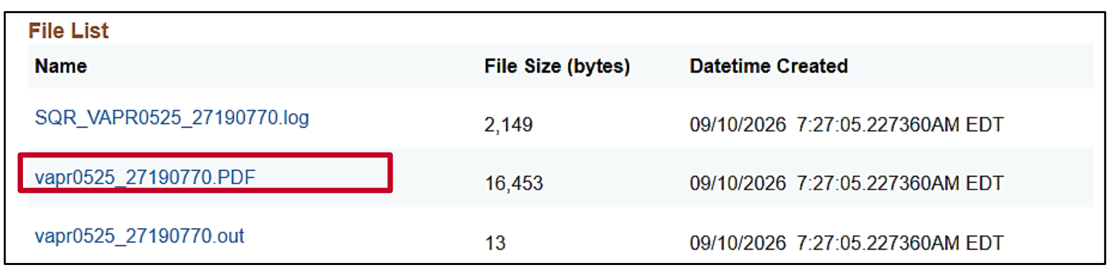
</td></tr>
</table>

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

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



Step	Action
17.	Click the **PDF** file link that displays in the **File List** section of the page.



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

CARDINAL
Report ID: RAP525

Commonwealth of Virginia
PROMPT PAY REPORT

Run Date: 09/10/2026
Run Time: 07:27 00

Page No. 1 of 2

Business Unit: 15100 Department of Accounts
Department : 99999 Agency Wide
Fiscal Year : 2027
Period From : 1 07/01/2026
Period To : 2 08/31/2026

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	0	38	0.000	0	38	0.000
Total for 99999		0	38	0.000	0	38	0.000

The Prompt Pay Report contains two sections: Summary and Detail

<u>Summary Section:</u>

- 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

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

<u>Detailed Section:</u>

- 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 Pmt Amount	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

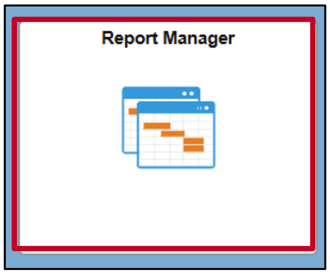
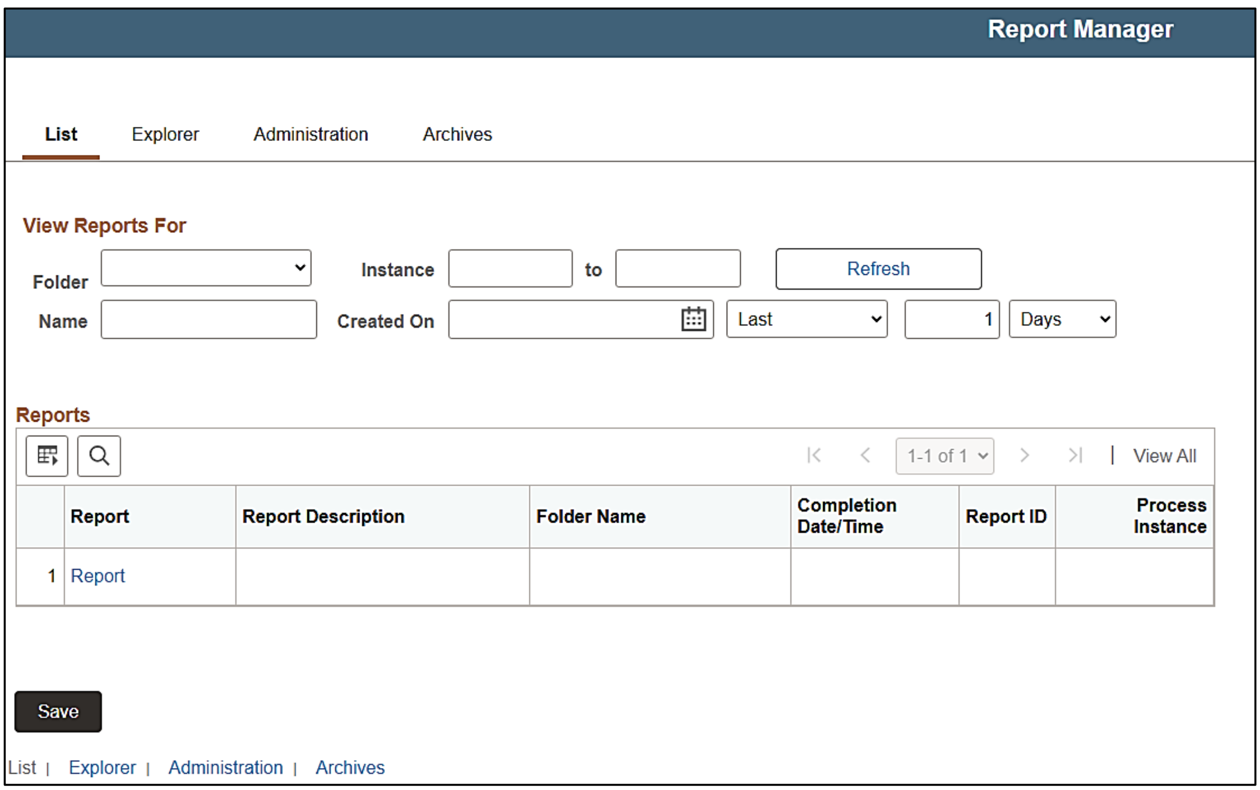
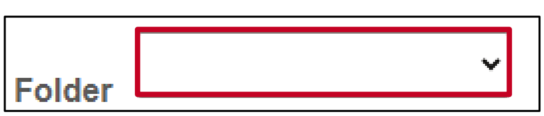
Total Invoices Paid for Period $1,958,254.81

