

## SW AP312 Running and Retrieving the Prompt Pay Report

### About Running and Retrieving the Prompt Pay Report

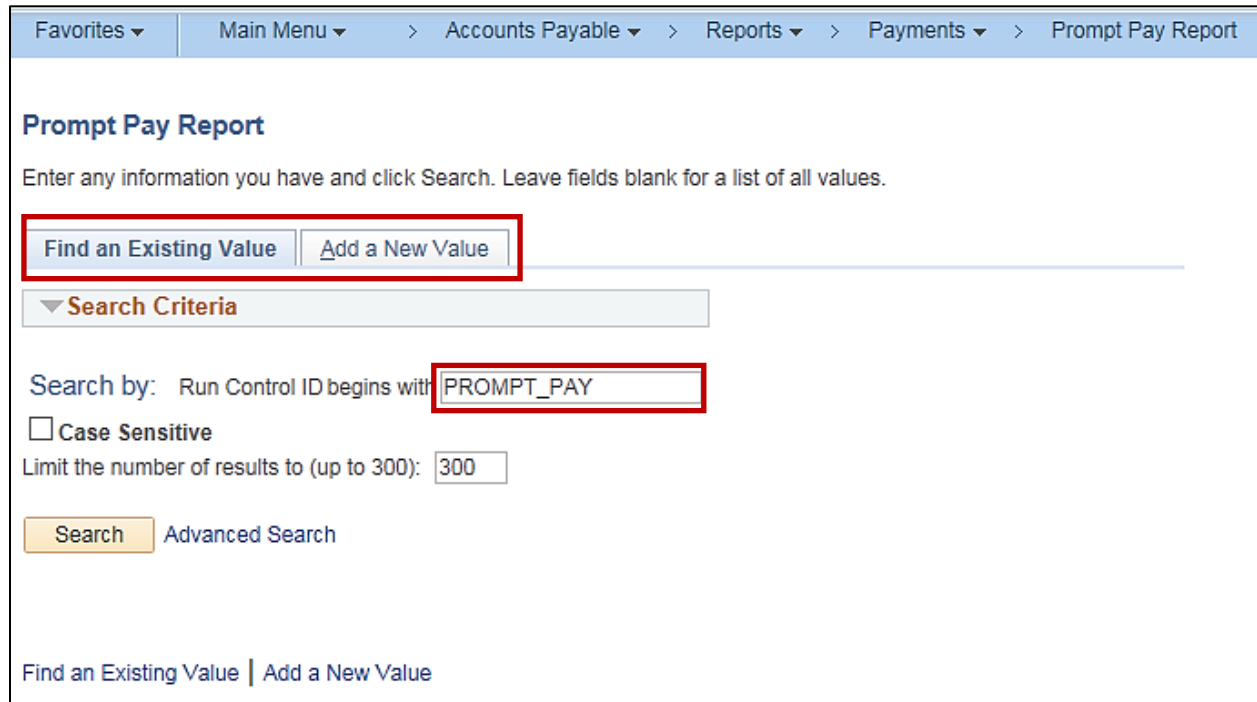
The Prompt Pay Report provides both summary and detailed information on an agency's compliance with prompt pay. The report is run for selected period(s). The report captures the dollars in compliance as well as the percentage of total payments.

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.)

### Running the Prompt Pay Report

- 1 Navigate to the **Prompt Pay Report** page using the following path:

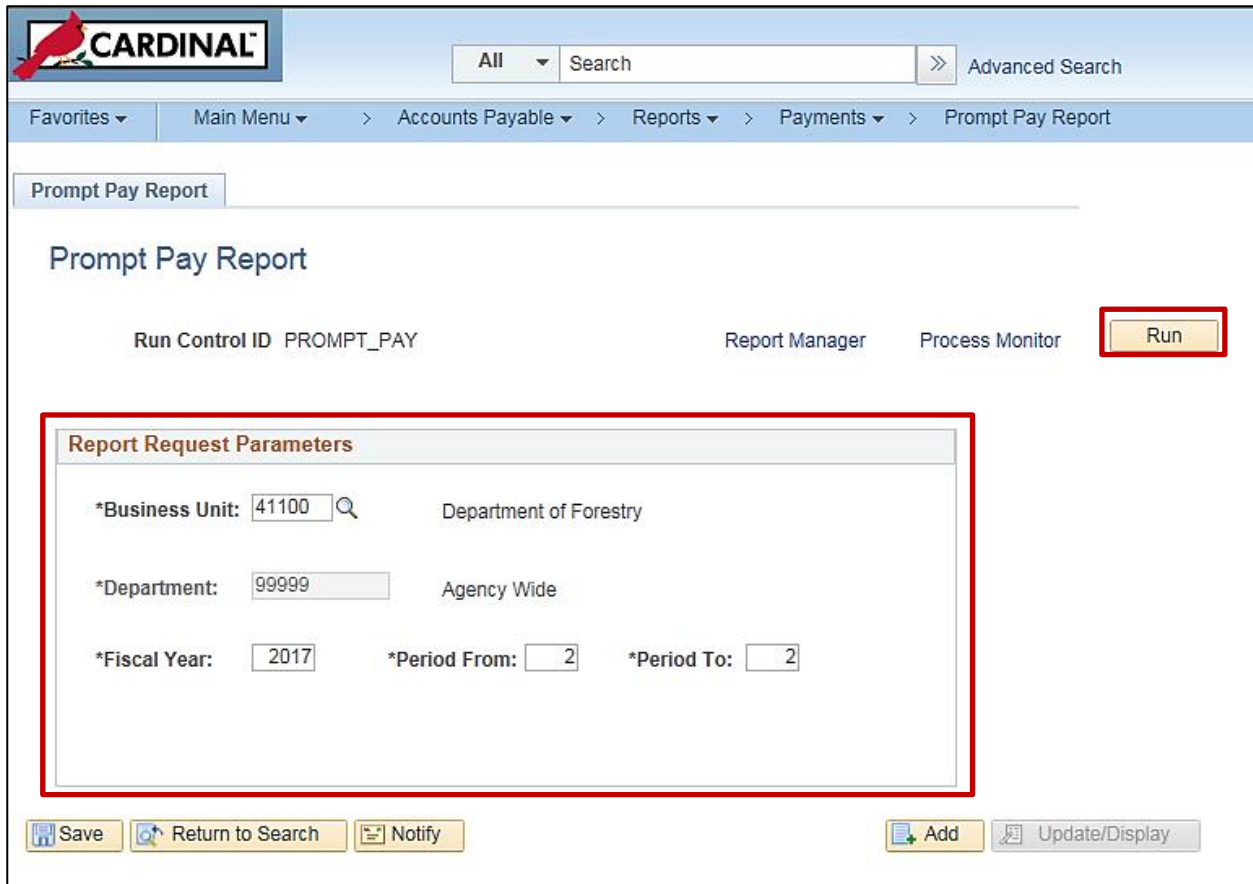
**Main Menu > Accounts Payable > Reports > Payments > Prompt Pay Report**



