About Running and Retrieving the Prompt Pay Report

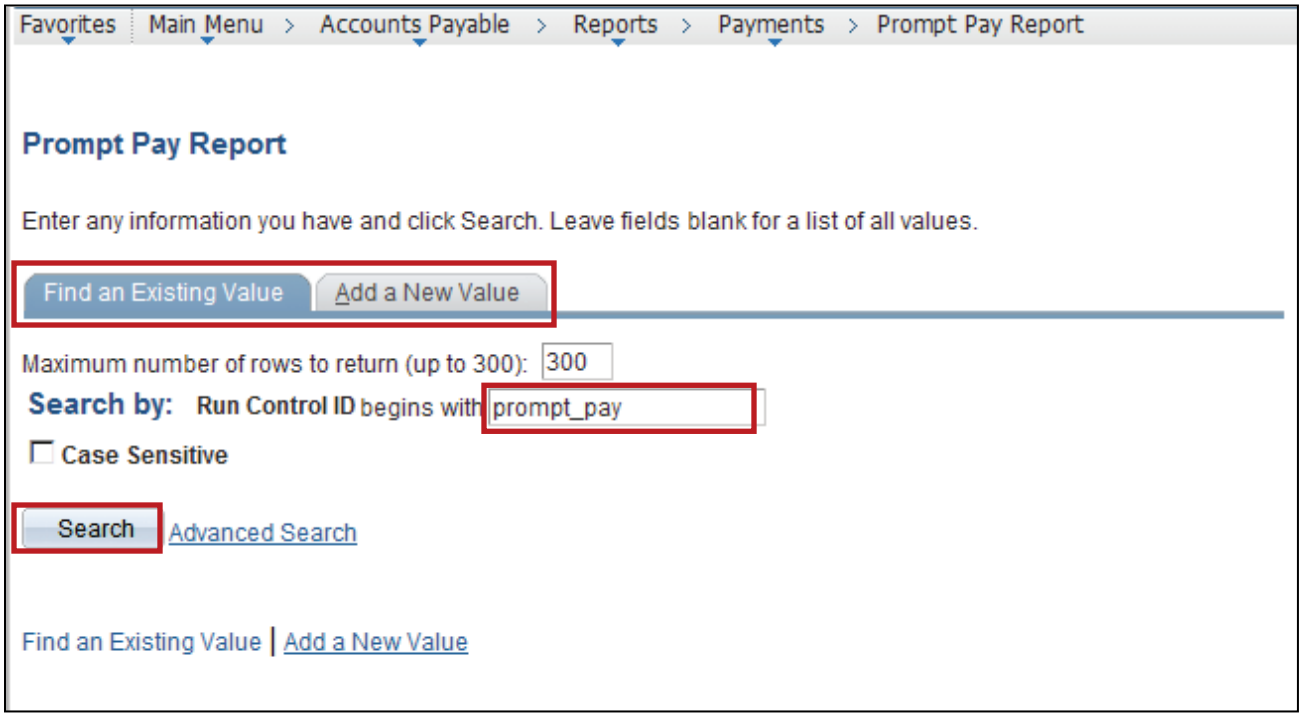
The Prompt Pay Report provides both summary and detailed information on an agency's compliance with prompt pay. The report is run for selected period(s). The report captures the dollars in compliance as well as the percentage of total payments.

