Department of Accounts

Accounts Receivable
And
Prompt Payment

Data Entry
User's Guide

JANUARY 2004

(Revised August 2009

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Accounts Receivable and Prompt Payment
Data Entry
User's Guide

Overview

Introduction

DOA has developed a web-based system that allows agencies to enter their quarterly Accounts Receivable and Prompt Payment activity into a database. Authorized users may access the **Accounts Receivable and Prompt Payment Data Entry** system using the internet. Users can access the system at https://secure.doa.virginia.gov/receivable/ or through DOA's home page.

The **Accounts Receivable and Prompt Payment Data Entry** system has been designed to be as user-friendly as possible and requires little intervention from outside resources. However, DOA realizes there may be some functions individuals may need assistance with and has developed this Guide to aid agency personnel.

Accounts Receivable and Prompt Payment Features

The **Accounts Receivable and Prompt Payment Data Entry** system provides Commonwealth of Virginia agency personnel the means to:

- Enter data directly into a database thus eliminating duplicate keying efforts.
- Store electronic versions of the Accounts Receivable Summary reports for future inquiry.
- Store electronic versions of the Prompt Payment Summary reports for future inquiry.
- Ability to download data in Excel spreadsheet format.
- View Help pages on each page of **Accounts Receivable and Prompt Payment** system.

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Accounts Receivable Overview, Continued

Database Security

State-of-the-art security features are provided to maintain confidentiality of report information.

- **Application Security** - requires a Logon ID and password for system access. Individuals will be required to keep this information confidential to provide the utmost security to Commonwealth data.
- **Secure Socket Layer - SSL** - uses a 128-bit encryption routine to protect the data as it travels back and forth over the Internet.
- **Encrypted File System - EFS** - is an operating system feature that protects sensitive data and prevents unauthorized access to the file directory.

Access Requirements

- Browser must be enabled for Java Script.
- Browser must be enabled for Cookies.
- Browser must be enabled for Secure Socket Layer (SSL) Security (128-bit version).
- If connecting to the site from behind a firewall or proxy server, it must allow SSL (port 443) communication.
- ***Internet Explorer*** browser, version 4.0 or higher.
- Designed to be viewed at a screen resolution of 800 by 600 or greater, with a minimum of 256 colors.
- Connection speed of 56k modem (or higher) is highly recommended.

Web Address

https://secure.doa.virginia.gov/receivable/

Accounts Receivable and Prompt Payment Users Security

Security Levels

Accounts Receivable and Prompt Payment system has two levels of application security.

- *Systems Administrator* - DOA application specific personnel who establish individual agency Accounts Receivable and Prompt Payment User security.
- *Individual User* - Agency personnel that use the Accounts Receivable and Prompt Payment system to access, enter, and/or view their Accounts Receivable and Prompt Payment data.

Individual User

An agency is required to identify at least one Accounts Receivable Individual User. The Accounts Receivable and Prompt Payment Individual Users are responsible for adding, deleting, and modifying Accounts Receivable and/or Prompt Payment data. Security access for Accounts Receivable individual user must be requested by completing the Accounts Receivable Security Logon Request form. The form can be found on DOA's website at http://www.doa.virginia.gov and then click on Accounts Receivable System link.

Security access for the Prompt Payment individual user must be requested by completing the Prompt Payment Security Logon Request form. The form can be found on DOA's website at http://www.doa.virginia.gov and then click on Prompt Payment System.

The form must be completed by the Individual User and forwarded to the Department of Accounts – Financial Reporting Unit.

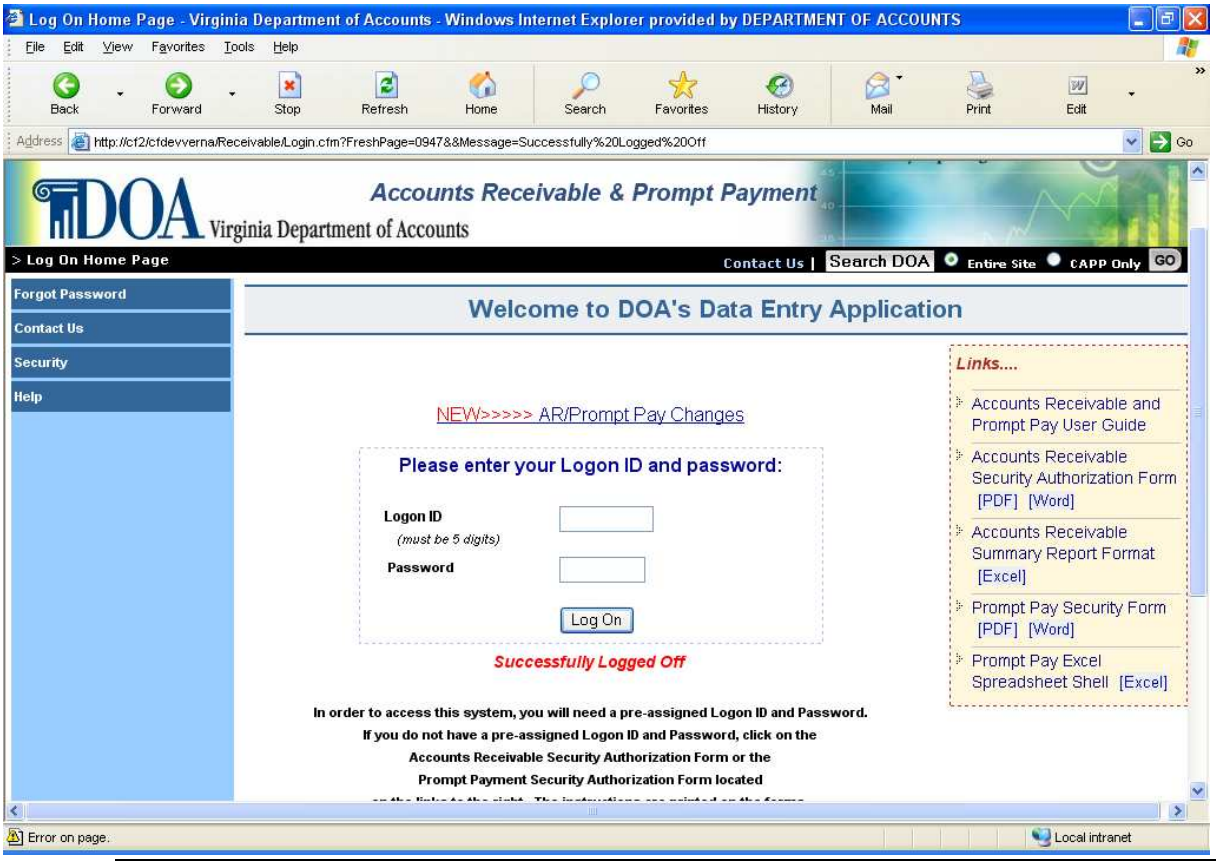
Each agency is responsible for determining who is deemed appropriate to enter Accounts Receivable and Prompt Payment data into the web-based system. If an agency requires multiple logon ids, a separate Accounts Receivable and Prompt Payment Security Form must be submitted to DOA for each individual.

Accessing Accounts Receivable and Prompt Payment

General Logon with a Valid Password

The employee enters his Logon Id and password and clicks on the **Logon** button.

Step	Action
1	Enter Logon ID (must be five digits)
2	Enter the User Password (must be 8 characters)
3	Click on the **Logon** button.
4	If initial logon, click on the box next to the "I Agree" on the "Acceptable Use" page.
If a correct password is entered and you, the *Broadcast Messages* page displays.	



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Accessing Accounts Receivable and Prompt Payment, Continued

Navigation

Navigation buttons located in the left-hand margin of the page link the user to other **Accounts Receivable and Prompt Payment** pages or perform requested functions as described below.

BUTTON	DESCRIPTION
Log On	Initiates the logon process for **Accounts Receivable and Prompt Payment** with entry of a valid login and password**.**
Forgot Password	Links user to the *Forgot Password* page where user can view their previously stored hint or receive an email to their previously stored email address providing their password.
Contact Us	Allows the user to send an e-mail with suggestions and/or questions to DOA.
Security	Links the user to information on application security and access requirements that support the **Accounts Receivable and Prompt Payment application**.
Help	Help buttons are located on the left-side of the menu through the website to provide assistance.

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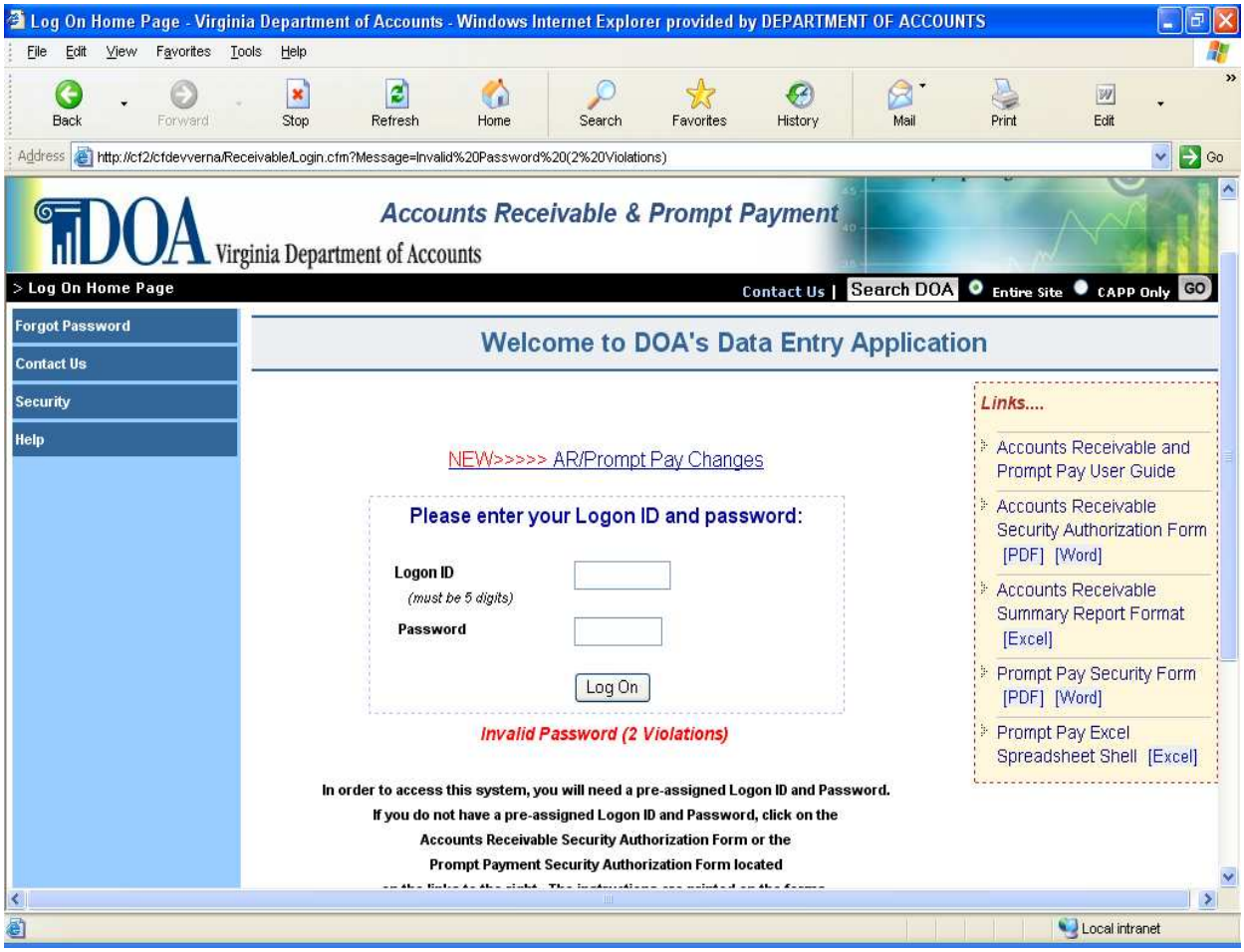
Accessing Accounts Receivable and Prompt Payment, Continued

Invalid Logon Info

If an invalid Logon ID is entered, the message "Invalid ID" is displayed.



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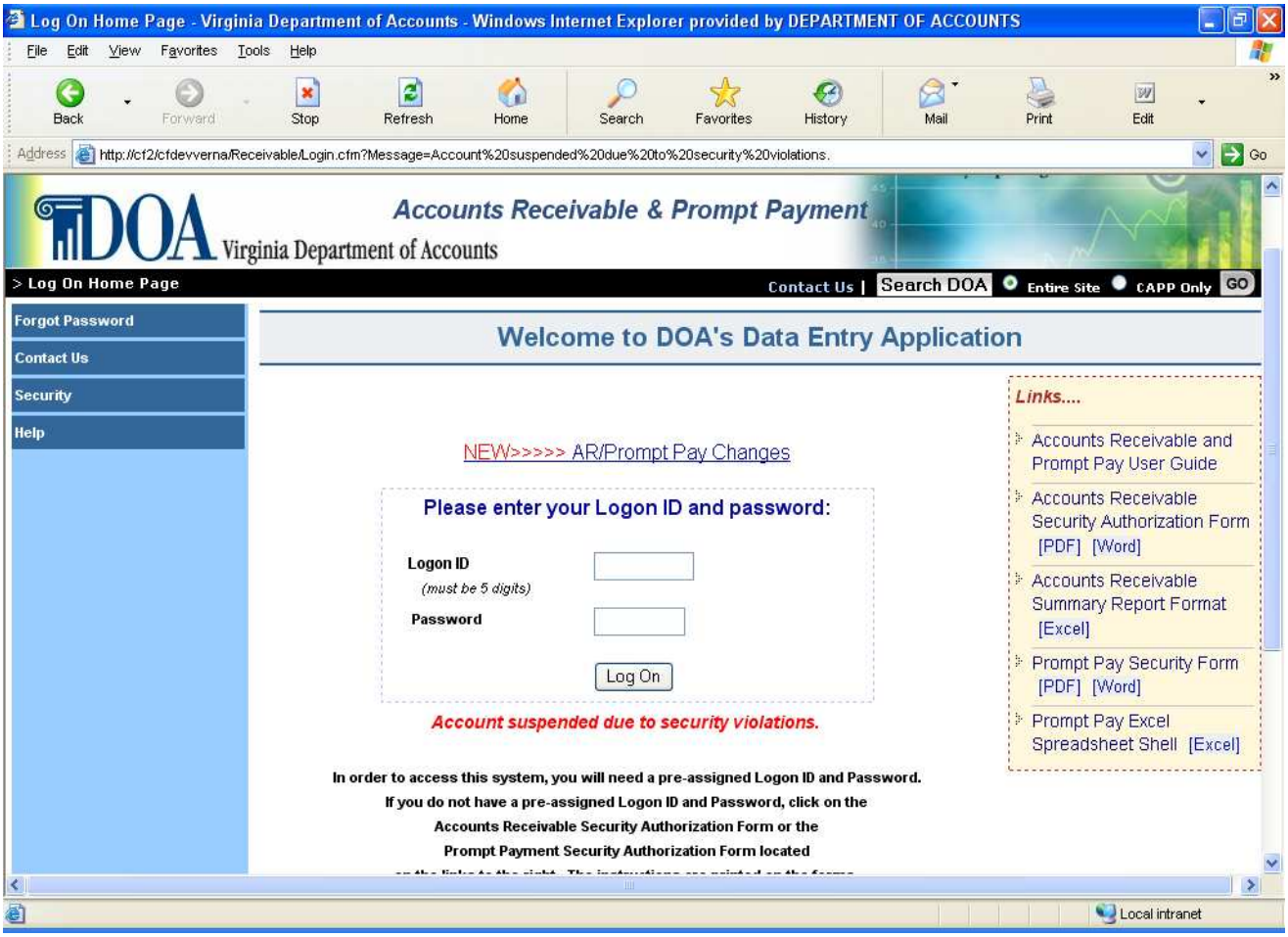
Accessing Accounts Receivable and Prompt Payment, Continued

Suspended Account

After 5 (five) failed logon attempts the following message is displayed "ACCOUNT SUSPENDED DUE TO SECURITY VIOLATIONS."

Violations can only be cleared by a DOA Systems Administrator. Send an email to AcctsRecv@doa.virginia.gov or PromptPay@doa.virginia.gov to request the violations be cleared. Alternatively, **Accounts Receivable and Prompt Payment** violations will be cleared each work day evening.

