

Accounts Payable Dashboard Overview

The data in the Accounts Payable dashboard is from the Cardinal Financial System Accounts Payable Module. The data represents processed payments to suppliers for goods and/or services received.

The Accounts Payable dashboard contains five dashboard pages and eighteen reports

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Accounts Payable Overview (dashboard page)

CARDINAL Business Intelligence
Sign Out

Accounts Payable Overview
Payment Type Analysis
Supplier Analysis
Spend by Account Analysis
Invoice Payments Pending

Secretariat Level Name:

Agency Description:

Select by Agency Code

Supplier Classification:

Payment Fiscal Date: Between 03/08/2017 12:00:00 - 04/12/2017 12:00:00

Apply Reset

46,409

AP Invoice Paid Count

\$778,316,845

AP Invoice Payment Amount

16,791

Supplier Count

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Invoices Paid by Payment Type

ETL Run Date: 06-APR-2017

AP Invoice Payment Amount



AP Invoice Payment Amount

Invoices Paid by Supplier Classification

ETL Run Date: 06-APR-2017



AP Invoice Payment Amount

AP Transaction Status is not equal to / is not in CANCELLED and Payment Fiscal Date is between 03/08/2017 12:00:00 AM and 04/12/2017 12:00:00 AM

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Top 15 Suppliers by Invoice Amount Paid

ETL Run Date: 06-APR-2017

Supplier Name	Supplier Number	AP Invoice Payment Amount
VA Department of Medical Assistance Serv	0000100165	\$142,302,134
Director of Finance City of Fairfax VA	0000056645	\$43,793,610
VA POLYTECHNIC INSTITUTE & STATE UNIV	0000046258	\$37,794,606
George Mason University	0000052222	\$25,932,362
City of Virginia Beach	0000050813	\$20,991,660
James Madison University	0000086014	\$19,435,997
Prince William County Public Schools	0000066617	\$17,640,108
NORTHERN VA TRANSPORTATION COMM	0000111277	\$17,633,221
City of Newport News	0000050480	\$16,666,360
VIRGINIA INFORMATION TECHNOLOGIES AGENCY	0000031508	\$13,741,576
Prince William County VA Government	0000055571	\$10,289,210
Spotsylvania County Government	0000055945	\$9,075,672
Anthem Health Plans of VA Inc	0000036128	\$7,168,840
County of Stafford	0000054931	\$6,523,146
HAMPTON CITY	0000046247	\$6,252,871
Total of Top 15 Vendors		\$395,241,374

AP Invoice Payment Amount is in top 15 and AP Transaction Status is not equal to / is not in CANCELLED and Payment Fiscal Date is between 03/08/2017 12:00:00 AM and 04/12/2017 12:00:00 AM

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Top 15 Suppliers by Invoice Count

ETL Run Date: 06-APR-2017

Supplier Name	Supplier Number	AP Invoice Paid Count
Virginia Electric and Power Company	0000053579	1,957
VA POLYTECHNIC INSTITUTE & STATE UNIV	0000046258	1,876
James Madison University	0000086014	878
APPALACHIAN POWER CO	0000050494	734
ESSENDANT CO	0000164339	569
Caliper Inc	0000030122	530
Verizon Virginia LLC Reporting	0000022962	450
IOD Incorporated	0000131989	361
Cardinal Health 110 Inc	0000038787	336
TSRC Inc	0000029863	327
Verizon Virginia Inc - Network Services	0000036062	316
VIRGINIA INFORMATION TECHNOLOGIES AGENCY	0000031508	240
VCU Health System Authority	0000096051	222
PV HOLDING CORP	0000215463	203
UNIVERSITY OF VIRGINIA	0000050110	184
Total of Top 15 Vendors		9,183

AP Invoice Paid Count is in top 15 and AP Transaction Status is not equal to / is not in CANCELLED and Payment Fiscal Date is between 03/08/2017 12:00:00 AM and 04/12/2017 12:00:00 AM

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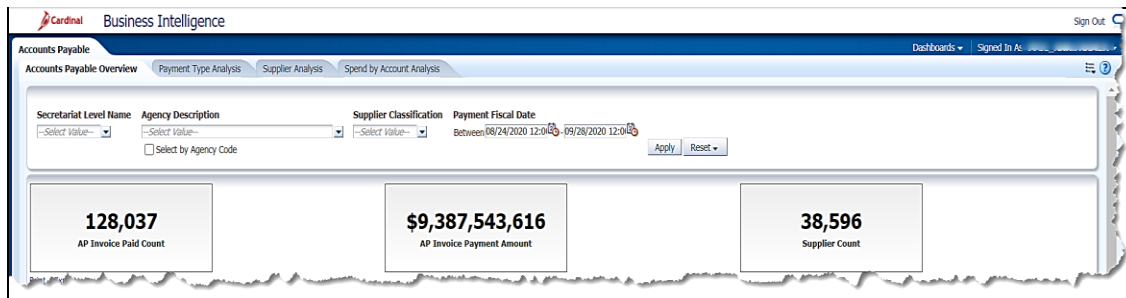
Overview of the Account Payable Overview Performance Tiles (report)

This overview provides the steps used to navigate and view information at the Account Payable Overview level.

1. Navigate to the **Account Payable Overview** page using the following path:

Dashboard > Account Payable > Account Payable Overview

When this tab displays, the information is displayed at the **AP Invoice Paid Count**, **AP Invoice Payment Amount**, and **Supplier Count Level**. The data represents invoices that have been paid and not cancelled.



The screenshot shows the 'Accounts Payable Overview' dashboard. At the top, there are navigation tabs: 'Accounts Payable Overview', 'Payment Type Analysis', 'Supplier Analysis', and 'Spend by Account Analysis'. Below the tabs is a filter section with the following fields: 'Secretariat Level Name' (dropdown), 'Agency Description' (dropdown), 'Supplier Classification' (dropdown), and 'Payment Fiscal Date' (date range selector). The date range is set to 'Between 08/24/2020 12:00:00 - 09/28/2020 12:00:00'. There are 'Apply' and 'Reset' buttons. Below the filter section are three performance tiles: '128,037 AP Invoice Paid Count', '\$9,387,543,616 AP Invoice Payment Amount', and '38,596 Supplier Count'.

Note: The information is also displayed with following fields:

- Secretariat Level Name (optional): Defaults to blank for all.
- Agency Description (optional): Defaults to blank for all.
- Supplier Classification (optional): Defaults to blank for all.
- Payment Fiscal Date (required): Defaults to last 30 days.