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

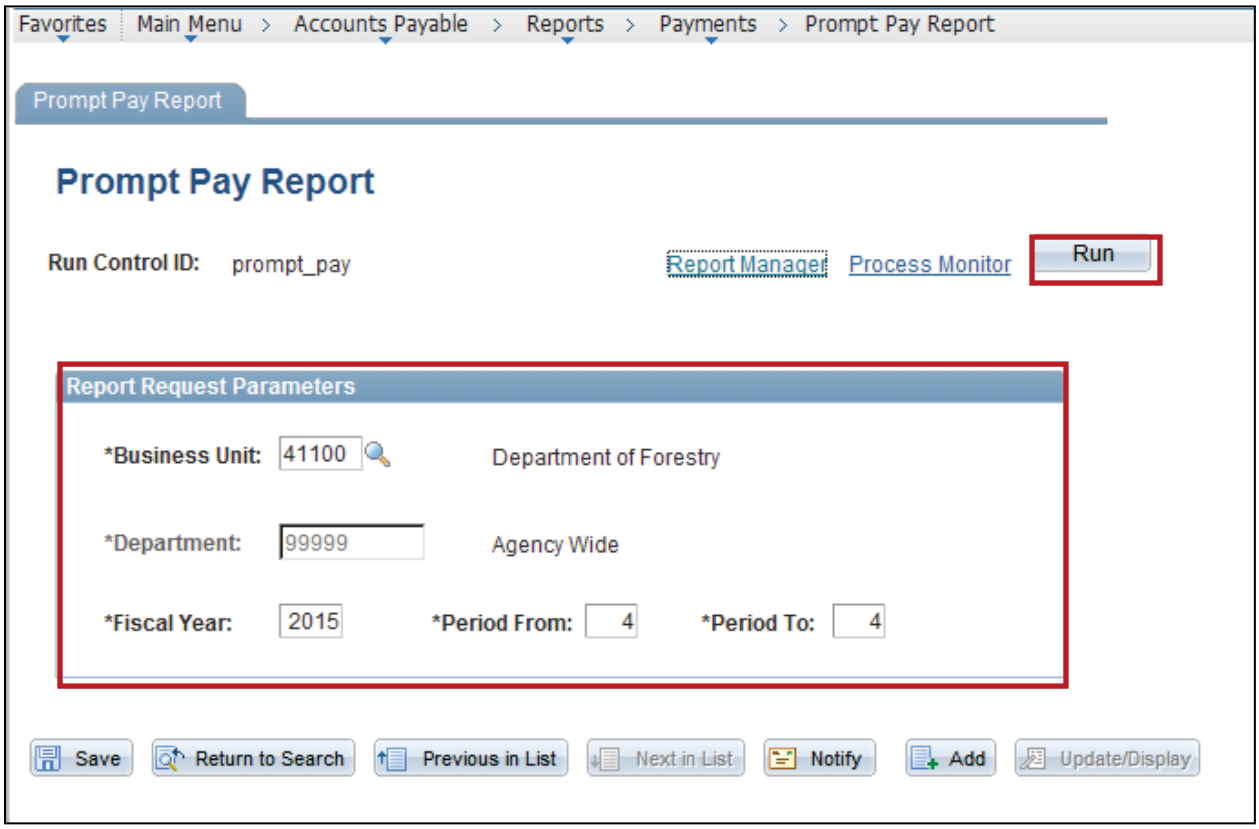


2 Use the **Find an Existing Value** tab if you have an existing run control ID.

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.



6 The **Prompt Pay Report** page displays. Enter the **Report Request Parameters**:

a. **Business Unit** – enter or select your agency's business unit

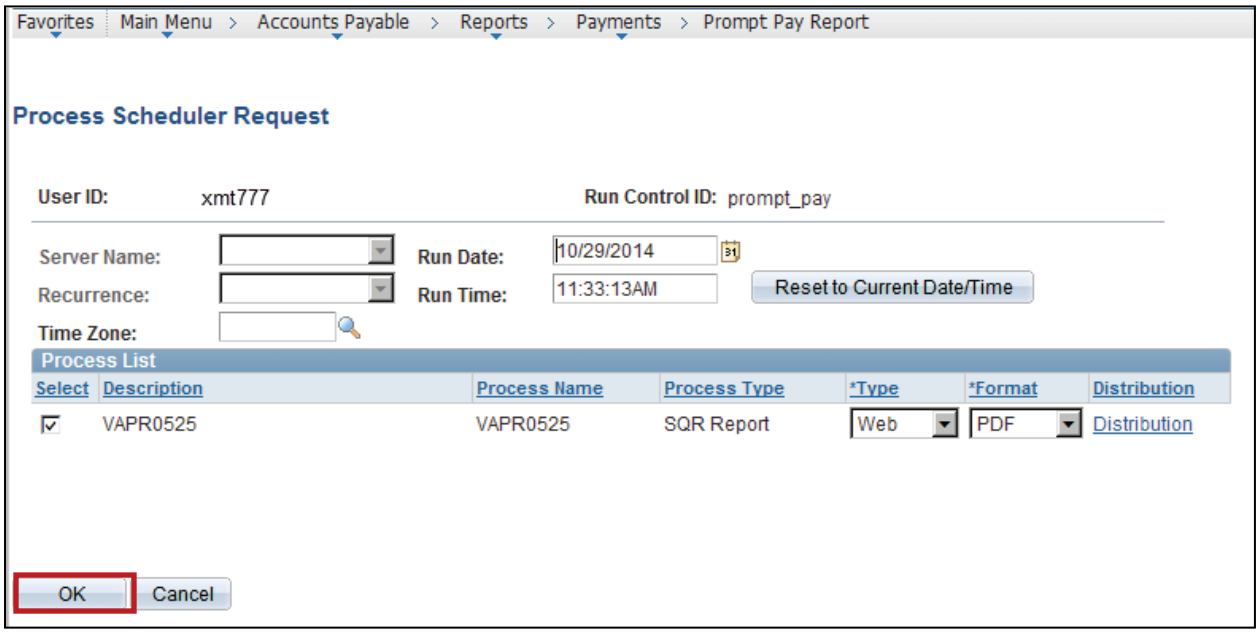
b. **Department** – this value defaults to 99999 and can not be changed.

