

Business Intelligence Job Aid

SW BI101: Accounts Payable Dashboard

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)





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 displays 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.

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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.

2. 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.

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

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3. 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**.

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se Payment Nethida Name valid Caring House valid Caring House	Suppler Name I Advanced Enterprises I Advanced Enterprises I Advanced Enterprises II Noth Charlow Street Sor Wiss Y Lic Control Control Control Control Control Control Control Control And CLANNICS SENACE ACCONTLOCKING SENACE ALLEGAMENT CONTTLOCKING ALLEGAMENTS ALLEGAMENT ALLEGAMENTS ALLEG	Suppler Number **** 0001420972 0000111106 000071044 00000140788 00000140788 00000140788 00000140788 00000140788 00000140788 000001408 000001408 000001408 0000014128 0000014128 0000014128 0000014128 0000014128 0000014128	AP Invoice Paid Count 4,731 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	AP Invoice Payment Amount 17,207,299 1644,510 15,875 15,875 15,875 15,875 15,875 15,875 15,875 15,875 15,875 15,984 14,985 15,984 15,985 15,98	
Are Payment Method Name ornated Cearing House contated Cearing House	Suppler Name **** Advanced Interprises 1.14 Unit Chard Stretc 2.20 West TLC 2.20 West	Suppler Number ***** 0001420972 0000111106 000071044 0000140798 00000140798 0000031677 0000031677 0000031677 000003167 000004011728 000004011728 000004011728 000004011728 000004141728 000004141728 000004141728 000004141728 000004141728 000004141728 000004141728 000004141728 000004141728 000004141728 000004141728 000004147 000002798 00004147 000005146 000013979 00004447 00005516 00005578 00005451 00005578 00005451 00005578 0000545 0000545 00005578 0000545 00005578 0000545 00005578 0000545 00005578 000054 00005578 000054 00005578 000054 00005578 000054 00005578 000054 00005578 000054 00005578 000054 00005578 000054 000054 0000558 000054 0 000054 0 000055 0 0 0 0 0 0 0	AP Invoice Paid Count 4,731 1 1 1 1 1 1 1 1 1 1 1 1 1	AP Invoice Payment Amount §7,807,229 §64,510 §1,975 §204 §5,875 §5,875 §5,875 §5,875 §5,875 §5,875 §5,478 §1,009 §1,435,617 §4,778 §1,009 §1,455 §5,755 §2,555 §2,664 §3,276 §2,664 §3,276 §2,089 §2,269 §1,487,776 §1,487 §3,287 §3,287 §3,287 §4,289 §4,287 §4,289 §4,287 §4,289 §4,287 §4,289 §4,287	

4. 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



ounts Payable		Dashboards 🛩	Signed In As PPS1_ANN.FARMER
counts Payable Overview Payment Type Analysis Supplier	Analysis Spend by Account Analysis		E. 🕐
Secretariat Level Name Agency DescriptionSelect ValueSelect ValueSelect ValueSelect ValueSelect ValueSelect ValueSelect Value	Supplier Classification Payment Fiscal Date Image: Scient Fislance Image: Scien Fislan	12:546ApplyRenet =	
128,037 AP Invoice Paid Count	\$9,387,543,616 AP Invoice Payment Amount	38,596 Supplier Count	
tint - Expart			
Invoices Paid by Payment Type	(meth)	Invoices Paid by Supplier Classification	
AP Invoice Payment Amount	1612	JTL Run Date: 23-56P-2020	
Automated Clearing House Electronic Funds Tra	ster	Laard Member Pederal Government Poreign Entity Jocal Government Non-Vendor Payee State Government	
Giro - EFT Manual Check System Check Wire Transfer		Supplier, \$1,302,629,775 Board Member, \$99,267	
		Federal Government, \$19,510,327	
Auton	ated Clearing \$2,809,624,192	Foreign Entity, \$3,898,125	
		Local Government, \$1.005.759.574	
Wire Transfer, \$4,915,552,888	tronic Funds hsfer,	🐼 Supplier Analysis ver,	
Girc \$18	- EFT. 921,138	State Government, 56,830,640,092	
Manual \$1,075	Check, J05		
	10 6 5 5 7 7 7	AP Invoice Payment Amount	

