

501 BI101: Procurement Dashboard

Procurement Dashboard Overview

The data in the Procurement dashboard is from the Cardinal Financial System Procurement Module. The data represents VDOT purchase order transactions.

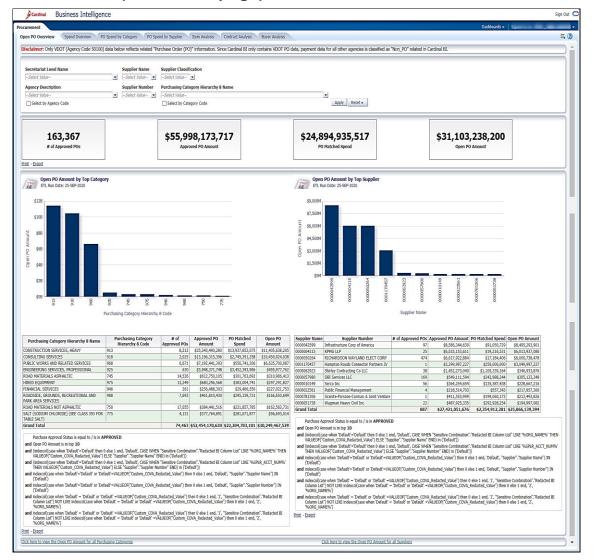
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Open PO Review (dashboard page)



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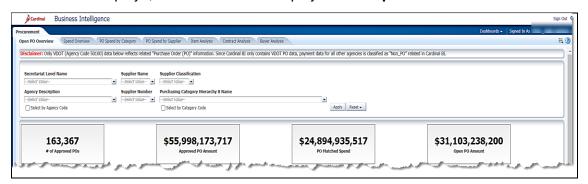
Overview of the Open PO Overview Tab

This overview provides summarizes of the **Number of Approved POs**, **Approved PO Amount**, PO **Matched Spend**, and **Open PO Amount**. Users will be able to analyze the Number of Approved POs, Approved PO Amount, Received Amount, and Open PO Amount based on the selection of the following prompts: Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category, and Supplier Classification

1. Navigate to the **Open PO Overview** page using the following path:

Dashboard > Procurement > Open PO Overview

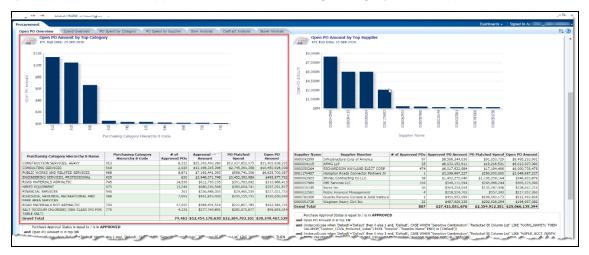
When this tab first displays, the information is displays at the **Open PO Overview** tab



2. Review this information as needed.

Open PO Amount by Top Category (report)

This report summarizes the **Open PO Amount by Top 10 Categories** for the Number of Approved POs, Approved PO Amount, PO Matched Spend, and Open PO Amount. Users will be able to analyze the Open PO Amount by Top 10 Categories based on the selection of the following prompts: Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category, and Supplier Classification.



3. Review this information as needed.

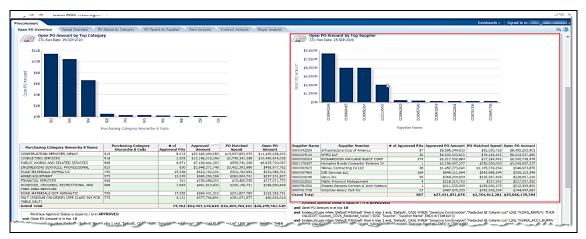
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Open PO Amount by Top Supplier (report)

This report summarizes the **Open PO Amount by Top 10 Suppliers** for the Number of Approved POs, Approved PO Amount, Received Amount, and Open PO Amount. Users will be able to analyze the Open PO Amount by Top 10 Suppliers based on the selection of the following prompts: Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category, and Supplier Classification.