c. **Fiscal Year** – enter the fiscal year for which you want to run the report

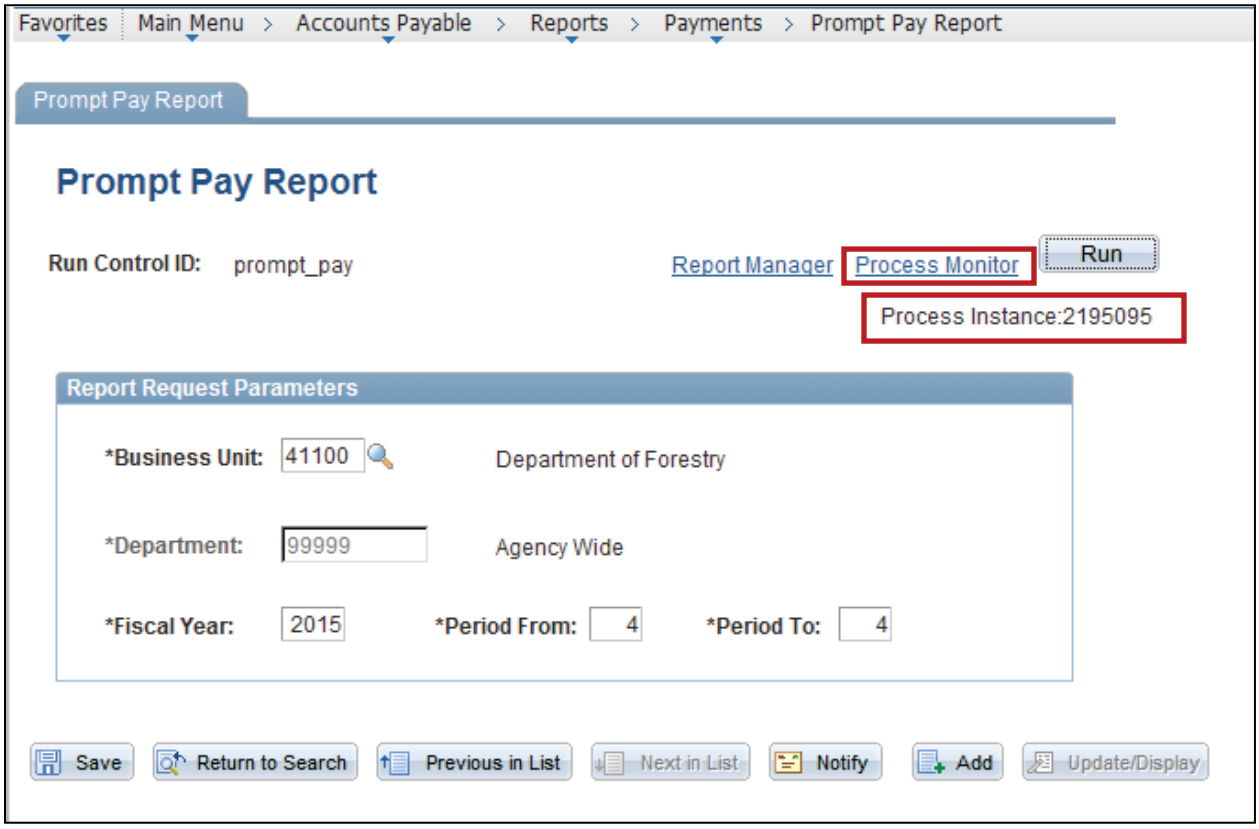
d. **Period From** – enter the period for which you are running the report from