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



Business Intelligence Job Aid

SW BI101: Accounts Payable Dashboard

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

Cardinal Business Intelligence									
counts Payable									
Accounts Payable Overview Payment Type Ana	alysis	Supplier Analysis	Spend by Account An	alysis					
· ·			1						
Socratoriat Loval Name		Supplier Name	Funnior Classificatio	n Daymont Ficcal Dat					
Select Value	•	Select Value	State Governmen	Retween 08/24/2020	12:00 - 09/28/2020 12:00	5			
Agong: Description		Cumplion Number	AD Invoice Dovment						
Agency Description	_	Supplier Number	AP Invoice Payment	Amount					
Select Value	<u> </u>	Select Value	>			Apply Reset -			
Select by Agency Code						hoppiy hose +			
Click on Y to see vendor analysis by agency		Constant Number	Quere l'en cle se l'en time						
Supplier Name	0	Supplier Number	Supplier Classification	AP Invoice Payment Amount	AP Invoice Paid Count				
Commonwealth of Va Dept of the Traccury	V .	0000204144	State Government	\$4,099,307,820	87				
VA Department of Medical Assistance Serv	X	0000100165	State Government	\$547,405,042	🔅 Supplier Payment				
VA Department of Medical Assistance Serv	X	10000100165	state dovernment	\$343,100,109	495				
The Pertor and Visitors of the Liniversit	X	Supplier Analysis	by Agency	\$446,730,230	130				
Virginia Commonwealth University	ŏ	0000050937	State Government	\$150.013.824	97				
VIRGINIA POLYTECHNIC INSTITUTE & ST UNIV	ŏ	0000046258	State Government	\$140,891,340	97				
George Mason University	Ö	0000052222	State Government	\$86,880,175	74				
Virginia Retirement System	0	0000050422	State Government	\$66,098,941	8				
Old Dominion University	9	0000050281	State Government	\$64,848,206	20				
College of William and Mary	9	0000046256	State Government	\$45,258,430	40				
James Madison University	9	0000086014	State Government	\$40,814,254	279				
Virginia Information Technologies Agency	9	0000031508	State Government	\$33,834,539	447				
VIRGINIA LOTTERY	9	0000055977	State Government	\$18,000,052	9				
Department of General Services	9	0000031103	State Government	\$13,858,051	1,760				
Grand Total				\$6,748,020,692	7,596				

7. 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.



unts Payable					Dashboards 🗸 🛛 Signed In As 💼	
counts Payable Overview Payment Ty	e Analysis Supplier /	nalysis Spend by Account Analysis				
AP Transaction Status is not equal to / is no and Payment Fiscal Date is between 08/24/26 cint - Export	it in CANCELLED 120 12:00:00 AM and 09	/28/2020 12:00:00 AM	AP Transaction Status is not equal to and Payment Fiscal Date is between 08/ Print - Excort	/ is not in CANCELLED 24/2020 12:00:00 AM	and 09/28/2020 12:00:00 AM	
Top 15 Suppliers by Invoice Au III. ETL Run Date: 23-SEP-2020	nount Paid		Top 15 Suppliers by Invo	vice Count		
Supplier Name	Supplier Number AP 1	nvoice Payment Amount	Supplier Name	Supplier Number AP	Invoice Paid Count	
REASURY INVESTMENT TRANSFERS	0000204144	\$4,099,307,826	*****	****	20,940	
Commonwealth of Va Dept of the Treasury	0000056459	\$547,489,842 Suppler Analysis	Dominion Energy Virginia	0000053579	6,345	
A Department of Medical Assistance Serv	0000100165	\$545,168,169	Department of General Services	0000031103	1,760	
IRGINIA EMPLOYMENT COMMISSION	0000052006	\$448,738,230	APPALACHIAN POWER CO	0000050494	1,656	
The Rector and Visitors of the Universit	0000054250	\$446,818,812	Commonwealth of Virginia	0000050730	1,608	
Inthem Health Plans of VA Inc	0000036128	\$205,761,454	Verizon Virginia LLC Reporting	0000022962	935	
firginia Commonwealth University	0000050937	\$150,013,824	Cardinal Health 110 Inc	0000038787	742	
/IRGINIA POLYTECHNIC INSTITUTE & ST UNIV	0000046258	\$140,891,340	Abacus Corporation	0000031586	713	
Director of Finance Cty of Fairfax VA	0000056645	\$108,464,274	Verizon Virginia Inc - Network Services	0000036062	553	
Seorge Mason University	0000052222	\$86,880,175	Computer Aid Inc	0000022627	552	
WARRANT REGISTER - BOA	0000133638	\$72,794,162	VIRGINIA EMPLOYMENT COMMISSION	0000052006	485	
Prince William County	0000055571	\$71,641,479	ESSENDANT CO	0000164339	461	
/irginia Retirement System	0000050422	\$66,098,941	Virginia Information Technologies Agence	0000031508	447	
15 Bank National Association	0000013600	\$65,782,611	MANSFIELD OIL Co of Gainesville Inc	0000047959	408	
	0000050281	\$64,848,206	TSRC Inc	0000029863	399	
Id Dominion University		\$7,120,699,345	Total of Top 15 Vendors		38,004	
Old Dominion University Total of Top 15 Vendors			AD Invaries Daid Count is in top 15			

