

Overview of the Cardinal Financials Insights

Insights is an analytics engine leveraging OpenSearch Dashboards to provide, fast, interactive, and actionable data visualizations (e.g., charts, graphs, tables) directly within PeopleSoft Fluid pages.

Benefits include:

- **Improved Decision-Making & Analytics:** Provides rich, visual analytics for better understanding of data trends.
- **No Operational Performance Impact:** Analytics run against search indexes rather than the transactional database, ensuring system performance is not compromised.
- **Intuitive Visualization Tools:** Features include interactive charts and tables, allowing for easy data interpretation and trend identification.
- **Filter Capability:** Users can easily navigate from high-level visualizations to detailed, actionable records. Multiple filters are available to allow users to focus on the data elements of interest (e.g., Agency, Fund, Supplier).

Insights is accessible via the **Financial Insights** tile on the Cardinal Financials Homepage. Users must have a Cardinal Reporter role (V_COVA_CARDINAL_REPORTER for Statewide agencies or V_CARDINAL_REPORTER (VDOT Only)) to access Insights. Users will have access to all Business Units.

Insights are set up for the following:

- GL Trend Analysis
- State Budget to Actuals
- Revenue Budget to Actuals
- Project Budget to Actuals
- Supplier Spend Analysis
- Employee Expenses

Data will be available for the current Fiscal Year and the two preceding years. Project Budget to Actuals data will be based on Life-to-Date (LTD).

Sensitive data identified by Agencies will be redacted (i.e., shown with *****).

This Job Aid provides key information about the following:

- How to access Insights
- Insights layout and terminology
- How to navigate within the Financial Insights Tiles
- Generate visualizations by utilizing the filter options
- Print or export the data to Excel for additional analysis

Insights data is updated during a nightly batch process so transactions entered on the current date will not be included until the following day.



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Cardinal Financials Job Aid

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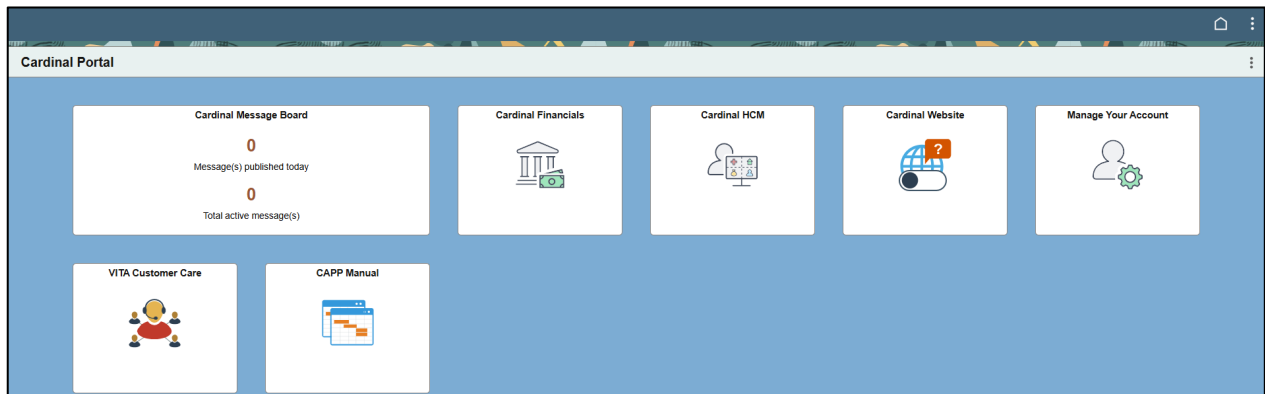
Revision History

Revision Date	Summary of Changes
9/1/2026	Baseline.

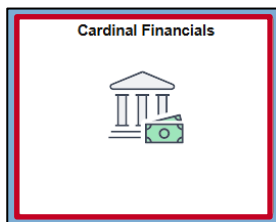
Accessing Insights

Step	Action
1.	Log into Cardinal.
	Access the applicable User Support Guides https://www.cardinalproject.virginia.gov/usersupportguides for information related to accessing Cardinal.