e. **Period To** – enter the period for which you want to run the report through

7 Click the **Run** button.

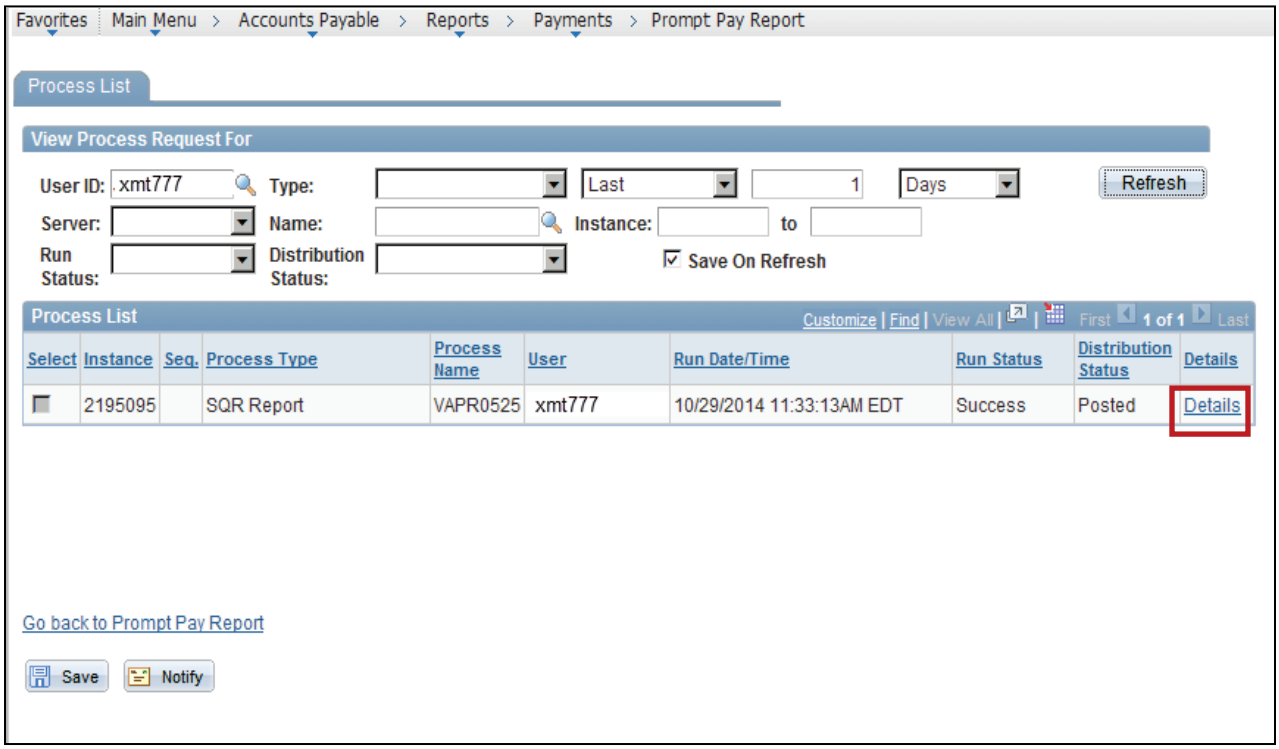


8 The **Process Scheduler Request** page displays. Click the **OK** button.



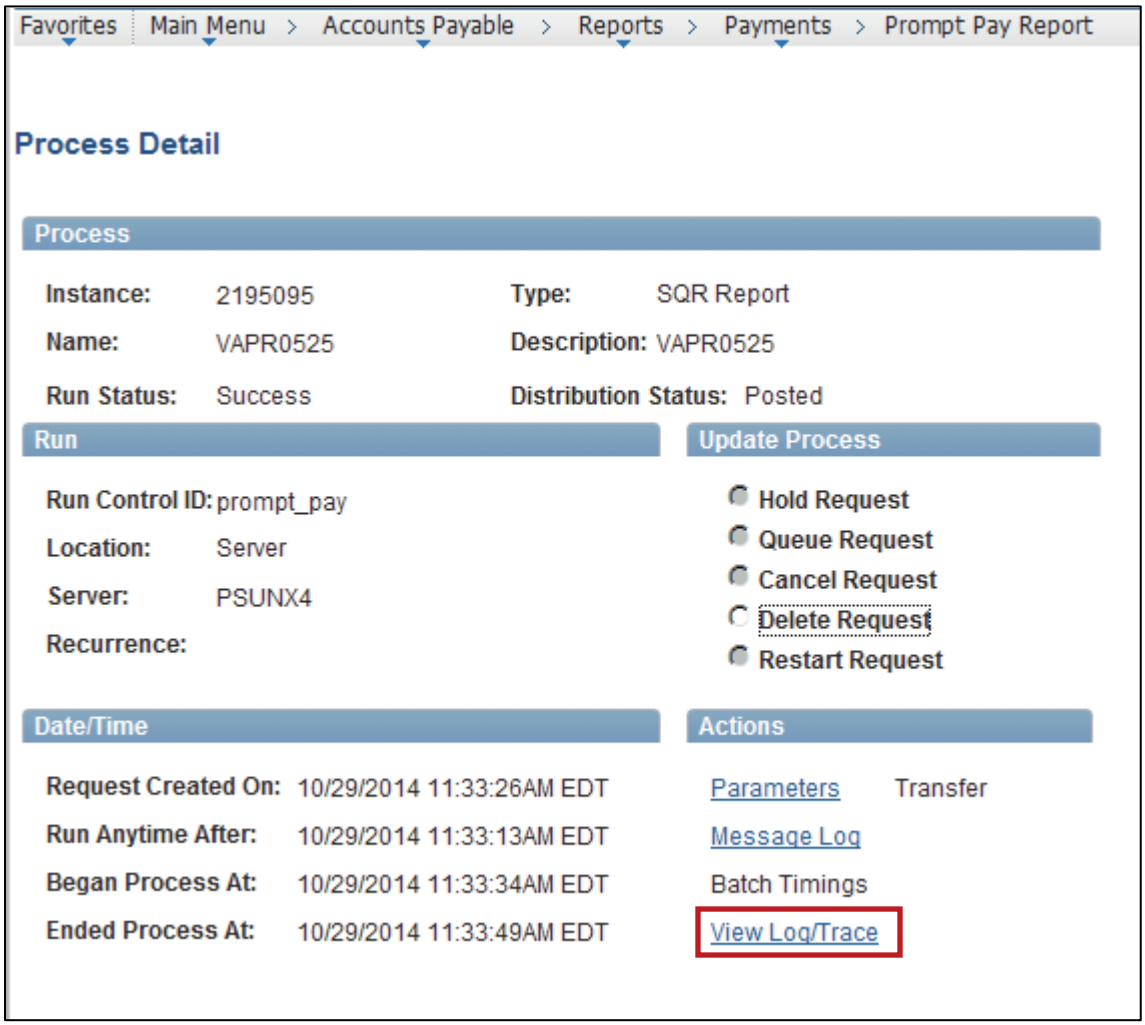
9 The **Prompt Pay Report** page returns. A **Process Instance** number displays for your request.