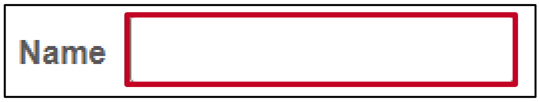
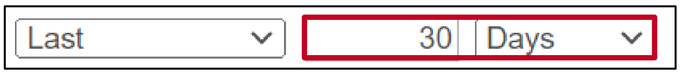
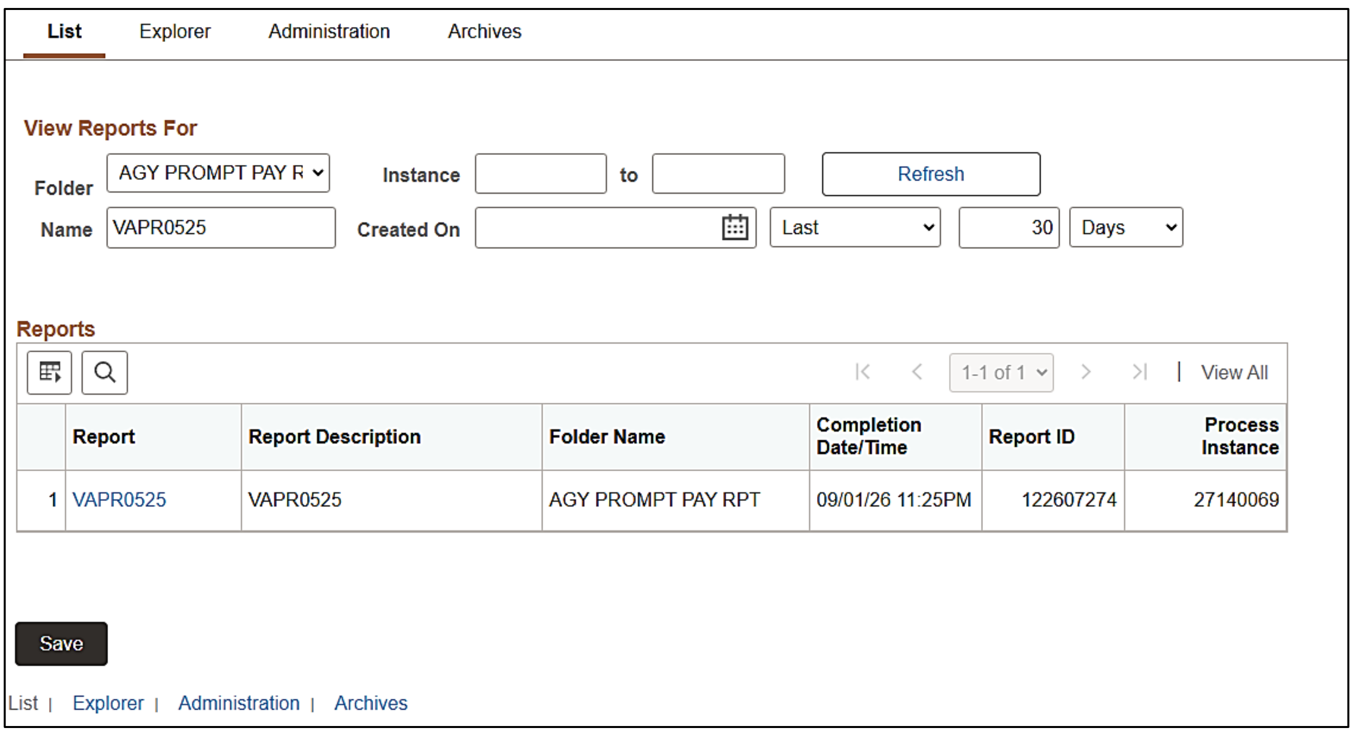
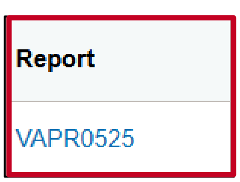
Total Invoices Paid Late for Period $ 4,112.00