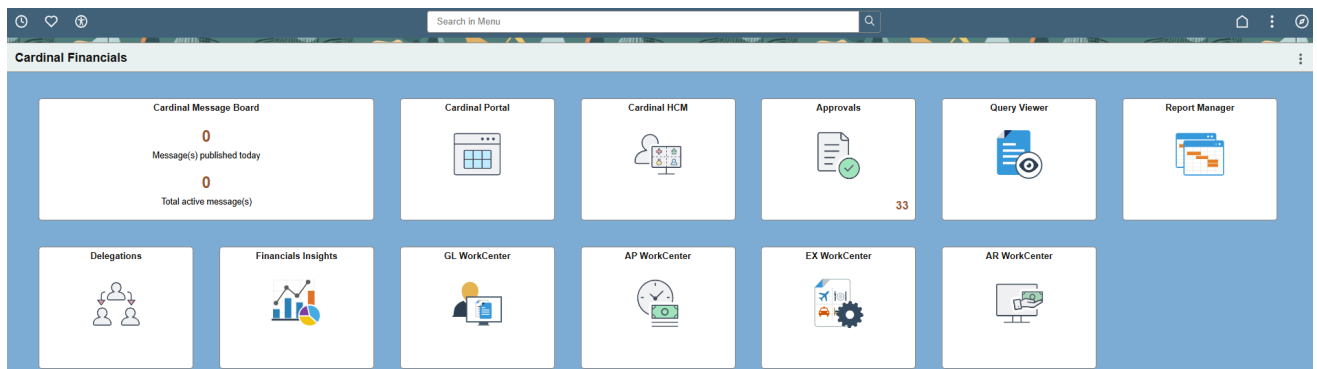
The **Cardinal Portal** page displays.



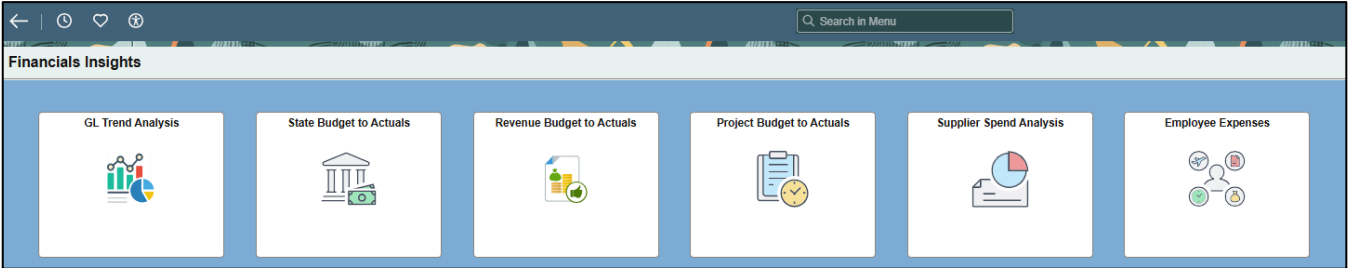
2. Click the **Cardinal Financials** tile.



The **Cardinal Financials** page displays.



The tiles displayed are based on user roles and security in Cardinal.

Step	Action
3.	Click the Financial Insights tile. 
The Financial Insights page displays six Insights tiles. 	
	GL Trend Analysis includes visualizations for FY Expenditures and Revenues to easily compare one fiscal year to another. State Budget to Actuals includes visualizations related to Appropriation Budget to Actuals and Expenditure details, with filters for Business Unit, Account, Program and Fund. Revenue Budget to Actuals includes visualizations related to the Official Revenue Estimate Budget to Actual Revenue collections, with filters for Business Unit, Fund and Account. Project Budget to Actuals includes visualizations for the life-to-date Project Budget to Actual Expenditures, with filters for Business Unit, Project, Effective Status, Project Start and End Date. Supplier Spend Analysis includes visualizations for invoices/payments to suppliers processed through Accounts Payable, with filters for Business Unit, Fund, Account, Supplier ID, Supplier Name and Payment Method. Employee Expenses includes visualizations for reimbursements to Employees processed through Expenses for various travel and other miscellaneous items (e.g., tuition, supplies, safety equipment). Filters include Business Unit, Department, Expense Group/Type, Employee ID and Employee Name.
	All Insights tiles have the same basic functionality with information provided at a statewide level except for Project Budget to Actuals, which provides project level data. Each tile has filters for users to analyze data at a statewide level, secretariat level, business unit level and/or ChartField combinations.

Reviewing the Insights Page Layout

In this section of the Job Aid, the layout of Insight pages and the features will be reviewed. There are numerous features available within the six Insights tiles. Most of the features are common across the tiles; however, some features are specific to certain tiles.

The layout and features will be done using the GL Trend Analysis tile. Features that are specific to certain tiles will be noted as applicable.