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**.

Cardinal Business Intelliger	nce					
Accounts Payable						
Accounts Payable Overview Payment Type An	alysis	Supplier Analysis	Spend by Account A	nalysis		
Secretariat Level Name		Supplier Name	Supplier Classificati	on Payment Fiscal Dat	e	
Select Value	•	Select Value	State Governmen 💌	Between 08/24/2020	12:01 09/28/2020 12:01)
Agency Description		Supplier Number	AP Invoice Payment	Amount		
Select Value	•	Select Value	. >			
Select by Agency Code						Apply Reset -
Click on 💡 to see vendor analysis by agence Supplier Name	y.	Supplier Number	Supplier Classification	AP Invoice Payment Amount	AP Invoice Paid Count	
TREASURY INVESTMENT TRANSFERS	9	0000204144	State Government	\$4,099,307,826	87	
Commonwealth of Va Dept of the Treasury	9	0000056459	State Government	\$547,489,842	Supplier Payment	
VA Department of Medical Assistance Serv	9	0000100165	State Government	\$545,168,169	a supplier rayment	
VIRGINIA EMPLOYMENT COMMISSION	9	Supplier Analys	is by Agency ent	\$448,738,230	485	
The Rector and Visitors of the Universit	9		ent	\$446,818,812	129	
Virginia Commonwealth University	9	0000050937	State Government	\$150,013,824	92	
VIRGINIA POLYTECHNIC INSTITUTE & ST UNIV	9	0000046258	State Government	\$140,891,340	97	
George Mason University	9	0000052222	State Government	\$86,880,175	74	
Virginia Retirement System	9	0000050422	State Government	\$66,098,941	8	
Old Dominion University	9	0000050281	State Government	\$64,848,206	20	
College of William and Mary	9	0000046256	State Government	\$45,258,430	40	
James Madison University	9	0000086014	State Government	\$40,814,254	279	
Virginia Information Technologies Agency	9	0000031508	State Government	\$33,834,539	447	
VIRGINIA LOTTERY	9	0000055977	State Government	\$18,000,052	9	
Department of General Services	9	0000031103	State Government	\$13,858,051	1,760	
Grand Total				\$6,748,020,692	7,596	

10. 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.