Total Percent Paid Late for Period 0.210

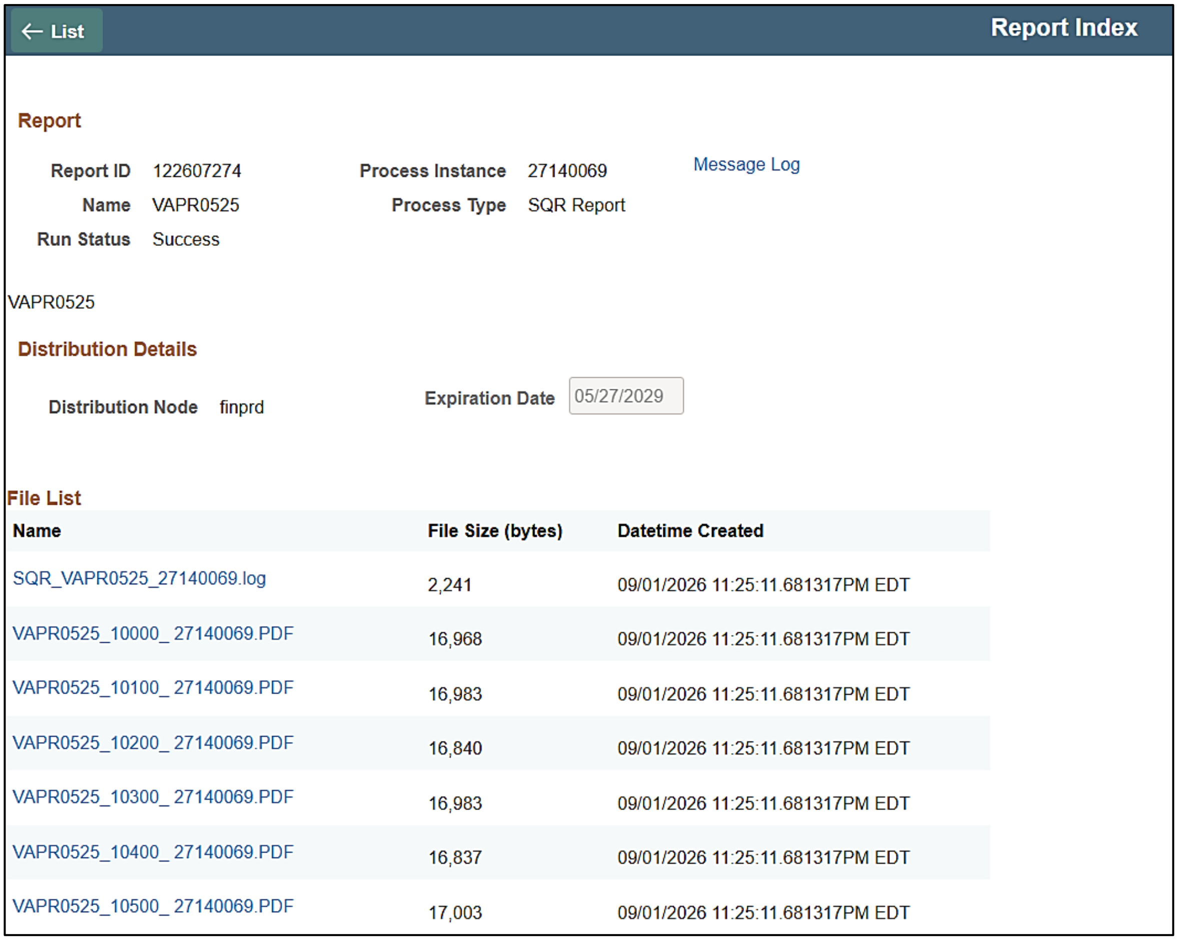
Viewing the Individual Agency Run

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.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Click the Report Manager tile on the Cardinal Financials Homepage.

</td></tr>
<tr><td colspan="2">The Report Manager page displays with the List tab displayed by default.

</td></tr>
<tr><td>2.</td><td>Click the Folder dropdown button and select “AGY PROMPT PAY RPTS”.

</td></tr>
</table>

Step	Action
3.	Enter “VAPR0525” in the **Name** field. 
4.	Enter the date or days range to be viewed. 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. 
6.	Click the **VAPR0525** Report link. 

Step	Action
	The **Report Index** page displays with the available reports under the **File List** section.



← List | Report Index

Report

Report ID 122607274 | Process Instance 27140069 | Message Log
Name VAPR0525 | Process Type SQR Report
Run Status Success

VAPR0525

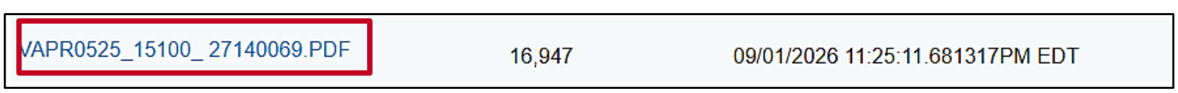
Distribution Details

Distribution Node finprd | Expiration Date 05/27/2029

File List

Name	File Size (bytes)	Datetime Created
SQR_VAPR0525_27140069.log	2,241	09/01/2026 11:25:11.681317PM EDT
VAPR0525_10000_ 27140069.PDF	16,968	09/01/2026 11:25:11.681317PM EDT
VAPR0525_10100_ 27140069.PDF	16,983	09/01/2026 11:25:11.681317PM EDT
VAPR0525_10200_ 27140069.PDF	16,840	09/01/2026 11:25:11.681317PM EDT
