

**From:** Cardinal Project  
**Sent:** Tuesday, March 08, 2016 11:23 AM  
**To:** Cardinal Project  
**Subject:** Cardinal Prompt Payment Report

*This email is being sent to the Wave 2 Primary Contacts and AP SMEs.*

Each month, Cardinal will provide a file to Department of Accounts (DOA) identifying late payments for use in Prompt Payment Compliance reporting. Additionally, Cardinal will provide the VRAP0525 – Prompt Pay Report that supports the information transmitted to DOA. This report provides payment due date exception reporting at both the summary and detail level. The Prompt Pay Report will be run in the Cardinal nightly batch stream on the first business day of the month. Agencies can access this report online in Cardinal via the Report Manager on the morning of the second business day of the month. Instructions for accessing the report are included in the job aid referenced below

Agencies may instead elect to run the Prompt Pay Report for their individual agency. In order to match the information that is transmitted to DOA through the statewide process, however, the Prompt Pay Report must be generated by your agency on the first business day of each month. Due to stop payment transactions, running the report on a different day may impact the data displayed on the report. When run by the agency, the report can be accessed via the following navigation in Cardinal: Main Menu > Accounts Payable > Reports > Payments > Prompt Pay.

A job aid has been created to provide instructions and assistance with (a) running the report or (b) searching for your agency information in the batch generated statewide report. The job aid has been posted on the Cardinal Website at the following location: Statewide Toolbox>Job Aids>Accounts Payable> SW AP312 Running the Prompt Pay Report <http://www.cardinalproject.virginia.gov/Statewide%20JobAids.shtml>

The report for the month of February 2016 was run on the evening of Tuesday, March 1, 2016 and is available by following the instructions listed in the job aid referenced above.

Thank you,

The Cardinal Project Team