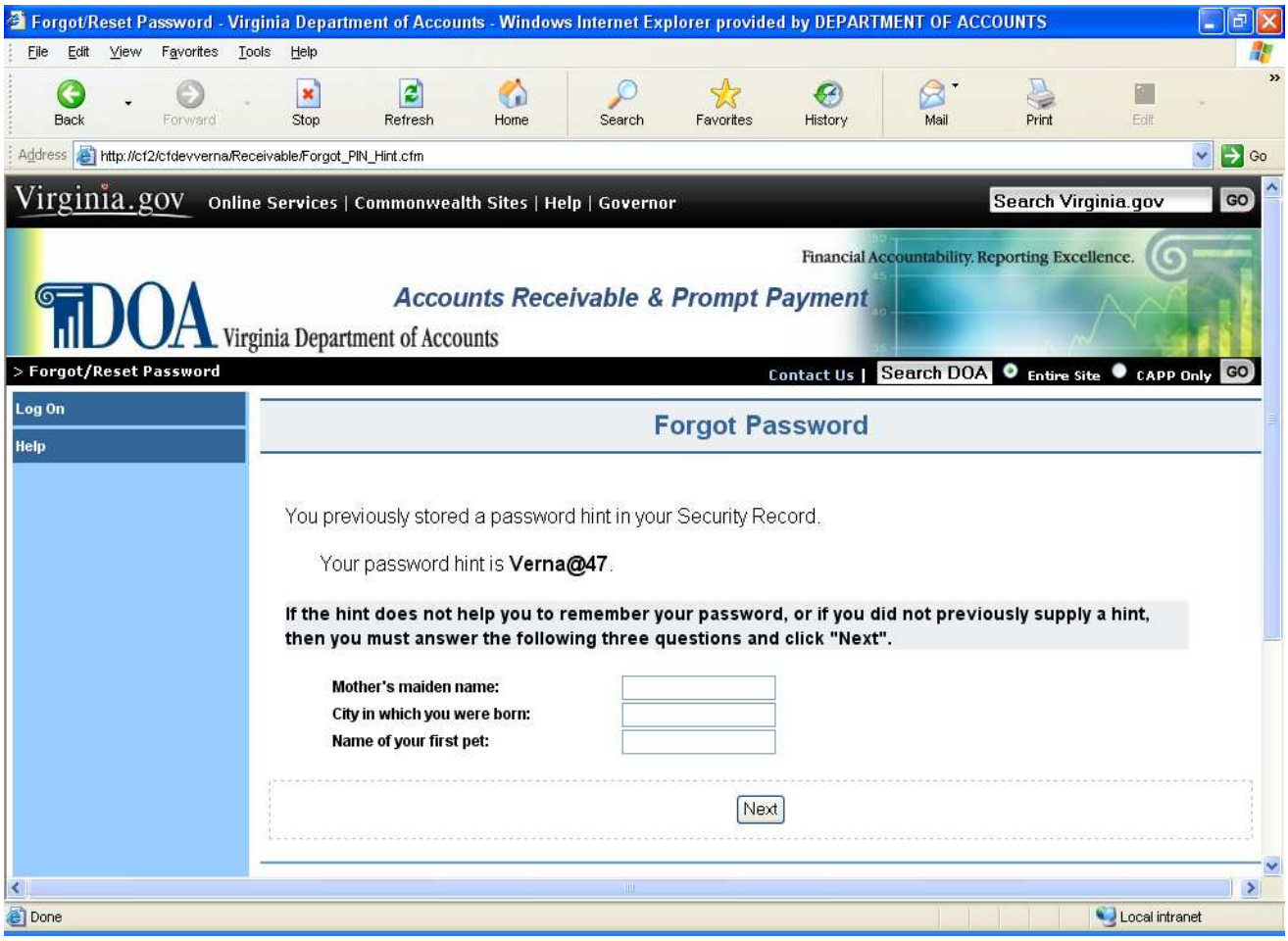


Forgot Password

Forgot Password

If an **Accounts Receivable and Prompt Payment** user has forgotten the assigned password, the user must enter their five-digit logon id and the click on the **Forgot Password** button.

A previously stored hint will be displayed to help the user remember their password. If the hint does not help you to remember and you have selected three security questions, enter the answers to all three security questions and click on the "Next" button to reset your password.



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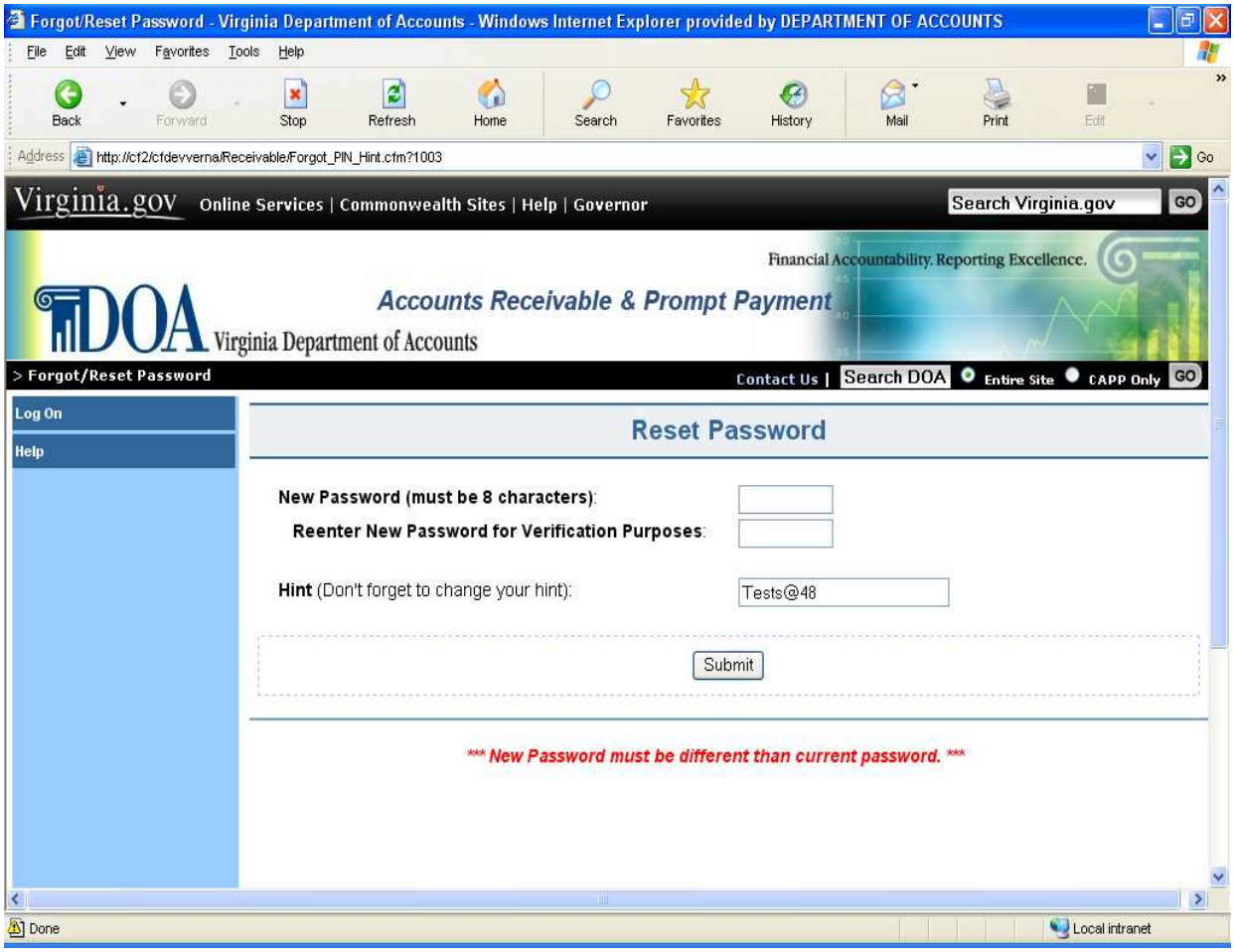
Forgot Password, Continued

Forgot Password (continued)

Once you have supplied the answers to the three security questions that were previously stored in your security record, the Reset Password page is displayed.



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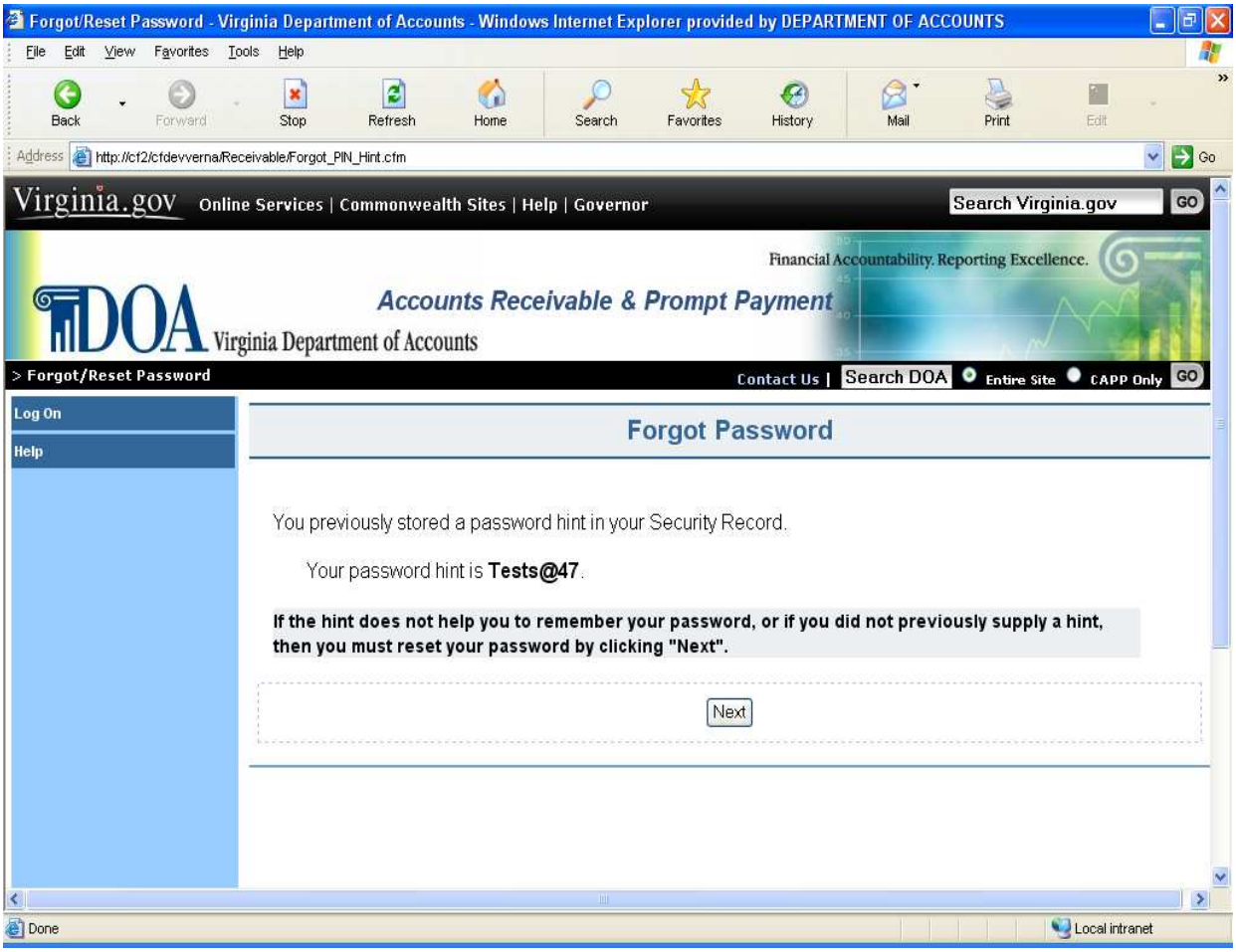
Forgot Password, Continued

Forgot Password (continued)

If the hint does not help you to remember and you have not provide the answers to three security questions, then you must click on the "Next" button and do so in order to reset your password.



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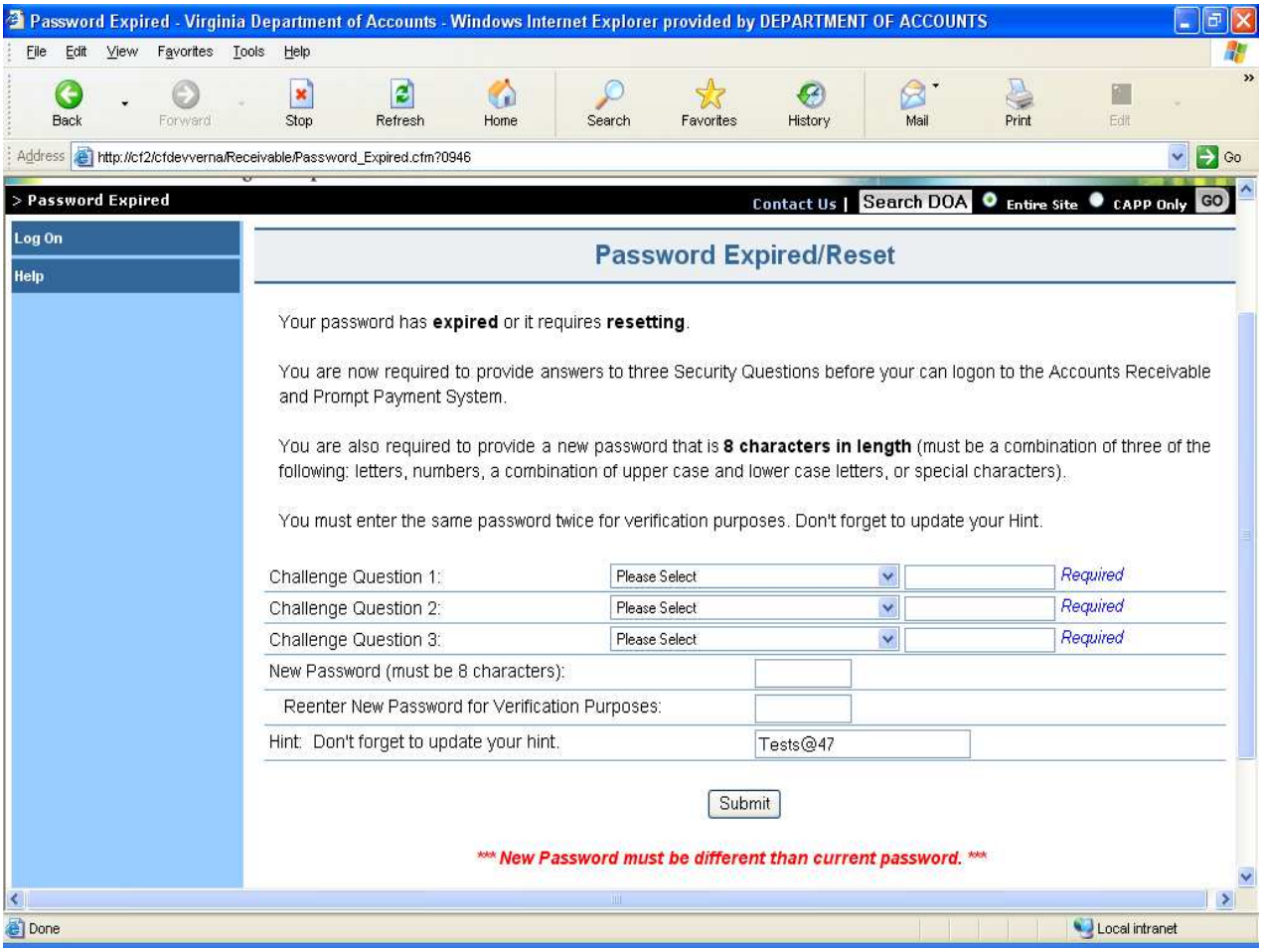
Forgot Password, Continued

Password Expired/Reset

The Password Expired/Reset page allows users to reset their passwords. You must select three security questions and provide the answers before resetting your password. You will need to answer these questions to reset your password in the future. Passwords expire every 30 days.



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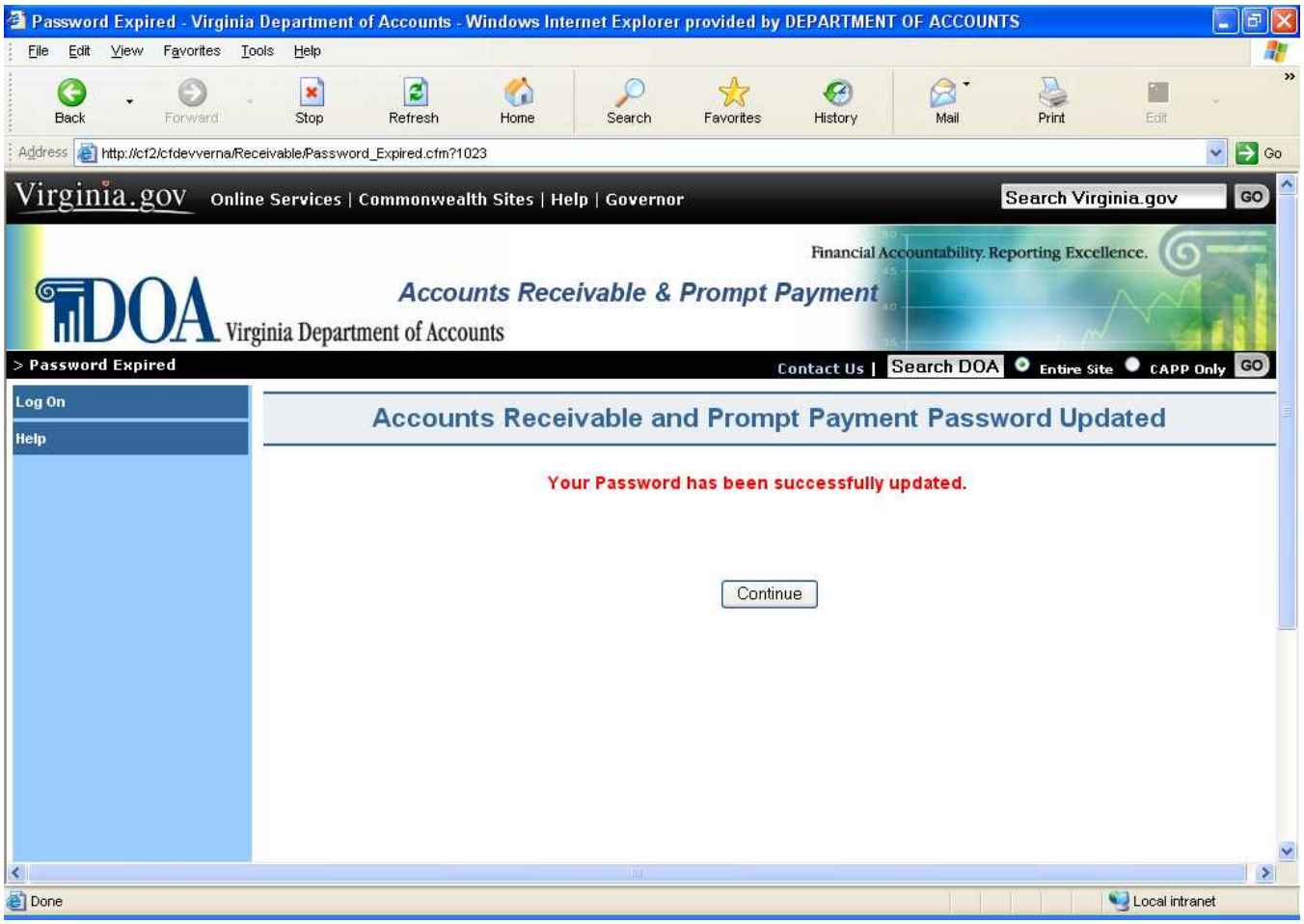
Forgot Password, Continued