VAPR0525_10300_ 27140069.PDF	16,983	09/01/2026 11:25:11.681317PM EDT
VAPR0525_10400_ 27140069.PDF	16,837	09/01/2026 11:25:11.681317PM EDT
VAPR0525_10500_ 27140069.PDF	17,003	09/01/2026 11:25:11.681317PM EDT

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



VAPR0525_15100_ 27140069.PDF	16,947	09/01/2026 11:25:11.681317PM EDT

Step	Action

The selected **Prompt Pay Report** displays.

CARDINAL
Report ID: RAP525

Commonwealth of Virginia
PROMPT PAY REPORT

Run Date: 09/01/2026
Run Time: 11:18 00

Page No. 1 of 3

Business Unit: % All
Department : 99999 DOA
Fiscal Year : 2027
Period From : 2 08/01/2026
Period To : 2 08/31/2026
Report Option: Multiple

Business Unit: 15100 Department of Accounts
Period From: 2 01-AUG-2026 Period To: 2 31-AUG-2026

Page No. 2 of 3

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	0	19	0.000	0	38	0.000
Total for 99999		0	19	0.000	0	38	0.000

Business Unit: 15100 Department of Accounts
Period From: 2 01-AUG-2026 Period To: 2 31-AUG-2026

Page No. 3 of 3

Entered Date	Voucher ID	Remit Supplr ID	Remit Supplr Name	Check Number	Late Pmt Amount	Invoice Receipt Dt	Goods/Srvs Receipt Dt	Sched Pmt Due Date	Actual Pmt Check Date	Days Late	Total Pmt Amount	% Dollars Paid Late

Total Invoices Paid for Period $1,642,662.90

Total Invoices Paid Late for Period $ 0.00

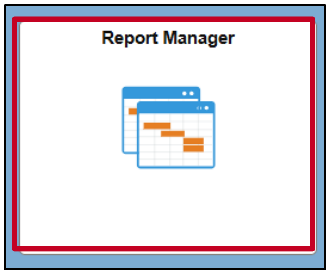
Total Percent Paid Late for Period 0.000

Scroll down to review all pages of the report.