Taunite Baid Count	543,616		38,596			
AP Invoice Par	ment emount		Supplier Count]		
oices Paid by Payment Type Run Date: 23-5EP-2020	Invoices Paid by S	upplier Classification				
mart Amount 💌	Board Nember	Federal Government	ign Entity			
Automated Clearing House Electronic Funds Transfer Giro- 677 Nanual Check System Check Wer Transfer	Supplier	- Honrivendor Payee 🖬 State	a second man			
Advantial Clargy Hour 2018 CAS2	Support, S. 2014	Read Members, 95.227 Face Members, 95.277 Face Members, 95.2777 Face Members, 95.2777 Face Members, 95.2777 Face Members, 95.27				
AP Invoice Payment Amount		AP Invoice Payment Amount				
edion Status is not equal to / is not is CANCELLED Final Data is between 88/24/2020 12:00:00 AH and 99/28/2020 12:00:00 AH	AP Transaction Status is not and Payment Fiscal Date in betw Brint - Execut	t equal to / is not in CANCELLED wen 08/24/2020 12:00:00 AM wr	od 09/28/2020 12:00:00 AM			
15 Sundiers he Invoice Amount Paid	Top 15 Sundian	by Invoice Count				
Run Date: 23:529-2020	TL Run Date: 22-SEP	-2020				
DCTINET_TORONTOS 00001144 LINE (M. M. M	Benners Comparison Control Control Department of General Version Department of Control Control Control Control Control Control Control Control Wettern Version LLC Resolution Control Comparison Wettern Version LLC Resolution Resolution Comparison Wettern Version LLC Resolution Versio	00000131577 00000131577 0000013103 0000050730 0000050730 0000050730 0000031565 0000031565 ervises 0000031662 0000021627 0000031655 0000051005	28940 28940 1.780 1.655 1.655 1.655 742 713 555 485 485			
Top 15 Suppliers by Invo	bice Count	A Ageny (200001) 108				
Top 15 Suppliers by Invo ETL Run Date: 23-SEP-2020	vice Count		ico Poid Cou	unt		
Top 15 Suppliers by Invo ETL Run Date: 23-SEP-2020 Supplier Name	sice Count Supplier Number *****		ice Paid Cou	unt 940	158 Supplier Analy	
Top 15 Suppliers by Invo ETL Run Date: 23-SEP-2020 Supplier Name	Supplier Number *****	AP Invo	vice Paid Cou 20,6	unt 940 345	🔯 Supplier Analyz	
Top 15 Suppliers by Invo ETL Run Date: 23-SEP-2020 Supplier Name ***** Dominion Energy Virginia Department of General Services	Supplier Number ***** 0000053579 0000031103	AP Invo	ice Paid Cou 20,5 6,2 1.7	unt 940 345 760	🔯 Supplier Analys	
Top 15 Suppliers by Invo ETL Run Date: 23-SEP-2020 Supplier Name ***** Dominion Energy Virginia Department of General Services APPALACHIAN POWER CO	Supplier Number ***** 0000053579 0000051103 0000050494	AP Invo	ice Paid Cou 20,5 6,2 1,7 1,6	unt 940 345 760 656	🔯 Supplier Analys	
Top 15 Suppliers by Invo ETL Run Date: 23-SEP-2020 Supplier Name ***** Dominion Energy Virginia Department of General Services APPALACHIAN POWER CO Commonwealth of Virginia	Supplier Number ***** 0000053579 0000031103 0000050494 0000050494 0000050730	AP Invo	ice Paid Cou 20,5 6,2 1,7 1,6 1.6	unt 940 345 760 656 608	🐼 Supplier Analys	
Top 15 Suppliers by Invo ETL Run Date: 23-SEP-2020 Supplier Name ***** Dominion Energy Virginia Department of General Services APPALACHIAN POWER CO Commonwealth of Virginia Verizon Virginia LLC Reporting	Supplier Number ***** 0000053579 0000050494 0000050730 0000022962	AP Invo	ice Paid Cou 20,5 6,2 1,7 1,6 1,6	unt 940 345 760 656 608 935	Supplier Analys	
Top 15 Suppliers by Invo ETL Run Date: 23-SEP-2020 Supplier Name ***** Dominion Energy Virginia Department of General Services APPALACHIAN POWER CO Commonwealth of Virginia Verizon Virginia LLC Reporting Cardinal Health 110 Inc	Supplier Number ***** 0000053579 0000053579 0000050494 0000050730 0000022962 0000038787		bice Paid Cou 20,6 6,7 1,7 1,6 1,6 2 7	unt 940 345 760 656 608 935 742	🚱 Supplier Analyz	
Top 15 Suppliers by Invo ETL Run Date: 23-SEP-2020 Supplier Name ***** Dominion Energy Virginia Department of General Services APPALACHIAN POWER CO Commonwealth of Virginia Verizon Virginia LLC Reporting Cardinal Health 110 Inc Abacus Corporation	Supplier Number ***** 0000053579 0000050494 0000050730 0000022962 0000031586		ice Paid Cou 20,5 6,7 1,7 1,6 1,6 7 7	unt 940 345 656 608 935 742 713	😨 Supplier Analys	
Top 15 Suppliers by Invo ETL Run Date: 23-SEP-2020 Supplier Name ***** Dominion Energy Virginia Department of General Services APPALACHIAN POWER CO Commonwealth of Virginia Verizon Virginia LLC Reporting Cardinal Health 110 Inc Abacus Corporation Verizon Virginia Inc - Network Services	Supplier Number ***** 0000053579 0000053579 0000050494 0000050730 000002962 0000031586 0000036062		ice Paid Cou 20,9 6,7 1,7 1,6 1,6 7 7 7 7 7	unt 940 345 656 608 935 742 713 553	🔯 Supplier Analys	