The screenshot shows the 'Prompt Pay Report' search interface. At the top, a breadcrumb trail reads: Favorites > Main Menu > Accounts Payable > Reports > Payments > Prompt Pay Report. Below this, the title 'Prompt Pay Report' is displayed. A instruction states: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs is a 'Search Criteria' dropdown menu. The search criteria is set to 'Run Control ID begins with' with the value 'PROMPT\_PAY' entered in the adjacent text box. There is an unchecked checkbox for 'Case Sensitive' and a text box for 'Limit the number of results to (up to 300):' with the value '300'. At the bottom of the search area, there is a 'Search' button and a link for 'Advanced Search'. At the very bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

- 2 Use the **Find an Existing Value** tab if you have an existing run control ID.
- 3 Use the **Add a New Value** tab to create a run control if this is the first time you are running the report.
- 4 Enter or **Search** for your **Run Control ID**.
- 5 Click the **Search** button.

## SW AP312 Running and Retrieving the Prompt Pay Report



Prompt Pay Report

Run Control ID PROMPT\_PAY

Report Manager Process Monitor **Run**

**Report Request Parameters**

\*Business Unit: 41100 Department of Forestry

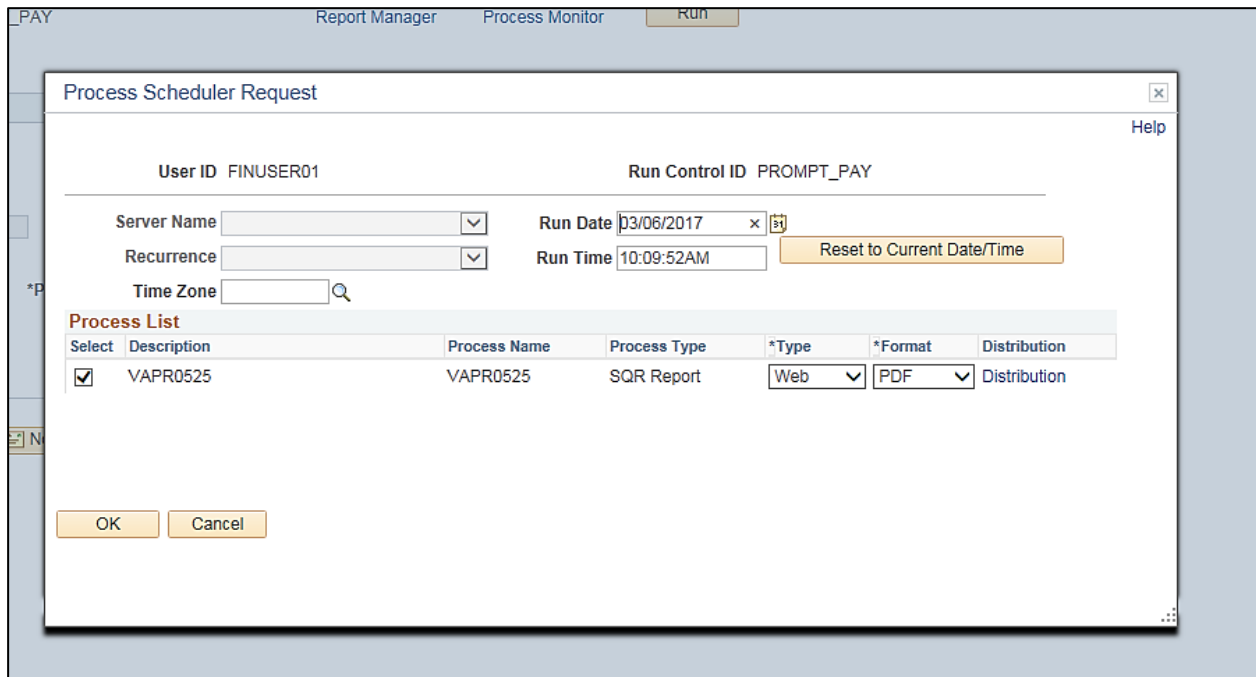
\*Department: 99999 Agency Wide

\*Fiscal Year: 2017 \*Period From: 2 \*Period To: 2

Save Return to Search Notify Add Update/Display

- 6 The **Prompt Pay Report** page displays. Enter the **Report Request Parameters**:
  - a. **Business Unit**: Enter or select your agency's business unit.
  - b. **Department**: This value defaults to **99999** and cannot be changed.
  - c. **Fiscal Year**: Enter the fiscal year for which you want to run the report.
  - d. **Period From**: Enter the period for which you are running the report from.
  - e. **Period To**: Enter the period for which you want to run the report through.
- 7 Click the **Run** button.

## SW AP312 Running and Retrieving the Prompt Pay Report



Process Scheduler Request

User ID FINUSER01 Run Control ID PROMPT\_PAY

Server Name  Run Date 03/06/2017

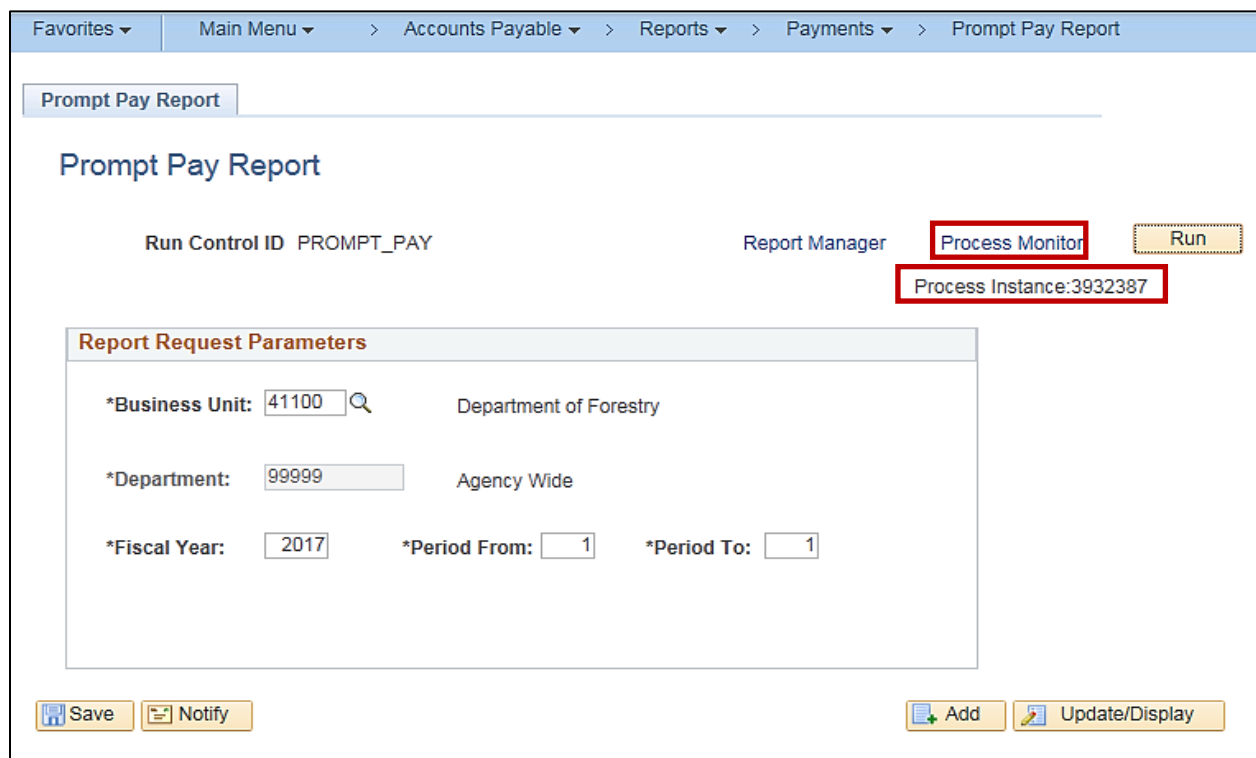
Recurrence  Run Time 10:09:52AM

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	VAPR0525	VAPR0525	SQR Report	Web	PDF	Distribution