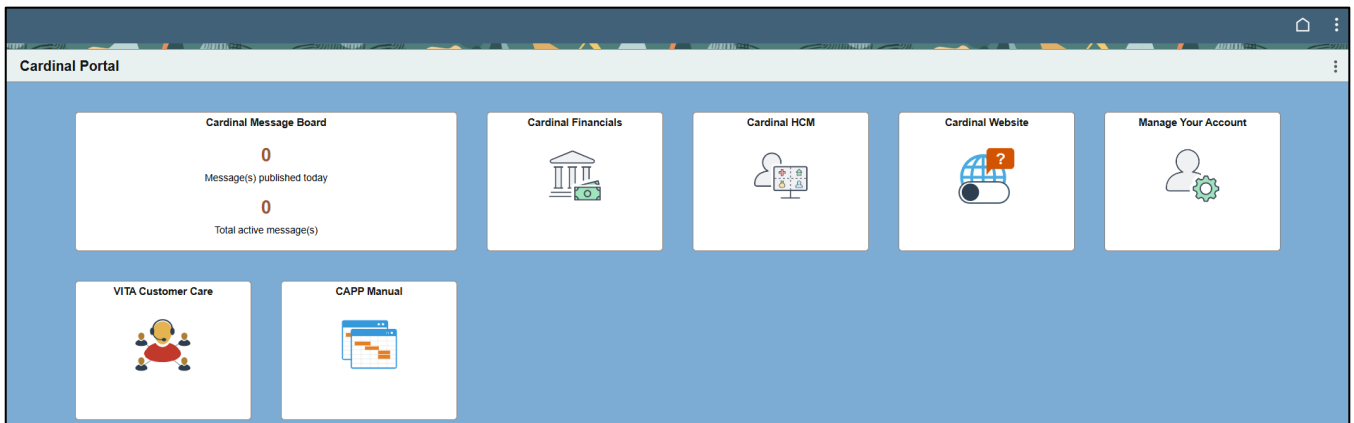
Note: the layout of an **Insight** page may vary based on the monitor/device being used.

Features:

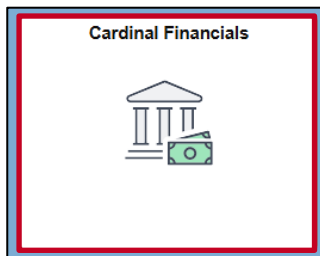
- [Search line](#)
- [DQL link \(OpenSearch Dashboards Query Language\)](#)
- [Change all filters](#)
- [Filters](#)
- [+ Add filter](#)
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- [+ Filter for Value or – Filter out value](#)
- [View Journals](#)
- [Spend by Account Details or Supplier Payment](#)
- [Errors](#)
- [Confirming information in data tables is complete - reconciled](#)

Step	Action
1.	Log into Cardinal.
	Access the applicable User Support Guides https://www.cardinalproject.virginia.gov/usersupportguides for information related to accessing Cardinal.

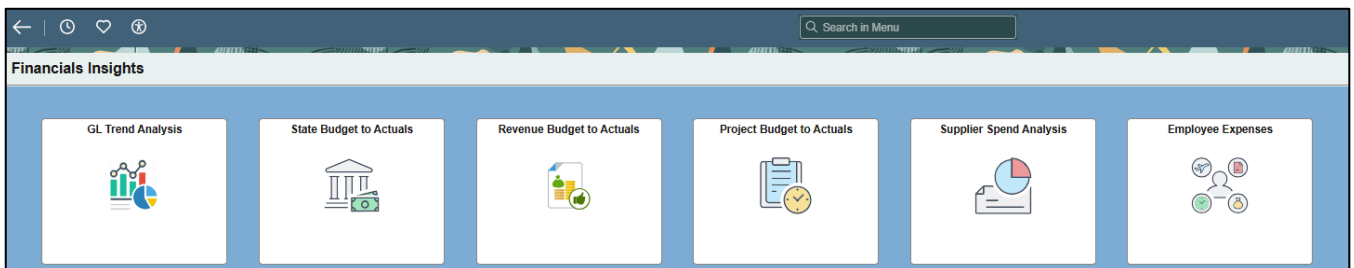
The **Cardinal Portal** page displays.



2. Click the **Cardinal Financials** tile.



The **Financial Insights** page displays six tiles.



