



# Business Intelligence

## Accounts Receivable Dashboard Job Aid

### DASHBOARD AND DASHBOARD PAGES:



### DASHBOARD: Accounts Receivable

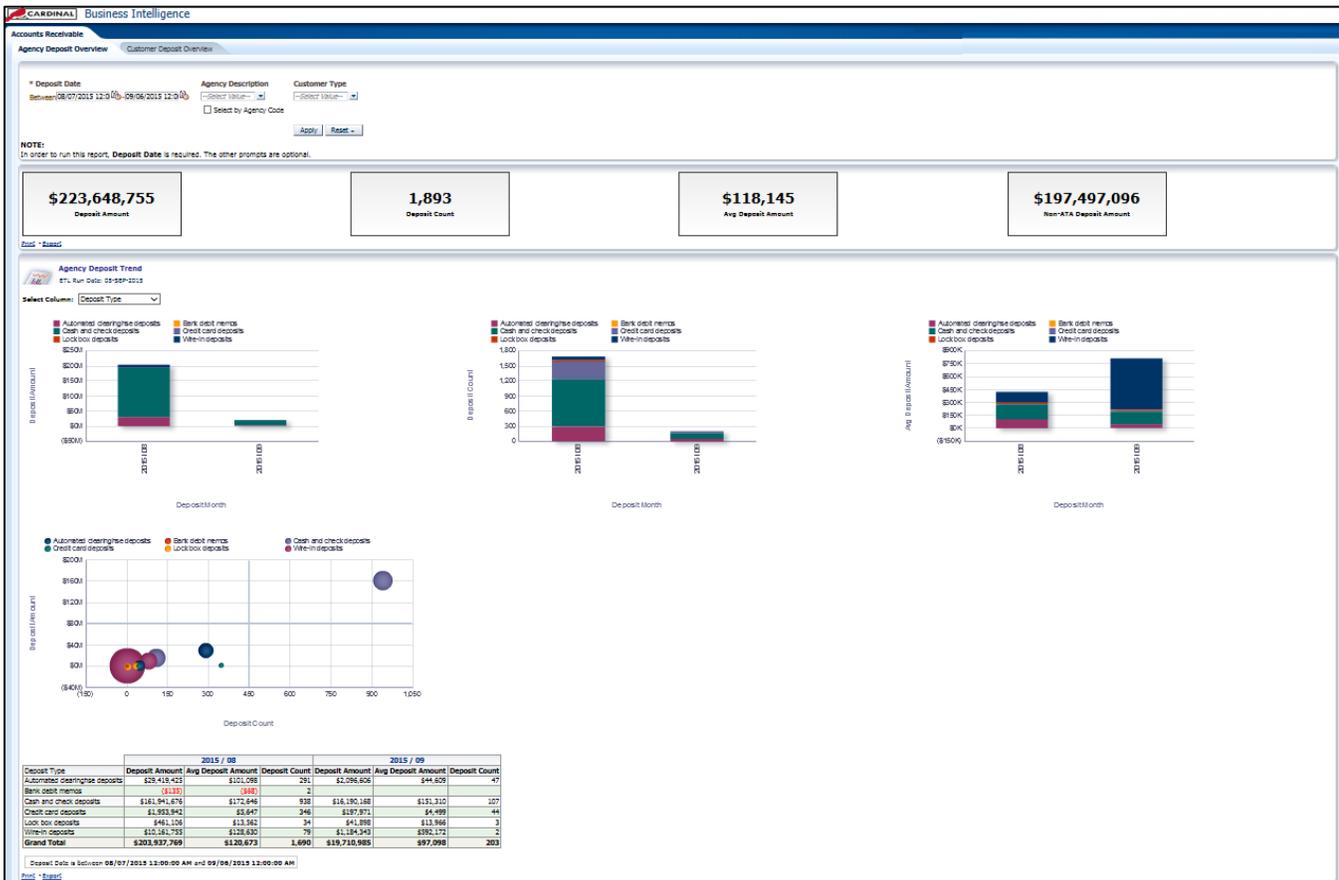
**DATA:** The data in the Accounts Receivable dashboard is from the Cardinal Financial System Accounts Receivable Module. The data represents monies processed and posted to the Cardinal General Ledger. The data is deposits of monies only; cash, checks and transfers sent to the bank, lock boxes etc. The monies consist of taxes collected, monies collected from customers and monies collected from other agencies.