OK Cancel

8 The **Process Scheduler Request** page displays. Click the **OK** button.



Prompt Pay Report

Run Control ID PROMPT\_PAY

Report Manager **Process Monitor** Run

Process Instance: 3932387

**Report Request Parameters**

\*Business Unit: 41100 Department of Forestry

\*Department: 99999 Agency Wide

\*Fiscal Year: 2017 \*Period From: 1 \*Period To: 1

Save Notify Add Update/Display

9 The **Prompt Pay Report** page returns. A **Process Instance** number displays for your request.

10 Click the **Process Monitor** link.



# Accounts Payable Job Aid

## SW AP312 Running and Retrieving the Prompt Pay Report

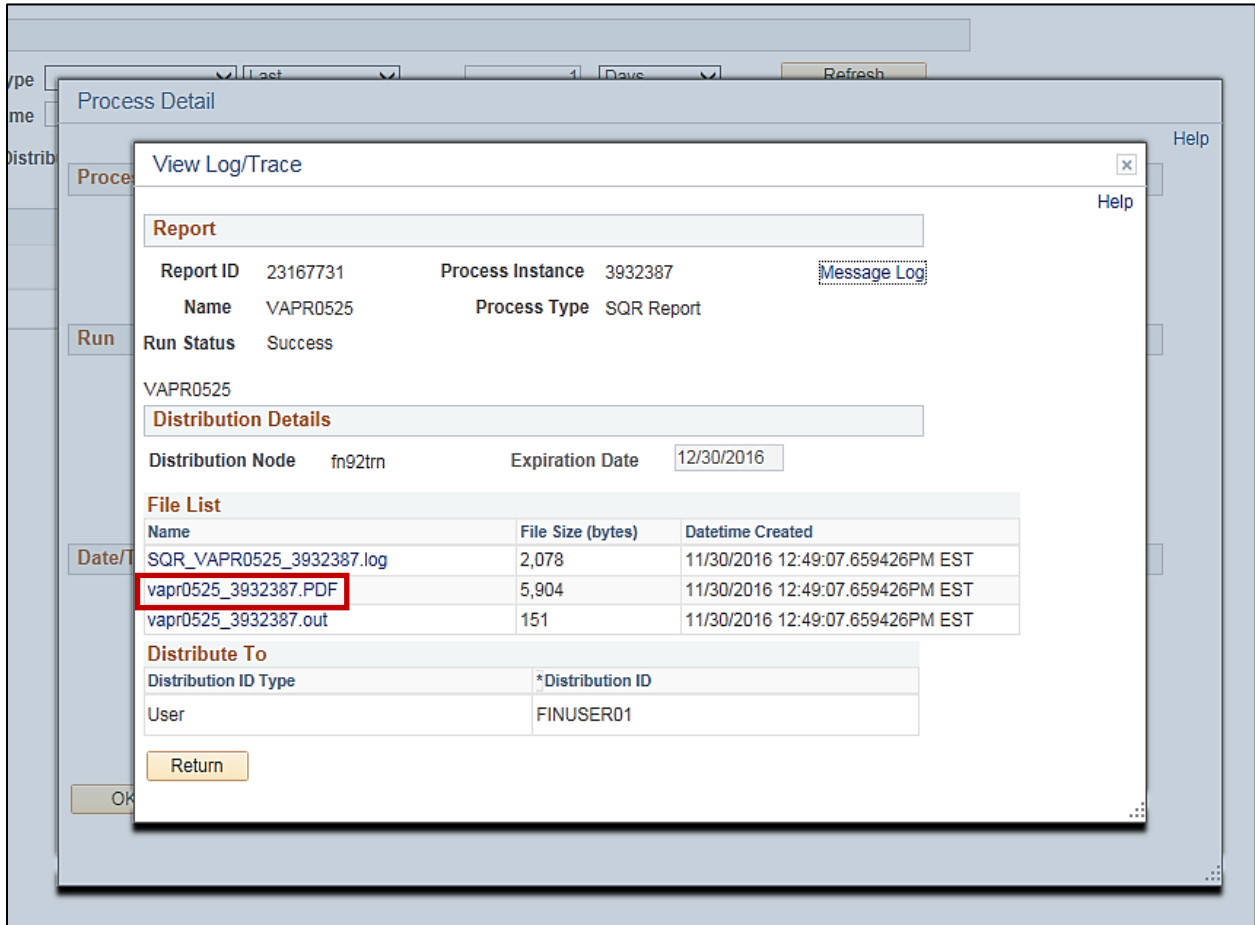
The screenshot shows the 'Process Monitor' interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > Accounts Payable > Reports > Payments > Prompt Pay Report > Process Monitor. Below this is a 'Process List' section with a 'View Process Request For' form. The form includes fields for User ID (FINUSER01), Type, Last, 1 Days, a Refresh button, Server, Name, Instance, to, Run Status, and Distribution Status. A 'Save On Refresh' checkbox is checked. Below the form is a 'Process List' table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains one row with Instance 3932387, Process Type SQR Report, Process Name VAPR0525, User FINUSER01, Run Date/Time 11/30/2016 12:47:03PM EST, Run Status Success, and Distribution Status Posted. The 'Details' link for this row is highlighted with a red box. At the bottom, there are 'Save' and 'Notify' buttons and a link to 'Go back to Prompt Pay Report'.

- 11 Click the **Refresh** button until the **Run Status = Success** and **Distribution Status = Posted**.
- 12 Click the **Details** link next to the report you ran.

The screenshot shows the 'Process Detail' page. It has a title bar 'Process Detail' and a 'Help' button. The page is divided into several sections: 'Process' with fields for Instance (3932387), Type (SQR Report), Name (VAPR0525), Description (VAPR0525), Run Status (Success), and Distribution Status (Posted); 'Run' with fields for Run Control ID (PROMPT\_PAY), Location (Server), Server (PSUNX2), and Recurrence; 'Update Process' with radio buttons for Hold Request, Queue Request, Cancel Request, Delete Request, Re-send Content, and Restart Request; 'Date/Time' with fields for Request Created On (11/30/2016 12:47:19PM EST), Run Anytime After (11/30/2016 12:47:03PM EST), Began Process At (11/30/2016 12:47:41PM EST), and Ended Process At (11/30/2016 12:49:07PM EST); and 'Actions' with links for Parameters, Transfer, Message Log, Batch Timings, and View Log/Trace. The 'View Log/Trace' link is highlighted with a red box. At the bottom, there are 'OK' and 'Cancel' buttons.