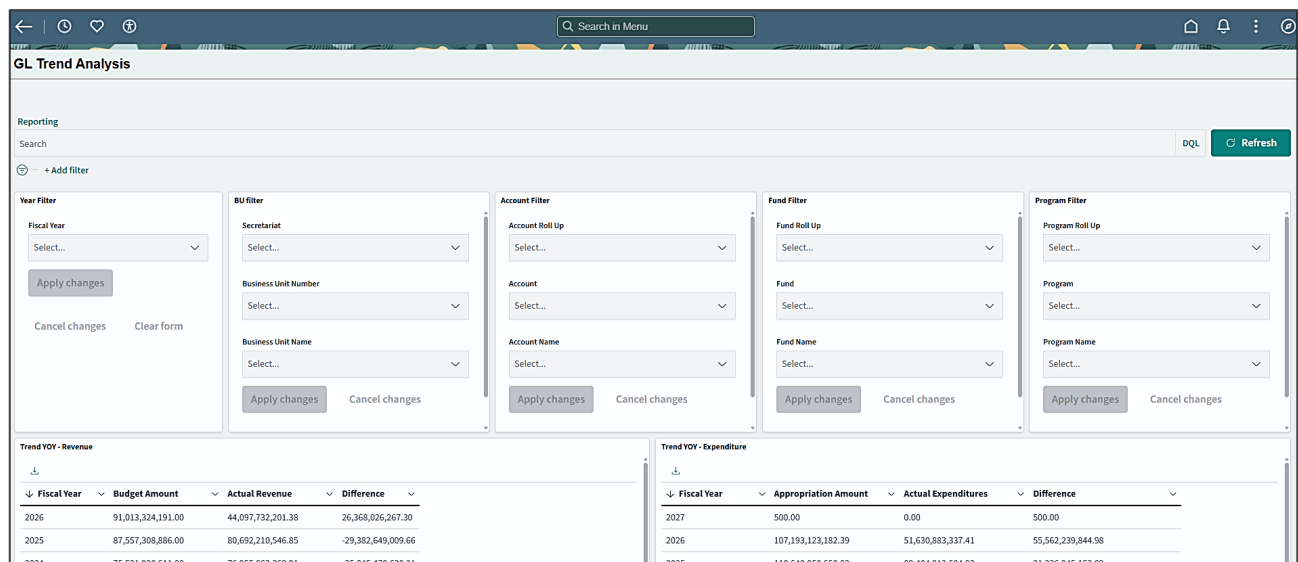


Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Step	Action
3.	Click the GL Trend Analysis tile. 

The **GL Trend Analysis** page displays.



The screenshot shows the 'GL Trend Analysis' interface. At the top, there's a 'Reporting' section with a search bar and a 'Refresh' button. Below this are five filter panels: 'Year Filter', 'BU Filter', 'Account Filter', 'Fund Filter', and 'Program Filter'. Each panel contains dropdown menus for various categories and 'Apply changes' and 'Cancel changes' buttons. At the bottom, there are two data tables: 'Trend YOY - Revenue' and 'Trend YOY - Expenditure'.

Fiscal Year	Budget Amount	Actual Revenue	Difference
2026	91,013,324,191.00	44,097,732,201.38	26,368,026,267.30
2025	87,557,308,886.00	80,692,210,546.85	-29,382,649,009.66
2024	76,631,008,633.00	76,066,863,769.01	76,645,628,638.31

Fiscal Year	Appropriation Amount	Actual Expenditures	Difference
2027	500.00	0.00	500.00
2026	107,193,123,182.39	51,630,883,337.41	55,562,239,844.98
2025	110,640,000,000.00	80,494,833,698.03	31,335,646,363.00



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Search line

The Search line displays at the top of the section and allows users to input search criteria based on data used in the filters. When using the Search feature:

- Enter the Search criteria (e.g., Business unit)
- The **Refresh** button changes to an **Update** button
- Click the **Update** button to update data visualizations (charts, graphs, tables)

The screenshot shows the 'GL Trend Analysis' interface. At the top, there is a 'Reporting' section with a 'Search' input field and a 'Refresh' button. Below this, there are several filter sections: 'Year Filter' (Fiscal Year), 'BU Filter' (Secretariat, Business Unit Number, Business Unit Name), 'Account Filter' (Account Roll Up, Account, Account Name), 'Fund Filter' (Fund Roll Up, Fund, Fund Name), and 'Program Filter' (Program Roll Up, Program, Program Name). Each filter section has 'Apply changes', 'Cancel changes', and 'Clear form' buttons. Below the filters, there are two data tables: 'Trend YTD - Revenue' and 'Trend YTD - Expenditure'. The 'Trend YTD - Revenue' table has columns for Fiscal Year, Budget Amount, Actual Revenue, and Difference. The 'Trend YTD - Expenditure' table has columns for Fiscal Year, Appropriation Amount, Actual Expenditures, and Difference.

Fiscal Year	Budget Amount	Actual Revenue	Difference
2026	91,013,324,191.00	44,097,732,201.38	26,368,026,267.30
2025	87,557,308,886.00	80,692,210,546.85	-29,382,649,009.66
2024	75,521,928,611.00	76,955,862,369.91	-35,045,470,638.21

Fiscal Year	Appropriation Amount	Actual Expenditures	Difference
2027	500.00	0.00	500.00
2026	107,193,123,182.39	51,630,883,337.41	55,562,239,844.98
2025	110,640,958,658.82	89,404,013,504.93	21,236,945,153.89
2024	102,489,989,281.00	83,986,811,087.64	18,503,178,193.36

Example: entering General Fund 01000 on the Search line. The **Search line** has no filters selected and the **Refresh** button displays.