Top 15 Suppliers by Invo ETL Run Date: 23-SEP-2020 Supplier Name ***** Dominion Energy Virginia Department of General Services APPALACHIAN POWER CO Commonwealth of Virginia Verizon Virginia LLC Reporting Cardinal Health 110 Inc Abacus Corporation Verizon Virginia Inc - Network Services Computer Aid Inc	Supplier Number ***** 0000053579 0000050494 0000050494 0000050730 0000050730 0000022962 0000031586 0000036062 0000022627		ice Paid Cou 20,9 6,2 1,7 1,6 1,6 2 7 7 7 7 7 7 7 7 7 7 7 7 7	int 940 345 760 656 608 935 742 713 553 552	🔯 Supplier Analys	
Top 15 Suppliers by Invo ETL Run Date: 23-SEP-2020 Supplier Name ***** Dominion Energy Virginia Department of General Services APPALACHIAN POWER CO Commonwealth of Virginia Verizon Virginia LLC Reporting Cardinal Health 110 Inc Abacus Corporation Verizon Virginia Inc - Network Services Computer Aid Inc VIRGINIA EMPLOYMENT COMMISSION	Supplier Number ***** 0000053579 0000053579 0000050494 0000050730 0000022962 0000031586 0000036062 0000022627 0000052006		vice Paid Cou 20,5 6,3 1,7 1,6 1,6 7 7 7 5 5 2 2	int 940 345 760 656 935 742 713 553 552 485	🐼 Supplier Analys	
Top 15 Suppliers by Invo ETL Run Date: 23-SEP-2020 Supplier Name ***** Dominion Energy Virginia Department of General Services APPALACHIAN POWER CO Commonwealth of Virginia Verizon Virginia LLC Reporting Cardinal Health 110 Inc Abacus Corporation Verizon Virginia Inc - Network Services Computer Aid Inc VIRGINIA EMPLOYMENT COMMISSION ESSENDANT CO	Supplier Number ***** 0000053579 0000053579 0000050730 0000022962 0000031586 0000032627 0000022627 0000052006 0000052006		vice Paid Cou 20,6 6,7 1,7 1,6 1,6 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	unt 940 345 556 608 935 742 713 553 552 485 461	😨 Supplier Analyz	
Top 15 Suppliers by Invo ETL Run Date: 23-SEP-2020 Supplier Name ***** Dominion Energy Virginia Department of General Services APPALACHIAN POWER CO Commonwealth of Virginia Verizon Virginia LLC Reporting Cardinal Health 110 Inc Abacus Corporation Verizon Virginia Inc - Network Services Computer Aid Inc VIRGINIA EMPLOYMENT COMMISSION ESSENDANT CO Virginia Information Technologies Agency	Supplier Number ***** 0000053579 000005379 0000050730 0000050730 000002962 0000031586 0000031586 0000022062 0000031586 0000022006 0000022006 0000031508		vice Paid Cou 20,5 6,2 1,7 1,6 1,6 2 7 7 5 5 6 6 2 4 4 4 4	unt 940 345 556 608 935 742 713 553 552 461 447	😨 Supplier Analys	
Top 15 Suppliers by Invo ETL Run Date: 23-SEP-2020 Supplier Name ***** Dominion Energy Virginia Department of General Services APPALACHIAN POWER CO Commonwealth of Virginia Verizon Virginia LLC Reporting Cardinal Health 110 Inc Abacus Corporation Verizon Virginia Inc - Network Services Computer Aid Inc VIRGINIA EMPLOYMENT COMMISSION ESSENDANT CO Virginia Information Technologies Agency MANSFIELD OIL Co of Gainesville Inc	Supplier Number ***** 0000053579 0000053579 0000050494 0000050730 000002962 0000031586 0000031586 0000032627 0000032627 0000032627 0000032627 0000032627 0000164339 0000031508 0000031598		ice Paid Cou 20,5 6,7 1,6 1,6 7 7 5 5 5 6 7 7 7 7 7 5 5 6 7 7 7 7 7	Junt 940 345 556 608 935 742 713 553 552 485 461 447 408	🔯 Supplier Analys	
Top 15 Suppliers by Invo ETL Run Date: 23-SEP-2020 Supplier Name ***** Dominion Energy Virginia Department of General Services APPALACHIAN POWER CO Commonwealth of Virginia Verizon Virginia LLC Reporting Cardinal Health 110 Inc Abacus Corporation Verizon Virginia Inc - Network Services Computer Aid Inc VIRGINIA EMPLOYMENT COMMISSION ESSENDANT CO Virginia Information Technologies Agency WANSFIELD OIL Co of Gainesville Inc TSRC Inc	Supplier Number ***** 0000053579 0000053579 0000050494 0000050730 0000022962 0000031586 0000022627 0000052006 0000164339 0000047959 0000047959 0000029863		ice Paid Cou 20,5 6,7 1,7 1,6 1,6 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	unt 9400 345 7600 608 9355 742 5553 5552 485 461 447 4408 399	🐼 Supplier Analys	
Top 15 Suppliers by Invo ETL Run Date: 23-SEP-2020 Supplier Name ***** Dominion Energy Virginia Department of General Services APPALACHIAN POWER CO Dommonwealth of Virginia Verizon Virginia LLC Reporting Dardinal Health 110 Inc Abacus Corporation Verizon Virginia Inc - Network Services Computer Aid Inc VIRGINIA EMPLOYMENT COMMISSION ESSENDANT CO Virginia Information Technologies Agency VANSFIELD OIL Co of Gainesville Inc SRC Inc Fotal of Top 15 Vendors	Supplier Number ***** 0000053579 0000053579 0000050494 0000050730 0000022962 0000031586 0000022627 0000022627 0000052006 0000164339 0000047959 0000029863		ice Paid Cou 20,5 6,2 1,7 1,6 1,6 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	unt 940 345 556 608 935 742 485 553 552 485 461 447 447 440 8 399 004	🐼 Supplier Analys	