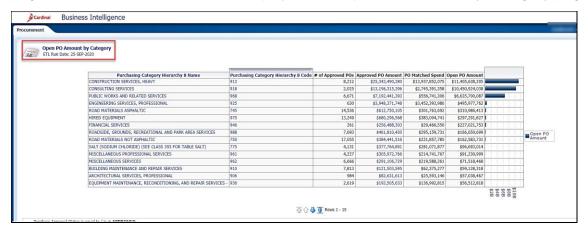
Review this information as needed.

Open PO Amount for all Purchasing Categories (report)



5. Click on the Click here to view the Open PO Amount for all Purchasing Categories link.

The page refreshes and the information displays at the Open PO Amount by Category page.



6. Review this information as needed.

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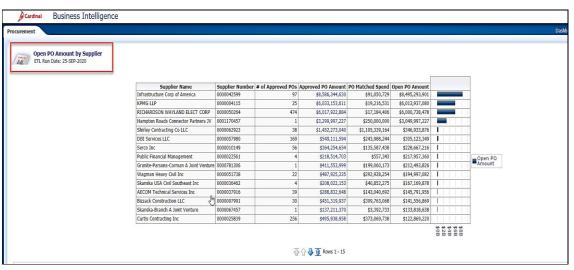


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7. Click on the Click here to view the Open PO Amount for all Suppliers link.

The page refreshes and the information displays at the **Open PO Amount by Supplier** page.



8. Review this information as needed

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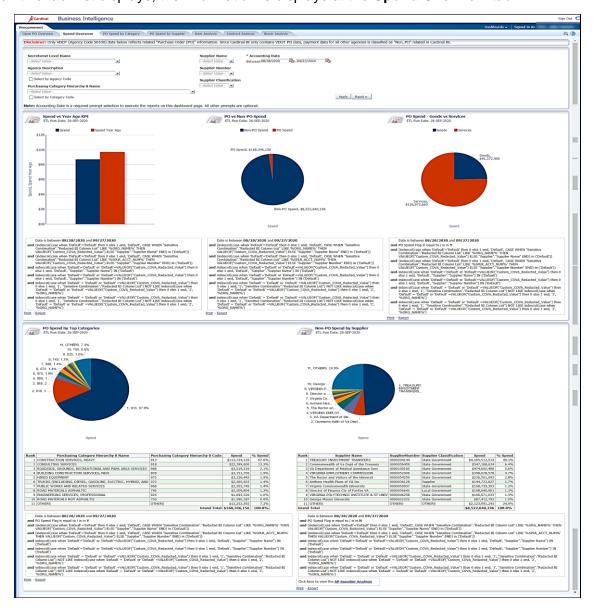
Overview of the Spend Overview (dashboard page)

This overview provides summarizes of the **Number of Approved POs**, **Approved PO Amount**, PO **Matched Spend**, and **Open PO Amount**. Users will be able to analyze the Number of Approved POs, Approved PO Amount, Received Amount, and Open PO Amount based on the selection of the following prompts: Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category, and Supplier Classification

9. Navigate to the **Spend Overview** page using the following path:

Dashboard > Procurement > Spend Overview

When this tab first displays, the information is displays at the **Spend Overview** tab



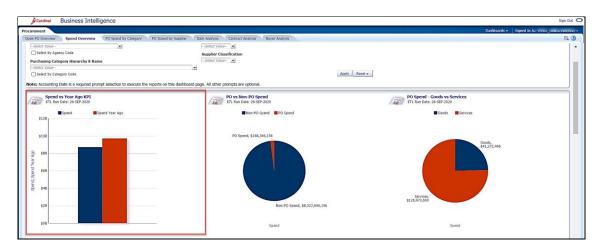
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Spend vs. Year Ago KPI (report)

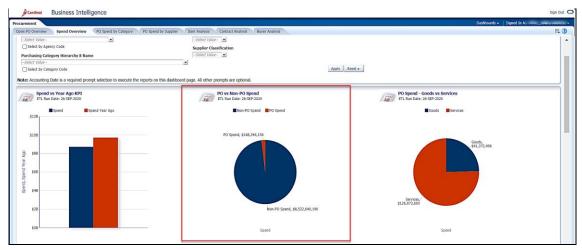
This report displays a bar chart that compares Spend amounts based on the accounting date range selected to the same date range one year earlier. Users will be able to analyze the Spend vs Year Ago KPI based on the selection of the following prompts: Accounting Date, Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category, and Supplier Classification.