This close-up shows the 'Reporting' section with the 'Search' input field containing the text '01000'. To the right of the input field is a 'DQL' button and a 'Refresh' button. The 'Refresh' button is highlighted with a red box.

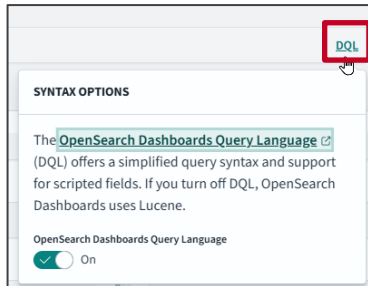
General Fund 01000 is entered on the **Search line** and the **Refresh** button changes to an **Update** button. If users manually enter filters in the Search line, the **Update** button must be clicked.

This close-up shows the 'Reporting' section with the 'Search' input field containing the text '01000'. To the right of the input field is a 'DQL' button and an 'Update' button. The 'Update' button is highlighted with a red box.

Note: It is recommended for users to select from the filter dropdown arrows to select filters.

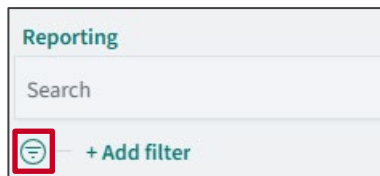
DQL link (OpenSearch Dashboards Query Language)

The DQL link (OpenSearch Dashboards Query Language) feature is not currently being utilized.

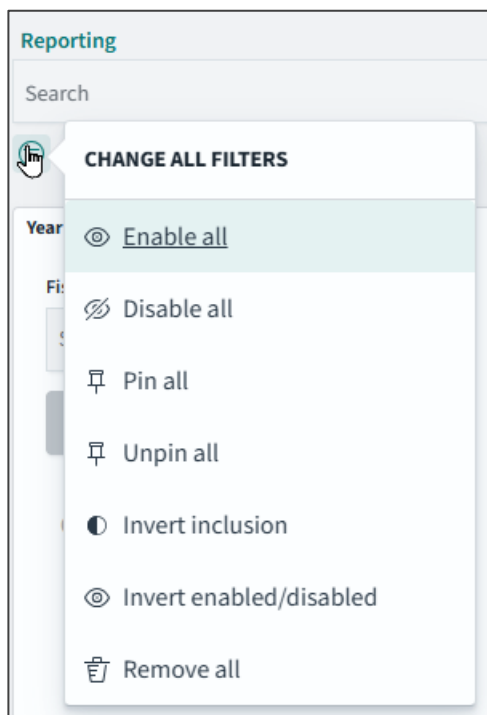


Change all filters

Click the **Change all filters** button



The **Change All Filters** dropdown box displays. Review the descriptions related to the filter options listed below.



Enable all activates the filters selected.

Disable all resets the data to statewide.

Pin all – not currently being used.

Unpin all – not currently being used.

Invert inclusion switches between filters included or excluded in data.

Invert enabled/disabled switches between filters included or excluded in data.

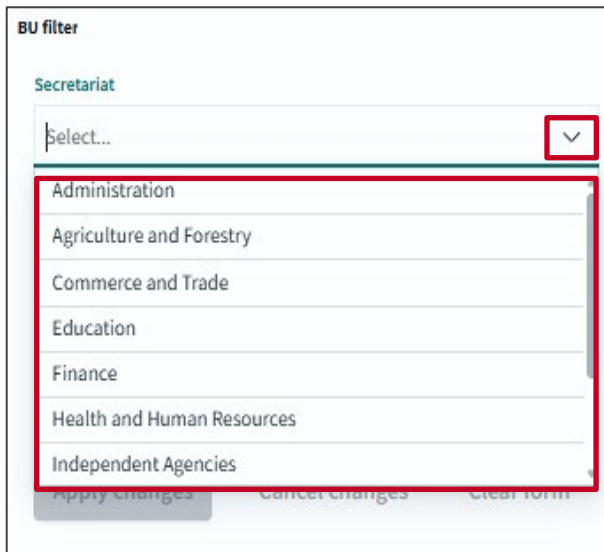
Remove all clears all filters and resets the data to statewide.

Filters

Filters are key to obtaining data from any of the Insights tiles. Filters allow users to narrow down the data to get the desired information. Filters vary by dashboard depending on the content. In this section, different ways to use filters will be reviewed and a walk-through example is provided.