The Accounts Receivable dashboard contains two dashboard pages and six reports:

1. **Agency Deposit Overview** (dashboard page)
  1. **AR Deposit Amounts** (report)
  2. **Agency Deposit Trend** (report)
  
2. **Customer Deposit Overview** (dashboard page)
  3. **Top 15 Customers by Deposit Amount** (report)
  4. **Top 15 Customers by Deposit Count** (report)
  5. **Top 15 Customers by Average Deposit Amount** (report)
  6. **Customer Deposit Trend** (report)

**DASHBOARD PAGE: Agency Deposit Overview**

**REPORTS: AR Deposit Amounts (Performance Tiles)  
Agency Deposit Trend**



**REPORT/LINKS/VISUALIZATION: AR Deposit Amounts (Performance Titles)**

**REPORT ID: BI-R.AR.0002**

**LAST REVISION: 10/20/2015**

The screenshot shows the 'Accounts Receivable' section of the 'CARDINAL Business Intelligence' system. It features a 'Agency Deposit Overview' tab and a search filter area with the following fields: '\* Deposit Date' (set to 'Between 08/07/2015 12:00:00 - 09/06/2015 12:00:00'), 'Agency Description' (set to '--Select Value--'), and 'Customer Type' (set to '--Select Value--'). There is also a checkbox for 'Select by Agency Code' and 'Apply' and 'Reset' buttons. A 'NOTE' states: 'In order to run this report, Deposit Date is required. The other prompts are optional.' Below the filter area are four performance tiles: 'Deposit Amount' (\$223,648,755), 'Deposit Count' (1,893), 'Avg Deposit Amount' (\$118,145), and 'Non-ATA Deposit Amount' (\$197,497,096). A 'Print - Export' link is visible at the bottom left of the tiles.

**DESCRIPTION:**

The AR Deposit Amounts report displays four performance tiles: Deposit Amount, Deposit Count, Average Deposit Amount and Non-ATA Deposit Amounts. The prompts for this report allow the user to display the data by specific deposit date range, by agency and by customer type.

**PURPOSE / USE:**

- Identify deposits by deposit date range.
- Identify agency or statewide deposits.
- Identify deposits by customer type.

**PROMPTS:**

- Deposit Date Between (required) – Defaults to last 30 days.
- Agency Description/Agency Code (optional) – Defaults to *blank* for all.
- Customer Type (optional) – Defaults to *blank* for all.

**DRILLDOWNS:** None

**GUIDED NAVIGATION:** None

**LIGHT BULB:** None

**DATA:**

- The data represents monies processed and posted to the Cardinal General Ledger.