Password Expired/Reset (continued)

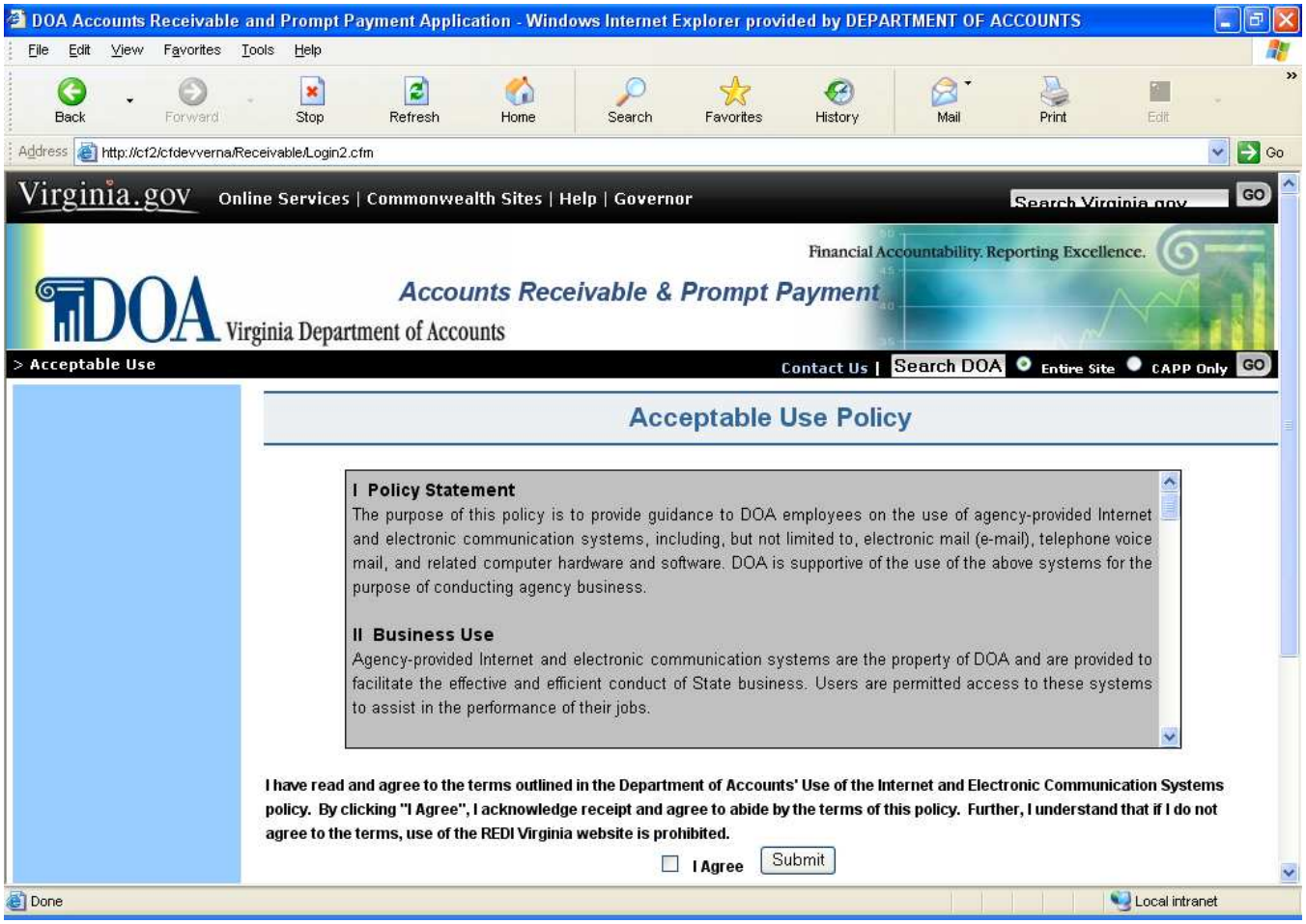
Once the user has provided the answers to three security questions, and has entered a valid password, the user is successfully logon to the system. Click on the "Continue" button to proceed.



Acceptable Use Policy

Acceptable Use Policy

During the initial logon process, after the user has entered a valid id and password, the "Acceptable Use Policy" page is displayed. This page is presented once during the initial logon process for the user to acknowledge that they have read DOA's Acceptable Use Policy. Please read the information and click on box next to the "I Agree" to continue.



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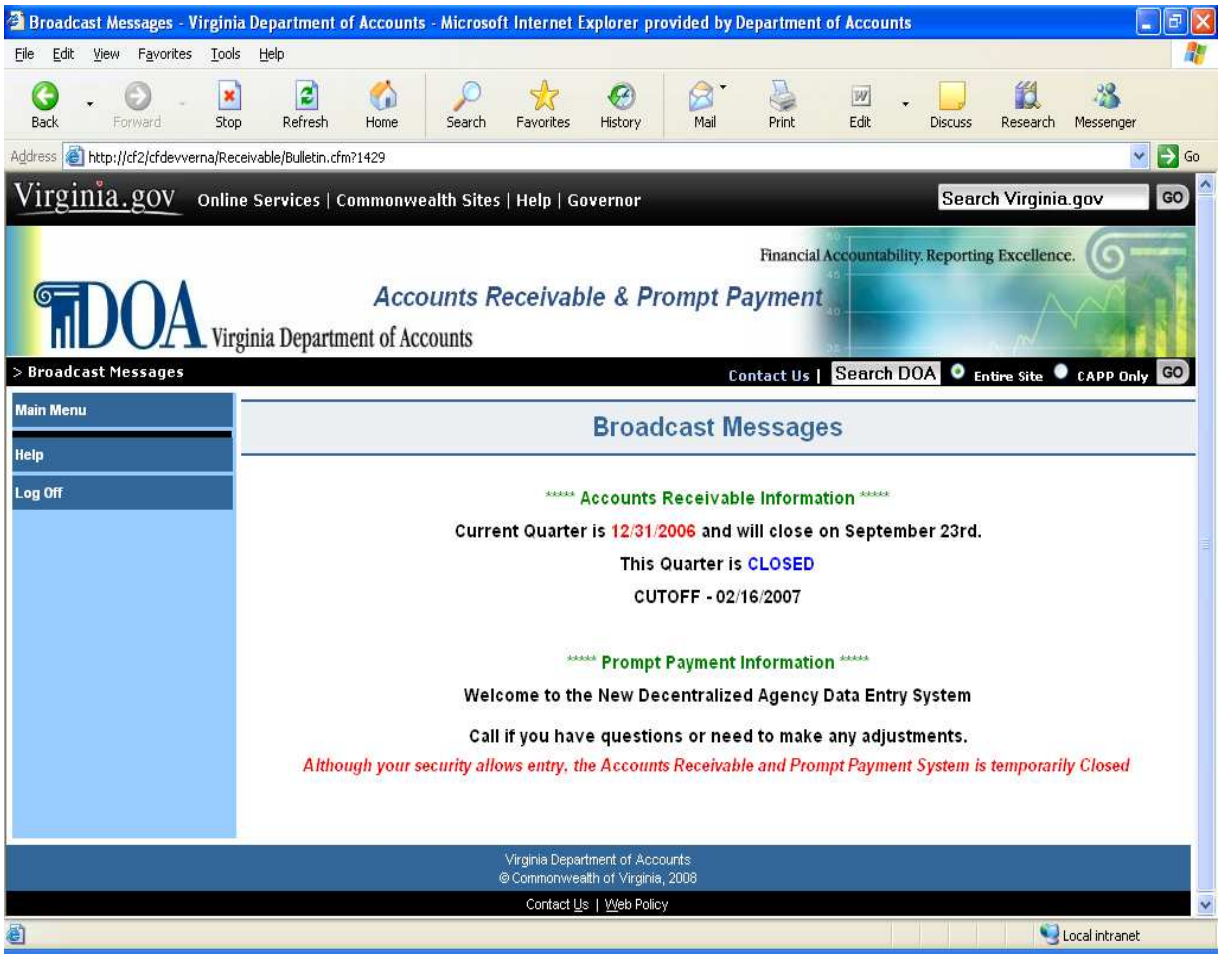
Broadcast Messages

Broadcast and Special Messages

A successful Login brings the user to the **Broadcast Message** page. This page is used to communicate to the user's information from DOA pertaining to the Accounts Receivable and Prompt Payment Data Entry system. Periodically, a Special Message may be broadcasted to users. When a Special Message occurs, users should click on the Special Message option from the left menu. Users will have the option to save or delete the Special Message.

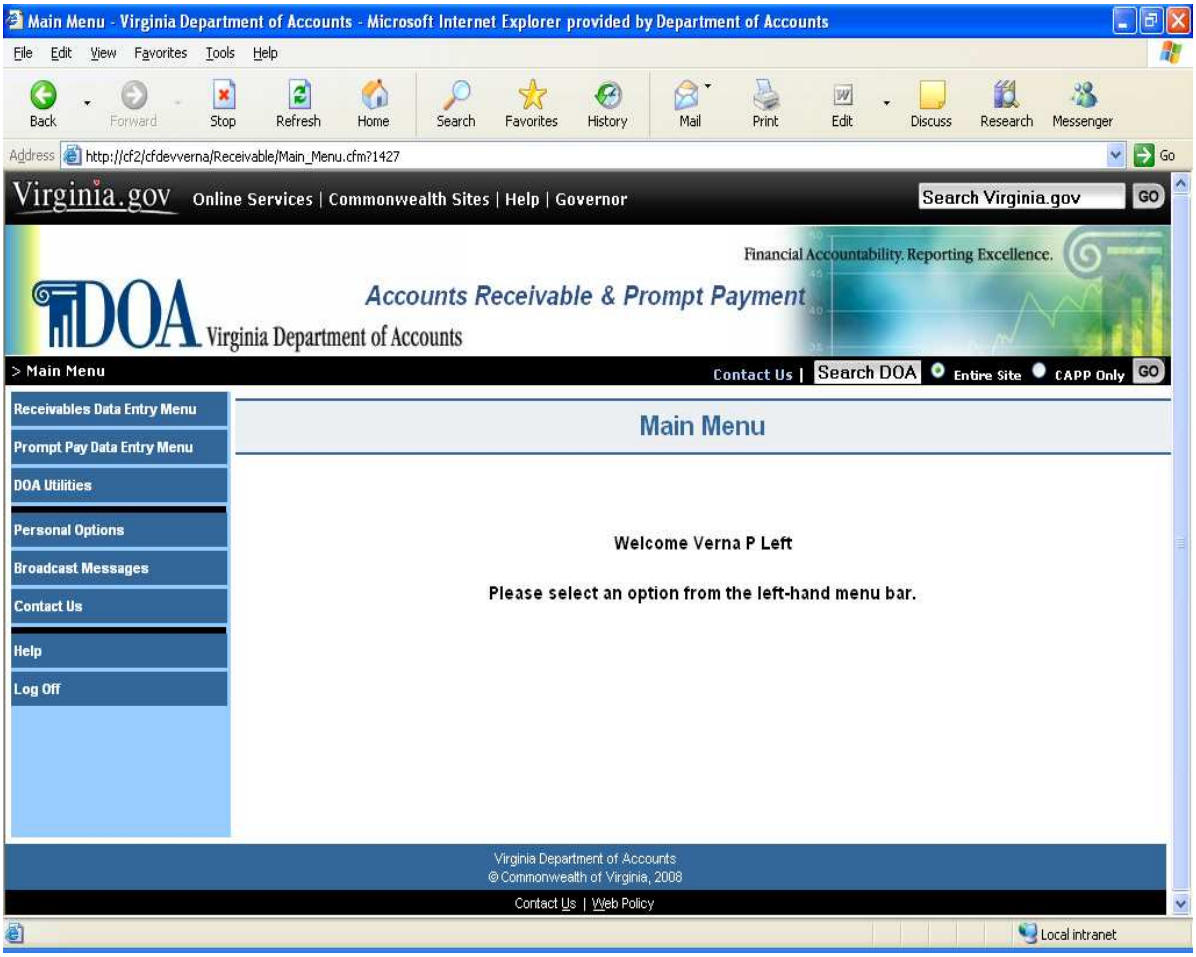
From Broadcast Messages you have the option to choose **Main Menu**. Clicking on this button will take to the main menu of the application.



Main Menu

Main Menu Options

From the Main Menu page, select an option from the left-hand menu. Selecting the Data Entry link will take the user to the Form Selection Menu for data entry of Accounts Receivable and Prompt Payment data. The DOA Utility option will be displayed only if you are a DOA application's System Administrator.



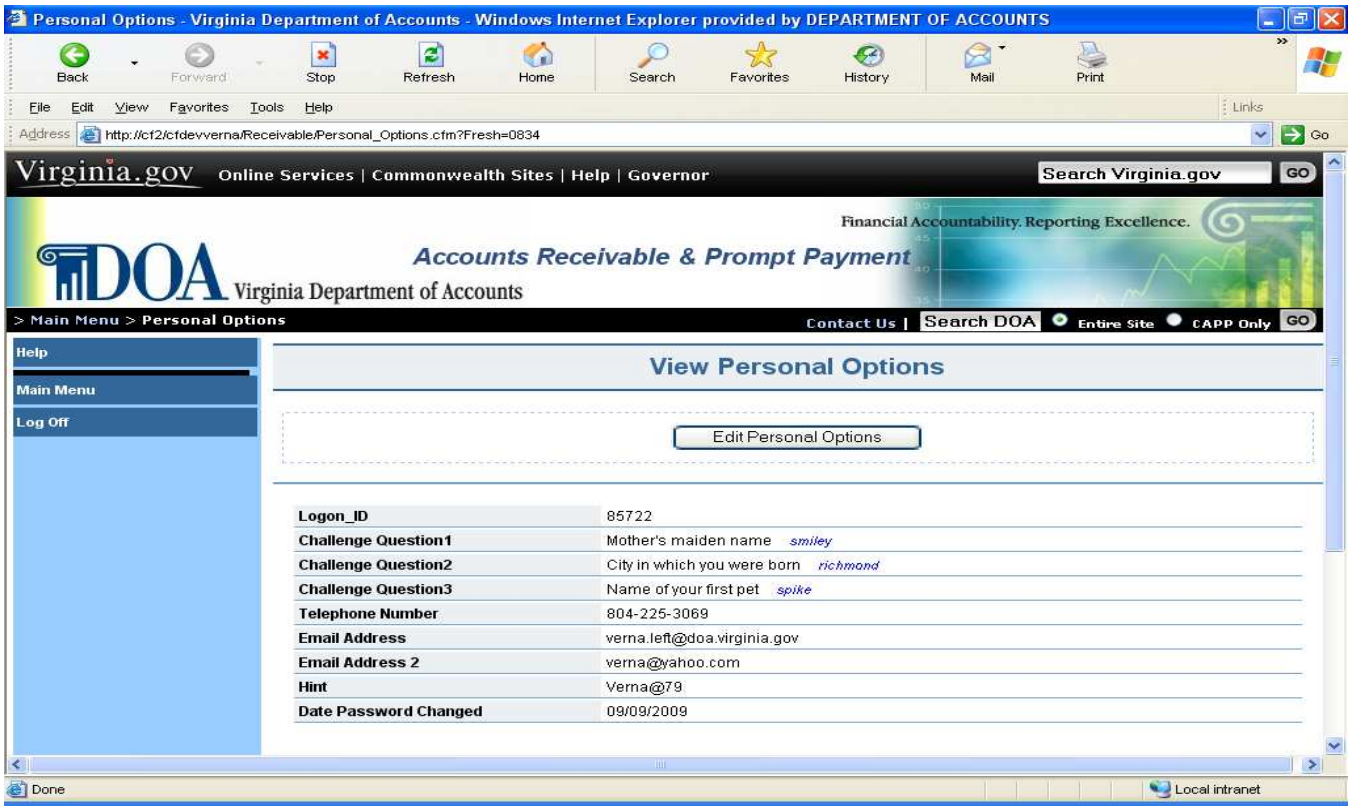
Personal Options Page

View Personal Options

The View *Personal Options* page allows **Accounts Receivable and Prompt Payment** users to view/update existing information regarding their:

- Logon ID
- Password (the actual password is not displayed, but an * indicates it does exist.) **Note: Passwords can be changed only one time during a 24 hour period. You must wait 24 hours from the last password update before attempting to change it again**.
- Security Challenge Questions and Answers
- Telephone Number
- Email Address
- Email Address 2
- Hint (to help in remembering current password.)
- Date Password Changed - reflects last date your password was altered.