- 13 The **Process Detail** page displays. Click the **View Log/Trace** link.

## SW AP312 Running and Retrieving the Prompt Pay Report



**View Log/Trace**

**Report**

Report ID	23167731	Process Instance	3932387	<a href="#">Message Log</a>
Name	VAPR0525	Process Type	SQR Report	
Run Status	Success			

VAPR0525

**Distribution Details**

Distribution Node	fn92trn	Expiration Date	12/30/2016
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**File List**

Name	File Size (bytes)	Datetime Created
SQR_VAPR0525_3932387.log	2,078	11/30/2016 12:49:07.659426PM EST
<b>vapr0525_3932387.PDF</b>	5,904	11/30/2016 12:49:07.659426PM EST
vapr0525_3932387.out	151	11/30/2016 12:49:07.659426PM EST

**Distribute To**

Distribution ID Type	*Distribution ID
User	FINUSER01

[Return](#)

**14** Click the **.PDF** file link to view the report.



# Accounts Payable Job Aid

## SW AP312 Running and Retrieving the Prompt Pay Report

15 The Prompt Pay Report displays. The Prompt Pay Report contains two sections:

		Commonwealth of Virginia PROMPT PAY REPORT			Run Date: 03/06/2017 Run Time: 10:21 00		
Report ID: RAP525		Page No. 1 of 2					
Business Unit: 41100 Department of Forestry							
Department : 99999 Agency Wide							
Fiscal Year : 2017							
Period From : 2 08/01/2016							
Period To : 2 08/31/2016							
<u>Department ID</u>	<u>Department Name</u>	<u># Invoices Paid Late For Period</u>	<u>Total Invoices Paid For Period</u>	<u>% Paid Late For Period</u>	<u># Invoices Paid Late For FY</u>	<u>Total Invoices Paid For FY</u>	<u>% Paid Late For FY</u>
1400	Operations	0	55	0.000	3	220	1.364
Total for 99999		0	55	0.000	3	220	1.364

- a. Section one of the report displays summary data which includes:
  - i. Information for the specific period selected (in this example period 4)
  - ii. 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 1-4).

Business Unit: 41100 Department of Forestry		Page No. 2 of 2									
Period From: 2 01-AUG-2016		Period To: 2 31-AUG-2016									
<u>Entered Date</u>	<u>Voucher ID</u>	<u>Remit Supplr ID</u>	<u>Remit Supplr Name</u>	<u>Check Number</u>	<u>Late Pmt Invoice Amount</u>	<u>Goods/Srvs Receipt Dt</u>	<u>Sched Pmt Due Date</u>	<u>Actual Pmt Check Date</u>	<u>Days Late</u>	<u>Total Pmt Amount</u>	<u>% Dollars Paid Late</u>
No late payment details exist for the period specified.											
Total Invoices Paid for Period		\$ 217,843.53									
Total Invoices Paid Late for Period		\$ 0.00									
Total Percent Paid Late for Period		0.000									

- b. Section two of the report provides more detailed data on the individual vouchers that are late.

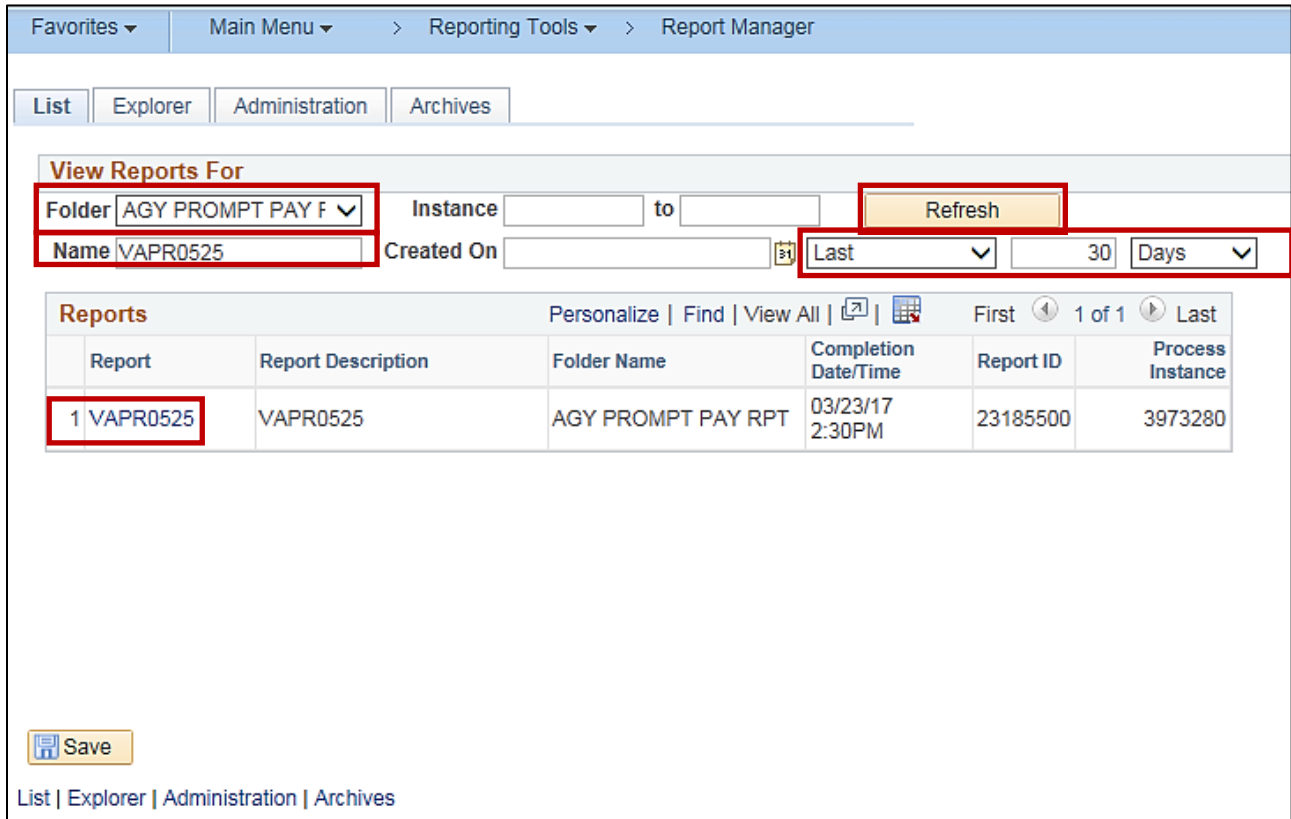
## SW AP312 Running and Retrieving the Prompt Pay Report