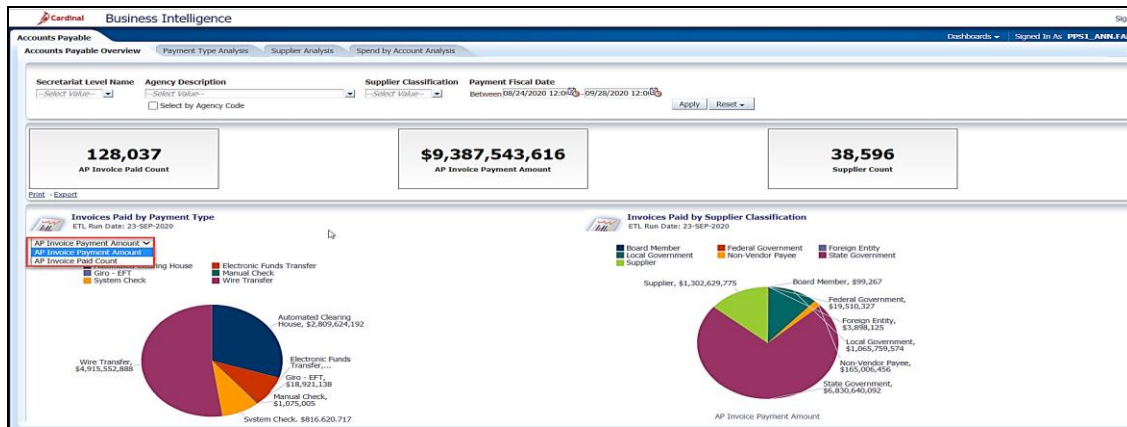
Invoices Paid by Payment Type (report)

This overview provides the steps to drilldown to view information at the **Payment Type Analysis**.

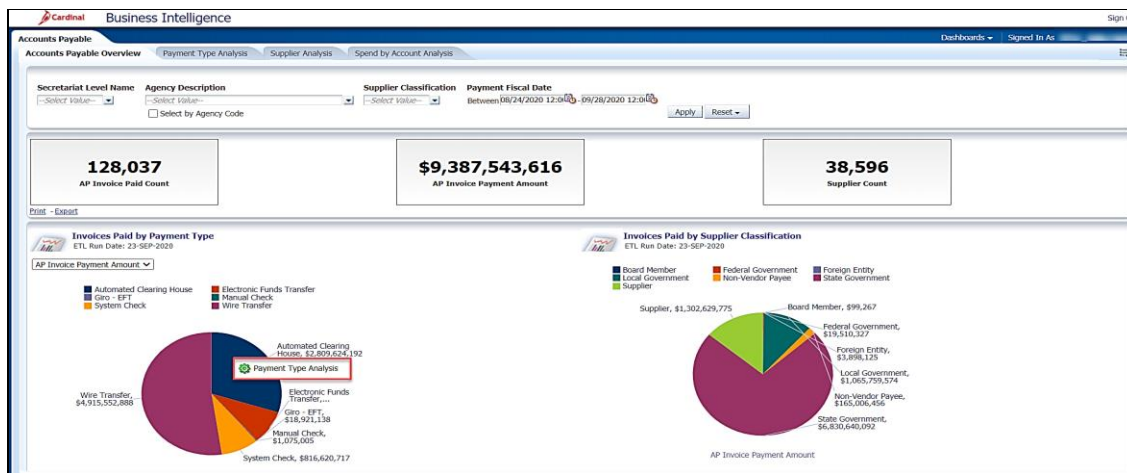
- Navigate to the **Payment Type Analysis** page using the following path:

Dashboard > Account Payable Overview > Invoices Paid by Payment Type

When this tab displays, the information is displays at the **AP Invoice Payment Amount**.

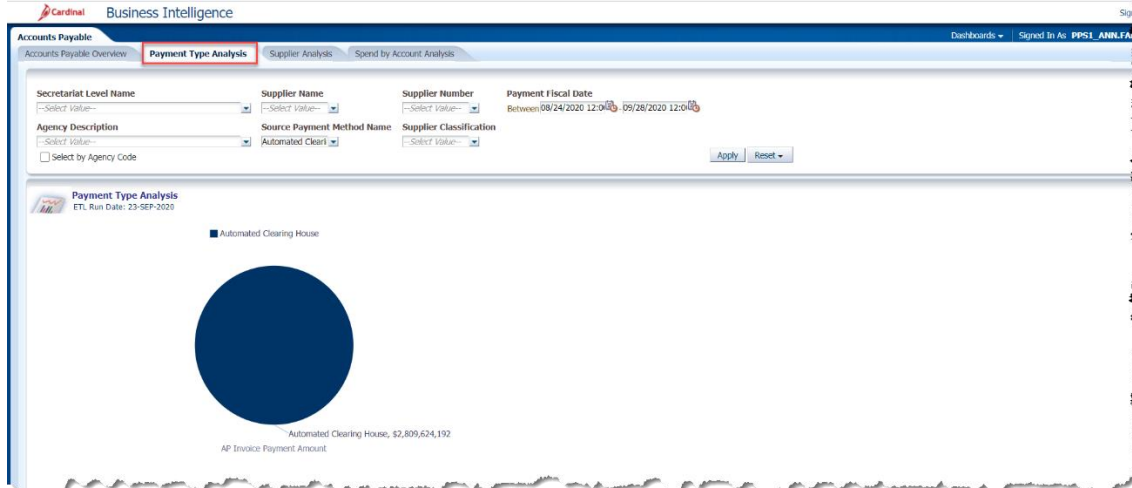
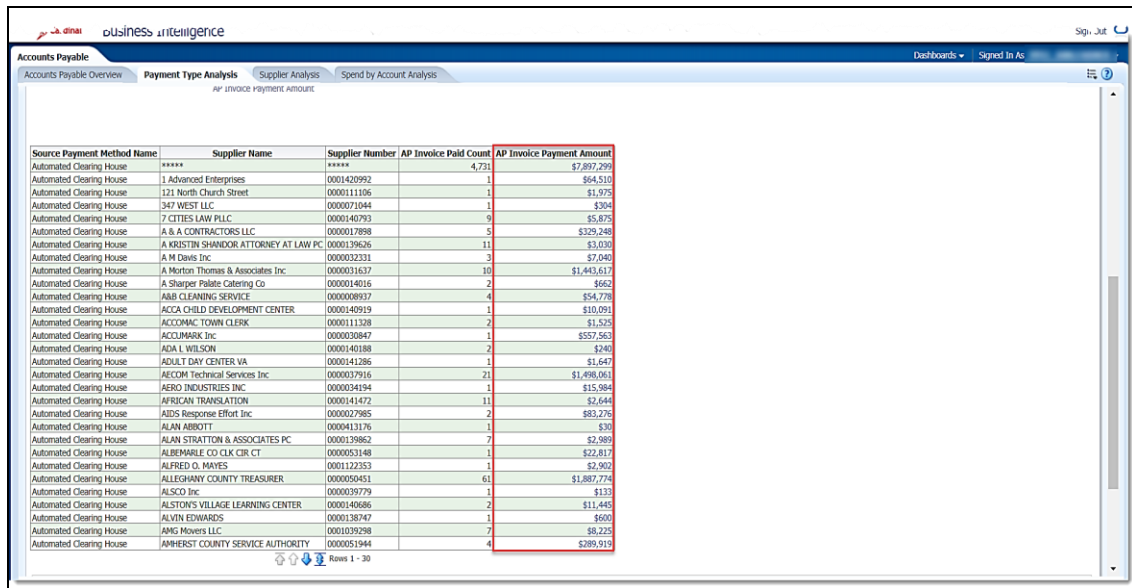