Click on the "Edit Personal Options" button to update the information.



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Personal Options Page, Continued

Edit Personal Options

The *Edit Personal Options* page provides the **Accounts Receivable and Prompt Payment** user the ability to change any one or all of the following:

- Password (the actual password is not displayed, but an * is displayed for each password character. **Also note that you cannot change your password more than once in a 24 hour period. You must wait 24 hours from the last password update before attempting to change it again.**)
- Security Challenge Questions and Answers
- Telephone Number
- Email Address
- Email Address2
- Hint (to help in remembering current password.)

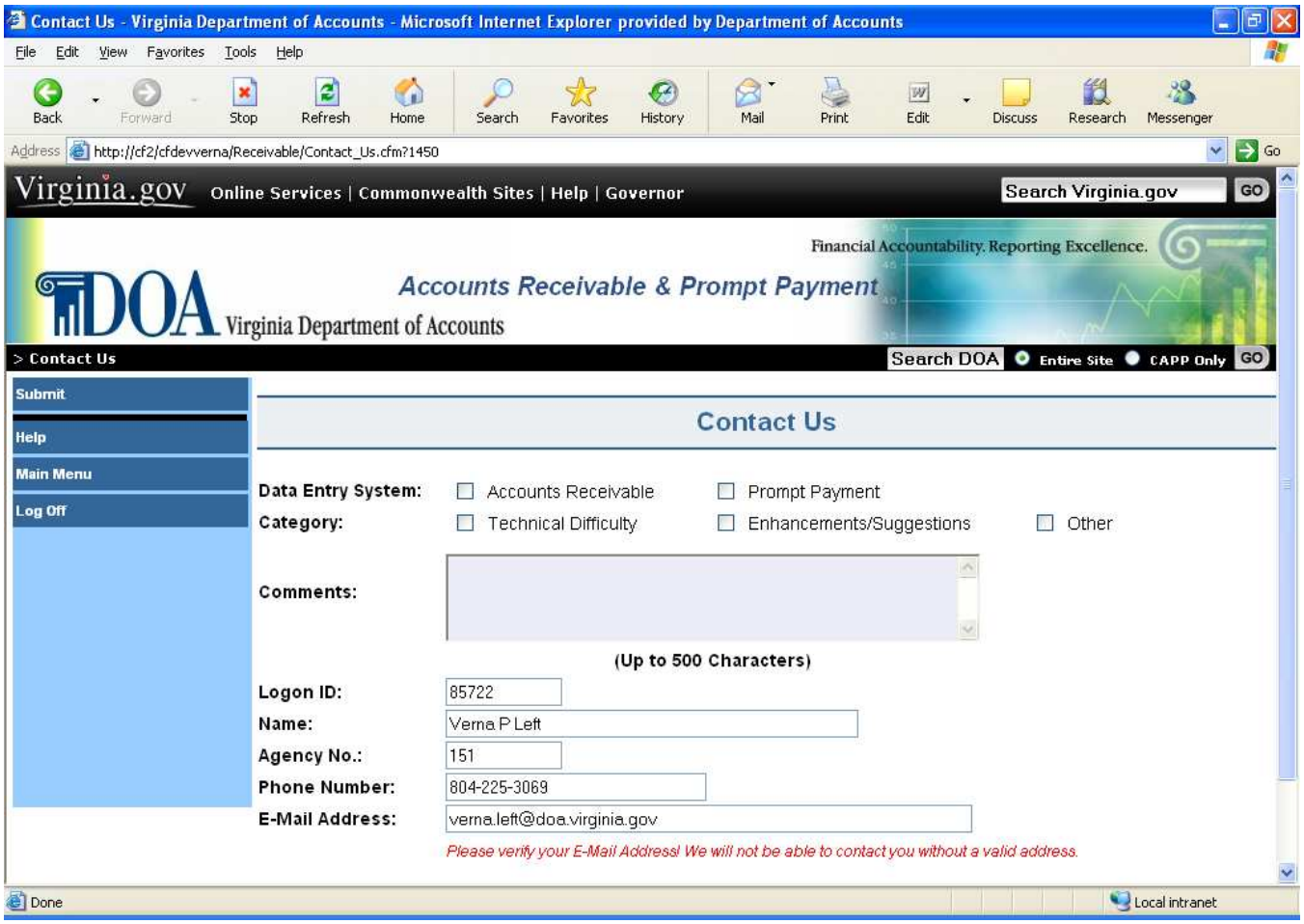
After entering the new information, press the **"Accept"** button and the information will be displayed on the *View Personal Options* page. A "record updated" message will appear at the top of the page.

If the information entered is not correct or if the user is not satisfied with the changes, press the **Cancel** button and the user is returned to the *View Personal Options* page.

Contact Us

Contact Us

Selecting the Contact Us link will present the opportunity for a user to communicate with DOA. Use this link to ask questions or submit comments about the Accounts Receivable and Prompt Payment Data Entry System. A DOA employee will respond to your email.



Accounts Receivable Data Entry

Form Number Selection

By selecting the Receivables Data Entry option from the Main Menu, the user will be linked to the Form Number Selection Page. This page has been divided into eight (8) sub-forms. See the following chart for description of each form. The user has the option to print or download the Accounts Receivable Summary Report data in Excel format.

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Accounts Receivable Data Entry, Continued

Form Selection (continued)

Description of each form is described below.

FORM #	DESCRIPTION
Form 1	Selecting this link will take you to the Quarterly Activity portion of the report. Use this link to enter your current quarterly Accounts Receivable activity.
Form 2	Selecting this link will take you to the Aging of Total Gross Receivables. Use this link to enter the past due amounts according to number of days past due.
Form 3	Selecting this link will take you to Collection Status of Accounts Over 90 Days Old. Use this link to enter the status of over 90 days past due accounts (Inhouse, Collection Agency or Attorney General Office).
Form 4	Selecting this link will take you to Analysis of UnCollectible Debts. Use this link to enter any recoveries, write-offs or discharges that may have occurred during the quarter.
Form 5	Selecting this link will take you to Detail of Collection Efforts On Past Due Receivables. Use this link to enter any amounts sent to or recovered from the Attorney General's Office, a Private Collection Agency or Tax Debt Setoff Program for past due accounts.
Form 6	Selecting this link will take you to Receivables By Type. Use this link to classify your agency's Receivables. The categories are: Individuals, Private Business, Interagency, Federal Government Related or Other.
Form 7	Selecting this link will take you to Fund/Fund Detail. Use this link to specify the Fund/Fund Detail for your agency's Receivables.
Form 8	Selecting this link will take you to Explanations/Certification. Use this link to explain any adjustments entered on any of the Forms. This link will also allow you to certify your data and submit it to DOA.
Print/ Download Forms	Selecting the Select Print Forms link will take you to Print Form Selection page. Use this link to print one or all pages of the Accounts Receivable Summary Report. You can print current and/or prior Summary Reports. Selecting the Download Data link will take you to Download Data Selection page. Use this link to download current or prior quarter's data in Excel format.

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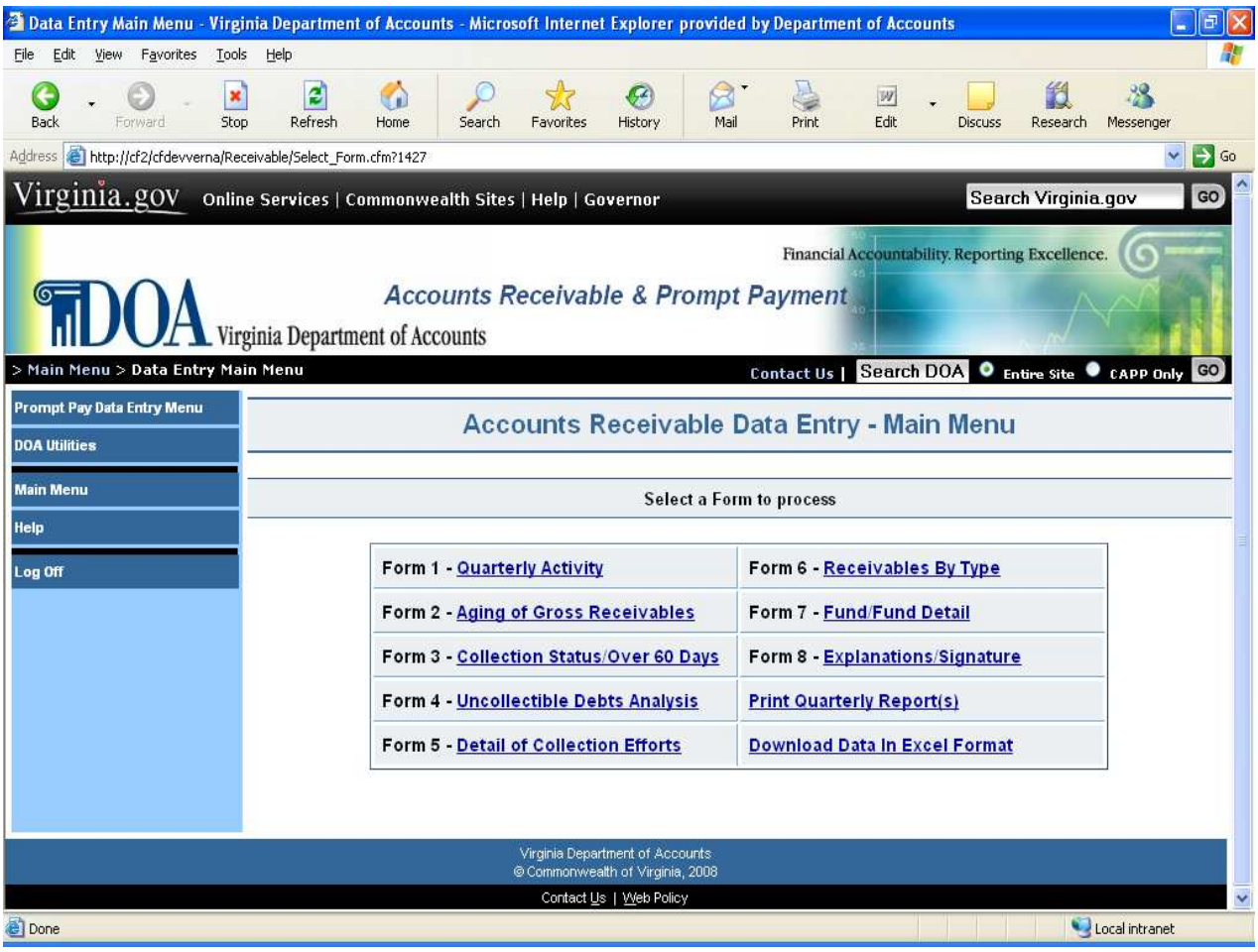
Accounts Receivable Data Entry, Continued

Form Selection (continued)

Use Form 1 – Quarterly Activity to enter current quarter's data. The Beginning Balances are automatically brought forward from the previous quarter's Ending Balances. Use this form to enter any Adjustments, Billings, Collections or Write Offs for the quarter. Subtotals and Totals are automatically calculated by the system and are presented to the user as read-only fields.



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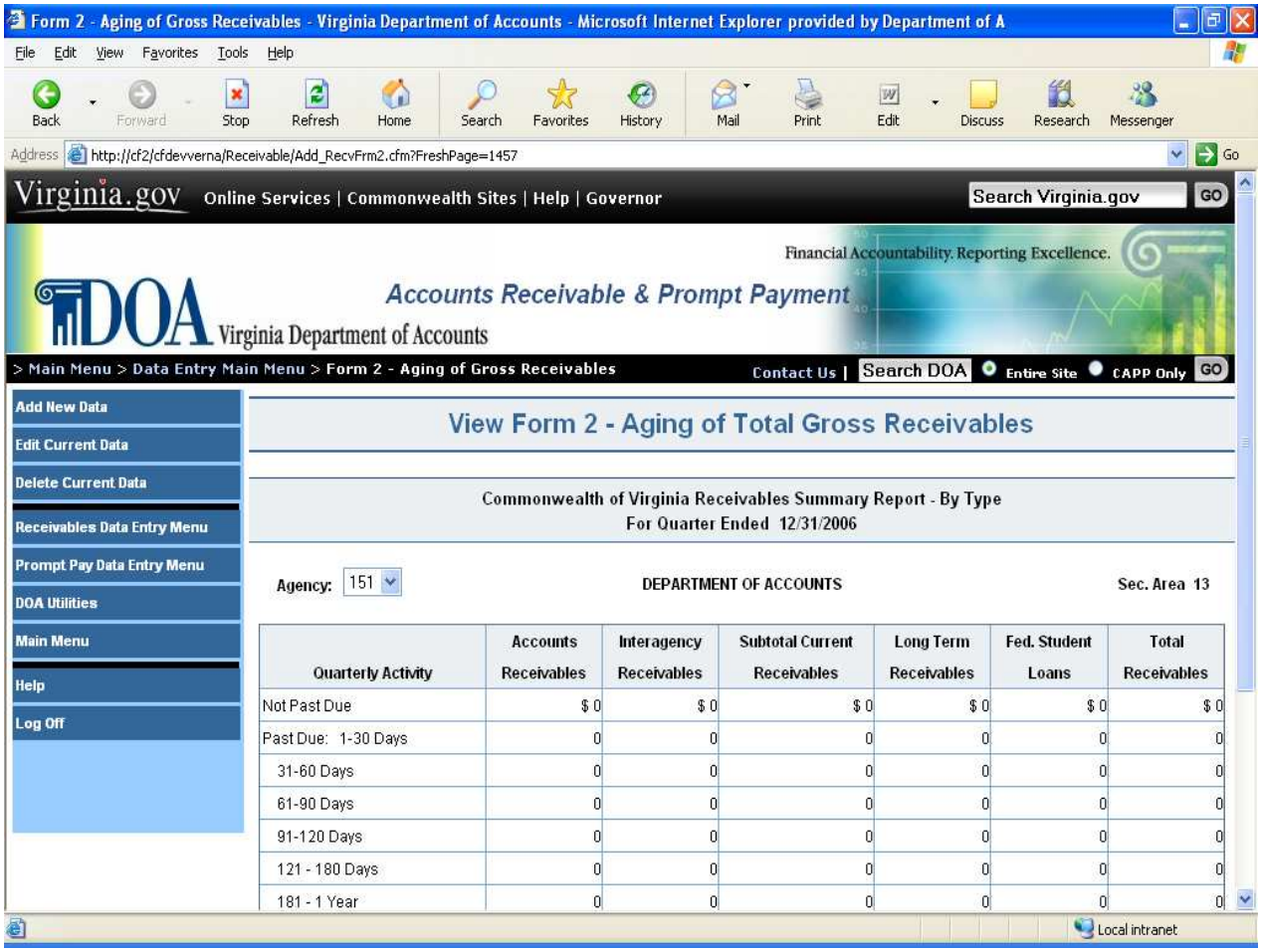
Accounts Receivable Data Entry, Continued

Form Selection (continued)

Use Form 2 – Aging of Gross Receivables to enter current quarter's data. The Not Past Due amount is automatically calculated based on the data entered. Use this form to enter past due amount that are 1 day to Over 1 year old. Subtotals and Totals are automatically calculated by the system and are presented to the user as read-only fields.



Quarterly Activity	Accounts Receivables	Interagency Receivables	Subtotal Current Receivables	Long Term Receivables	Fed. Student Loans	Total Receivables
Not Past Due	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Past Due: 1-30 Days	0	0	0	0	0	0
31-60 Days	0	0	0	0	0	0
61-90 Days	0	0	0	0	0	0
91-120 Days	0	0	0	0	0	0
121 - 180 Days	0	0	0	0	0	0
181 - 1 Year	0	0	0	0	0	0

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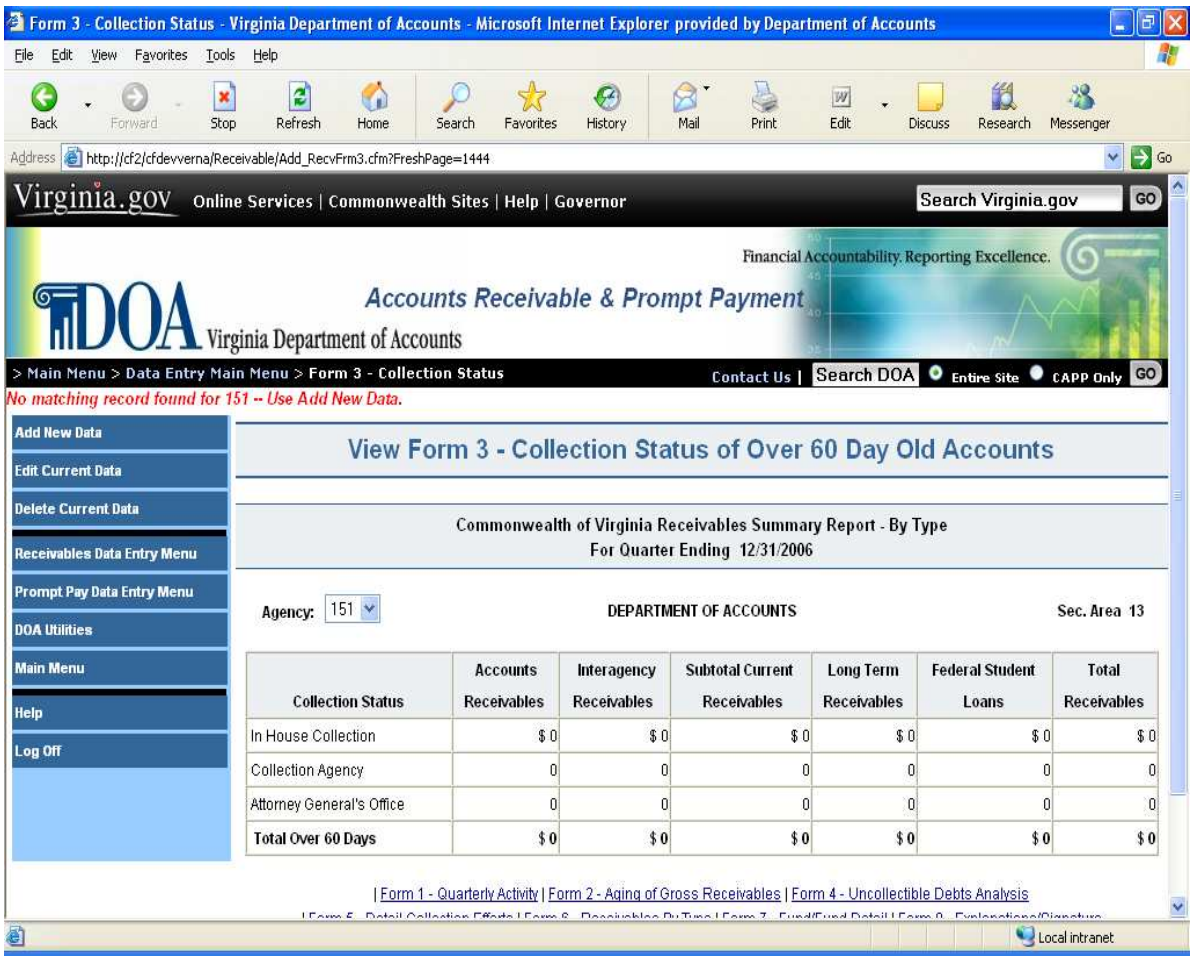
Accounts Receivable Data Entry, Continued

Form Selection (continued)

Use Form 3 – Collection Status/Over 60 Days Past Due to enter the collection status of accounts that are over 60 days past due. The Total amounts are automatically calculated based on the data entered on Form 2 – Aging of Gross Receivables. Use this form to specify the status of these past due accounts. The categories are: In-house, Collection Agency or Attorney General's Office. Subtotals and Totals are automatically calculated by the system and are presented to the user as read-only fields.