10. Review this information as needed.

PO vs. Non-PO Spend (report)

This report displays a pie chart that analyzes the PO Spend vs. Non-PO Spend. Users will be able to analyze the PO vs Non-PO Spend based on the selection of the following prompts: Accounting Date, Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category, and Supplier Classification



11. Review this information as needed.

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PO Spend: Goods vs. Services (report)

This report displays a pie chart that analyzes the **PO Spend: Goods vs. Services**. Users will be able to analyze the PO Spend: Goods vs. Services based on the selection of the following prompts: Accounting Date, Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category, and Supplier Classification.



12. Review this information as needed

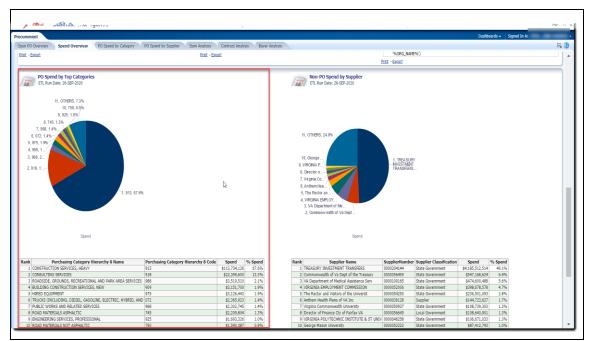
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PO Spend by Top Categories (report)

This report analyzes the **Spend by Top Categories**. Users will be able to analyze the Spend by Top Categories based on the selection of the following prompts: Accounting Date, Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category, and Supplier Classification.



13. Review this information as needed

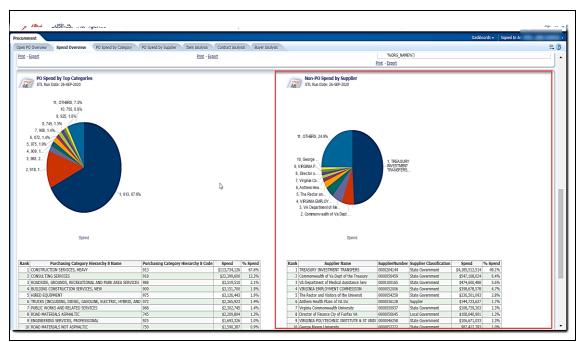
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Non-PO Spend by Supplier (report)

This report displays a data table and a pie chart that analyzes the **Non-PO Spend by Supplier**. Users will be able to analyze the Non-PO Spend by Supplier based on the selection of the following prompts: Accounting Date, Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category, and Supplier Classification.



14. Review this information as needed.

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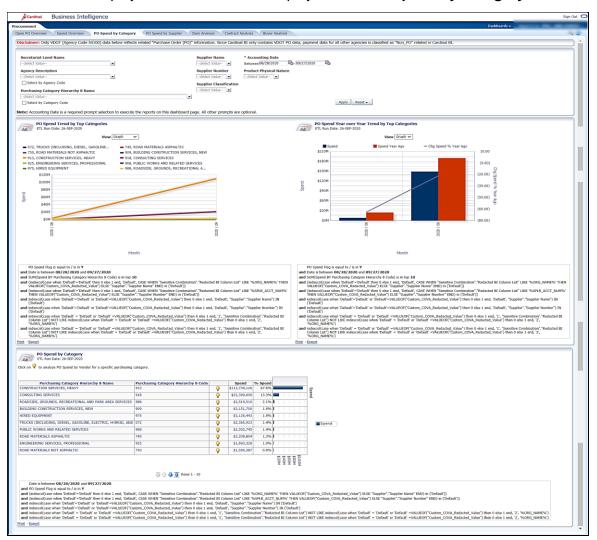
Overview of the PO Spend by Category (dashboard page)

This overview provides summarizes of the PO Spend by Top Categories, PO Spend over Year Trend by Top Categories, and PO Spend by Category. Users will be able to analyze the the PO Spend by Top Categories, PO Spend over Year Trend by Top Categories, and PO Spend by Category based on the selection of the following prompts: Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category, and Supplier Classification