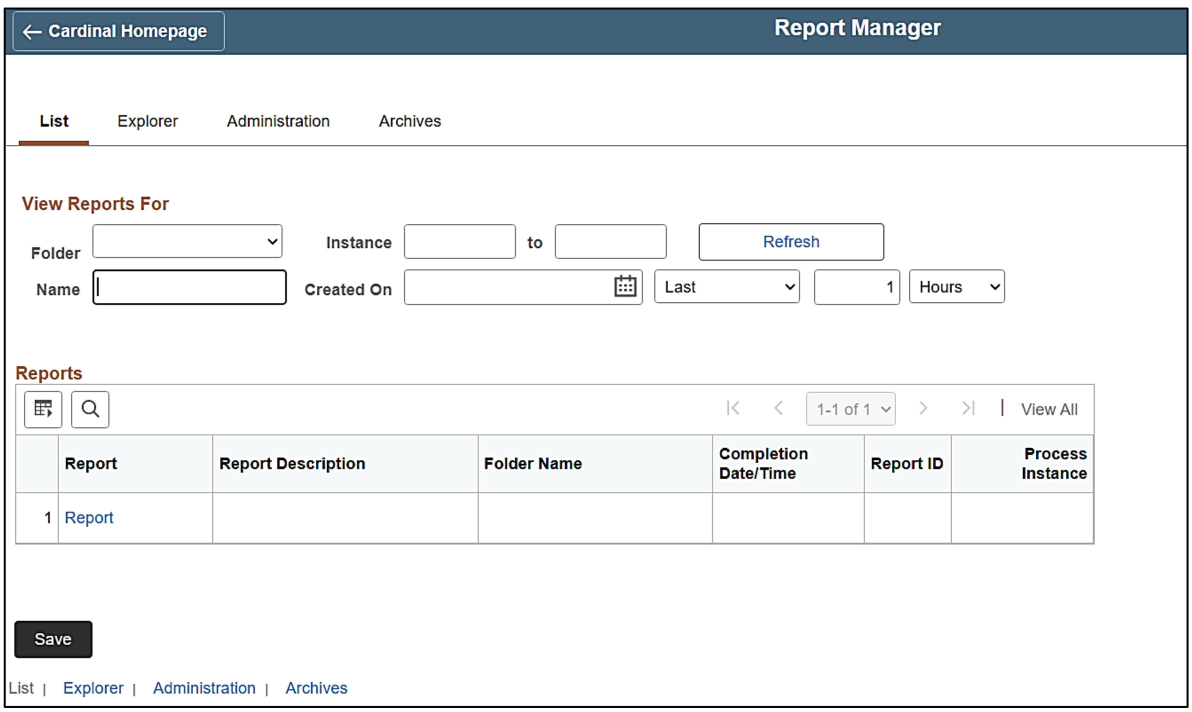
Viewing Agency Information in the Master Run

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.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Click the Report Manager tile on the Cardinal Financials Homepage.



</td></tr>
<tr><td colspan="2">The Report Manager page displays with the List tab displayed by default.

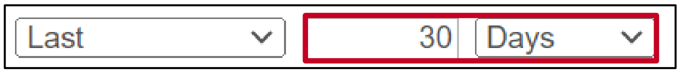


</td></tr>
<tr><td>2.</td><td>Click the Folder dropdown menu and select “XXXX Statewide Rpts” (XXXX is the current Fiscal Year).

</td></tr>
<tr><td>3.</td><td>Enter “VAPR0525” in the Name field.