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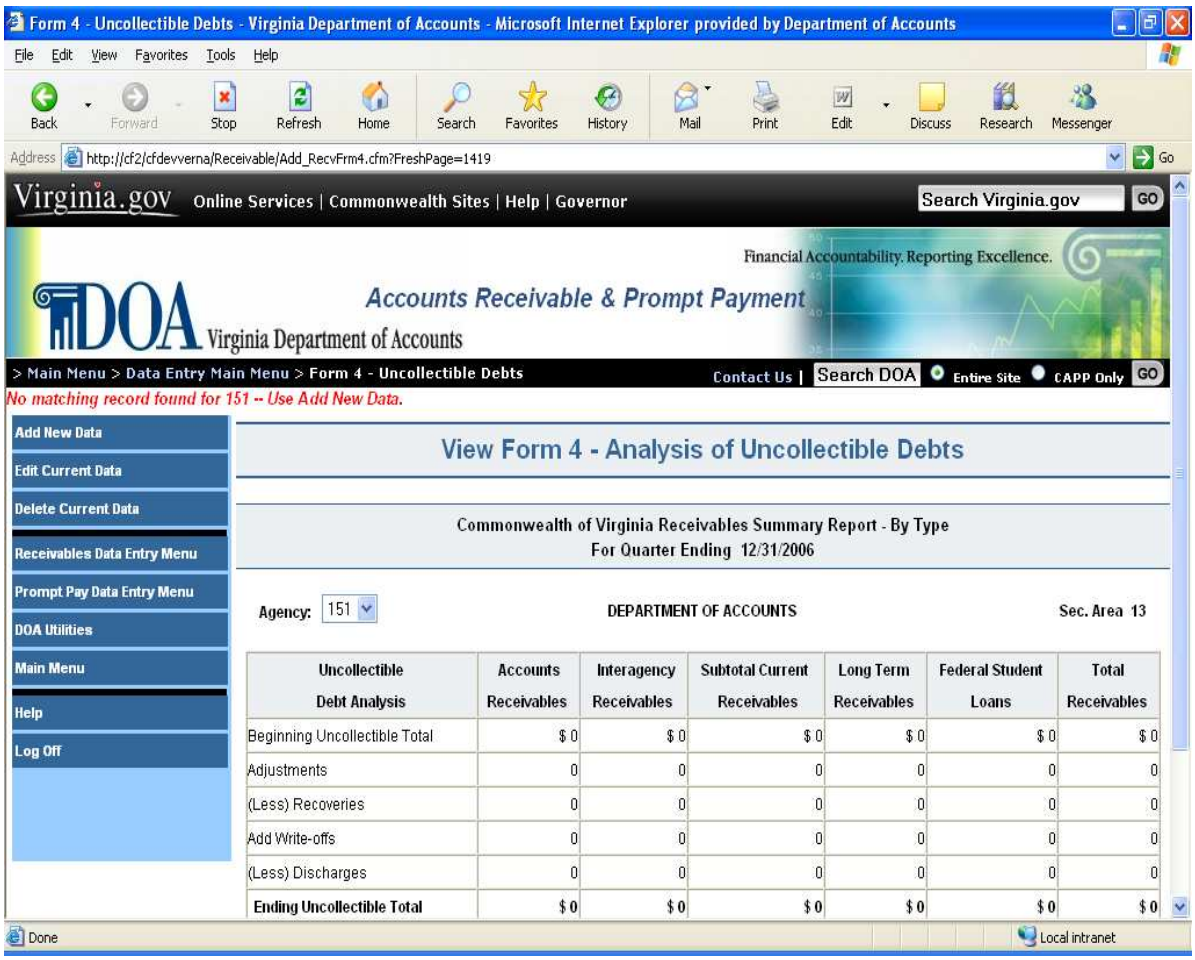
Accounts Receivable Data Entry, Continued

Form Selection (continued)

Use Form 4 – Uncollectible Debts Analysis to enter and adjustments, recoveries or write-offs for the quarter. The Beginning Balances are automatically brought forward from the previous quarter's Ending Balances. The Write-off amount reported on Form 1 – Quarterly Activity is also automatically populated (excluding a Federal Student Loan write-off). Subtotals and Totals are automatically calculated by the system and are presented to the user as read-only fields.



Uncollectible Debt Analysis	Accounts Receivables	Interagency Receivables	Subtotal Current Receivables	Long Term Receivables	Federal Student Loans	Total Receivables
Beginning Uncollectible Total	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Adjustments	0	0	0	0	0	0
(Less) Recoveries	0	0	0	0	0	0
Add Write-offs	0	0	0	0	0	0
(Less) Discharges	0	0	0	0	0	0
Ending Uncollectible Total	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**

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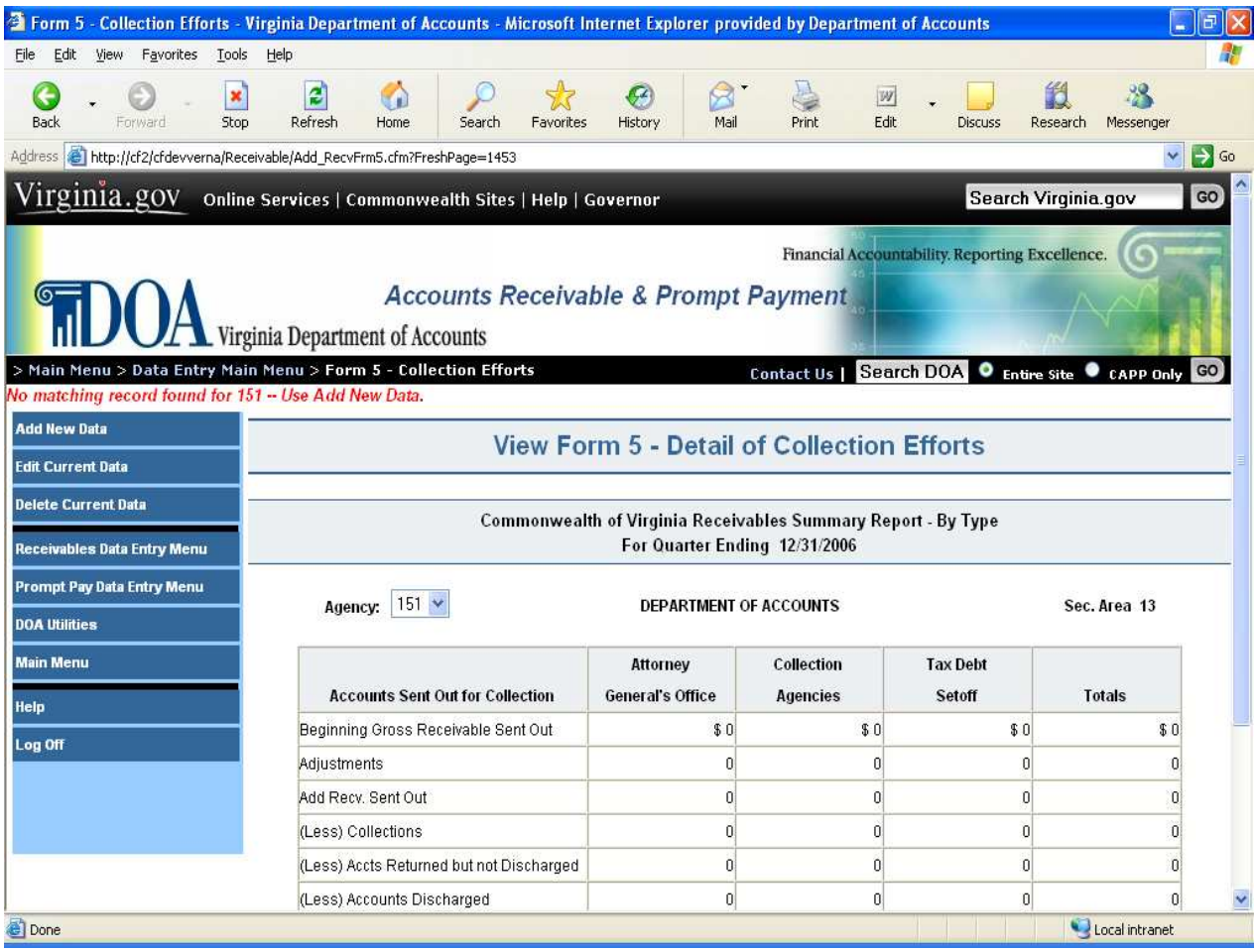
Accounts Receivable Data Entry, Continued

Form Selection (continued)

Use Form 5 – Accounts Sent Out For Collection to the Attorney General's Office, Collection Agency or Tax Debt Setoff. The Beginning Balances are automatically brought forward from the previous quarter's Ending Balances. Use this form to enter any adjustments, new receivables sent out, returns or discharges. Subtotals and Totals are automatically calculated by the system and are presented to the user as read-only fields.



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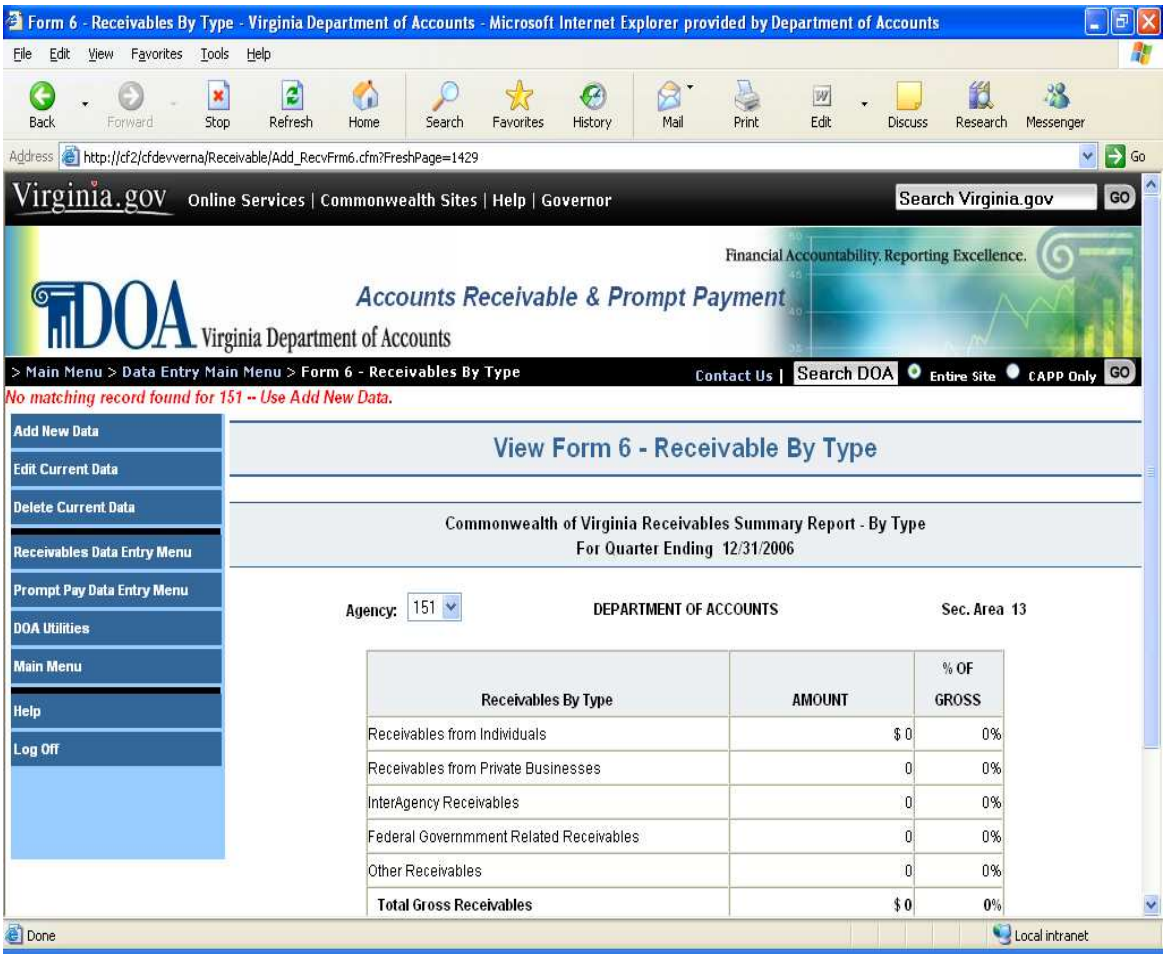
Accounts Receivable Data Entry, Continued

Form Selection (continued)

Use Form 6 – Receivables By Type to characterize your agency's Receivables. The total must match the total Receivables reported on Form 1 – Quarterly Activity. Percentages, Subtotals and Totals are automatically calculated by the system and are presented to the user as read-only fields.



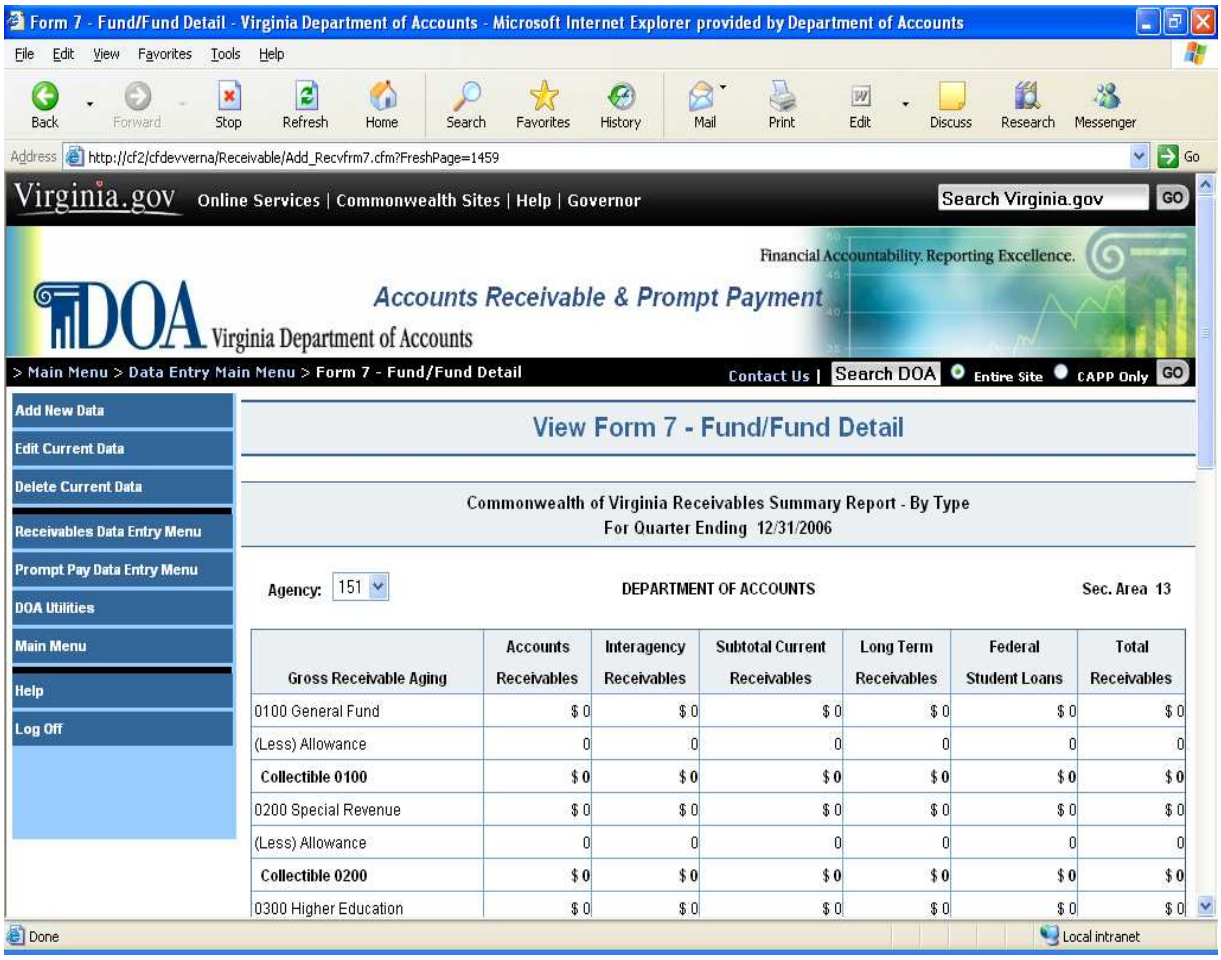
Receivables By Type	AMOUNT	% OF GROSS
Receivables from Individuals	$ 0	0%
Receivables from Private Businesses	0	0%
InterAgency Receivables	0	0%
Federal Governmment Related Receivables	0	0%
Other Receivables	0	0%
Total Gross Receivables	$ 0	0%

Continued on next page

Accounts Receivable Data Entry, Continued

Form Selection (continued)

Form 7 – Fund/Fund Detail to categorize your receivables by fund type. If the fund totals do not match the Gross Receivables Totals entered on Form 1, an error message will be displayed.