15. Navigate to the **PO Spend by Category Overview** page using the following path:

Dashboard > Procurement > PO Spend by Category Overview

When this tab first displays, the information is displays at the PO Spend by Category Overview tab



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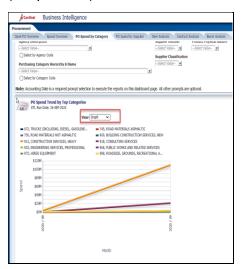


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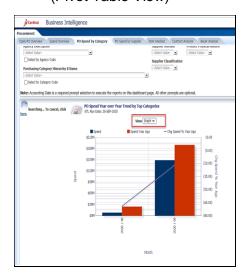
PO Spend Trend by Top Categories (report)

This report displays a graph or a data table that analyzes the **Spend Trend by Top Categories**. Users will be able to analyze the Spend Trend by Top Categories based on the selection of the following prompts: Accounting Date, Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category Supplier Classification, and Product Physical Nature.

(Graph View)



(Pivot Table View)



16. Review this information as needed.

Note: From the pivot table view, this report also allows user to drill down on the PO Spend Trend by Top Categories to get more detail within the same report. By clicking/drilling on the Purchasing Category Hierarchy 8 Code column header the same report will be displayed with Purchasing Category Hierarchy 7 detail. Users can drill down to Purchasing Category Hierarchy 6 detail.

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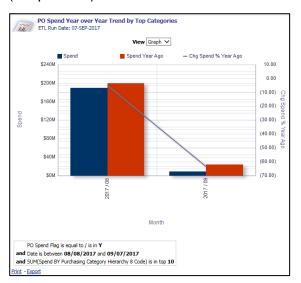


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PO Spend Year over Year Trend by Top Categories (report)

This report displays a graph or a data table that compares the **Spend Year Over Year Trend by Top Categories**. Users will be able to analyze the Spend Year Over Year Trend by Top Categories based on the selection of the following prompts: Accounting Date, Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category Supplier Classification, and Product Physical Nature

(Graph View)



(Pivot Table View)



Review this information as needed.

Note: From the graph view, this report allows user to drill down from the monthly view on the **PO Spend Year Over Year Trend by Top Categories** to a daily view within the same report.

Note: From the pivot table view, this report also allows user to drill down on the PO Spend Year Over Year Trend by Top Categories to get more detail within the same report. By clicking/drilling on the Purchasing Category Hierarchy 8 Code column header the same report will be displayed with Purchasing Category Hierarchy 7 detail. Users can drill down to Purchasing Category Hierarchy 6 detail

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PO Spend by Category (report)

This report displays a graph and a data table that analyzes the **PO Spend by Category**. Users will be able to analyze the PO Spend by Category based on the selection of the following prompts: Accounting Date, Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category Supplier Classification, and Product Physical Nature.



18. Review this information as needed.

Note: This report also allows user to drill down on the PO Spend Year Over Year Trend by Top Categories to get more detail within the same report. By clicking/drilling on the Purchasing Category Hierarchy 8 Code column header the same report will be displayed with Purchasing Category Hierarchy 7 detail. Users can drill down to Purchasing Category Hierarchy 6 detail.

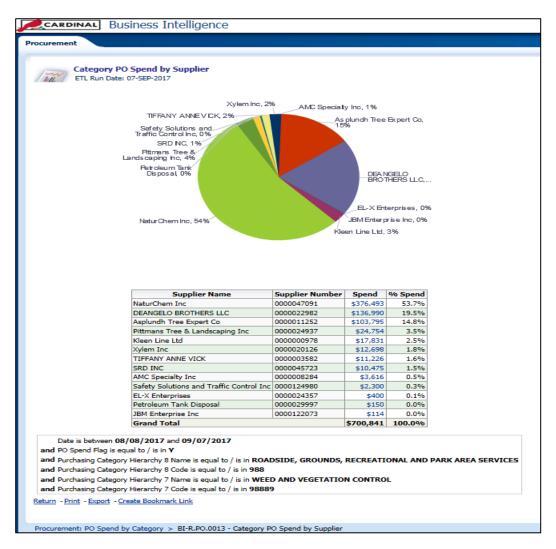
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Category PO Spend by Supplier (report)

This report displays a graph and a data table that analyzes the **Category PO Spend by Supplier**. Users will be able to analyze the Category PO Spend by Supplier based on the selection of the following prompts: Accounting Date, Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category Supplier Classification, and Product Physical Nature.