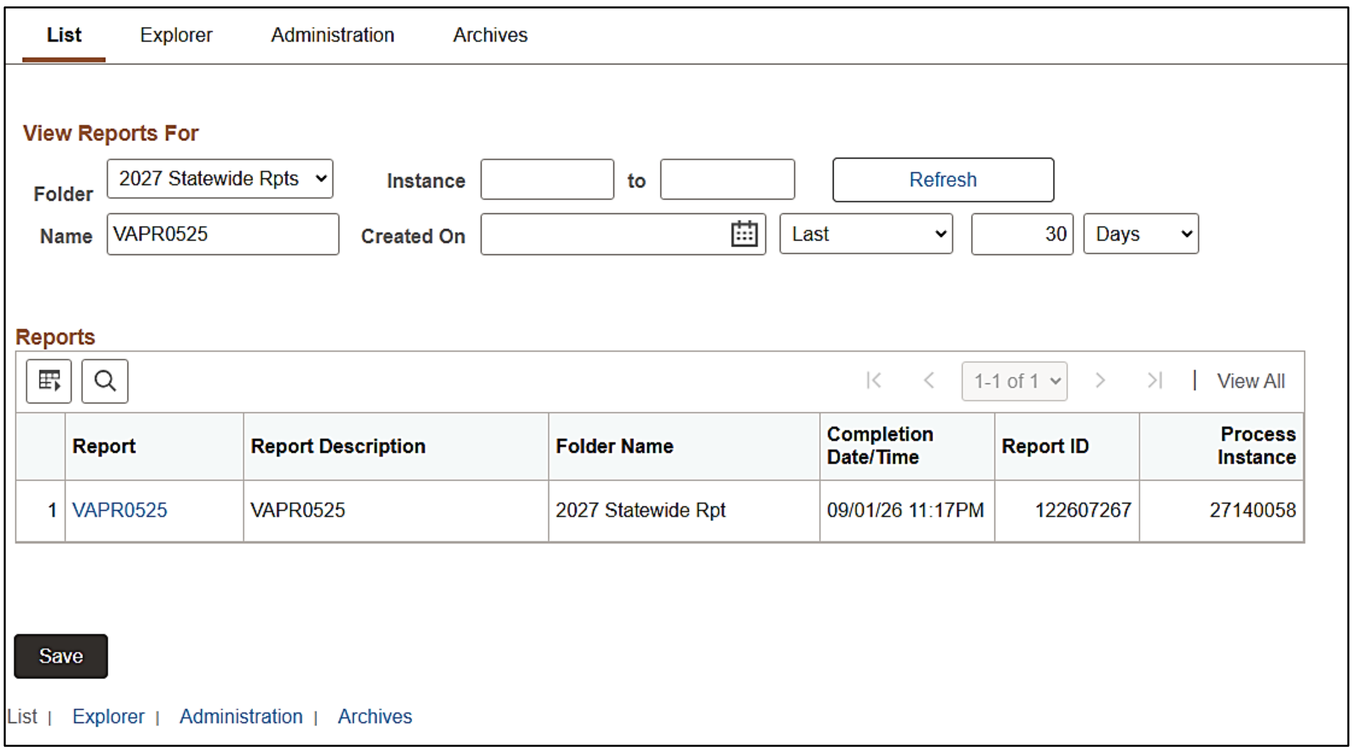
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4.</td><td>Enter the date or days range to be viewed. In this scenario, the range of “30 Days” is entered.

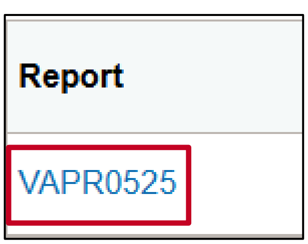


</td></tr>
<tr><td>5.</td><td>Click the Refresh button.

</td></tr>
<tr><td colspan="2">The page refreshes and the VAPR0525 Report displays in the Reports section of the page.