### Viewing Your Individual Agency Run

Individual agency reports are run in batch on the first day of the month. The reports can be viewed / printed by following the below navigation.

- 1 Navigate to the **Report Manager** page using the following path:

**Main Menu > Reporting Tools > Report Manager**



The screenshot shows the 'Report Manager' interface. At the top, there is a breadcrumb trail: 'Main Menu > Reporting Tools > Report Manager'. Below this are tabs for 'List', 'Explorer', 'Administration', and 'Archives'. The 'View Reports For' section contains several input fields: 'Folder' (AGY PROMPT PAY F), 'Instance' (empty), 'Name' (VAPR0525), and 'Created On' (empty). A 'Refresh' button is highlighted. To the right of the 'Created On' field, there is a dropdown menu set to 'Last', a text input '30', and a dropdown menu set to 'Days'. Below this is a table of reports with the following data:

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 VAPR0525	VAPR0525	AGY PROMPT PAY RPT	03/23/17 2:30PM	23185500	3973280

At the bottom left, there is a 'Save' button and a breadcrumb trail: 'List | Explorer | Administration | Archives'.

- 2 In the **Folder** field, enter or select **AGY Prompt Pay Rpts**.
- 3 Enter **VAPR0525** in the **Name** field. This is the name of the report.
- 4 Enter the date or days range that you want to view. In this example the range is **30 Days**.
- 5 Click the **Refresh** button.
- 6 Click the **VAPR0525** link to open the report.



# Accounts Payable Job Aid

## SW AP312 Running and Retrieving the Prompt Pay Report

Navigation: Favorites ▾ Main Menu ▾ > Reporting Tools ▾ > Report Manager

**Report**

Report ID 23185500      Process Instance 3973280      [Message Log](#)  
Name VAPR0525      Process Type SQR Report  
Run Status Success

VAPR0525

**Distribution Details**

Distribution Node fn92sit      Expiration Date 12/17/2019

**File List**

Name	File Size (bytes)	Datetime Created
SQR_VAPR0525_3973280.log	2,089	03/23/2017 2:30:33.102137PM EDT
<b>VAPR0525_10000_3973280.PDF</b>	12,764	03/23/2017 2:30:33.102137PM EDT
VAPR0525_10100_3973280.PDF	12,786	03/23/2017 2:30:33.102137PM EDT
VAPR0525_10200_3973280.PDF	12,759	03/23/2017 2:30:33.102137PM EDT
VAPR0525_10300_3973280.PDF	12,786	03/23/2017 2:30:33.102137PM EDT
VAPR0525_10400_3973280.PDF	12,757	03/23/2017 2:30:33.102137PM EDT
VAPR0525_10500_3973280.PDF	12,755	03/23/2017 2:30:33.102137PM EDT
VAPR0525_10700_3973280.PDF	12,776	03/23/2017 2:30:33.102137PM EDT
VAPR0525_10800_3973280.PDF	12,746	03/23/2017 2:30:33.102137PM EDT
VAPR0525_10900_3973280.PDF	12,803	03/23/2017 2:30:33.102137PM EDT
VAPR0525_11000_3973280.PDF	12,804	03/23/2017 2:30:33.102137PM EDT
VAPR0525_11100_3973280.PDF	12,783	03/23/2017 2:30:33.102137PM EDT
VAPR0525_11200_3973280.PDF	12,784	03/23/2017 2:30:33.102137PM EDT
VAPR0525_11300_3973280.PDF	12,781	03/23/2017 2:30:33.102137PM EDT
VAPR0525_11400_3973280.PDF	12,800	03/23/2017 2:30:33.102137PM EDT
VAPR0525_11500_3973280.PDF	12,808	03/23/2017 2:30:33.102137PM EDT
VAPR0525_11600_3973280.PDF	12,793	03/23/2017 2:30:33.102137PM EDT

7 Click the **.PDF** link for your Business Unit.





# Accounts Payable Job Aid

## SW AP312 Running and Retrieving the Prompt Pay Report

Commonwealth of Virginia  
PROMPT PAY REPORT

Run Date: 03/23/2017  
Run Time: 02:17 00

Report ID: RAP525

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Business Unit:    % All  
 Department : 99999 Agency Wide  
 Fiscal Year : 2017  
 Period From : 6 12/01/2016  
 Period To : 6 12/31/2016  
 Report Option: Multiple

Business Unit: 10000 Senate Page No. 2 of 3  
 Period From: 6 01-DEC-2016 Period To: 6 31-DEC-2016

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
1100	Clerk's Administration	0	0	0.000	0	18	0.000
Total for 99999		0	0	0.000	0	18	0.000

Business Unit: 10000 Senate Page No. 3 of 3  
 Period From: 6 01-DEC-2016 Period To: 6 31-DEC-2016

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
No late payment details exist for the period specified.												