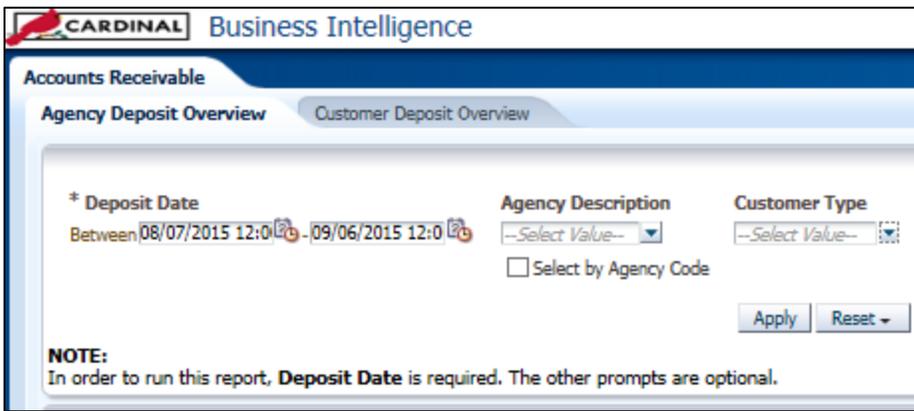
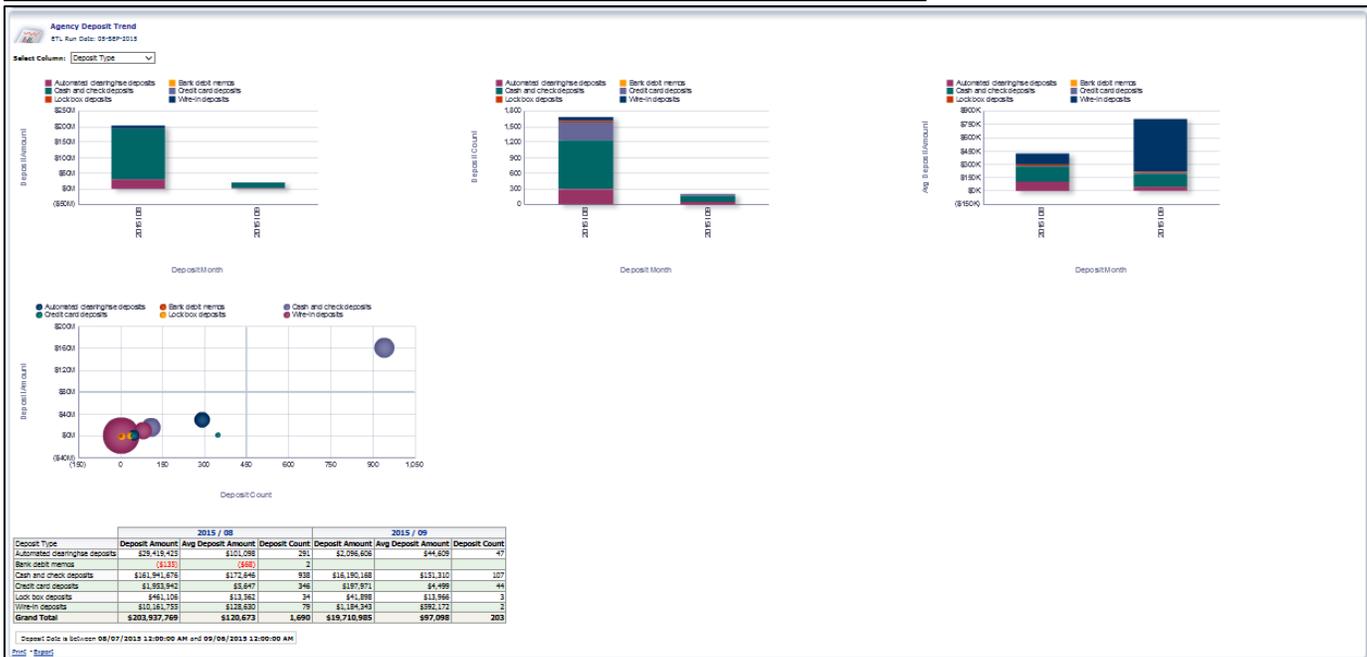
**ADDITIONAL INFO:**

- Customer Type is a category of customers (e.g. Business, Government, Individual, State Agencies) used on deposits to group like entities together for reporting purposes.
- Deposit BU equals deposit agency.
- Please note: if a user selects a large data range then the report may take longer to return the results.

**REPORT/LINKS/VISUALIZATION: Agency Deposit Trend**

**REPORT ID: BI-R.AR.0003**

**LAST REVISION: 10/20/2015**

**DESCRIPTION:**

The Agency Deposit Trend Report contains three sections. The first section is stacked bar charts displaying Deposit Amount, Deposit Count and Average Deposit Amount metrics by time. The second section is a bubble chart relating Deposit Amounts with Deposit Counts. The third section is a data table displaying Deposit Amount, Average Deposit Amount and Deposit Count by year/month. The prompts for this report allow the user to display the data by specific deposit date range, by agency and by customer type. There is also a “Select Column:” on the Agency Deposit Trend report that allows the user to view data by Deposit Business Unit, Bank Code ~ Set ID and Deposit Type.

**PURPOSE / USE:**

- Identifies deposit amount, average deposit amount and deposit counts with applied additional information criteria of deposit business unit, bank code ~ set id and deposit type.
- Graphically display deposits by deposit date range.
- Graphically display deposits by agency or statewide.
- Graphically display deposits by customer type.
- Graphically display deposits by deposit business unit, bank code ~ set id and deposit type.