10 Click the **Process Monitor** link.



11 Click the **Refresh** button until the **Run Status** – **Success** and **Distribution Status** – **Posted**.

12 Click the **Details** link next the to report you ran.



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

Favorites | Main Menu > Accounts Payable > Reports > Payments > Prompt Pay Report

View Log/Trace

Report

Report ID: 9790176 **Process Instance:** 2195095 Message Log

Name: VAPR0525 **Process Type:** SQR Report

Run Status: Success

VAPR0525

Distribution Details

Distribution Node: finsit **Expiration Date:** 11/28/2014

File List

Name	File Size (bytes)	Datetime Created
SQR_VAPR0525_2195095.log	1,868	10/29/2014 11:33:49.481946AM EDT
vapr0525_2195095.PDF	11,837	10/29/2014 11:33:49.481946AM EDT
vapr0525_2195095.out	151	10/29/2014 11:33:49.481946AM EDT

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

Report ID: RAP525

Commonwealth of Virginia
PROMPT PAY REPORT

Run Date: 10/29/2014
Run Time: 11:33 00

Page No. 1 of 2

Business Unit: 41100 Department of Forestry
Department: 99999 Agency Wide
Fiscal Year: 2015
Period From : 4 10/01/2014
Period To : 4 10/31/2014

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
1400	Operations	10	15	66.667	10	15	66.667
Total for 99999		10	15	66.667	10	15	66.667

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

a. Section one of the report display 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: 4 01-OCT-2014 Period To: 4 31-OCT-2014

Entered Date	Voucher ID	Remit Vendor ID	Remit Vendor 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 - 1400												
10/01/2014	00000012	0000052299	SHENANDOAH VALLEY ELECTRIC CO-OP	20112125	500.39	09/29/2014	09/22/2014	10/08/2014	10/10/2014	2		
10/01/2014	00000013	0000050494	APPALACHIAN POWER CO	90020806	62.00	09/25/2014	09/19/2014	10/13/2014	10/20/2014	7		
10/01/2014	00000015	0000050470	Rappahannock Electric Cooperative	80044498	76.75	09/25/2014	09/19/2014	10/07/2014	10/09/2014	2		
10/01/2014	00000016	0000048724	Elavon	20112476	5.00	09/15/2014	09/15/2014	10/15/2014	10/21/2014	6		
10/01/2014	00000019	0000025086	Timmons Group	90020802	5,000.00	09/15/2014	08/31/2014	10/15/2014	10/20/2014	5		
10/01/2014	00000021	0000031033	Luck Stone Corp	90020804	756.41	09/15/2014	09/02/2014	10/15/2014	10/20/2014	5		
10/02/2014	00000023	0000052592	COMMUNITY ELECTRIC COOP	20112126	12.76			10/08/2014	10/10/2014	2		
10/02/2014	00000024	0000053029	TOWN OF VICTORIA	80044516	403.86	10/01/2014	10/01/2014	10/10/2014	10/20/2014	10		
10/02/2014	00000026	0000046255	Town of Woodstock	80044515	85.58	10/01/2014	09/22/2014	10/15/2014	10/20/2014	5		
10/02/2014	00000041	0000074793	Bradley Wright	20112533	700.00	09/15/2014	09/14/2014	10/15/2014	10/21/2014	6		
Summary for ORG - 1400 Operations					**7,602.75**						**51,237.16**	**14.838**