Gross Receivable Aging	Accounts Receivables	Interagency Receivables	Subtotal Current Receivables	Long Term Receivables	Federal Student Loans	Total Receivables
0100 General Fund	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
(Less) Allowance	0	0	0	0	0	0
Collectible 0100	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**
0200 Special Revenue	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
(Less) Allowance	0	0	0	0	0	0
Collectible 0200	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**
0300 Higher Education	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0

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Accounts Receivable Data Entry, Continued

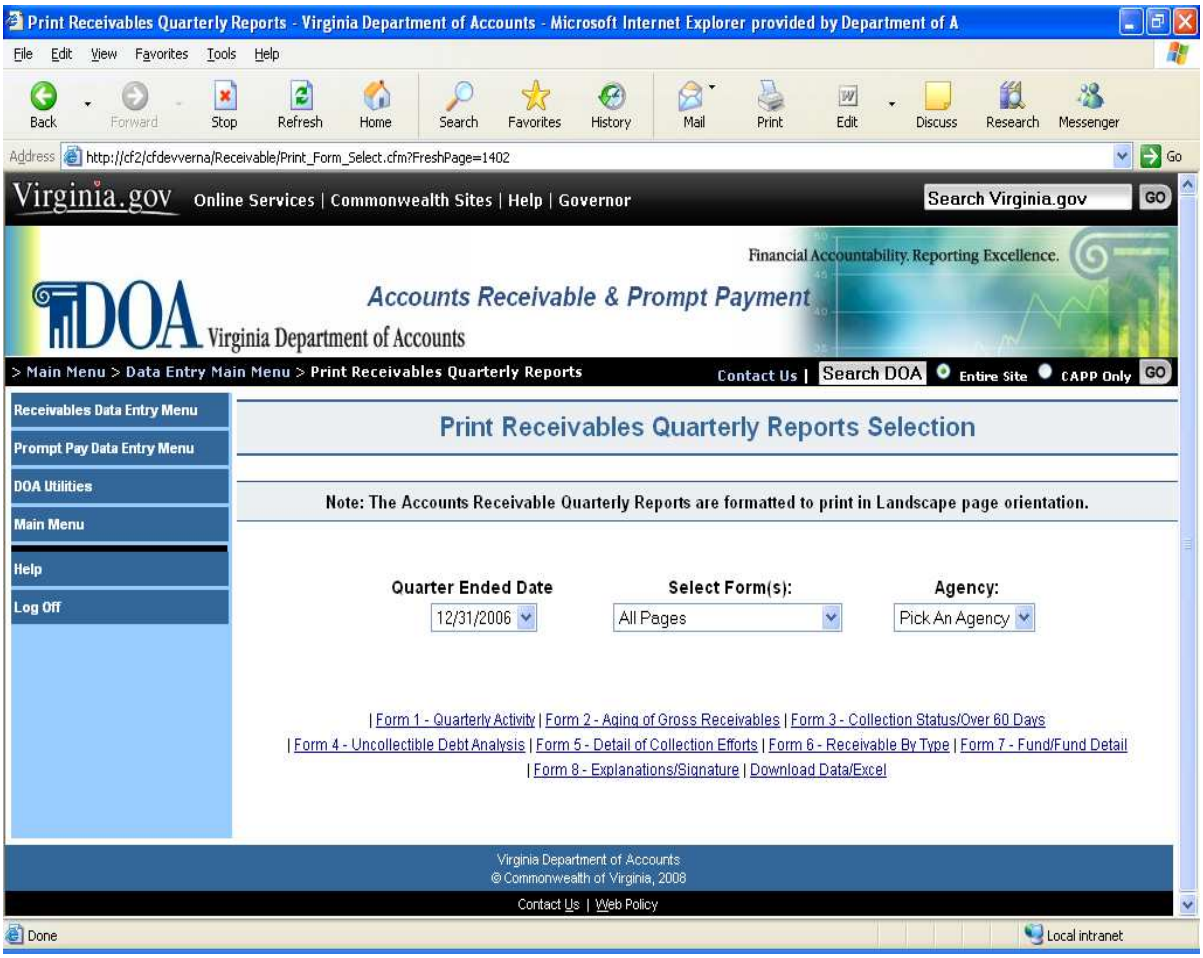
Form Selection (continued)

Use Form 8 – Explanations/Certification link to enter adjustment explanations and to certify the data. This is the last step to completing the required Accounts Receivable data entry process.

Printing Accounts Receivable Statistics

Printing Accounts Receivable Statistics

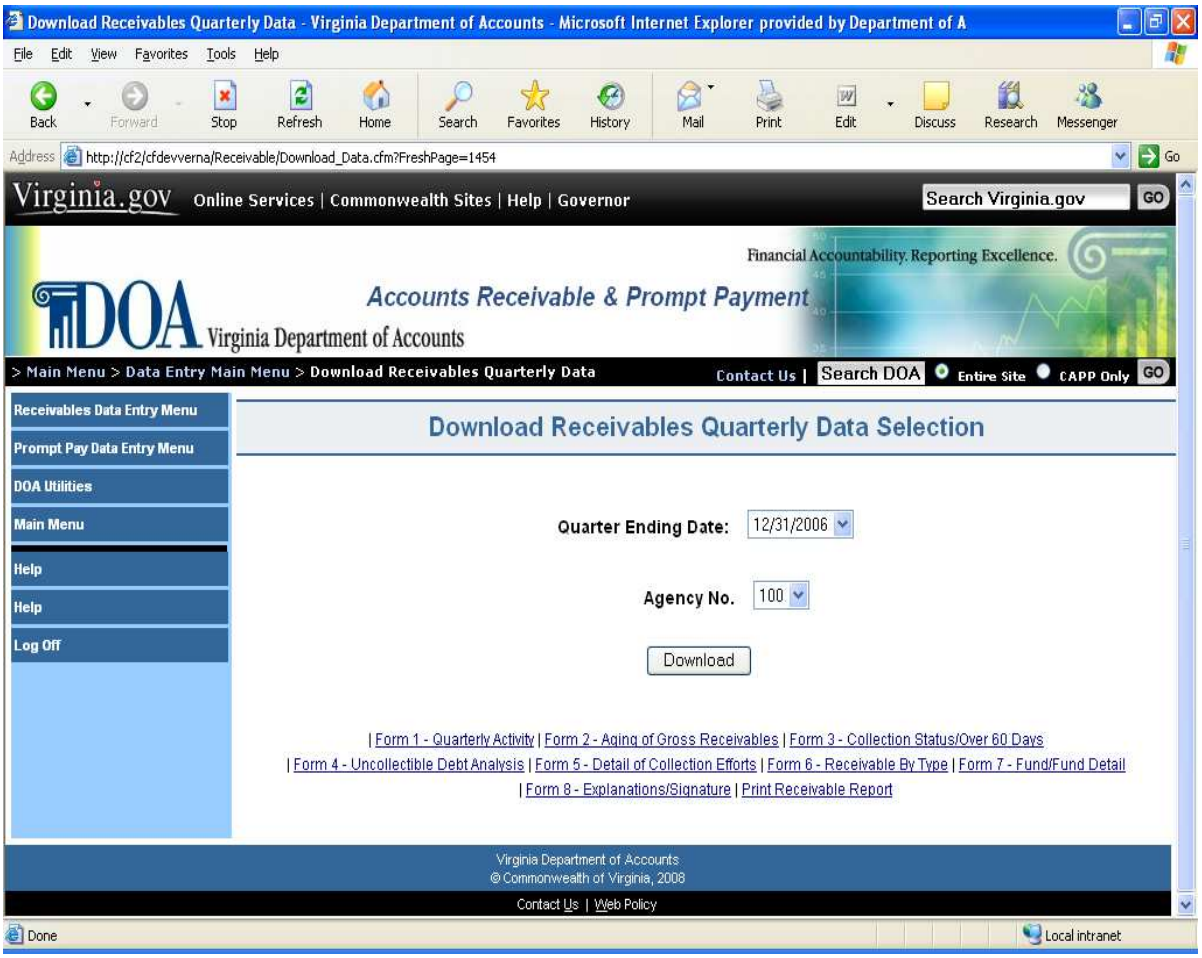
Use the Select Print Form link to select current or prior quarter's report to print. You have the option to print one or all pages of the report.



Download Accounts Receivable Statistics

Download Accounts Receivable Statistics

Use the Download Data In Excel Format link to select current or prior quarter's data to download.

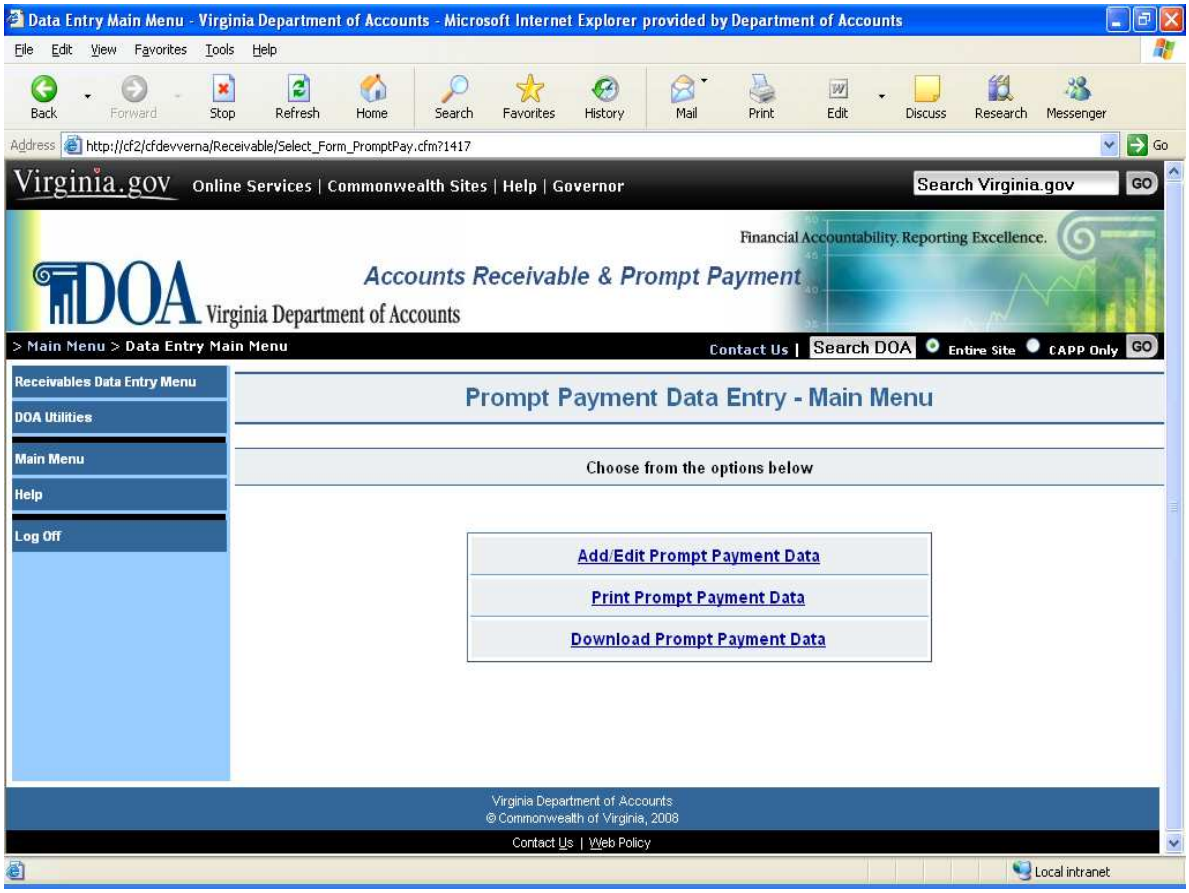


Prompt Payment Data Entry

Prompt Payment Main Menu

By selecting the Prompt Pay Data Entry option from the left-hand menu on Main Menu page, the user will be linked to the Prompt Payment Main Menu. This page displays three functions for the user.

1. Add/Edit Prompt Payment Statistical Data;
2. Print Prompt Payment Statistical Data; and
3. Download Prompt Payment Statistical Data into Excel spreadsheat format.



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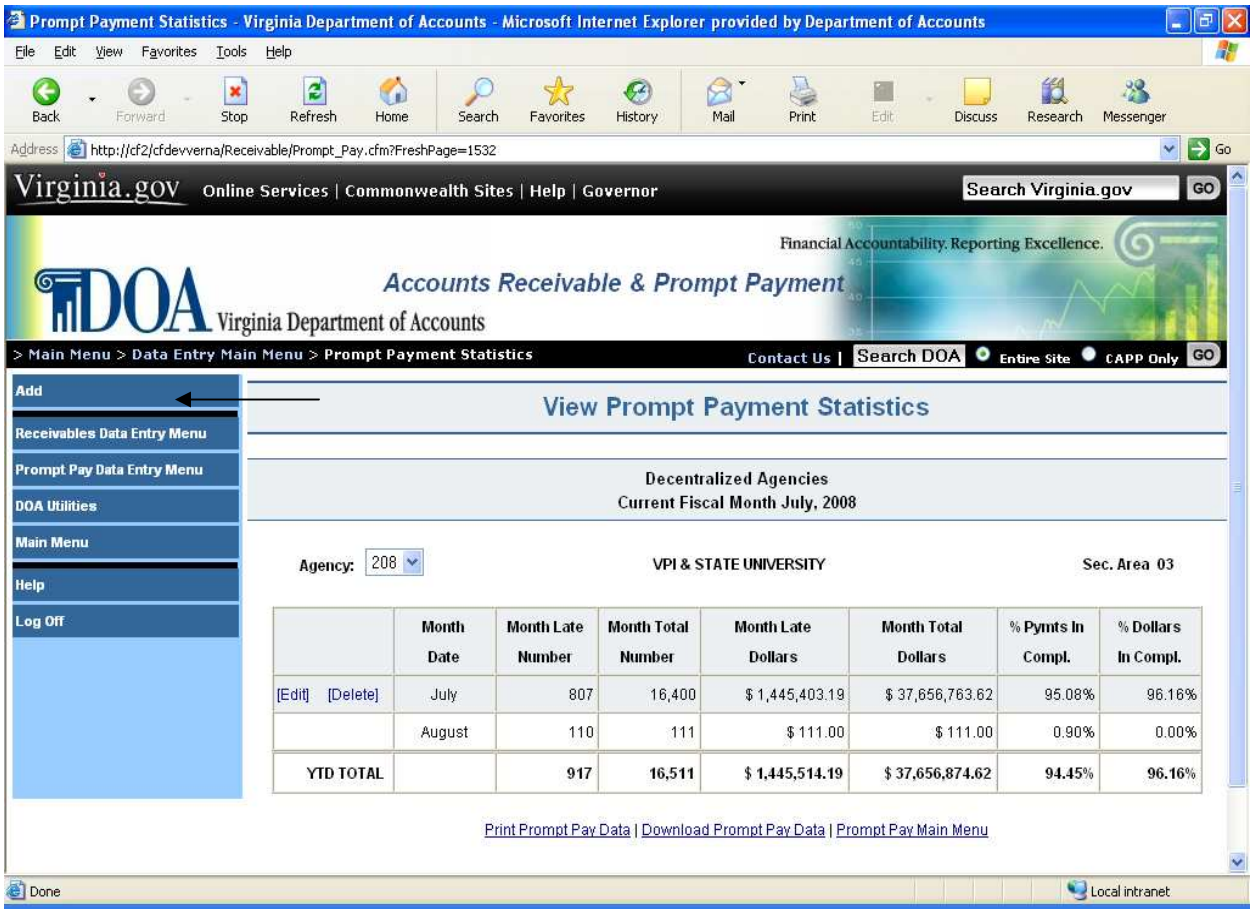
Prompt Payment Data Entry, Continued

View Prompt Payment Statistics

Clicking on Add/Edit Prompt Payment Data button on the Prompt Payment Main Menu will link you to the Prompt Payment Data Entry Page. Use this page to enter in Prompt Payment Data for the fiscal month indicated at the top of the page. Totals and "% Payment in Compliance" and "% Dollars in Compliance" columns are automatically calculated by the system and are presented to the user as read-only fields.