**PROMPTS:**

- Deposit Date Between (required) – Defaults to last 30 days.
- Agency Description/Agency Code (optional) – Defaults to *blank* for all.
- Customer Type (optional) – Defaults to *blank* for all.
- Select Column: (optional) – Defaults to Deposit Type but user can select Bank Code ~ Set ID or Deposit Business Unit.

**DRILLDOWNS:**

- Drilldown on the Fiscal Year/Month will take the user to the same report displaying the information by day.

**GUIDED NAVIGATION:** None

**LIGHT BULB:** None

**DATA:**

- The data represents monies processed and posted to the Cardinal General Ledger.

**ADDITIONAL INFO:**

- ATA = Agency to Agency
- An agency can have multiple Deposit Business Units

**DASHBOARD PAGE: Customer Deposit Overview**

- REPORTS:**
- Top 15 Customers by Deposit Amount
  - Top 15 Customers by Deposit Count
  - Top 15 Customers by Average Deposit Amount
  - Customer Deposit Trend

**CARDINAL Business Intelligence**

Accounts Receivable

Agency Deposit Overview Customer Deposit Overview

\* Deposit Date: Between 08/07/2015 12:00:00 - 09/06/2015 12:00:00

Agency Description: --Select Value--

Customer Type: --Select Value--

Select by Agency Code

Apply Reset

**NOTE:**  
In order to run this report, **Deposit Date** is required. The other prompts are optional.

**Top 15 Customers by Deposit Amount**  
ETL Run Date: 05-SEP-2015

Customer Name	Customer Number	Deposit Amount
Unspecified	Unspecified	\$102,851,535
FEDERAL HIGHWAY ADMINISTRATION	0000055002	\$79,522,823
DEPARTMENT OF SOCIAL SERVICES	76500	\$5,844,922
HRSD	0000011247	\$3,848,895
LOUDOUN COUNTY	0000003295	\$3,750,000
GEORGE MASON UNIVERSITY	24700	\$3,600,421
DEPARTMENT OF TAXATION	16100	\$3,045,622
CITY OF VIRGINIA BEACH	0000003431	\$2,714,321
LOUDOUN COUNTY	0000120130	\$2,250,000
DEPT OF CORRECTIONS-CENTRAL ADMIN	70100	\$2,164,172
DEPARTMENT OF HEALTH	60100	\$1,845,394
CITY OF VIRGINIA BEACH	0000003428	\$1,258,615
VIRGINIA EMPLOYMENT COMMISSION	18200	\$988,523
DEPT OF ALCOHOLIC BEVERAGE CONTROL	99900	\$739,088
DEPARTMENT OF GAME AND INLAND FISHERIES	40300	\$614,279
<b>Total of Top 15 Customers</b>		<b>\$215,038,610</b>

Deposit Date is between 08/07/2015 12:00:00 AM and 09/06/2015 12:00:00 AM and Transaction Amount is in top 15

[Print](#) - [Export](#)

**Top 15 Customers by Deposit Count**  
ETL Run Date: 05-SEP-2015

Customer Name	Customer Number	Deposit Count
Unspecified	Unspecified	1,622
FEDERAL HIGHWAY ADMINISTRATION	0000055002	20
DEPT OF CONSERVATION AND RECREATION	19900	13
DEPARTMENT OF STATE POLICE	15600	11
DEPT OF CORRECTIONS-CENTRAL ADMIN	70100	9
DEPARTMENT OF JUVENILE JUSTICE	77700	8
DEPARTMENT OF TAXATION	16100	8
UNIVERSITY OF VIRGINIA - ACADEMIC DIV	20700	8
VIRGINIA DEPARTMENT OF TRANSPORTATION	50100	7
DEPARTMENT OF GENERAL SERVICES	19400	6
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT	12900	6
DEPT OF BEHAVIORAL HEALTH/D/PLMNTL SERV	72000	6
FORT MONROE AUTHORITY	36000	6
GEORGE MASON UNIVERSITY	24700	6
DEPARTMENT OF ENVIRONMENTAL QUALITY	44000	5
DEPARTMENT OF SOCIAL SERVICES	76500	5
VIRGINIA EMPLOYMENT COMMISSION	18200	5
<b>Total of Top 15 Customers</b>		<b>1,751</b>