Note: User can change the view selector from **AP Invoice Payment Amount** to **AP Invoice Paid Count**



- Click the section of the pie to navigate to the **Payment Type Analysis Report**.

The page refreshes and the information now displays at the **Payment Type Analysis**.

Source Payment Method Name	Supplier Name	Supplier Number	AP Invoice Paid Count	AP Invoice Payment Amount
Automated Clearing House	*****	*****	4,731	\$7,897,299
Automated Clearing House	1 Advanced Enterprises	000140992	1	\$64,510
Automated Clearing House	121 North Church Street	000011106	1	\$1,975
Automated Clearing House	347 WEST LLC	0000071044	1	\$304
Automated Clearing House	7 CITIES LAW PLLC	0000140793	9	\$5,875
Automated Clearing House	A & A CONTRACTORS LLC	0000017898	5	\$329,248
Automated Clearing House	A KRISTIN SHANDOR ATTORNEY AT LAW PC	0000139626	11	\$3,030
Automated Clearing House	A M Davis Inc	0000032321	3	\$7,040
Automated Clearing House	A Morton Thomas & Associates Inc	0000011637	10	\$1,463,617
Automated Clearing House	A Sharper Palate Catering Co	0000014616	2	\$662
Automated Clearing House	ABB CLEANING SERVICE	0000008937	4	\$54,728
Automated Clearing House	ACCA CHILD DEVELOPMENT CENTER	0000140919	1	\$10,091
Automated Clearing House	ACCORM TOWN CLERK	0000113528	2	\$1,525
Automated Clearing House	ACOLMARK Inc	0000020847	1	\$557,562
Automated Clearing House	ADA L WILSON	0000140188	2	\$240
Automated Clearing House	ADULT DAY CENTER VA	0000141286	1	\$1,647
Automated Clearing House	AECOM Technical Services Inc	0000037916	21	\$1,498,061
Automated Clearing House	AERO INDUSTRIES INC	0000034194	1	\$15,984
Automated Clearing House	AFRICAN TRANSLATION	0000141472	11	\$2,644
Automated Clearing House	AIDS Response Effort Inc	0000027985	2	\$83,276
Automated Clearing House	ALAN ABBOTT	0000413176	1	\$30
Automated Clearing House	ALAN STRATTON & ASSOCIATES PC	0000139862	7	\$2,989
Automated Clearing House	ALBEMARLE CO CLK CIR CT	0000053148	1	\$22,817
Automated Clearing House	ALFRED O. HAYES	0001122553	1	\$2,960
Automated Clearing House	ALLEGHANY COUNTY TREASURER	0000050451	61	\$1,887,274
Automated Clearing House	ALSCO Inc	0000039779	1	\$133
Automated Clearing House	ALSTON'S VILLAGE LEARNING CENTER	0000140686	2	\$11,445
Automated Clearing House	ALVIN EDWARDS	0000138747	1	\$600
Automated Clearing House	JANE Movers LLC	0001039298	7	\$8,225
Automated Clearing House	JAMHERST COUNTY SERVICE AUTHORITY	0000051944	4	\$289,913

- Review this information as needed. To view the **Supplier Payment** click on the corresponding link in the **AP Invoice Payment Amount** column.

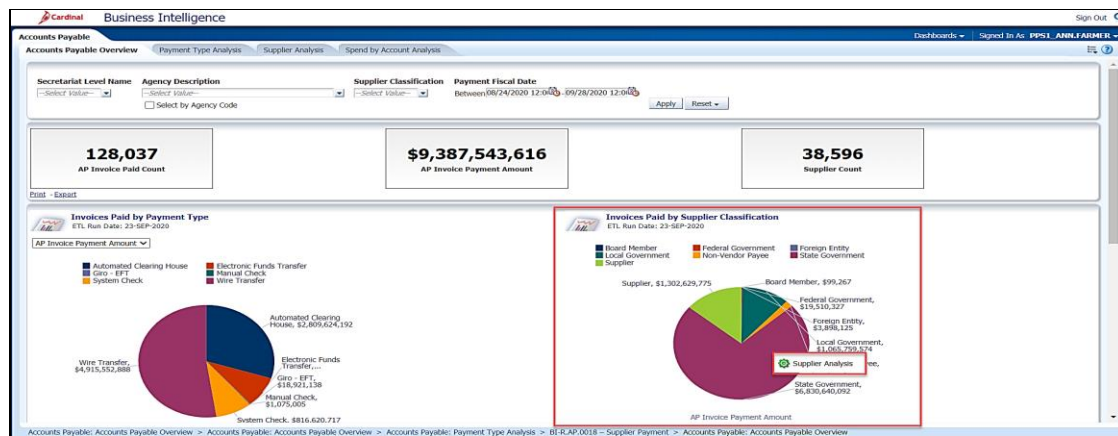
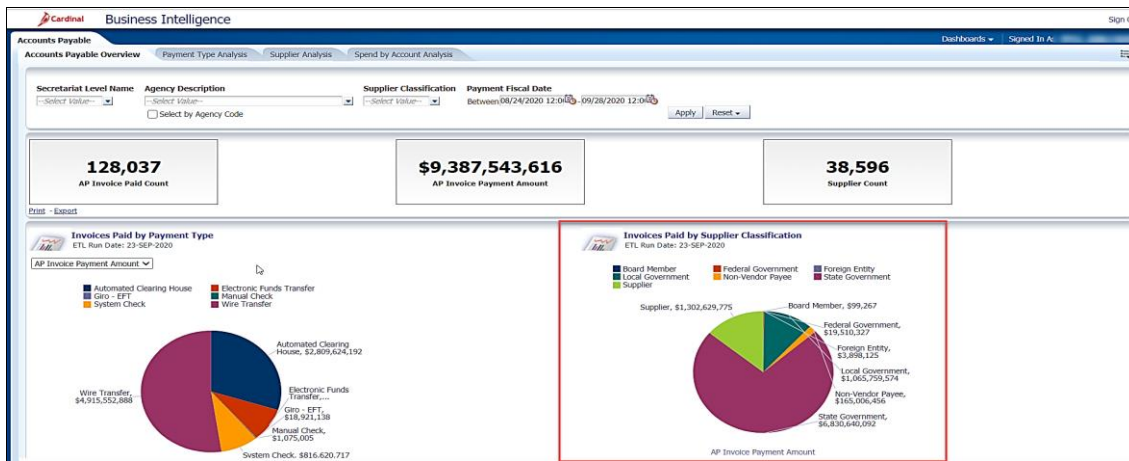
Overview of the Invoices Paid by Supplier Classification (report)

This overview provides the steps to drilldown to view information at the **Supplier Analysis**.