19. Review this information as needed.

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Overview of the PO Spend by Supplier (dashboard page)

This overview provides summarizes of the PO Spend Trend by Top Suppliers, PO Spend Year over Year Trend by Top Suppliers, and PO Spend by Supplier. Users will be able to analyze the the PO Spend Trend by Top Suppliers, PO Spend Year over Year Trend by Top Suppliers, and PO Spend by Supplier based on the selection of the following prompts: Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category, and Supplier Classification

20. Navigate to the **PO Spend by Supplier** page using the following path:

Dashboard > Procurement > PO Spend by Supplier

When this tab first displays, the information is displays at the PO Spend by Supplier tab



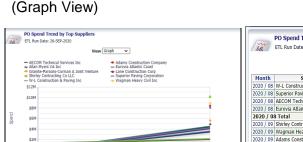
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PO Spend Trend by Top Suppliers (report)

This report displays a graph or a data table that analyzes the PO Spend Trend by Top Suppliers. Users will be able to analyze the Spend Trend by Top Suppliers based on the selection of the following prompts: Accounting Date, Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category, Supplier Classification, and Product Physical Nature.



(Pivot Table View)



21. Review this information as needed.

Note: From the graph view, this report allows user to drill down on the PO Spend Trend by Top Suppliers for a specific Supplier to get more detail within the same report.

Note: From the pivot table view, this report also allows user to drill down on the PO Spend Trend by Top Suppliers to get the entire amount spent for that period for all Suppliers within the same report.

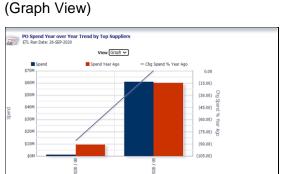
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PO Spend Year over Year Trend by Top Suppliers (report)

This report displays a graph or a data table that compares the **PO Spend Year Over Year Trend by Top Suppliers**. Users will be able to analyze the **PO Spend Year Over Year Trend by Top Suppliers** based on the selection of the following prompts: Accounting Date, Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category, Supplier Classification, and Product Physical Nature.



(Pivot Table View)



22. Review this information as needed.

Note: From the graph view, this report allows user to drill down from the monthly view on the **PO Spend Year over Year Trend by Top Suppliers** to a daily view within the same report.

Note: From the pivot table view, this report also allows user to drill down on **the PO Spend Year over Year Trend by Top Suppliers** to get more detail within the same report. By clicking/drilling on the Purchasing Category Hierarchy 8 Code column header the same report will be displayed with Purchasing Category Hierarchy 7 detail. Users can drill down to Purchasing Category Hierarchy 6 detail.

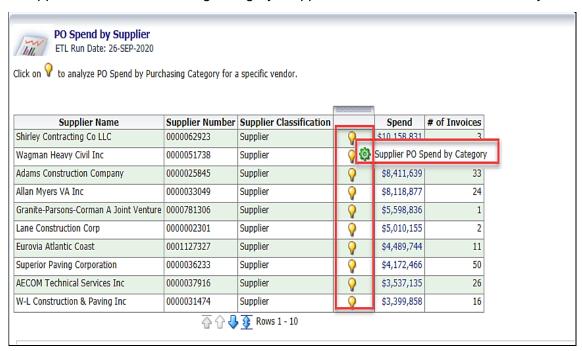
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PO Spend by Supplier (report)

This report displays a data table that analyzes the **PO Spend by Supplier**. Users will be able to analyze the based on the selection of the following prompts: Accounting Date, Secretariat, Agency, Supplier Name, Supplier Number, Purchasing Category, Supplier Classification, and Product Physical Nature