This page is in View Mode when initially displayed to the user. Click on the "Add" button in the left-hand menu to link you to add the Prompt Payment data to the database.



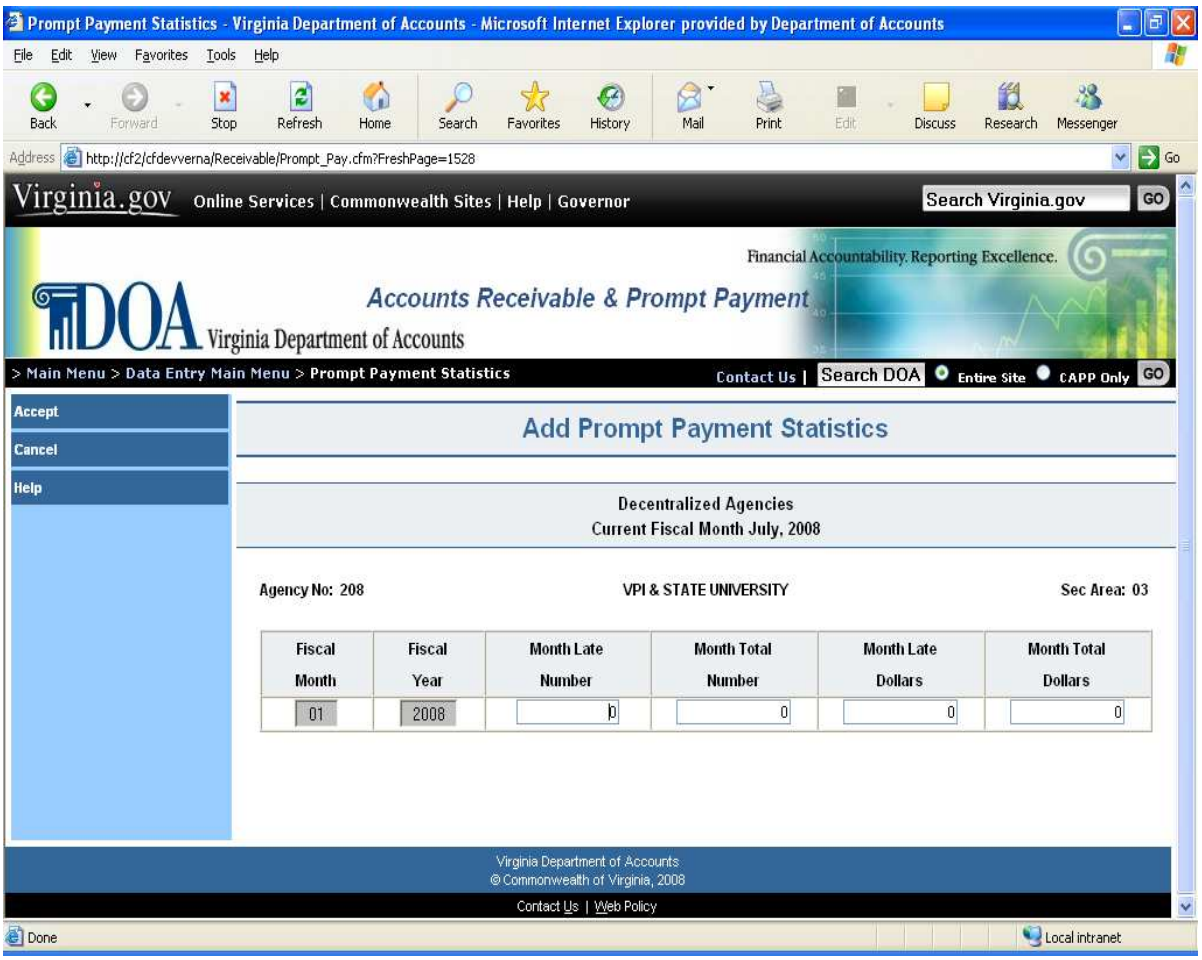
	Month Date	Month Late Number	Month Total Number	Month Late Dollars	Month Total Dollars	% Pymts In Compl.	% Dollars In Compl.
[Edit] [Delete]	July	807	16,400	$ 1,445,403.19	$ 37,656,763.62	95.08%	96.16%
	August	110	111	$ 111.00	$ 111.00	0.90%	0.00%
YTD TOTAL		917	16,511	$ 1,445,514.19	$ 37,656,874.62	94.45%	96.16%

Continued on Next Page

Prompt Payment Data Entry, Continued

Adding Prompt Payment Statistics

Type in the requested information using only dollars and cents. When finished, click on the Accept button in the left-hand menu. Clicking on the Cancel button will void the transaction and return the user to the view mode. Clicking on Help will give the user general information to help guide them through the process.



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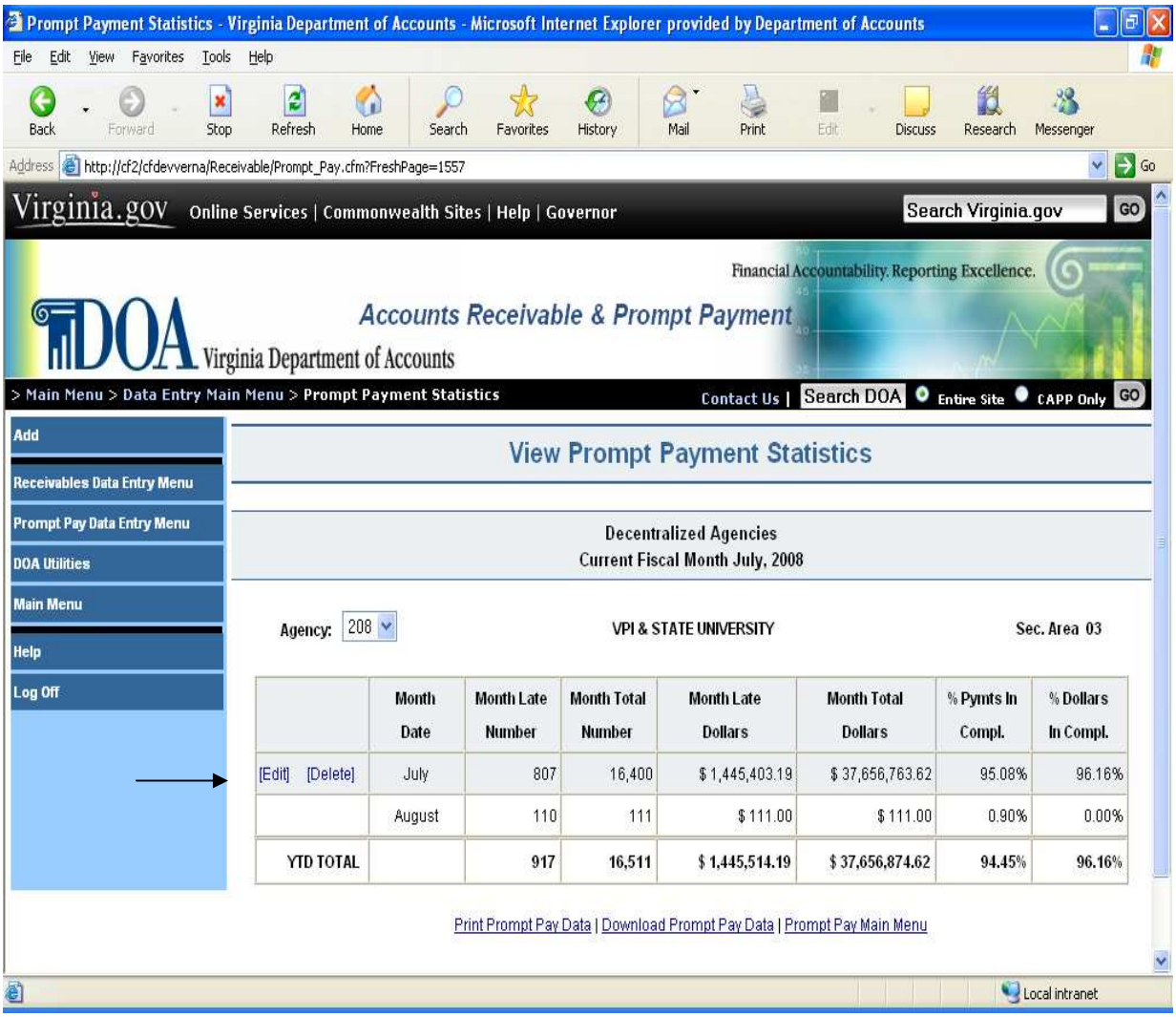
Prompt Payment Data Entry, Continued

Editing Prompt Payment Statistics

After you have added the data into the system, you will have the opportunity to edit or delete the data for the current fiscal month only. To edit previously entered data, click on the "Edit" button next to the current fiscal month's data



	Month Date	Month Late Number	Month Total Number	Month Late Dollars	Month Total Dollars	% Pymts In Compl.	% Dollars In Compl.
[Edit] [Delete]	July	807	16,400	$ 1,445,403.19	$ 37,656,763.62	95.08%	96.16%
	August	110	111	$ 111.00	$ 111.00	0.90%	0.00%
YTD TOTAL		917	16,511	$ 1,445,514.19	$ 37,656,874.62	94.45%	96.16%

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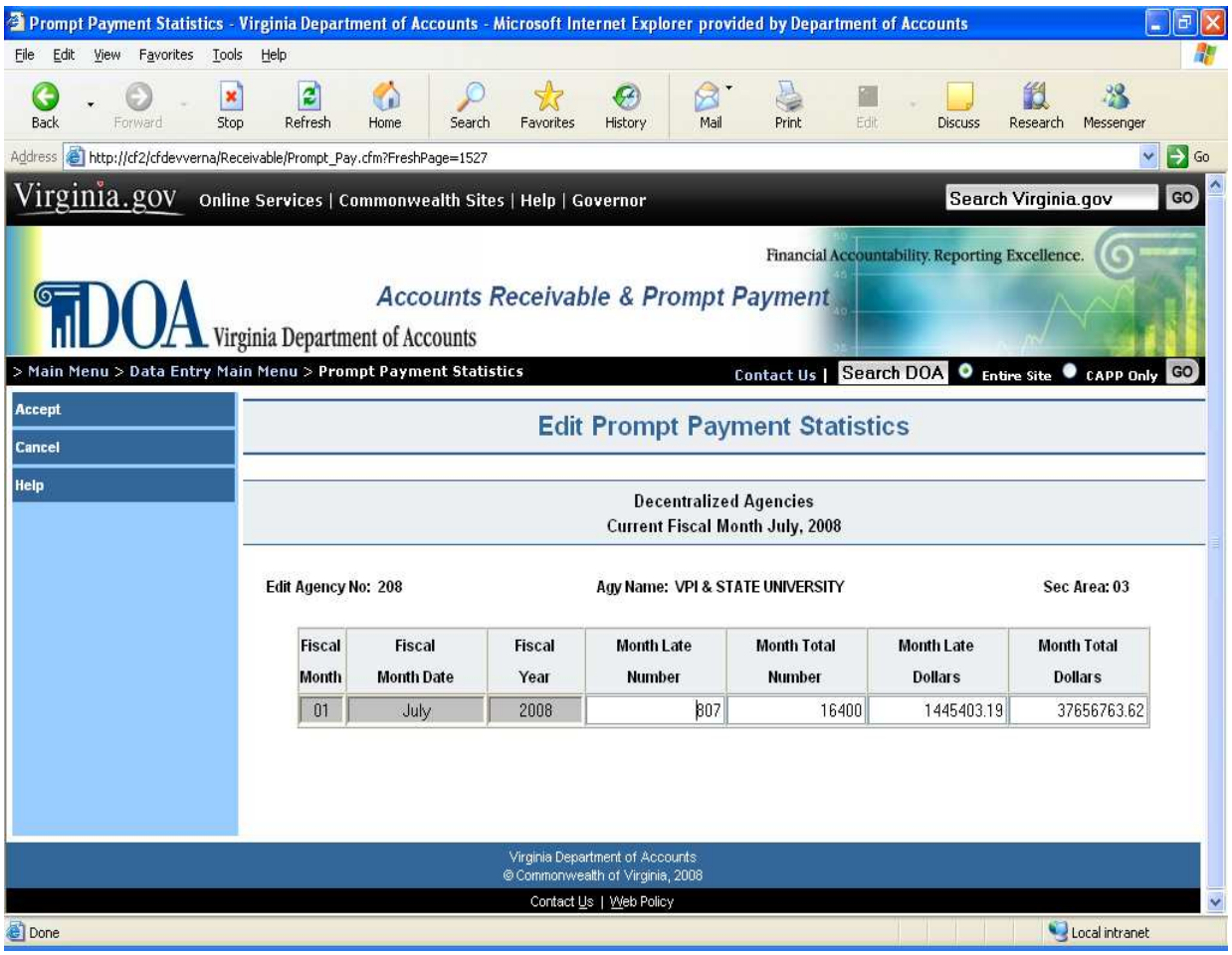
Prompt Payment Data Entry, Continued

Editing Prompt Payment Statistics (continued)

The data is now displayed in Edit mode. Make the changes and then click on the Accept button in the left-hand menu. Clicking on the Cancel button will void the changes and return the user to the View mode.



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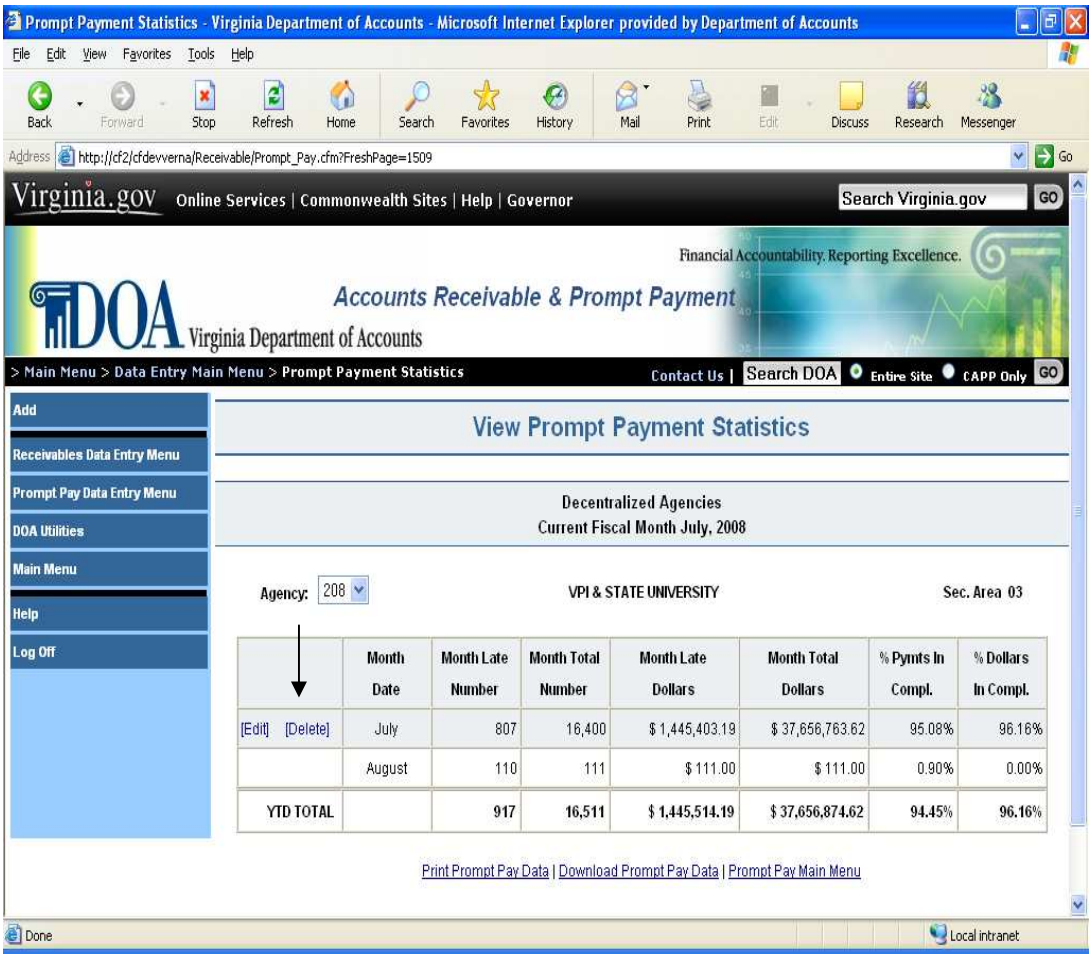
Prompt Payment Data Entry, Continued

Deleting Prompt Payment Statistics

After you have added the data into the system, you will have the opportunity to edit or delete the data for the current fiscal month only. To delete previously entered data, click on the "Delete" button next to the current fiscal month's data



	Month Date	Month Late Number	Month Total Number	Month Late Dollars	Month Total Dollars	% Pymts In Compl.	% Dollars In Compl.
[Edit] [Delete]	July	807	16,400	$ 1,445,403.19	$ 37,656,763.62	95.08%	96.16%
	August	110	111	$ 111.00	$ 111.00	0.90%	0.00%
YTD TOTAL		917	16,511	$ 1,445,514.19	$ 37,656,874.62	94.45%	96.16%