Deposit Date is between 08/07/2015 12:00:00 AM and 09/06/2015 12:00:00 AM and Deposit Count is in top 15

[Print](#) - [Export](#)

**Top 15 Customers by Average Deposit Amount**  
ETL Run Date: 05-SEP-2015

Customer Name	Customer Number	Avg Deposit Amount
FEDERAL HIGHWAY ADMINISTRATION	0000055002	\$3,976,141
HRSD	0000011247	\$3,848,895
LOUDOUN COUNTY	0000003295	\$3,750,000
CITY OF VIRGINIA BEACH	0000003431	\$2,714,321
LOUDOUN COUNTY	0000120130	\$2,250,000
CITY OF VIRGINIA BEACH	0000003428	\$1,258,615
DEPARTMENT OF SOCIAL SERVICES	76500	\$1,168,984
DEPARTMENT OF HEALTH	60100	\$615,131
GEORGE MASON UNIVERSITY	24700	\$600,070
FAIRFAX COUNTY WATER AUTHORITY	0000010850	\$392,392
DEPARTMENT OF TAXATION	16100	\$380,703
DEPARTMENT OF MOTOR VEHICLES	15400	\$283,294
DEPT OF ALCOHOLIC BEVERAGE CONTROL	99900	\$246,363
DEPT OF CORRECTIONS-CENTRAL ADMIN	70100	\$240,464
RICHMOND METROPOLITAN AUTHORITY	0000012011	\$213,265

Deposit Date is between 08/07/2015 12:00:00 AM and 09/06/2015 12:00:00 AM and Average Transaction Amount is in top 15

[Print](#) - [Export](#)