5. Navigate to the **Supplier Analysis** page using the following path:

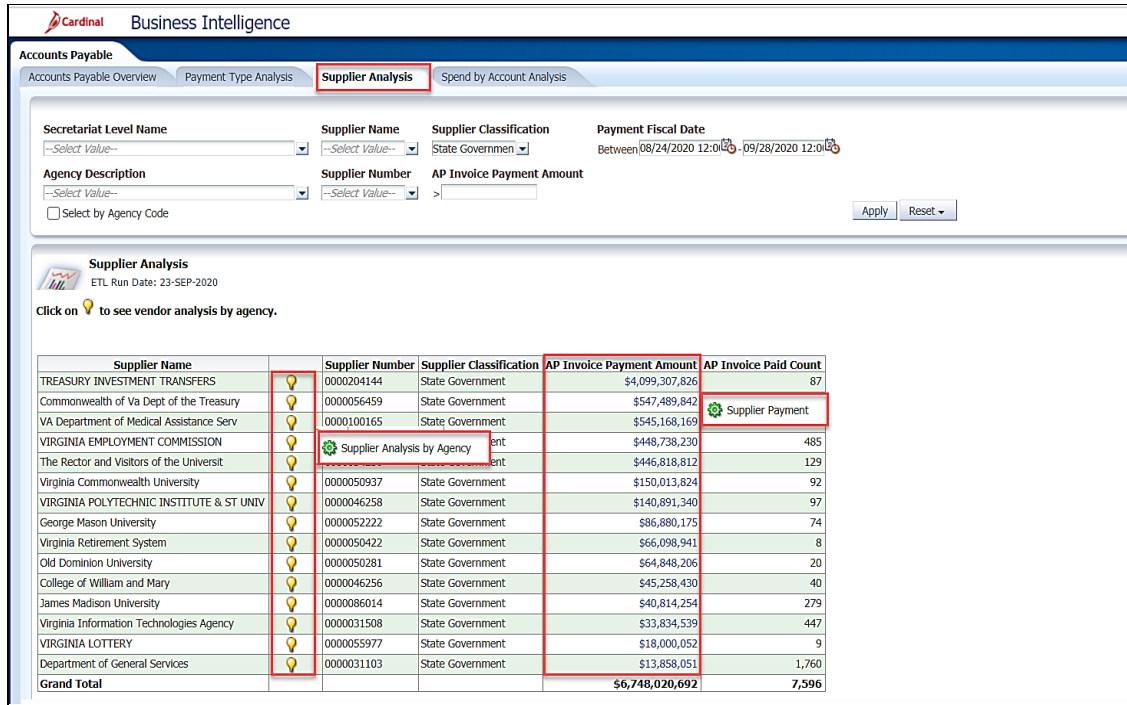
Dashboard > Account Payable Overview> Invoice Paid by Supplier Classification Type

When this tab displays, the information is displays at the **Invoice Paid by Supplier Classification**





6. Click the section of the pie to navigate to the **Supplier Analysis Report**.

The page refreshes and the information now displays at the **Supplier Analysis**.



Supplier Analysis
ETL Run Date: 23-SEP-2020

Click on  to see vendor analysis by agency.

Supplier Name	Supplier Number	Supplier Classification	AP Invoice Payment Amount	AP Invoice Paid Count
TREASURY INVESTMENT TRANSFERS	0000204144	State Government	\$4,099,307,826	87
Commonwealth of Va Dept of the Treasury	0000056459	State Government	\$547,489,842	 Supplier Payment
VA Department of Medical Assistance Serv	0000100165	State Government	\$545,168,169	
VIRGINIA EMPLOYMENT COMMISSION		ent	\$448,738,230	485
The Rector and Visitors of the Universit		ent	\$446,818,812	129
Virginia Commonwealth University	0000050937	State Government	\$150,013,824	92
VIRGINIA POLYTECHNIC INSTITUTE & ST UNIV	0000046258	State Government	\$140,891,340	97
George Mason University	0000052222	State Government	\$86,880,175	74
Virginia Retirement System	0000050422	State Government	\$66,098,941	8
Old Dominion University	0000050281	State Government	\$64,848,206	20
College of William and Mary	0000046256	State Government	\$45,258,430	40
James Madison University	0000086014	State Government	\$40,814,254	279
Virginia Information Technologies Agency	0000031508	State Government	\$33,834,539	447
VIRGINIA LOTTERY	0000055977	State Government	\$18,000,052	9
Department of General Services	0000031103	State Government	\$13,858,051	1,760
Grand Total			\$6,748,020,692	7,596

- Review this information as needed. To view the **Supplier Analysis by Agency** click on the light bulb. To view the **Supplier Payment** click on the corresponding link in the **AP Invoice Payment Amount** column.