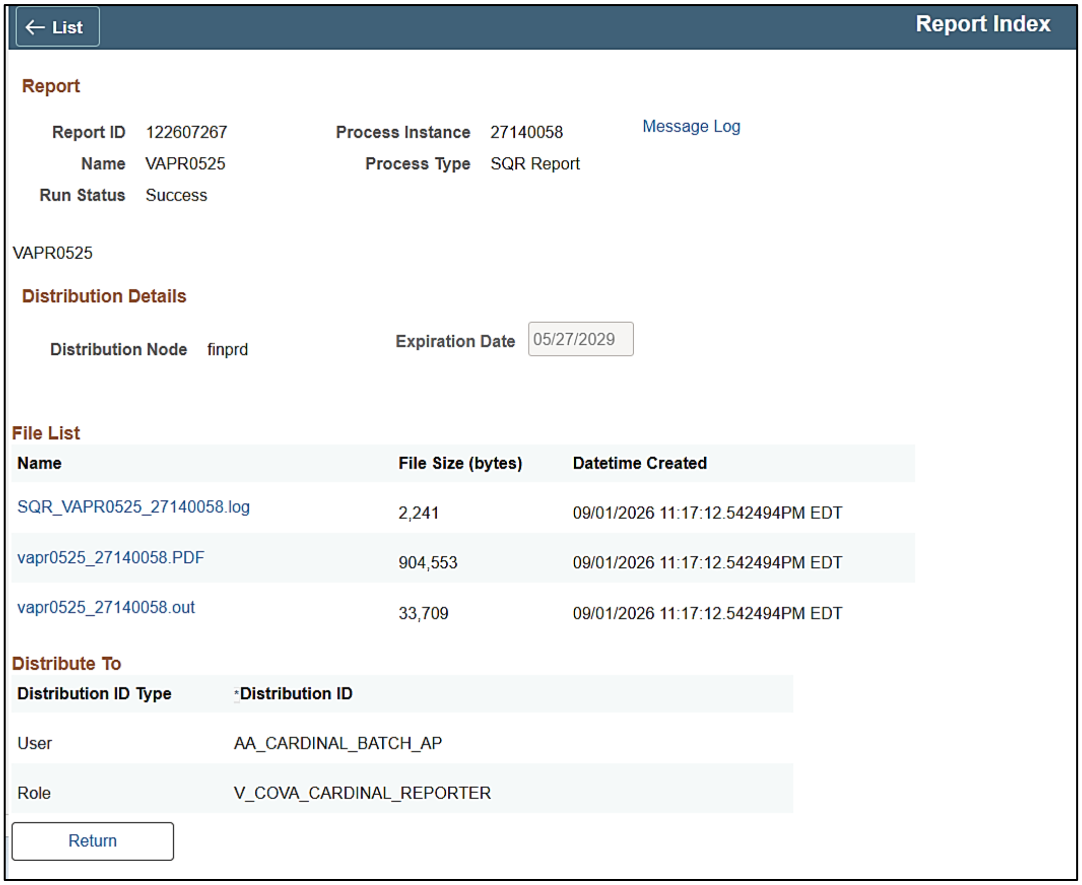


</td></tr>
<tr><td>6.</td><td>Click the VAPR0525 Report link.



</td></tr>
</table>

Step	Action
	The **Report Index** page displays.



← List | Report Index

Report

Report ID	122607267	Process Instance	27140058	Message Log
Name	VAPR0525	Process Type	SQR Report	
Run Status	Success			

VAPR0525

Distribution Details

Distribution Node finprd   Expiration Date 05/27/2029

File List

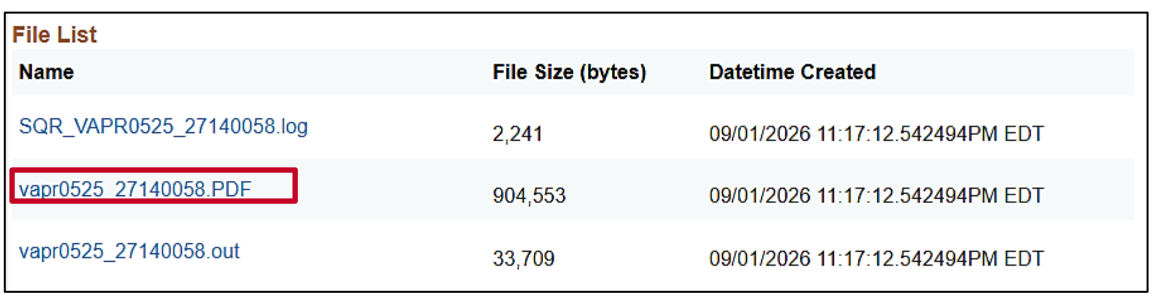
Name	File Size (bytes)	Datetime Created
SQR_VAPR0525_27140058.log	2,241	09/01/2026 11:17:12.542494PM EDT
vapr0525_27140058.PDF	904,553	09/01/2026 11:17:12.542494PM EDT
vapr0525_27140058.out	33,709	09/01/2026 11:17:12.542494PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	AA_CARDINAL_BATCH_AP
Role	V_COVA_CARDINAL_REPORTER