**Customer Deposit Trend**  
ETL Run Date: 05-SEP-2015

Customer Number: --Select Value--

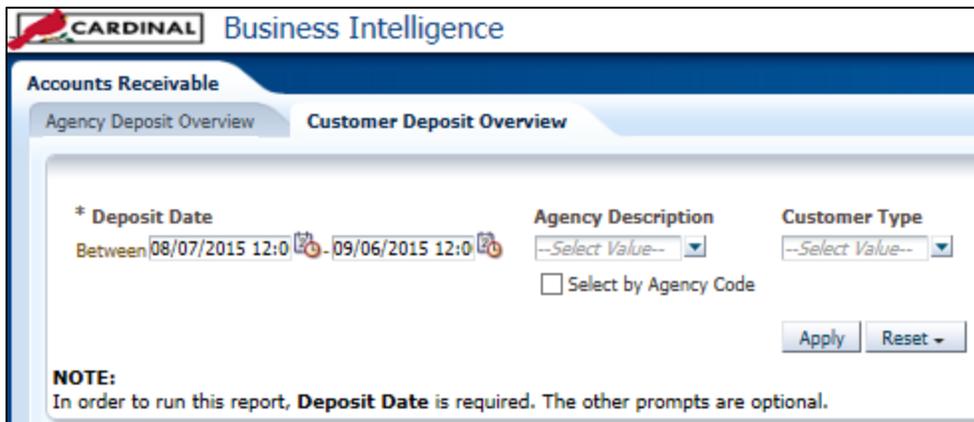
Customer Name: --Select Value--

OK Reset

**REPORT/LINKS/VISUALIZATION: Top 15 Customers by Deposit Amount**

**REPORT ID: BI-R.AR.0004**

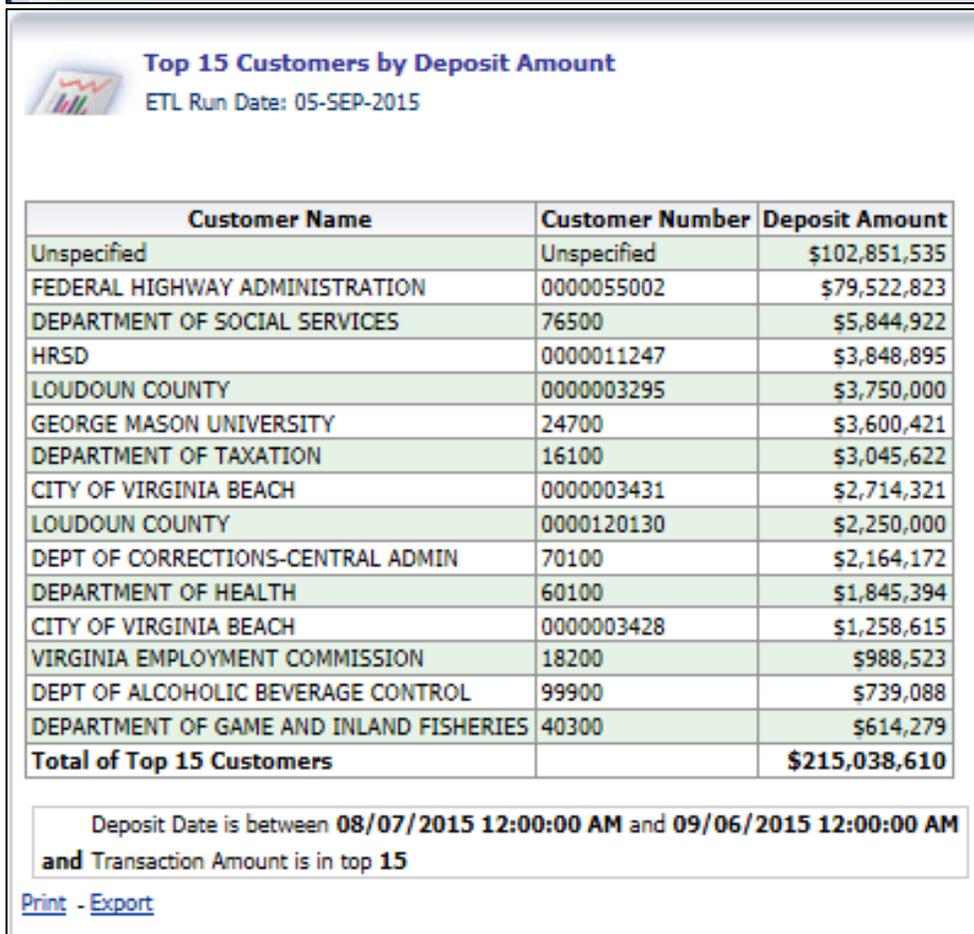
**LAST REVISION: 10/20/2015**



**Accounts Receivable**  
Agency Deposit Overview | **Customer Deposit Overview**

\* Deposit Date: Between 08/07/2015 12:00 - 09/06/2015 12:00  
Agency Description: --Select Value--  
Customer Type: --Select Value--  
 Select by Agency Code  
Apply | Reset

**NOTE:**  
In order to run this report, **Deposit Date** is required. The other prompts are optional.



**Top 15 Customers by Deposit Amount**  
ETL Run Date: 05-SEP-2015

Customer Name	Customer Number	Deposit Amount
Unspecified	Unspecified	\$102,851,535
FEDERAL HIGHWAY ADMINISTRATION	0000055002	\$79,522,823
DEPARTMENT OF SOCIAL SERVICES	76500	\$5,844,922
HRSD	0000011247	\$3,848,895
LOUDOUN COUNTY	0000003295	\$3,750,000
GEORGE MASON UNIVERSITY	24700	\$3,600,421
DEPARTMENT OF TAXATION	16100	\$3,045,622
CITY OF VIRGINIA BEACH	0000003431	\$2,714,321
LOUDOUN COUNTY	0000120130	\$2,250,000
DEPT OF CORRECTIONS-CENTRAL ADMIN	70100	\$2,164,172
DEPARTMENT OF HEALTH	60100	\$1,845,394
CITY OF VIRGINIA BEACH	0000003428	\$1,258,615
VIRGINIA EMPLOYMENT COMMISSION	18200	\$988,523
DEPT OF ALCOHOLIC BEVERAGE CONTROL	99900	\$739,088
DEPARTMENT OF GAME AND INLAND FISHERIES	40300	\$614,279
<b>Total of Top 15 Customers</b>		<b>\$215,038,610</b>

Deposit Date is between 08/07/2015 12:00:00 AM and 09/06/2015 12:00:00 AM  
and Transaction Amount is in top 15

[Print](#) - [Export](#)

**DESCRIPTION:**

The Top 15 Customers by Deposit Amount Report displays the Top 15 Customers by their Deposit Amount, by Customer Name and displays the Customer Number. Utilizing the prompts this report can also be displayed by specific deposit date ranges, by agency and by customer type.