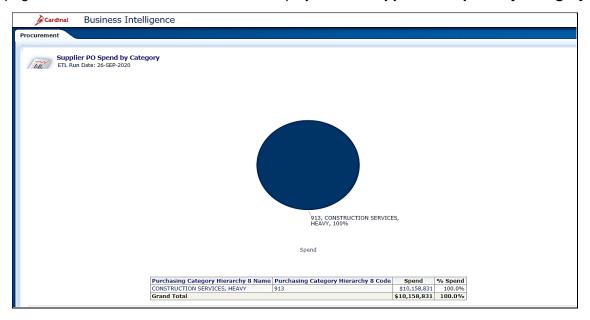
- 23. Review this information as needed. Click in the corresponding light bulb.
- 24. Then click the **Supplier PO Spend by Category** link.

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The page refreshes and the information now displays at the **Supplier PO Spend by Category** level.



25. Review this information as needed.

Note: This report also allows user to drill down on the **Supplier PO Spend by Category** to get more detail within the same report. By clicking/drilling on the Purchasing Category Hierarchy 8 Code column header the same report will be displayed with Purchasing Category Hierarchy 7 detail. Users can drill down to Purchasing Category Hierarchy 6 detail.

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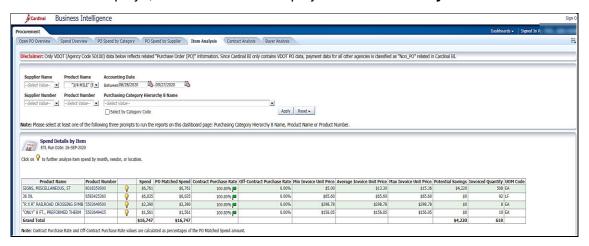
Overview of the Item Analysis (dashboard page)

This overview provides summarizes of the data table that analyzes the **Spend Details by Item** based on total spend, on/off contract amounts, unit price, quantity purchased, and potential savings. Users will be able to analyze the Spend Details by Item based on the selection of the following prompts: Accounting Date, Supplier Name, Supplier Number, Purchasing Category, Product Name, and Product Number

26. Navigate to the **Item Analysis** page using the following path:

Dashboard > Procurement > Item Analysis

When this tab first displays, the information is displays at the Item Analysis tab



27. Review this information as needed.

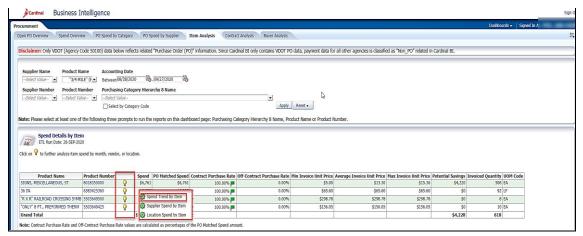
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Overview of Spend Trend by Item

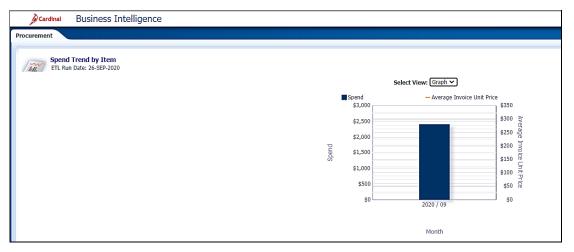
This report displays a bar chart or a data table that analyzes the Spend Trend by Item. Users will be able to analyze the Spend Trend by Item based on the selection of the following prompts: Accounting Date, Supplier Name, Supplier Number, Purchasing Category, Product Name, and Product Number



- 28. Click the corresponding light bulb.
- 29. Click the **Spend Trend** by Item link.

The page refreshes and the information now displays at the **Spend Trend by Item** level.