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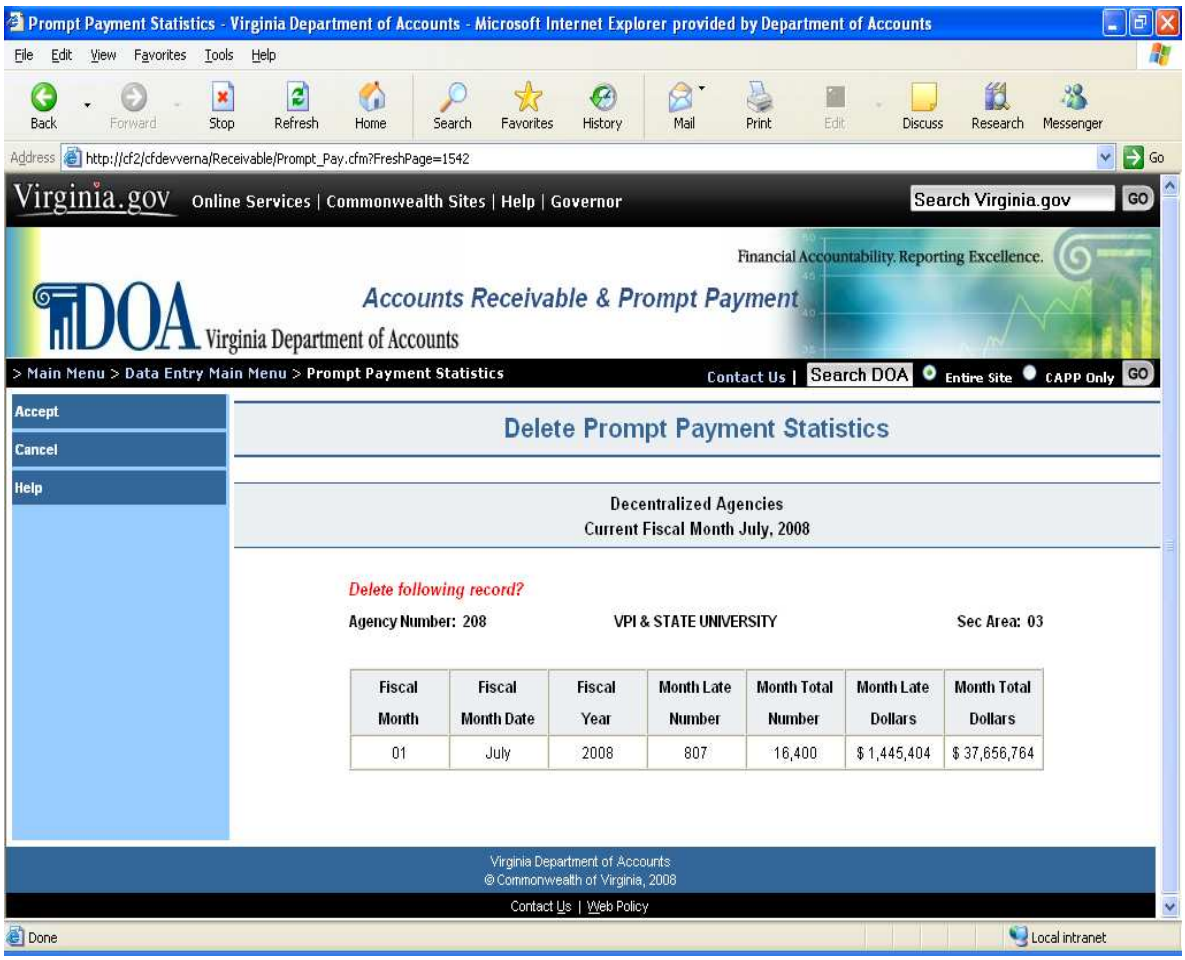
Prompt Payment Data Entry, Continued

Deleting Prompt Payment Statistics (continued)

The data is now displayed in Delete mode. Click on the Accept button in the left-hand menu to delete the data. Clicking on the Cancel button will void the deletion and return the user to the View mode.

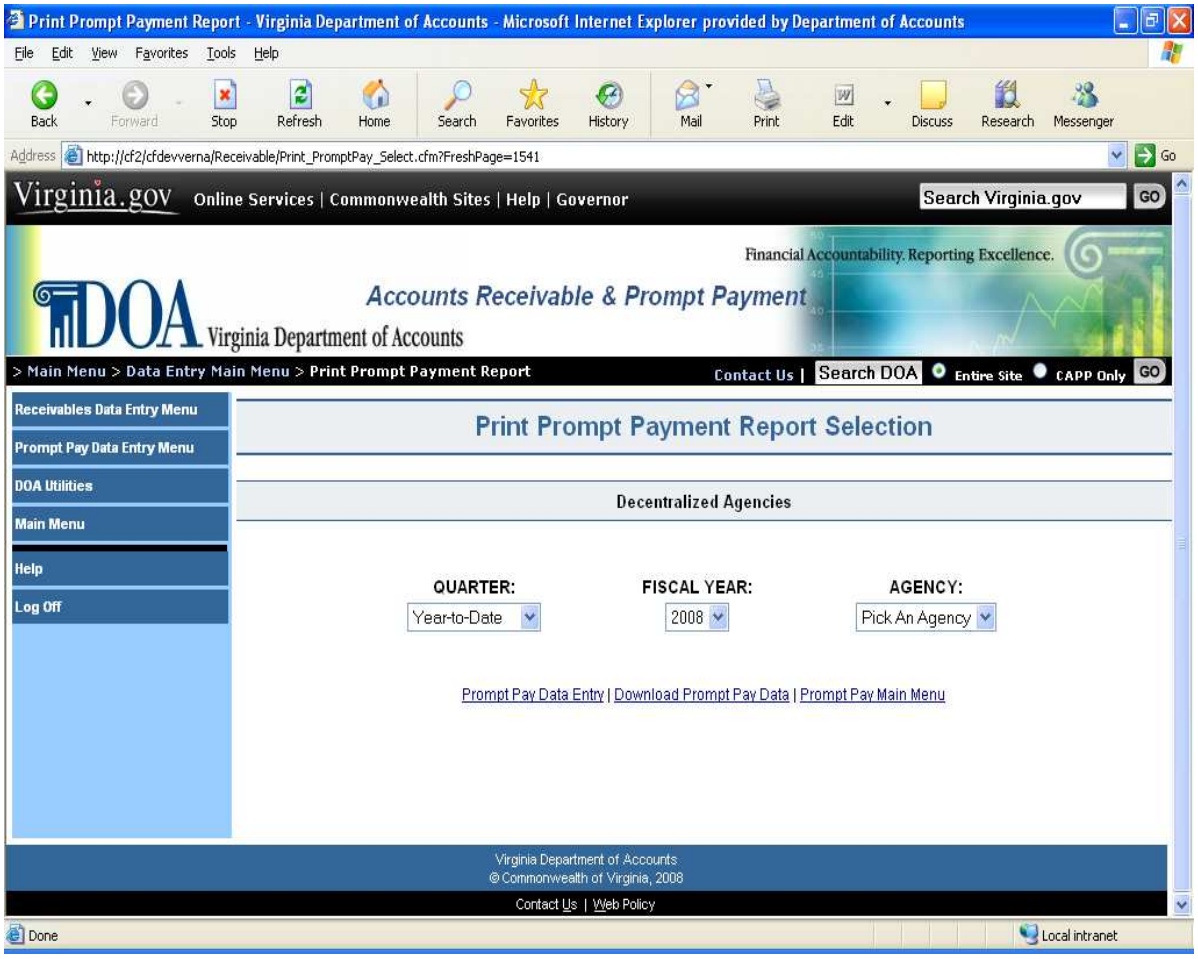


Printing Prompt Payment Statistics

Printing Prompt Payment Statistics

Clicking on Print Prompt Payment Data button on the Prompt Payment Main Menu will link you to the Print Prompt Payment Statistics Selection Page. Use this page to print a Decentralized Agency Prompt Payment Data Report.

The user can print the Year-To-Date report or select a quarter to print. Select from the drop down boxes to generate the report.



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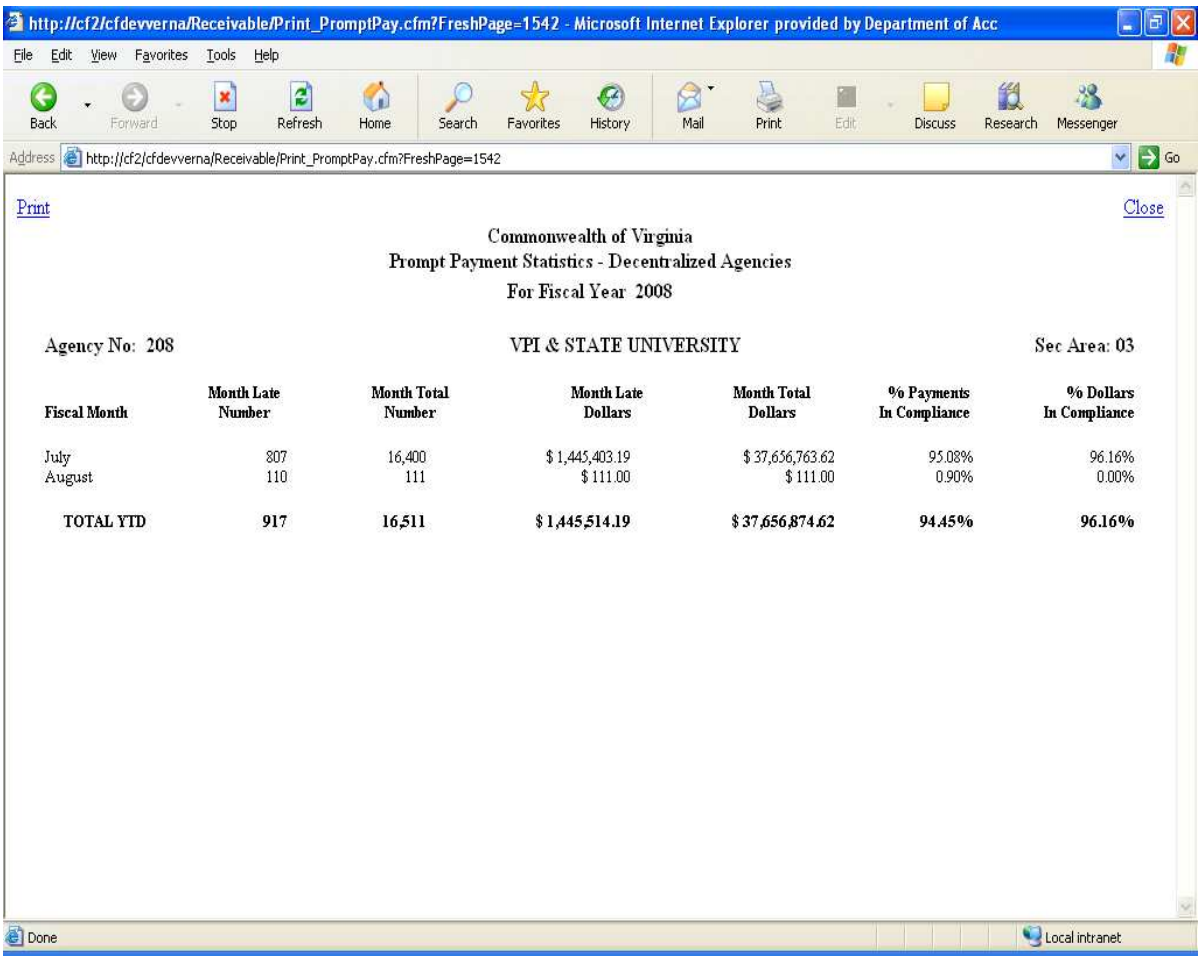
Printing Prompt Payment Data Entry, Continued

Printing Prompt Payment Statistics (continued)

The user can View and/or Print the report. Click on the Print button to print the report or click on the Close button to return to previous page.



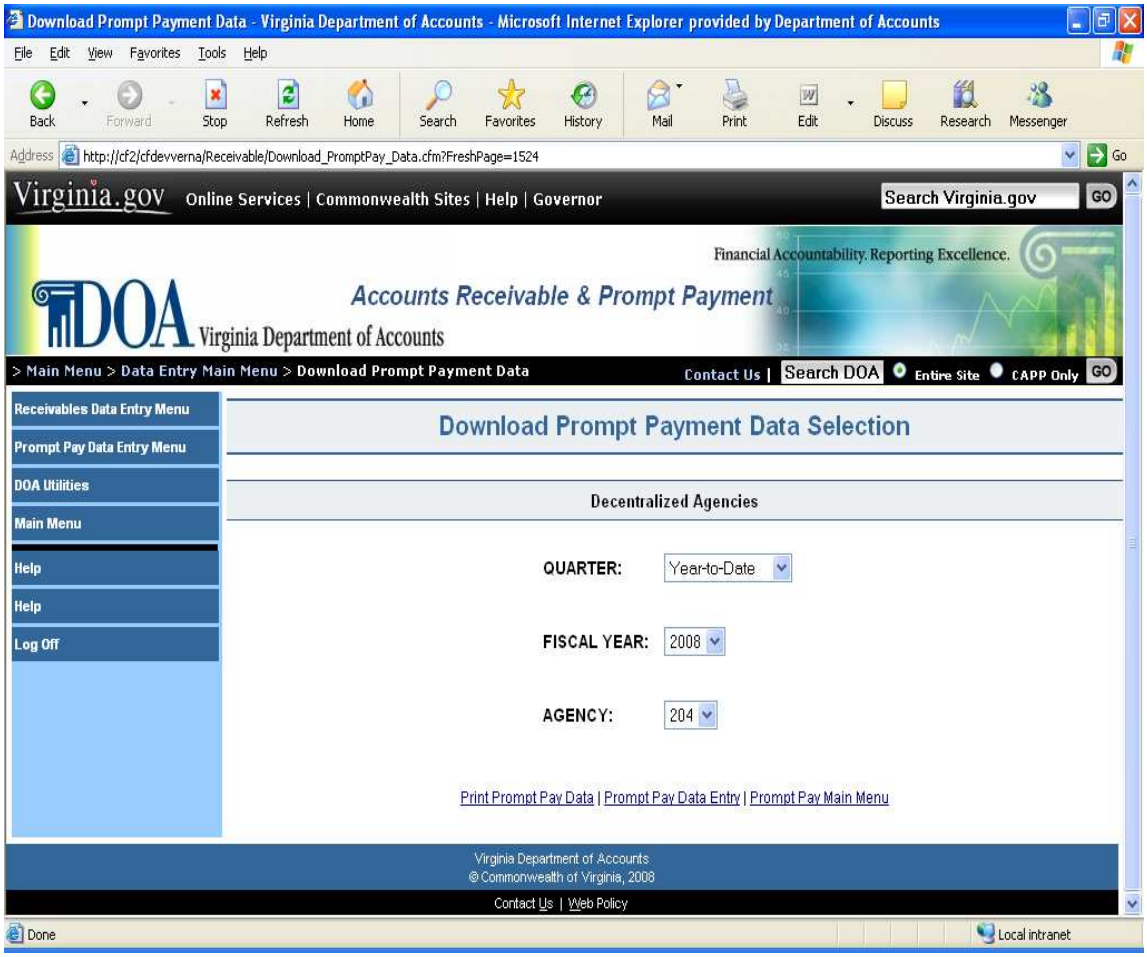
Fiscal Month	Month Late Number	Month Total Number	Month Late Dollars	Month Total Dollars	% Payments In Compliance	% Dollars In Compliance
July	807	16,400	$ 1,445,403.19	$ 37,656,763.62	95.08%	96.16%
August	110	111	$ 111.00	$ 111.00	0.90%	0.00%
TOTAL YTD	**917**	**16,511**	**$ 1,445,514.19**	**$ 37,656,874.62**	**94.45%**	**96.16%**

Download Prompt Payment Statistics

Download Prompt Payment Statistics

Clicking on Download Prompt Payment Data button on the Prompt Payment Main Menu will link you to the Download Decentralized Agency Prompt Payment Statistics Selection page. Use this page to download a Decentralized Agency Prompt Payment Data Report in Excel spreadsheet format.

The user can print the Year-To-Date report or select a quarter to download. Select from the drop down boxes and click on the Download button in the left-hand menu to download the report.



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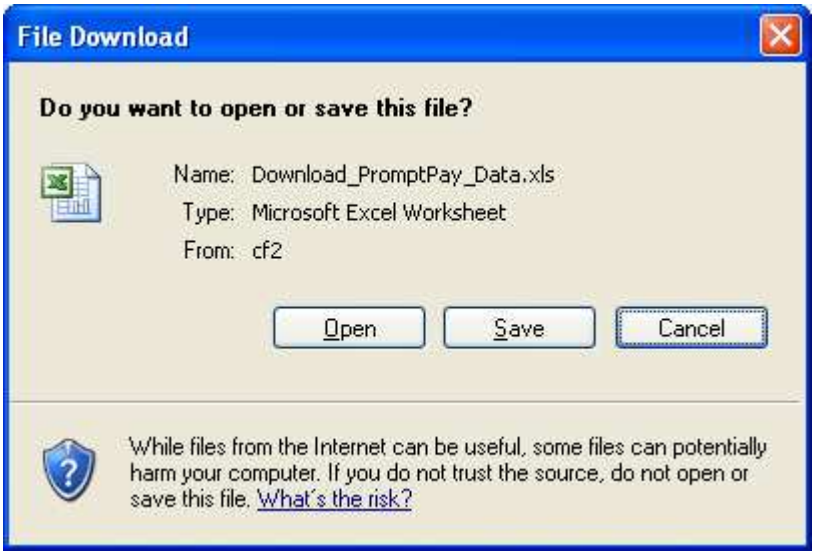
Download Prompt Payment Statistics, Continued

Download Prompt Payment Statistics (continued)

A file download box will appear. The user can either open the report or save the report in Excel format.