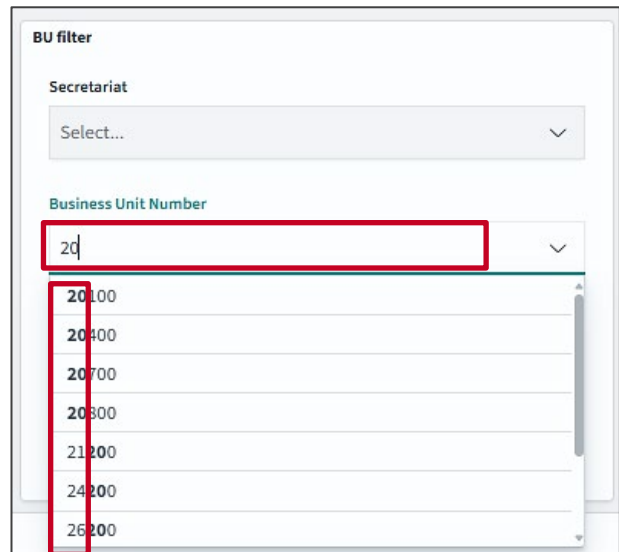
Using dropdowns

Filters can be added by clicking a dropdown arrow and selecting a specific value from the list.



Entering Values

Filters can be added by typing a value into the **Select** field. As a value is typed, the options to select are reduced based on the letters or numbers entered.



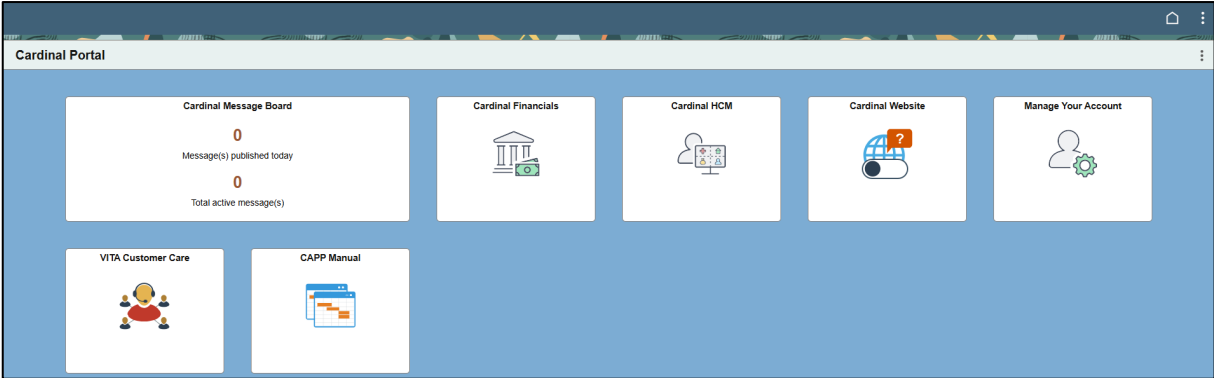
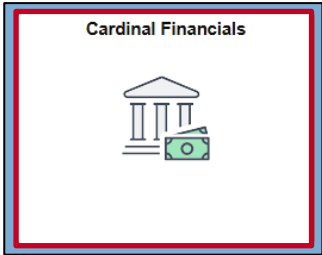
Large Number of Filter Values – When there are a large number of available values, they may not all display and the user will need to begin typing the desired filter value. It is important to note that the filter is case sensitive. If the user types 'Fin' then 'Finance' would display. However, if the user types 'fin' then 'Finance' would not display.

Case Sensitive Filters – Supplier Name and Employee Name are two filters that are case sensitive. These two filters must be entered in all CAPS.

Filter Demonstration:

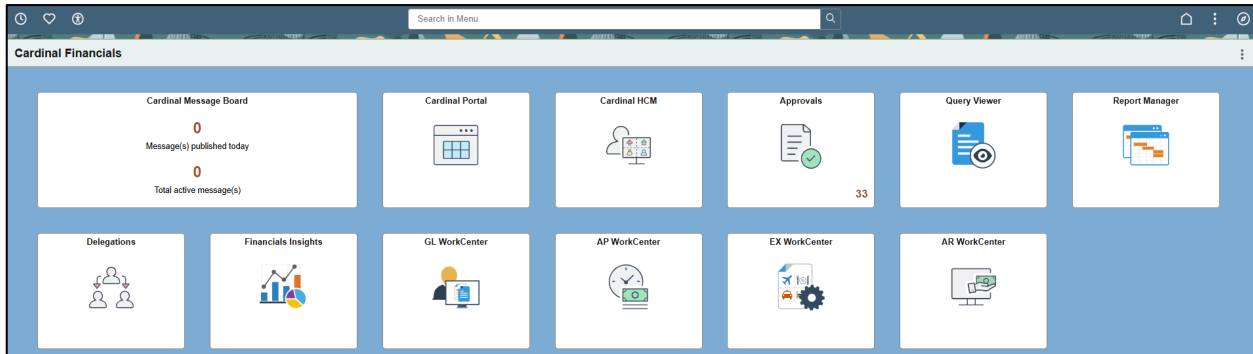
In this scenario the following filters will be set in the GL Trend Analysis dashboard:

- the Fiscal Year (FY) filter is set to compare FY 2024 to FY2025
- The Business Unit (BU) filter is set for Secretariat to Administration and Finance
- The Fund Filter is set to General

Step	Action
1.	Log into Cardinal.
	Access the applicable User Support Guides https://www.cardinalproject.virginia.gov/usersupportguides for information related to accessing Cardinal.
The Cardinal Portal page displays. 	
2.	Click the Cardinal Financials tile. 