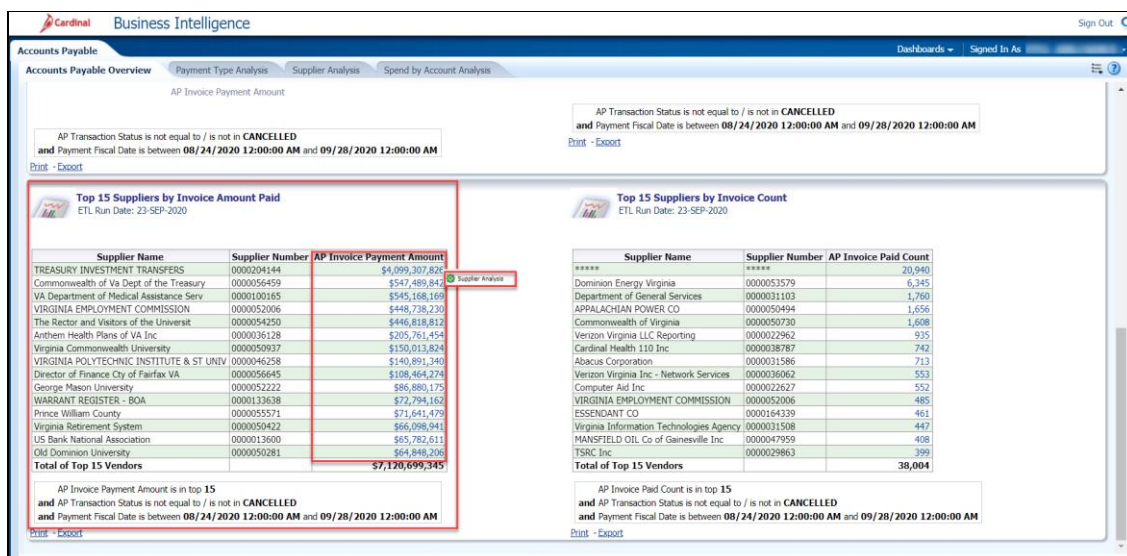
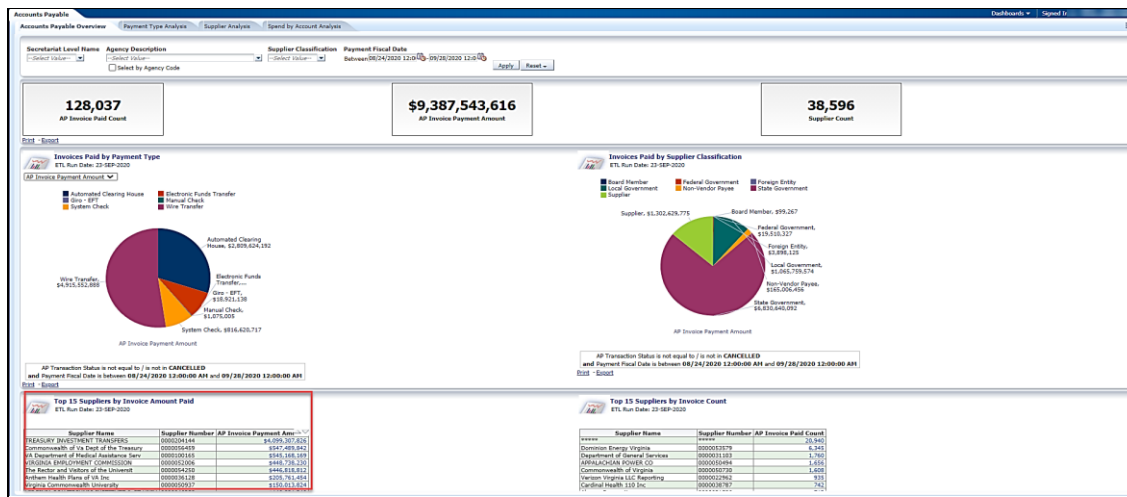
Overview of the Top 15 Suppliers by Invoice Amount Paid (report)

This overview provides the steps to drilldown to view information at the **Supplier Analysis**.

8. Navigate to the **Supplier Analysis** page using the following path:

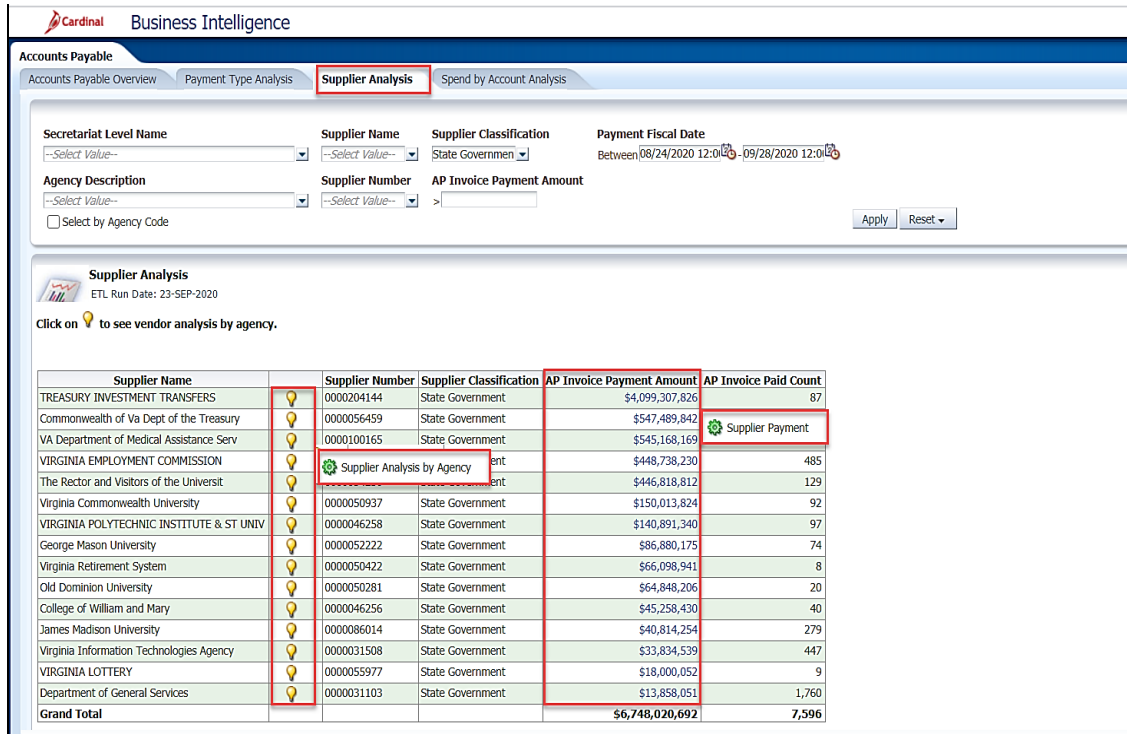
Dashboard > Account Payable Overview > Top15 Suppliers by Invoice Amount Paid

When this tab displays, the **Top 15 Suppliers by Invoice Amount Paid** information displays at the bottom of the **Account Payable Overview** dashboard page.






9. Review this information as needed. Click in the corresponding **AP Invoice Payment Amount** field. Then click the **Supplier Analysis** link.

The page refreshes and the information now displays at the **Supplier Analysis**.



Supplier Analysis
ETL Run Date: 23-SEP-2020

Click on  to see vendor analysis by agency.