Total Invoices Paid for Period $ 51,237.16

Total Invoices Paid Late for Period $ 7,602.75

Total Percent Paid Late for Period 14.838

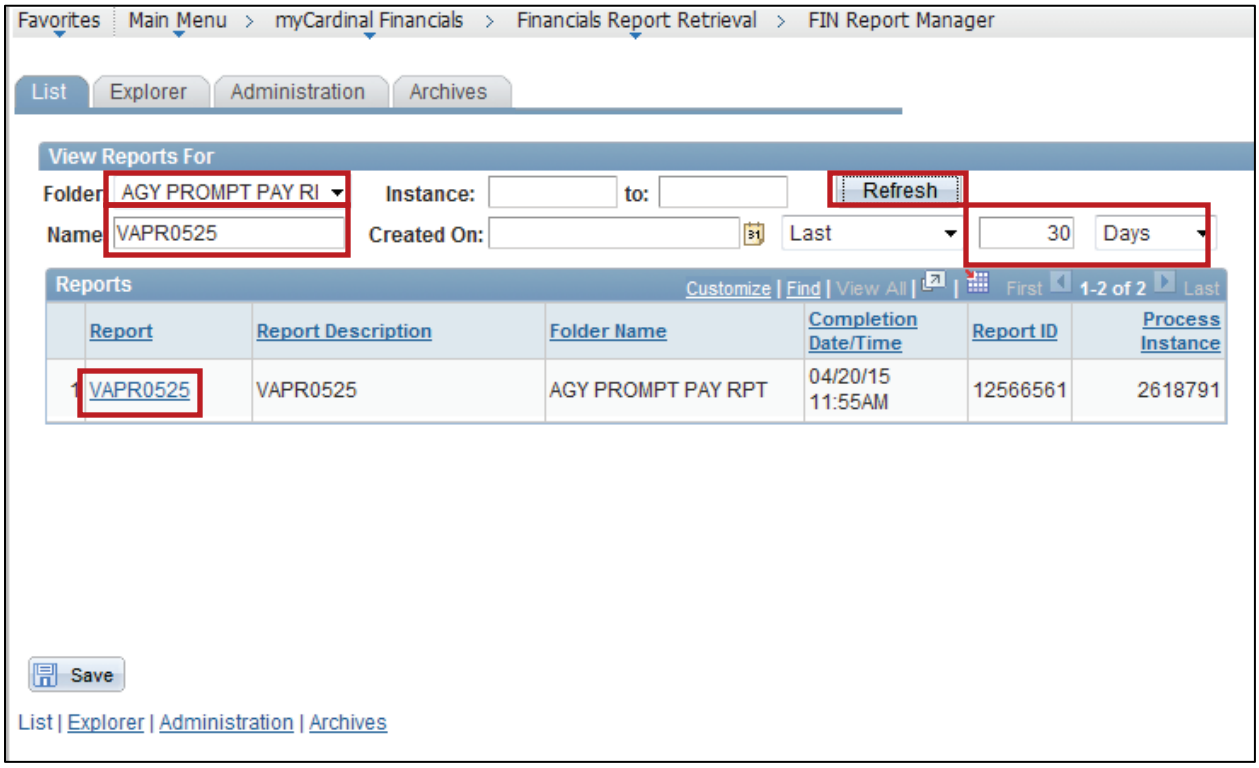
b. Section two of the report provides more detailed data on the individual vouchers that are late.

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



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.

Favorites | Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager

Report

Report ID: 12566561 **Process Instance:** 2618791 Message Log

Name: VAPR0525 **Process Type:** SQR Report

Run Status: Success

VAPR0525

Distribution Details

Distribution Node: finsit **Expiration Date:** 05/20/2015

File List

Name	File Size (bytes)	Datetime Created
SQR_VAPR0525_2618791.log	1,876	04/20/2015 11:55:29.506862AM EDT
VAPR0525_10000_2618791.PDF	11,524	04/20/2015 11:55:29.506862AM EDT
VAPR0525_10100_2618791.PDF	11,298	04/20/2015 11:55:29.506862AM EDT
VAPR0525_10200_2618791.PDF	10,768	04/20/2015 11:55:29.506862AM EDT
VAPR0525_10400_2618791.PDF	10,767	04/20/2015 11:55:29.506862AM EDT
VAPR0525_10500_2618791.PDF	10,871	04/20/2015 11:55:29.506862AM EDT
VAPR0525_10700_2618791.PDF	11,082	04/20/2015 11:55:29.506862AM EDT
VAPR0525_10800_2618791.PDF	10,758	04/20/2015 11:55:29.506862AM EDT
VAPR0525_10900_2618791.PDF	11,091	04/20/2015 11:55:29.506862AM EDT
VAPR0525_11000_2618791.PDF	11,094	04/20/2015 11:55:29.506862AM EDT
VAPR0525_11800_2618791.PDF	10,769	04/20/2015 11:55:29.506862AM EDT
VAPR0525_11900_2618791.PDF	10,874	04/20/2015 11:55:29.506862AM EDT
VAPR0525_12100_2618791.PDF	11,194	04/20/2015 11:55:29.506862AM EDT
VAPR0525_12200_2618791.PDF	11,053	04/20/2015 11:55:29.506862AM EDT
VAPR0525_12900_2618791.PDF	11,120	04/20/2015 11:55:29.506862AM EDT
VAPR0525_13200_2618791.PDF	11,101	04/20/2015 11:55:29.506862AM EDT
VAPR0525_13600_2618791.PDF	16,469	04/20/2015 11:55:29.506862AM EDT
VAPR0525_14200_2618791.PDF	11,056	04/20/2015 11:55:29.506862AM EDT
VAPR0525_14500_2618791.PDF	10,762	04/20/2015 11:55:29.506862AM EDT
VAPR0525_14600_2618791.PDF	12,018	04/20/2015 11:55:29.506862AM EDT
VAPR0525_14700_2618791.PDF	11,218	04/20/2015 11:55:29.506862AM EDT