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.

Cardinal Business Intelligence	e							
Accounts Payable							Dashboards 🗸	
Accounts Payable Overview Payment Type Analys	is Sup	oplier Analysis	Spend by Ac	ount Analysi	s			
Agency Description Supplier Number AP Invoice Payment Amount -Select Value- -Select Value- > Select by Agency Code Apply Reset •								
Supplier Analysis ETL Run Date: 23-SEP-2020 Click on V to see vendor analysis by agency.							1	
Supplier Name	-	Supplier Numb	er Supplier C	assification	AP Invoice Payment Amount	AP Invoice Paid Count		
TREASURY INVESTMENT TRANSFERS	9		er ver	iment	\$4,099,307,826			
Commonwealth of Va Dept of the Treasury	9	Supplier Analysi	s by Agency veri	iment	\$547,489,842	Supplier Payment		
VA Department of Medical Assistance Serv	9	0000100165	State Gover	iment	\$545,168,169	40		
VIRGINIA EMPLOYMENT COMMISSION	0	0000052006	State Gover	iment	\$448,738,230	485	-	
The Rector and Visitors of the Universit	0	0000054250	State Gover	iment	\$446,818,812	129		
Anthem Health Plans of VA Inc	9	0000036128	Supplier		\$205,761,454	46	-	
Virginia Commonwealth University	9	0000050937	State Gover	iment	\$150,013,824	92		
VIRGINIA POLYTECHNIC INSTITUTE & ST UNIV	0	0000046258	State Gover	iment	\$140,891,340	97	-	
Director of Finance Cty of Fairfax VA	0	0000056645	Local Gover	ment	\$108,464,274	342		
George Mason University	0	0000052222	State Gover	iment	\$86,880,175	74	-	
WARRANT REGISTER - BOA	9	0000133638	Non-Vendor	Payee	\$72,794,162	177	-	
Prince William County	0	0000055571	Local Gover	ment	\$71,641,479	91	-	
Virginia Retirement System	0	0000050422	State Govern	iment	\$66,098,941	8		
US Bank National Association	0	0000013600	Supplier		\$65,782,611	4	-	
Old Dominion University	9	0000050281	State Gover	iment	\$64,848,206	20		
DIRECT PAYMENT VENDOR	0	0000133407	Non-Vendor	Payee	\$53,042,378	118	-	
County of Loudoun	Là	0000053614	Local Gover	ment	¢51.005.272	QR	1	