Supplier Name	Supplier Number	Supplier Classification	AP Invoice Payment Amount	AP Invoice Paid Count
TREASURY INVESTMENT TRANSFERS	0000204144	State Government	\$4,099,307,826	87
Commonwealth of Va Dept of the Treasury	0000056459	State Government	\$547,489,842	 Supplier Payment
VA Department of Medical Assistance Serv	0000100165	State Government	\$545,168,169	
VIRGINIA EMPLOYMENT COMMISSION	 Supplier Analysis by Agency		\$448,738,230	485
The Rector and Visitors of the Universit			\$446,818,812	129
Virginia Commonwealth University	0000050937	State Government	\$150,013,824	92
VIRGINIA POLYTECHNIC INSTITUTE & ST UNIV	0000046258	State Government	\$140,891,340	97
George Mason University	0000052222	State Government	\$86,880,175	74
Virginia Retirement System	0000050422	State Government	\$66,098,941	8
Old Dominion University	0000050281	State Government	\$64,848,206	20
College of William and Mary	0000046256	State Government	\$45,258,430	40
James Madison University	0000086014	State Government	\$40,814,254	279
Virginia Information Technologies Agency	0000031508	State Government	\$33,834,539	447
VIRGINIA LOTTERY	0000055977	State Government	\$18,000,052	9
Department of General Services	0000031103	State Government	\$13,858,051	1,760
Grand Total			\$6,748,020,692	7,596

- Review this information as needed. To view the **Supplier Analysis by Agency** click on the light bulb. To view the **Supplier Payment** click on the corresponding link in the **AP Invoice Payment Amount** column.

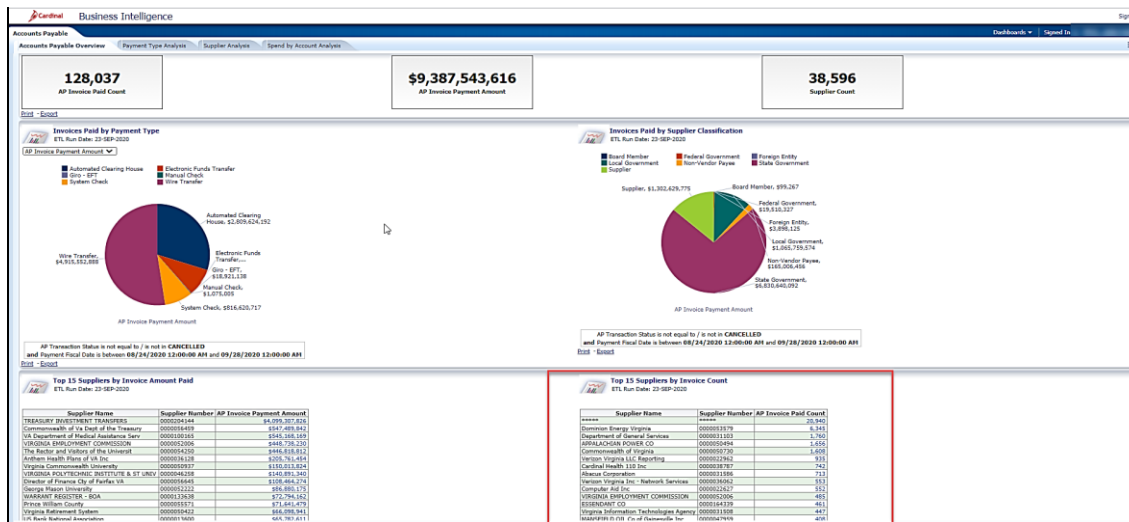
Overview of the Top 15 Suppliers by Invoice Count (report)

This overview provides the steps to drilldown to view information at the **Supplier Analysis**.

11. Navigate to the **Supplier Analysis** page using the following path:

Dashboard > Account Payable Overview > Top15 Suppliers by Invoice Count

When this tab displays, the **Top 15 Suppliers by Invoice Count** information is displays at the bottom of the Account Payable Overview tab.



Top 15 Suppliers by Invoice Count
ETL Run Date: 23-SEP-2020

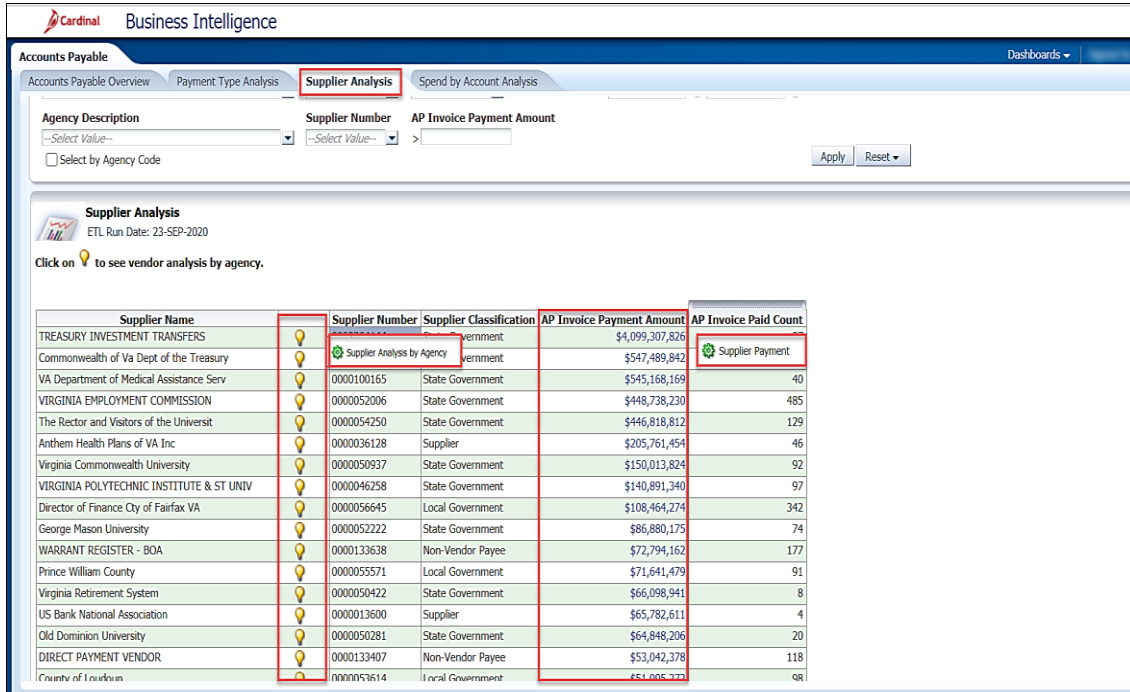
Supplier Name	Supplier Number	AP Invoice Paid Count
*****	*****	20,940
Dominion Energy Virginia	0000053579	6,345
Department of General Services	0000031103	1,760
APPALACHIAN POWER CO	0000050494	1,656
Commonwealth of Virginia	0000050730	1,608
Verizon Virginia LLC Reporting	0000022962	935
Cardinal Health 110 Inc	0000038787	742
Abacus Corporation	0000031586	713
Verizon Virginia Inc - Network Services	0000036062	553
Computer Aid Inc	0000022627	552
VIRGINIA EMPLOYMENT COMMISSION	0000052006	485
ESSENDANT CO	0000164339	461
Virginia Information Technologies Agency	0000031508	447
MANSFIELD OIL Co of Gainesville Inc	0000047959	408
TSRC Inc	0000029863	399
Total of Top 15 Vendors		38,004

AP Invoice Paid Count is in top 15
and AP Transaction Status is not equal to / is not in CANCELLED
and Payment Fiscal Date is between 08/24/2020 12:00:00 AM and 09/28/2020 12:00:00 AM


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12. Review this information as needed. Click in the corresponding **AP Invoice Paid Count** field. Then click the **Supplier Analysis** link.