**PURPOSE / USE:**

- Identify customer deposits by deposit date range.
- Identify customer deposits by deposit count.

- Identify customer deposits by customer type.
- Identify customer deposits by agency or statewide.

**PROMPTS:**

- Deposit Date Between (required) – Defaults to last 30 days.
- Agency Description/Agency Code (optional) – Defaults to *blank* for all.
- Customer Type (optional) – Defaults to *blank* for all.

**DRILLDOWNS:**      None

**GUIDED NAVIGATION:**      None

**LIGHT BULB:**      None

**DATA:**

- The data represents monies processed and posted to the Cardinal General Ledger.

**ADDITIONAL INFO:**

**REPORT/LINKS/VISUALIZATION: Top 15 Customers by Deposit Count**

**REPORT ID: BI-R.AR.0005**

**LAST REVISION: 10/20/2015**



Accounts Receivable

Agency Deposit Overview    Customer Deposit Overview

\* Deposit Date  
Between 08/07/2015 12:00:00 AM - 09/06/2015 12:00:00 AM

Agency Description: --Select Value--  
Customer Type: --Select Value--

Select by Agency Code

Apply    Reset

**NOTE:**  
In order to run this report, **Deposit Date** is required. The other prompts are optional.

 **Top 15 Customers by Deposit Count**  
ETL Run Date: 05-SEP-2015

Customer Name	Customer Number	Deposit Count
Unspecified	Unspecified	1,622
FEDERAL HIGHWAY ADMINISTRATION	0000055002	20
DEPT OF CONSERVATION AND RECREATION	19900	13
DEPARTMENT OF STATE POLICE	15600	11
DEPT OF CORRECTIONS-CENTRAL ADMIN	70100	9
DEPARTMENT OF JUVENILE JUSTICE	77700	8
DEPARTMENT OF TAXATION	16100	8
UNIVERSITY OF VIRGINIA - ACADEMIC DIV	20700	8
VIRGINIA DEPARTMENT OF TRANSPORTATION	50100	7
DEPARTMENT OF GENERAL SERVICES	19400	6
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT	12900	6
DEPT OF BEHAVIORAL HEALTH/DVLPMENTL SERV	72000	6
FORT MONROE AUTHORITY	36000	6
GEORGE MASON UNIVERSITY	24700	6
DEPARTMENT OF ENVIRONMENTAL QUALITY	44000	5
DEPARTMENT OF SOCIAL SERVICES	76500	5
VIRGINIA EMPLOYMENT COMMISSION	18200	5
<b>Total of Top 15 Customers</b>		<b>1,751</b>

Deposit Date is between **08/07/2015 12:00:00 AM** and **09/06/2015 12:00:00 AM**  
and Deposit Count is in top **15**

[Print](#) - [Export](#)

**DESCRIPTION:**

The Top 15 Customers by Deposit Count Report displays the Top 15 Customers by their Deposit Count, by Customer Name and displays the Customer Number. Utilizing the prompts this report can also be displayed by specific deposit date ranges, by agency and by customer type.

**PURPOSE / USE:**

- Identify customer deposits by deposit date range.
- Identify customer deposits by deposit count.
- Identify customer deposits by customer type.
- Identify customer deposits by agency or statewide.

**PROMPTS:**

- Deposit Date Between (required) – Defaults to last 30 days.
- Agency Description/Agency Code (optional) – Defaults to *blank* for all.
- Customer Type (optional) – Defaults to *blank* for all.

**DRILLDOWNS:**      None

**GUIDED NAVIGATION:**      None

**LIGHT BULB:**      None

**DATA:**

- The data represents monies processed and posted to the Cardinal General Ledger.