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

Business Unit: 10000 Agency of Alphabets

Period From: 7 01-JAN-2015 Period To: 7 31-JAN-2015

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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	1	8	12.500	3	29	10.345
Total for 99999		1	8	12.500	3	29	10.345

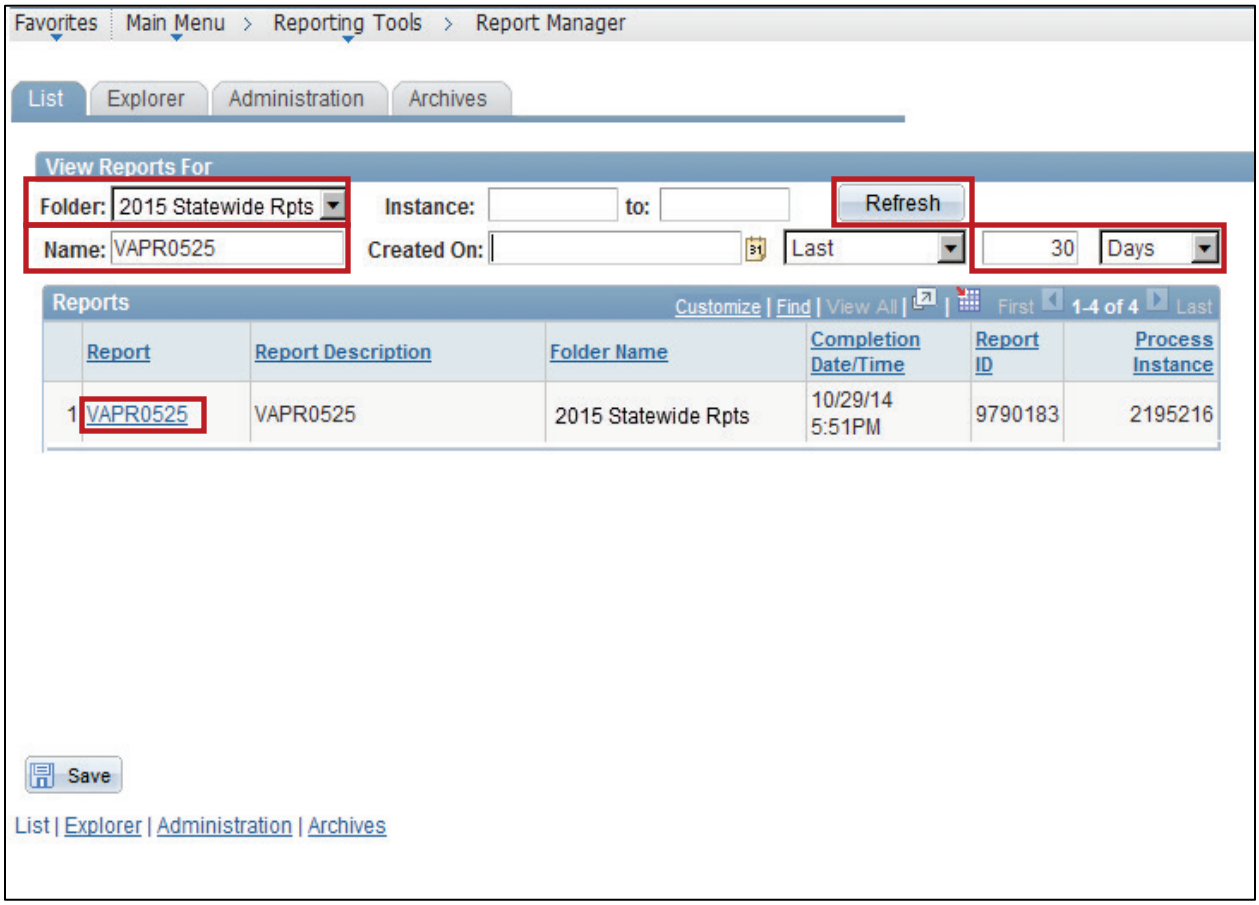
8 The Prompt Pay Report displays for the selected report. Scroll down to view other pages.

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



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.