Step	Action
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The **Cardinal Financials** page displays.



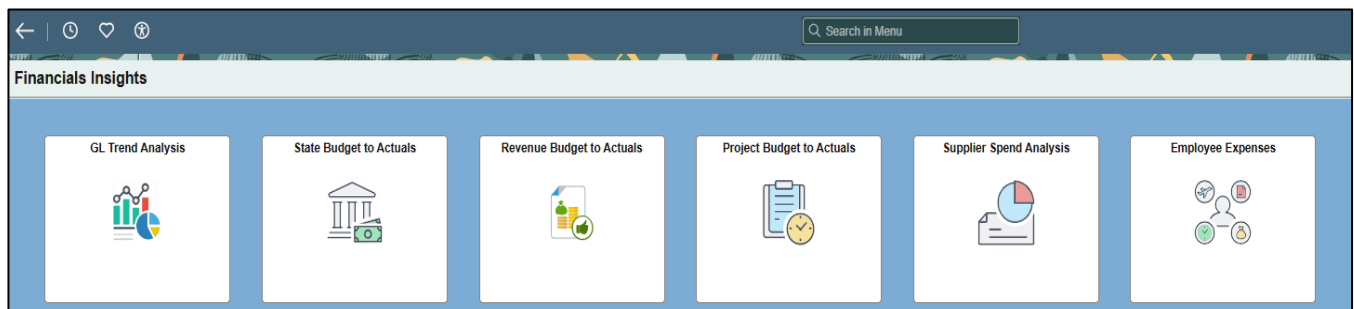
Tiles that display will vary based on the user's security roles.

3.

Click the **Financial Insights** tile.



The **Financials Insights** page displays six **Insights** tiles.



4.

Click the **GL Trend Analysis** tile.





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Step	Action
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The **GL Trend Analysis** page displays.

GL Trend Analysis

Reporting

Search [Search in Menu] DQL Refresh

+ Add filter

Year Filter

Fiscal Year Select... Apply changes Cancel changes Clear form

BU Filter

Secretariat Select... Business Unit Number Select... Business Unit Name Select... Apply changes Cancel changes

Account Filter

Account Roll Up Select... Account Select... Account Name Select... Apply changes Cancel changes

Fund Filter

Fund Roll Up Select... Fund Select... Fund Name Select... Apply changes Cancel changes

Program Filter

Program Roll Up Select... Program Select... Program Name Select... Apply changes Cancel changes

Trend YOY - Revenue

Fiscal Year	Budget Amount	Actual Revenue	Difference
2026	91,013,324,191.00	44,097,732,201.38	26,368,026,267.30
2025	87,557,308,886.00	80,692,210,546.85	-29,382,649,009.66
2024	77,631,038,643.00	76,055,863,369.81	-75,645,439,639.31

Trend YOY - Expenditure

Fiscal Year	Appropriation Amount	Actual Expenditures	Difference
2027	500.00	0.00	500.00
2026	107,193,123,182.39	51,630,883,337.41	55,562,239,844.98
2025	118,648,068,668.83	89,494,813,668.83	-31,336,645,163.00



The **Apply changes**, **Cancel changes** and **Clear form** buttons are grayed out until a value is selected on a filter.