The page refreshes and the information now displays at the **Supplier Analysis** page.



Supplier Analysis
ETL Run Date: 23-SEP-2020

Click on  to see vendor analysis by agency.

Supplier Name	Supplier Number	Supplier Classification	AP Invoice Payment Amount	AP Invoice Paid Count
TREASURY INVESTMENT TRANSFERS		Government	\$4,099,307,826	
Commonwealth of Va Dept of the Treasury		Government	\$547,489,842	
VA Department of Medical Assistance Serv	0000100165	State Government	\$545,168,169	40
VIRGINIA EMPLOYMENT COMMISSION	0000052006	State Government	\$448,738,230	485
The Rector and Visitors of the Universit	0000054250	State Government	\$446,818,812	129
Anthem Health Plans of VA Inc	0000036128	Supplier	\$205,761,454	46
Virginia Commonwealth University	0000050937	State Government	\$150,013,824	92
VIRGINIA POLYTECHNIC INSTITUTE & ST UNIV	0000046258	State Government	\$140,891,340	97
Director of Finance City of Fairfax VA	0000056645	Local Government	\$108,464,274	342
George Mason University	0000052222	State Government	\$86,880,175	74
WARRANT REGISTER - BOA	0000133638	Non-Vendor Payee	\$72,794,162	177
Prince William County	0000055571	Local Government	\$71,641,479	91
Virginia Retirement System	0000050422	State Government	\$66,098,941	8
US Bank National Association	0000013600	Supplier	\$65,782,611	4
Old Dominion University	0000050281	State Government	\$64,848,206	20
DIRECT PAYMENT VENDOR	0000133407	Non-Vendor Payee	\$53,042,378	118
County of Loudoun	0000053614	Local Government	\$51,005,322	98

- Review this information as needed. To view the **Supplier Analysis by Agency** click on the light bulb. To view the **Supplier Payment** click on the corresponding link in the **AP Invoice Payment Amount** column.

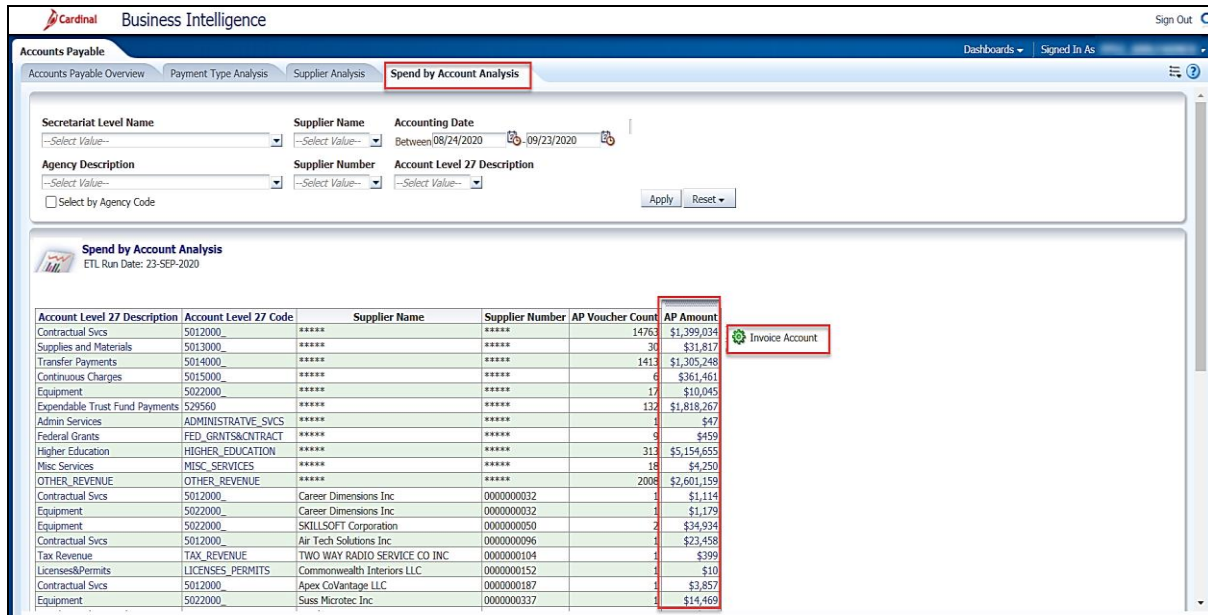
Overview of the Spend by Account Analysis (report)

This overview provides the steps to drilldown to view information at the **Invoice Account** level.

14. Navigate to the **Invoice Account** page using the following path:

Dashboard > Spend by Account Analysis> AP Amount > Invoice Account

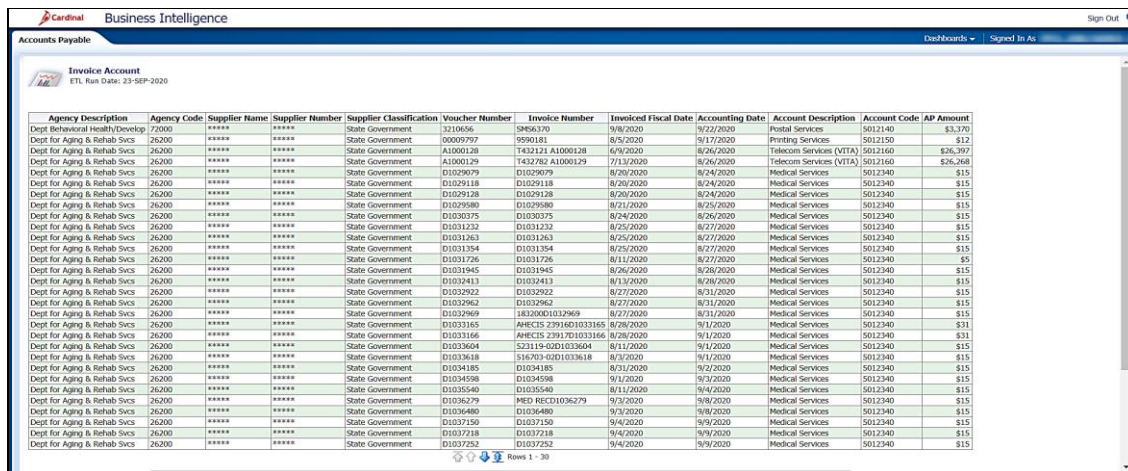
When this tab displays, the **Spend by Account Analysis** dashboard page is displays.