Favorites | Main Menu > Reporting Tools > Report Manager

Report

Report ID: 9758437 **Process Instance:** 2179219 Message Log

Name: VAPR0525 **Process Type:** SQR Report

Run Status: Success

VAPR0525

Distribution Details

Distribution Node: finprd **Expiration Date:** 11/01/2014

File List

Name	File Size (bytes)	Datetime Created
SQR_VAPR0525_2179219.log	1,876	10/02/2014 12:45:05.614733AM EDT
vapr0525_2179219.PDF	11,698	10/02/2014 12:45:05.614733AM EDT
vapr0525_2179219.out	1,800	10/02/2014 12:45:05.614733AM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	AA_CARDINAL_BATCH_AP
Role	V_COVA_CARDINAL_REPORTER

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

CARDINAL

Report ID: RAP525

Commonwealth of Virginia
PROMPT PAY REPORT

Run Date: 10/29/2014
Run Time: 04:07 00

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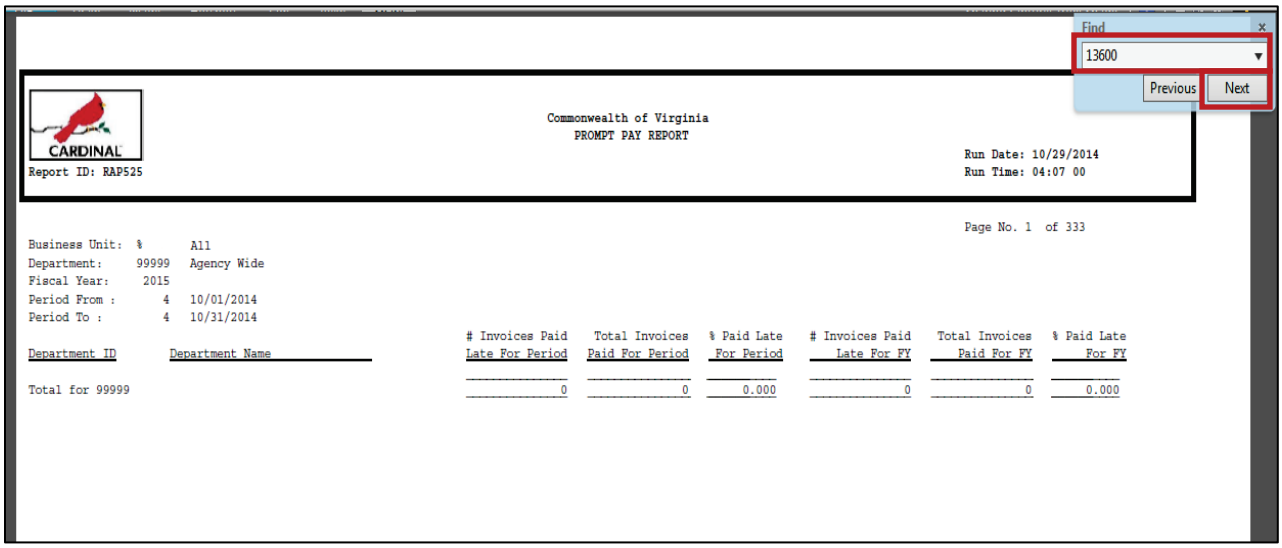
Business Unit: % All
Department: 99999 Agency Wide
Fiscal Year: 2015
Period From : 4 10/01/2014
Period To : 4 10/31/2014

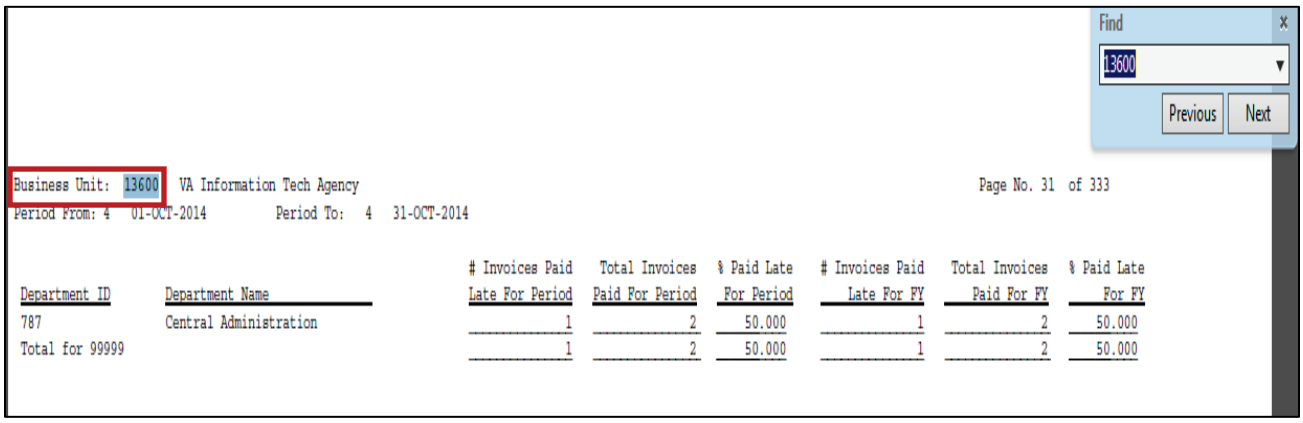
Department ID	Department Name	# Invoices Paid Late For Period	Total Invoices Paid For Period	% Paid Late For Period	# Invoices Paid Late For FY	Total Invoices Paid For FY	% Paid Late For FY
Total for 99999		0	0	0.000	0	0	0.000

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



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.