13. 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.

Cardinal Busines	s Intelligence					Sign Out
ccounts Payable						Dashboards 🗸 🕴 Signed In As
Accounts Payable Overview	Payment Type Analysis	Supplier Analysis Spend by Accou	int Analysis			H. ()
Secretariat Level NameSelect Value Agency DescriptionSelect ValueSelect ValueSelect by Agency Code	-	Supplier Name Accounting Dal Select Value Between 08/24/2 Supplier Number Account Level : -Select Value - Select Value	te 1020 109/23/20 27 Description	320 B	ply Reset	st•
Spend by Accoun ETL Run Date: 23-SE	t Analysis P-2020				1	۹
Account Level 27 Descriptio	n Account Level 27 Cod	e Supplier Name	Supplier Number	r AP Voucher Count	AP Amount	nt second se
Contractual Svcs	5012000_	*****	*****	14/63	\$1,399,034	14 🐼 Invoice Account
Supplies and Materials	5013000_	*****	*****	30	\$31,817	
Transfer Payments	5014000_	*****		1413	\$1,305,248	18
Continuous Charges	5015000_	*****	*****	0	\$361,461	51
Equipment	5022000_	*****	*****	1/	\$10,045	
Expendable Trust Fund Paymen	ts 529560	*****	*****	132	\$1,818,267	5/
Admin Services	ADMINISTRATVE_SVCS	*****	*****	1	\$4/	
Ligher Education	UTCHED EDUCATION	****	****	212	2459 #E 1E4 4EE	
Mice Services	MISC SERVICES	****	****	313	\$3,104,000	50
OTHER DEVENUE	OTHER DEVENUE	****	****	2008	\$7,601,150	50
Contractual Surg	5012000	Career Dimensions Inc	000000032	2000	\$1 114	
Equipment	5022000_	Career Dimensions Inc	0000000032	-	¢1 170	70
Equipment	5022000_	SKILLSOFT Corporation	0000000050	-	\$34 034	34
Contractual Sers	5012000	Air Tech Solutions Inc	0000000000	1	\$23,458	88
Tay Devenue	TAY DEVENUE	TWO WAY PADIO SERVICE CO INC	0000000104	-	\$200	
Licenses&Permits	LICENSES PERMITS	Commonwealth Interiors LLC	0000000152	1	\$10	10
Contractual Svcs	5012000	Apex CoVantage LLC	000000187	1	\$3,857	57
Equipment	5022000	Suss Microtec Inc	000000337		\$14,469	59
				1	41,105	

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.