Return

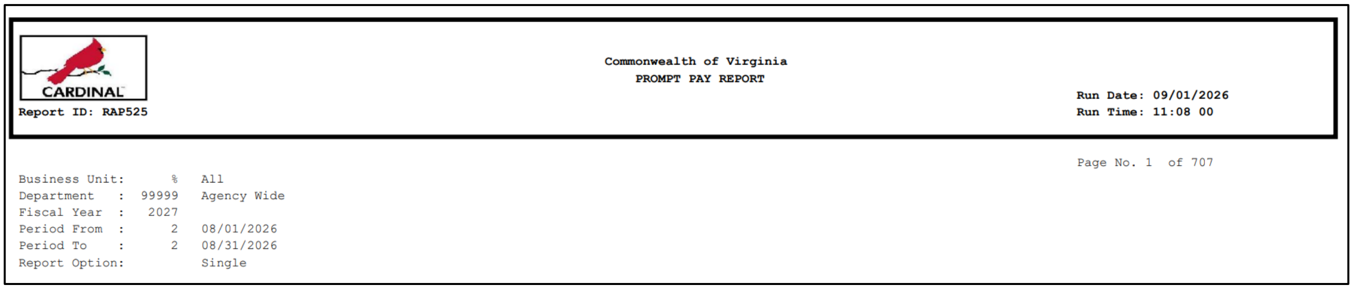
Step	Action
7.	Click the **PDF** link for the report.



File List

Name	File Size (bytes)	Datetime Created
SQR_VAPR0525_27140058.log	2,241	09/01/2026 11:17:12.542494PM EDT
vapr0525_27140058.PDF	904,553	09/01/2026 11:17:12.542494PM EDT
vapr0525_27140058.out	33,709	09/01/2026 11:17:12.542494PM EDT

Step	Action
The combined Prompt Pay Report for all Agencies displays.	



CARDINAL
Report ID: RAP525

Commonwealth of Virginia
PROMPT PAY REPORT

Run Date: 09/01/2026
Run Time: 11:08 00

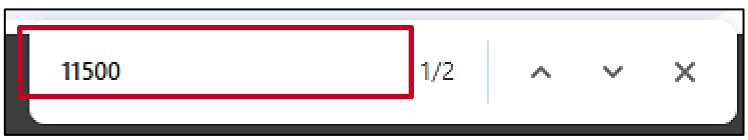
Page No. 1 of 707

Business Unit: % All
Department : 99999 Agency Wide
Fiscal Year : 2027
Period From : 2 08/01/2026
Period To : 2 08/31/2026
Report Option: Single

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

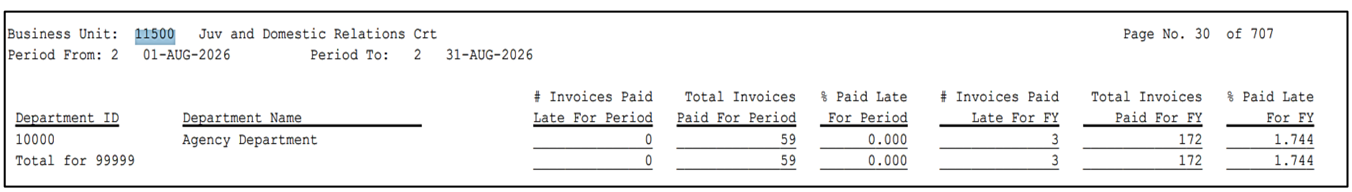
The **Find text in document** pop-up box displays.

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



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

The search opens the report page associated with the applicable Business Unit.



Business Unit: 11500 Juv and Domestic Relations Crt Page No. 30 of 707
Period From: 2 01-AUG-2026 Period To: 2 31-AUG-2026

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	Agency Department	0	59	0.000	3	172	1.744
Total for 99999		0	59	0.000	3	172	1.744

Step	Action
i	View/print the Prompt Pay Report page(s) as applicable.