(Graph View)



(Table View)



30. Review this information as needed

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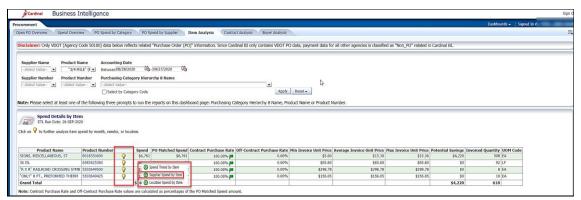


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Supplier Spend by Item (report)

This report displays a bar chart or a data table that analyzes the Supplier Spend by Item. Users will be able to analyze the **Supplier Spend by Item** based on the selection of the following prompts:

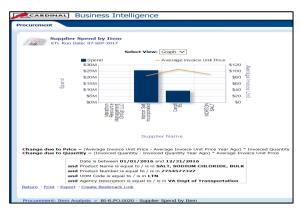
Accounting Date, Supplier Name, Supplier Number, Purchasing Category, Product Name, and Product Number



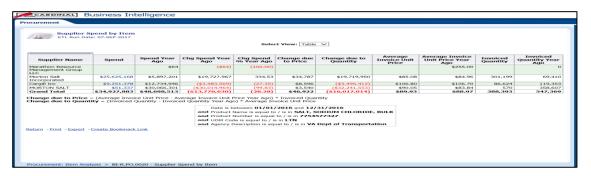
- 31. Click the corresponding light bulb.
- 32. Click the **Supplier Spend by Item** link.

The page refreshes and the information still displays at the **Supplier Spend by Item**.

(Graph View)



(Table View)



Review this information as needed.

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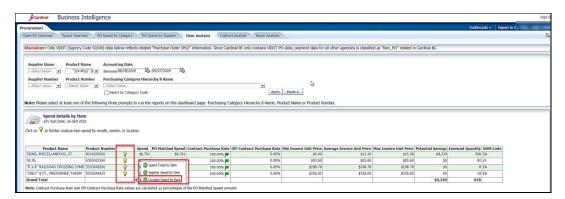


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Location Spend by Item (report)

This report displays a bar chart or a data table that analyzes the Location Spend by Item. Users will be able to analyze the Location Spend by Item based on the selection of the following prompts:

Accounting Date, Supplier Name, Supplier Number, Purchasing Category, Product Name, and Product Number.



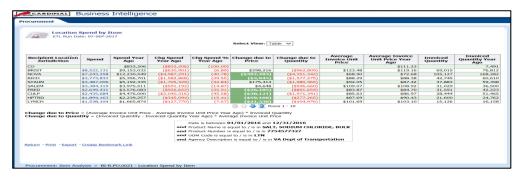
- 34. Click the corresponding light bulb.
- 35. Click the Location Spend by Item link.

The page refreshes and the information still displays at the **Location Spend by Item**.

(Graph View)



(Table View)



36. Review this information as needed.

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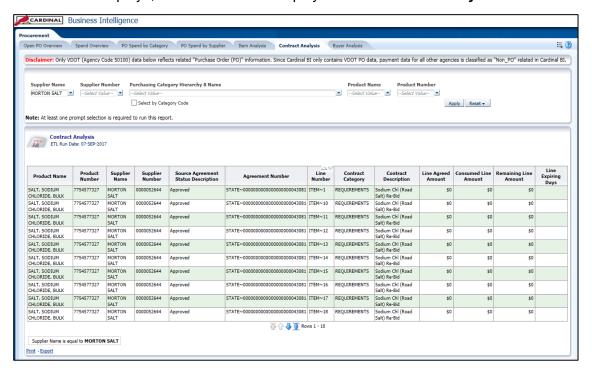
Contract Analysis (dashboard page)

This overview provides summarizes of a data table that analyzes contract information by item or Supplier. Users will be able to analyze contract information based on the selection of the following prompts: Supplier Name, Supplier Number, Purchasing Category, Product Name, and Product Number

37. Navigate to the **Contract Analysis** page using the following path:

Dashboard > Procurement > Contract Analysis

When this tab first displays, the information is displays at the Contract Analysis tab.