ounts Payable											Dashboards + Signed In As
Invoice Account											
ETL Run Date: 23-SEP	-2020										
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	SMS6370	9/8/2020	9/22/2020	Postal Services	5012140	\$3,370
Sept for Aging & Rehab Svcs	26200	*****	****	State Government	00009797	9590181	8/5/2020	9/17/2020	Printing Services	5012150	\$12
Sept for Aging & Rehab Svcs	26200	*****		State Government	A1000128	T432121 A1000128	6/9/2020	8/26/2020	Telecom Services (VITA)	5012160	\$26,397
Sept for Aging & Rehab Svcs	26200			State Government	A1000129	T432782 A1000129	7/13/2020	8/26/2020	Telecom Services (VITA)	5012160	\$26,268
Xept for Aging & Rehab Svcs	26200	*****		State Government	D1029079	D1029079	8/20/2020	8/24/2020	Medical Services	5012340	\$15
Sept for Aging & Rehab Svcs	26200			state Government	D1029118	D1029118	8/20/2020	8/24/2020	Medical Services	5012340	\$15
ept for Aging & Rehab Svcs	26200			state Government	D1029128	D1029128	8/20/2020	8/24/2020	Medical Services	5012340	\$15
Jept for Aging & Rehab Svcs	26200			state Government	D1029580	D1029580	8/21/2020	8/25/2020	Medical Services	5012340	\$15
ept for Aging & Rehab Svcs	26200			state Government	D1030375	D1030375	8/24/2020	8/26/2020	Medical Services	5012340	\$15
sept for Aging & Rehab Svcs	26200			state Government	01031232	D1031232	8/25/2020	8/2//2020	Medical Services	5012340	\$15
ept for Aging & Rehab Svcs	26200			State Government	D1031263	D1031263	8/25/2020	8/27/2020	Medical Services	5012340	\$15
Sept for Aging & Rehab Svcs	26200	*****	*****	State Government	D1031354	D1031354	8/25/2020	8/27/2020	Medical Services	5012340	\$15
Jept for Aging & Rehab Svcs	26200			state Government	D1031726	D1031726	8/11/2020	8/27/2020	Medical Services	5012340	\$5
Sept for Aging & Rehab Svcs	26200	*****	*****	State Government	D1031945	D1031945	8/26/2020	8/28/2020	Medical Services	5012340	\$15
Sept for Aging & Rehab Svcs	26200	*****		State Government	D1032413	D1032413	8/13/2020	8/28/2020	Medical Services	5012340	\$15
Xept for Aging & Rehab Svcs	26200	*****	****	State Government	D1032922	D1032922	8/27/2020	8/31/2020	Medical Services	5012340	\$15
Sept for Aging & Rehab Svcs	26200	*****	****	State Government	D1032962	D1032962	8/27/2020	8/31/2020	Medical Services	5012340	\$15
Sept for Aging & Rehab Svcs	26200			State Government	D1032969	183200D1032969	8/27/2020	8/31/2020	Medical Services	5012340	\$15
Sept for Aging & Rehab Svcs	26200	*****		State Government	D1033165	AHECIS 23916D1033165	8/28/2020	9/1/2020	Medical Services	5012340	\$31
Sept for Aging & Rehab Svcs	26200	*****	*****	State Government	D1033166	AHECIS 23917D1033166	8/28/2020	9/1/2020	Medical Services	5012340	\$31
ept for Aging & Rehab Svcs	26200	*****	*****	State Government	D1033604	523119-02D1033604	8/11/2020	9/1/2020	Medical Services	5012340	\$15
ept for Aging & Rehab Svcs	26200	*****		State Government	D1033618	516703-02D1033618	8/3/2020	9/1/2020	Medical Services	5012340	\$15
Sept for Aging & Rehab Svcs	26200	*****	****	State Government	D1034185	D1034185	8/31/2020	9/2/2020	Medical Services	5012340	\$15
Jept for Aging & Rehab Svcs	26200	*****	****	State Government	D1034598	D1034598	9/1/2020	9/3/2020	Medical Services	5012340	\$15
ept for Aging & Rehab Svcs	26200			State Government	D1035540	D1035540	8/11/2020	9/4/2020	Medical Services	5012340	\$15
Pept for Aging & Rehab Svcs	26200	Rexes.	*****	State Government	D1036279	MED RECD1036279	9/3/2020	9/8/2020	Medical Services	5012340	\$15
Sept for Aging & Rehab Svcs	26200	*****		State Government	D1036480	D1036480	9/3/2020	9/8/2020	Medical Services	5012340	\$15
Sept for Aging & Rehab Svcs	26200	*****	*****	State Government	D1037150	D1037150	9/4/2020	9/9/2020	Medical Services	5012340	\$15
Sept for Aging & Rehab Svcs	26200			State Government	D1037218	D1037218	9/4/2020	9/9/2020	Medical Services	5012340	\$15
Sent for Aging & Rebab Sycs	26200	84888	*****	State Government	D1037252	D1037252	9/4/2020	9/9/2020	Medical Services	5012340	\$15

16. Review this information as needed.