**8** The Prompt Pay Report displays for the selected report. Scroll down to view all the pages.

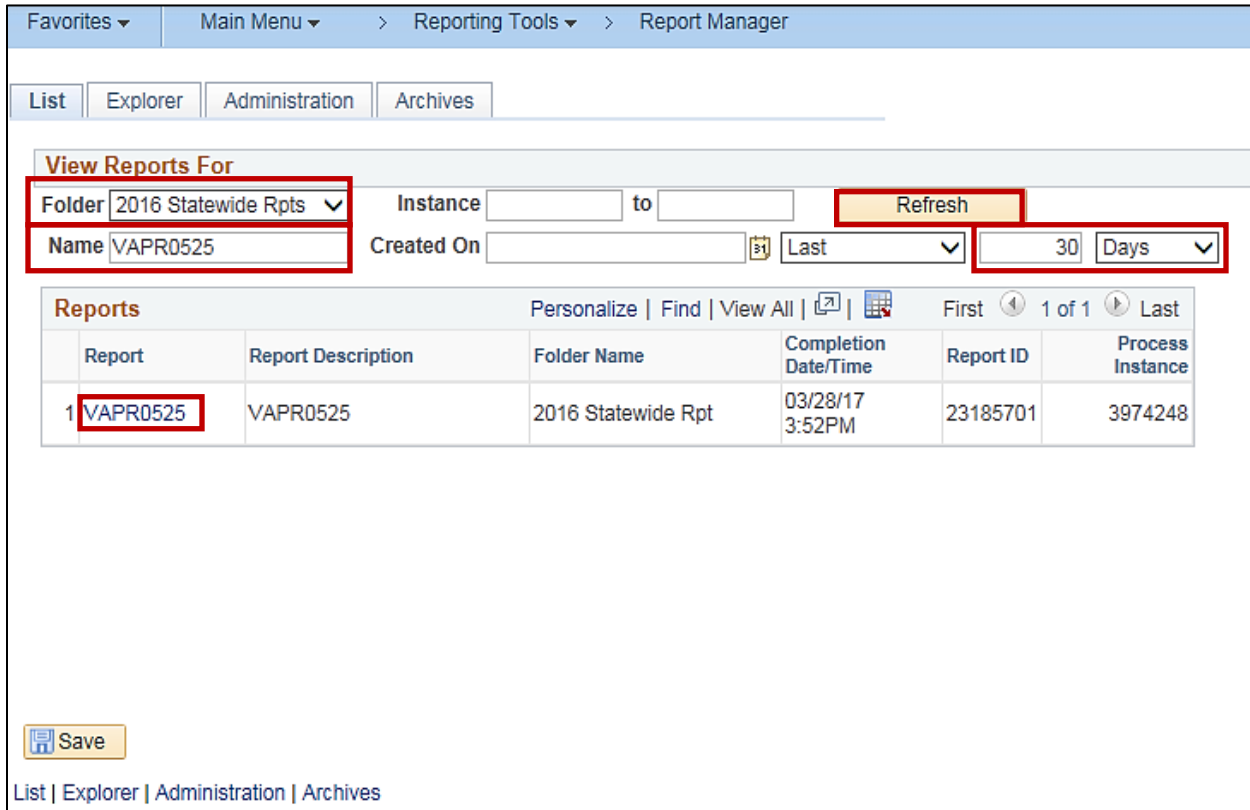
## SW AP312 Running and Retrieving the Prompt Pay Report

### Viewing Your Information in the Master Run

A single report for all agencies is run in batch on the first day of the month. This master version can be viewed / printed by following the below navigation.

- 1 Navigate to the **Report Manager** page using the following path:

**Main Menu > Reporting Tools > Report Manager**



The screenshot shows the 'Report Manager' interface. At the top, there is a breadcrumb trail: 'Main Menu > Reporting Tools > Report Manager'. Below this are navigation tabs: 'List', 'Explorer', 'Administration', and 'Archives'. The main section is titled 'View Reports For' and contains several input fields: 'Folder' (set to '2016 Statewide Rpts'), 'Instance' (empty), 'Name' (set to 'VAPR0525'), and 'Created On' (set to 'Last 30 Days'). A 'Refresh' button is also present. Below the filters is a table titled 'Reports' with columns: 'Report', 'Report Description', 'Folder Name', 'Completion Date/Time', 'Report ID', and 'Process Instance'. The table contains one row with the report 'VAPR0525'. At the bottom left, there is a 'Save' button and a breadcrumb trail: 'List | Explorer | Administration | Archives'.