Account Level 27 Description	Account Level 27 Code	Supplier Name	Supplier Number	AP Voucher Count	AP Amount
Contractual Svcs	5012000			14763	\$1,399,034
Supplies and Materials	5012000			30	\$31,817
Transfer Payments	5014000			1413	\$1,305,248
Continuous Charges	5015000			6	\$361,461
Equipment	5022000			17	\$10,045
Expendable Trust Fund Payments	529560			132	\$1,818,267
Admin Services	ADMINISTRATIVE_SVCS			1	\$47
Federal Grants	FED_GRNTS&CONTRACT			5	\$459
Higher Education	HIGHER_EDUCATION			313	\$5,154,655
Misc Services	MISC_SERVICES			18	\$4,250
OTHER_REVENUE	OTHER_REVENUE			2088	\$2,601,159
Contractual Svcs	5012000	Career Dimensions Inc	000000032	1	\$1,114
Equipment	5022000	Career Dimensions Inc	000000032	1	\$1,179
Equipment	5022000	SKILLSOFT Corporation	000000050	2	\$34,934
Contractual Svcs	5012000	Air Tech Solutions Inc	000000096	1	\$23,458
Tax Revenue	TAX_REVENUE	TWO WAY RADIO SERVICE CO INC	000000104	1	\$399
Licenses&permits	LICENSES_PERMITS	Commonwealth Interiors LLC	000000152	1	\$10
Contractual Svcs	5012000	Apex CoVantage LLC	000000187	1	\$3,857
Equipment	5022000	Suss Microtec Inc	000000337	1	\$14,469

15. Review this information as needed. Click in the corresponding **AP Amount** field. Then click the **Invoice Account** link.

The page refreshes and the information now displays at the **Invoice Account** level.



Agency Description	Agency Code	Supplier Name	Supplier Number	Supplier Classification	Voucher Number	Invoice Number	Invoiced Fiscal Date	Accounting Date	Account Description	Account Code	AP Amount
Dept Behavioral Health/Develop	72000	*****	*****	State Government	3210656	SM856370	9/8/2020	9/22/2020	Postal Services	5012140	\$3,370
Dept for Aging & Rehab Svcs	26200	*****	*****	State Government	00009797	9990181	8/5/2020	9/17/2020	Printing Services	5012150	\$12
Dept for Aging & Rehab Svcs	26200	*****	*****	State Government	A1000128	T432121 A1000128	6/9/2020	8/26/2020	Telecom Services (VITA)	5012160	\$26,797
Dept for Aging & Rehab Svcs	26200	*****	*****	State Government	A1000129	T432782 A1000129	7/13/2020	8/26/2020	Telecom Services (VITA)	5012160	\$26,268
Dept for Aging & Rehab Svcs	26200	*****	*****	State Government	D1029079	D1029079	8/20/2020	8/24/2020	Medical Services	5012340	\$15
Dept for Aging & Rehab Svcs	26200	*****	*****	State Government	D1029118	D1029118	8/20/2020	8/24/2020	Medical Services	5012340	\$15
Dept for Aging & Rehab Svcs	26200	*****	*****	State Government	D1029128	D1029128	8/20/2020	8/24/2020	Medical Services	5012340	\$15
Dept for Aging & Rehab Svcs	26200	*****	*****	State Government	D1029580	D1029580	8/21/2020	8/25/2020	Medical Services	5012340	\$15
Dept for Aging & Rehab Svcs	26200	*****	*****	State Government	D1030375	D1030375	8/24/2020	8/26/2020	Medical Services	5012340	\$15
Dept for Aging & Rehab Svcs	26200	*****	*****	State Government	D1031232	D1031232	8/25/2020	8/27/2020	Medical Services	5012340	\$15
Dept for Aging & Rehab Svcs	26200	*****	*****	State Government	D1031263	D1031263	8/25/2020	8/27/2020	Medical Services	5012340	\$15
Dept for Aging & Rehab Svcs	26200	*****	*****	State Government	D1031354	D1031354	8/25/2020	8/27/2020	Medical Services	5012340	\$15
Dept for Aging & Rehab Svcs	26200	*****	*****	State Government	D1031726	D1031726	8/11/2020	8/27/2020	Medical Services	5012340	\$5
Dept for Aging & Rehab Svcs	26200	*****	*****	State Government	D1031945	D1031945	8/26/2020	8/28/2020	Medical Services	5012340	\$15
Dept for Aging & Rehab Svcs	26200	*****	*****	State Government	D1032413	D1032413	8/13/2020	8/28/2020	Medical Services	5012340	\$15
Dept for Aging & Rehab Svcs	26200	*****	*****	State Government	D1032604	S23119-0301032604	8/11/2020	9/1/2020	Medical Services	5012340	\$15
Dept for Aging & Rehab Svcs	26200	*****	*****	State Government	D1033638	S49103-0301033638	8/3/2020	9/1/2020	Medical Services	5012340	\$15
Dept for Aging & Rehab Svcs	26200	*****	*****	State Government	D1034185	D1034185	8/31/2020	9/2/2020	Medical Services	5012340	\$15
Dept for Aging & Rehab Svcs	26200	*****	*****	State Government	D1034598	D1034598	9/1/2020	9/3/2020	Medical Services	5012340	\$15
Dept for Aging & Rehab Svcs	26200	*****	*****	State Government	D1035480	D1035480	8/12/2020	9/4/2020	Medical Services	5012340	\$15
Dept for Aging & Rehab Svcs	26200	*****	*****	State Government	D1036279	MED REC21036279	9/3/2020	9/8/2020	Medical Services	5012340	\$15
Dept for Aging & Rehab Svcs	26200	*****	*****	State Government	D1036480	D1036480	9/3/2020	9/8/2020	Medical Services	5012340	\$15
Dept for Aging & Rehab Svcs	26200	*****	*****	State Government	D1037150	D1037150	9/4/2020	9/9/2020	Medical Services	5012340	\$15
Dept for Aging & Rehab Svcs	26200	*****	*****	State Government	D1037218	D1037218	9/4/2020	9/9/2020	Medical Services	5012340	\$15
Dept for Aging & Rehab Svcs	26200	*****	*****	State Government	D1037252	D1037252	9/4/2020	9/9/2020	Medical Services	5012340	\$15

16. Review this information as needed.