**ADDITIONAL INFO:**

**REPORT/LINKS/VISUALIZATION: Top 15 Customers by Average Deposit Amount**

**REPORT ID: BI-R.AR.0006**

**LAST REVISION: 10/20/2015**

**CARDINAL Business Intelligence**

Accounts Receivable

Agency Deposit Overview | **Customer Deposit Overview**

\* Deposit Date  
Between 08/07/2015 12:00 - 09/06/2015 12:00

Agency Description: --Select Value--  
Customer Type: --Select Value--

Select by Agency Code

Apply Reset

**NOTE:**  
In order to run this report, **Deposit Date** is required. The other prompts are optional.

**Top 15 Customers by Average Deposit Amount**  
ETL Run Date: 05-SEP-2015

Customer Name	Customer Number	Avg Deposit Amount
FEDERAL HIGHWAY ADMINISTRATION	0000055002	\$3,976,141
HRSD	0000011247	\$3,848,895
LOUDOUN COUNTY	0000003295	\$3,750,000
CITY OF VIRGINIA BEACH	0000003431	\$2,714,321
LOUDOUN COUNTY	0000120130	\$2,250,000
CITY OF VIRGINIA BEACH	0000003428	\$1,258,615
DEPARTMENT OF SOCIAL SERVICES	76500	\$1,168,984
DEPARTMENT OF HEALTH	60100	\$615,131
GEORGE MASON UNIVERSITY	24700	\$600,070
FAIRFAX COUNTY WATER AUTHORITY	0000010850	\$392,392
DEPARTMENT OF TAXATION	16100	\$380,703
DEPARTMENT OF MOTOR VEHICLES	15400	\$283,294
DEPT OF ALCOHOLIC BEVERAGE CONTROL	99900	\$246,363
DEPT OF CORRECTIONS-CENTRAL ADMIN	70100	\$240,464
RICHMOND METROPOLITAN AUTHORITY	0000012011	\$213,265

Deposit Date is between **08/07/2015 12:00:00 AM** and **09/06/2015 12:00:00 AM**  
and Average Transaction Amount is in top 15

[Print](#) - [Export](#)

**DESCRIPTION:**

The Top 15 Customers by Average Deposit Amount Report displays the Top 15 Customers by their Average Deposit Amount, by Customer Name and displays the Customer Number. Utilizing the prompts this report can also be displayed by specific deposit date ranges, by agency and by customer type.

**PURPOSE / USE:**

- Identify customer deposits by deposit date range.
- Identify customer deposits by deposit count.
- Identify customer deposits by customer type.

- Identify customer deposits by agency or statewide.

**PROMPTS:**

- Deposit Date Between (required) – Defaults to last 30 days.
- Agency Description/Agency Code (optional) – Defaults to *blank* for all.
- Customer Type (optional) – Defaults to *blank* for all.

**DRILLDOWNS:**      None

**GUIDED NAVIGATION:**      None

**LIGHT BULB:**      None

**DATA:**

- The data represents monies processed and posted to the Cardinal General Ledger.

**ADDITIONAL INFO:**

**REPORT/LINKS/VISUALIZATION: Customer Deposit Trend**

**REPORT ID: BI-R.AR.0007**

**LAST REVISION: 10/20/2015**

The screenshot shows the 'Accounts Receivable' section of the Cardinal Business Intelligence system. It features two tabs: 'Agency Deposit Overview' and 'Customer Deposit Overview'. The 'Customer Deposit Overview' tab is active. The interface includes a date range selector for 'Deposit Date' with a 'Between' prompt, showing dates from 08/07/2015 12:00 to 09/06/2015 12:00. There are also dropdown menus for 'Agency Description' and 'Customer Type', both currently set to '--Select Value--'. A checkbox labeled 'Select by Agency Code' is present and unchecked. 'Apply' and 'Reset' buttons are located at the bottom right of the configuration area. Below the configuration area, a 'NOTE' states: 'In order to run this report, Deposit Date is required. The other prompts are optional.'

**Customer Deposit Trend**  
ETL Run Date: 23-OCT-2015

Customer Number: --Select Value--  
Customer Name: --Select Value--

OK Reset

**DESCRIPTION:**

The Customer Deposit Trend shows by Customer Name and/or Number the summary of deposits information based on the prompts used on the overview with the deposit agency name and code displayed.

**PURPOSE / USE:**

- Identifies deposit amount by a specific Customer and agencies

**PROMPTS:**

- Customer Number
- Customer Name

**DRILLDOWNS:** None

**GUIDED NAVIGATION:** None

**LIGHT BULB:** None

**DATA:**

- The data represents monies processed and posted to the Cardinal General Ledger.

**ADDITIONAL INFO:**