Review this information as needed

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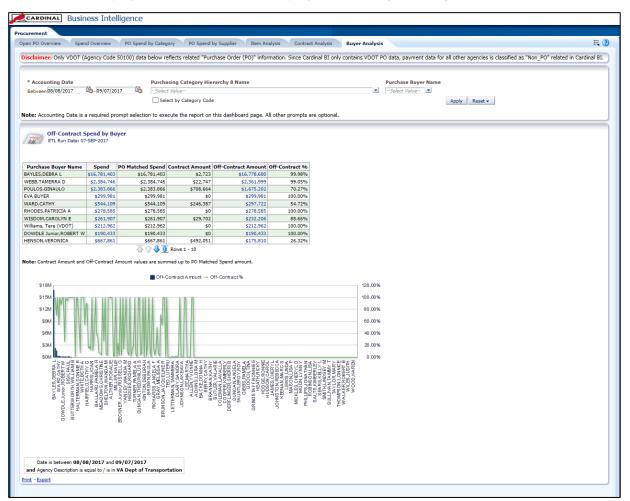
Buyer Analysis (dashboard page)

This overview provides summarizes of a graph and a data table that analyzes **Off-Contract Spend by Buyer**. Users will be able to analyze **Off-Contract Spend by Buyer** based on the selection of the following prompts: **Accounting Date**, **Purchasing Category**, and **Buyer Name**

39. Navigate to the **Buyer Analysis** page using the following path:

Dashboard > Procurement > Buyer Analysis

When this tab first displays, the information is displays at the **Buyer Analysis** tab.



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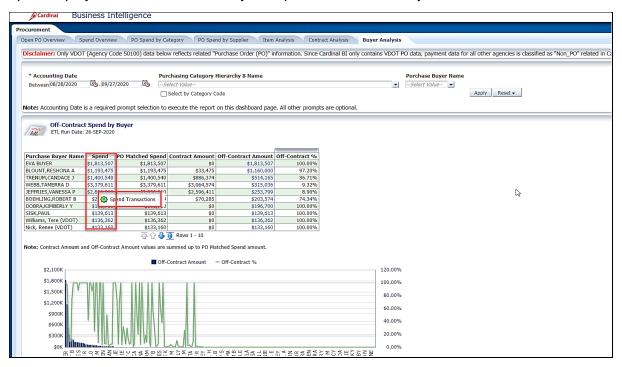


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Other Reports

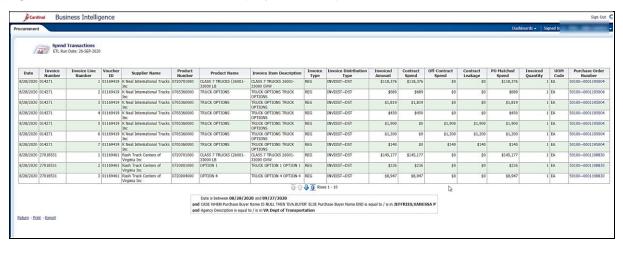
Spend Transactions (report)

This report displays a data table that analyzes Spend Transactions by voucher line detail.



- 40. Click in the corresponding **Spend** field.
- 41. Click Spend Transactions link.

The page refreshes and the inform still displays at the **Spend Transactions** level.



42. Review this information as needed.

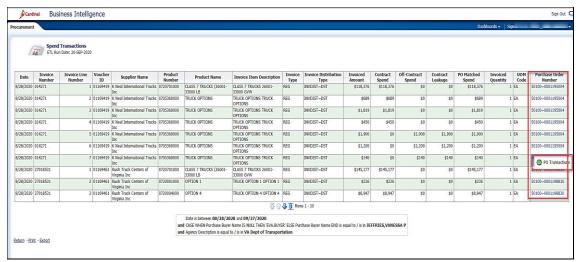
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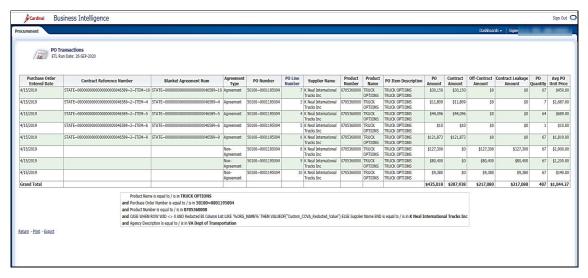
PO Transactions (report)

This report displays a data table that analyzes PO Transactions by PO line detail.



- 43. Click in the corresponding Purchase Order Number field.
- 44. Click PO Transactions link.

The page refreshes and the inform still displays at the **Spend Transactions** level.



45. Review this information as needed.

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