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 VAPR0525	VAPR0525	2016 Statewide Rpt	03/28/17 3:52PM	23185701	3974248

- 2 In the **Folder** field, enter or select **XXXX Statewide Rpts**, where **XXXX** is the current Fiscal Year.
- 3 Enter **VAPR0525** in the **Name** field. This is the name of the report.
- 4 Enter the date or days range that you want to view. In this example the range is **30 Days**.
- 5 Click the **Refresh** button.
- 6 Click the **VAPR0525** link to open the report.



# Accounts Payable Job Aid

## SW AP312 Running and Retrieving the Prompt Pay Report

Favorites ▾ Main Menu ▾ > Reporting Tools ▾ > Report Manager

**Report**

Report ID 23185701 Process Instance 3974248 [Message Log](#)

Name VAPR0525 Process Type SQR Report

Run Status Success

VAPR0525

**Distribution Details**

Distribution Node fn92sit Expiration Date 12/22/2019


**File List**

Name	File Size (bytes)	Datetime Created
SQR_VAPR0525_3974248.log	2,089	03/28/2017 3:52:59.363081PM EDT
<b>vapr0525_3974248.PDF</b>	591,373	03/28/2017 3:52:59.363081PM EDT
vapr0525_3974248.out	66,418	03/28/2017 3:52:59.363081PM EDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	AA_CARDINAL_BATCH_AP
Role	V_COVA_CARDINAL_REPORTER

7 Click the **.PDF** file link.



Commonwealth of Virginia  
PROMPT PAY REPORT

Report ID: RAPS25 Run Date: 03/28/2017  
Run Time: 03:42 00

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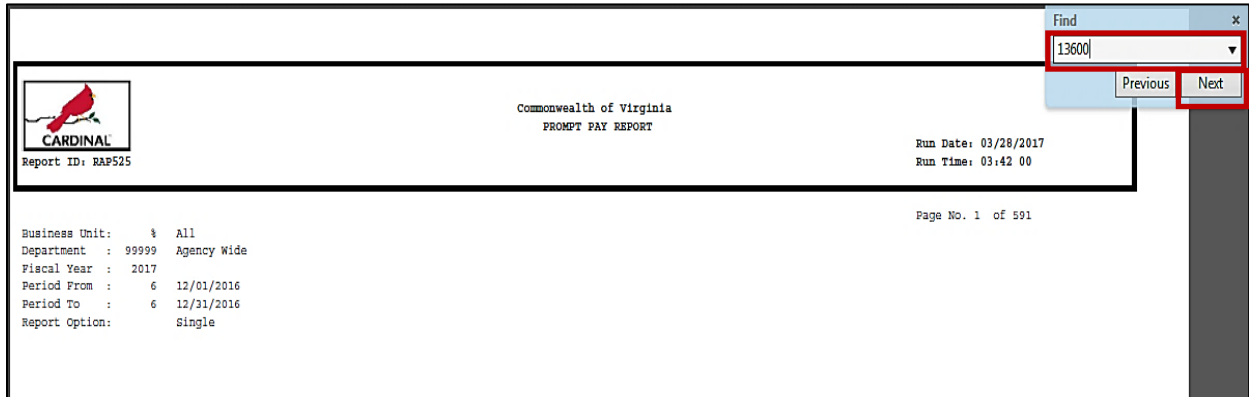
Business Unit: † All  
 Department : 99999 Agency Wide  
 Fiscal Year : 2017  
 Period From : 6 12/01/2016  
 Period To : 6 12/31/2016  
 Report Option: Single

8 The **Prompt Pay Report** displays. Click the Control (CTRL) and F keys simultaneously to search for your Business Unit.



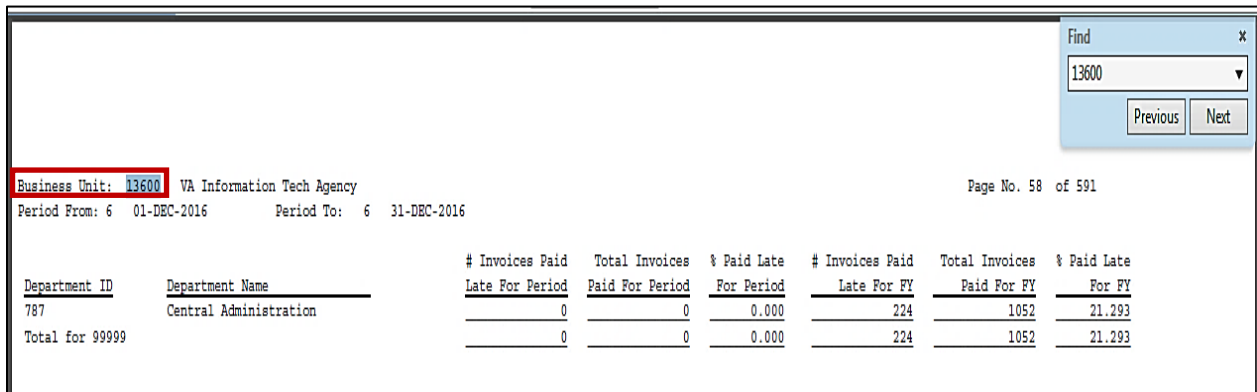
# Accounts Payable Job Aid

## SW AP312 Running and Retrieving the Prompt Pay Report



9 The **Find** pop-up box displays. Enter your **Business Unit** in the **Find** box.

10 Click the **Next** button.



11 This search takes you to the page of the report with the **Business Unit** you identified in your search. You can now view / print the **Prompt Pay Report** pages for your agency.