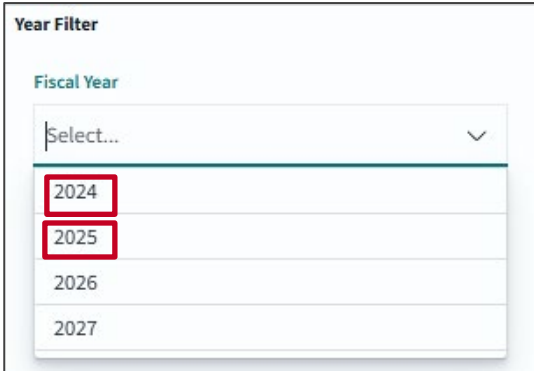
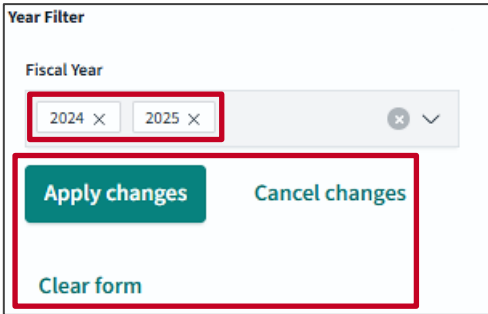
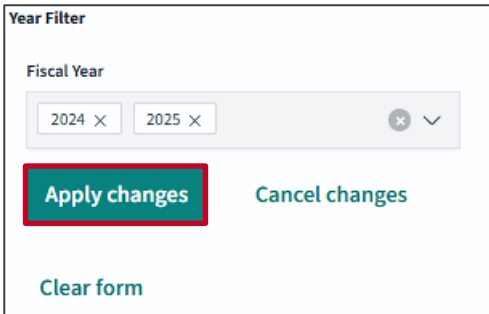
5. Click the **Fiscal Year** dropdown arrow under the Year Filter.

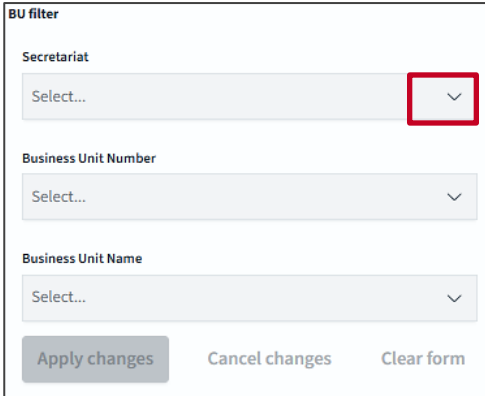
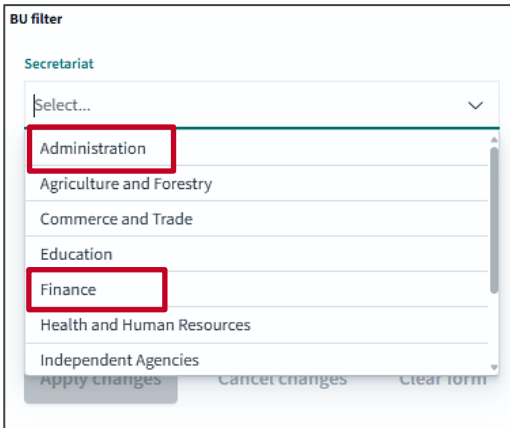
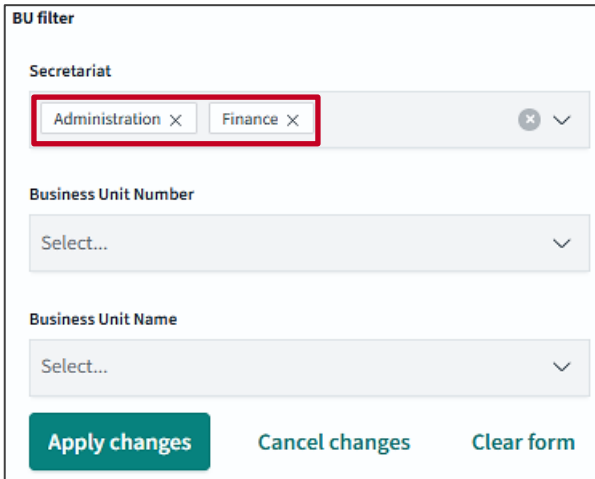
Year Filter

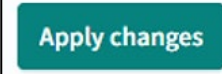
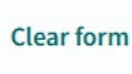
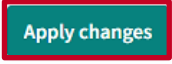
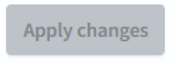
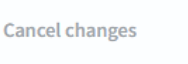
Fiscal Year

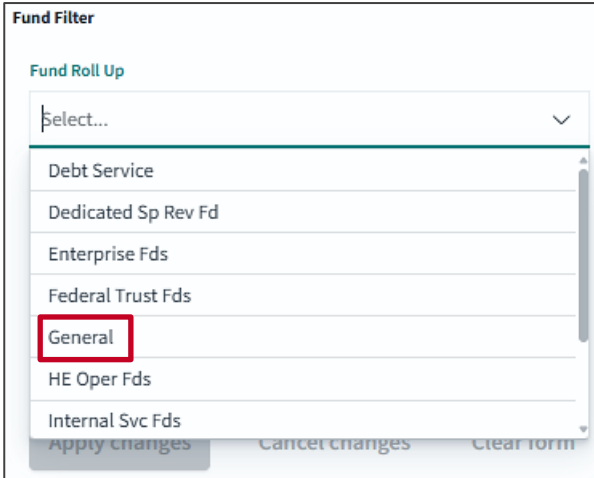
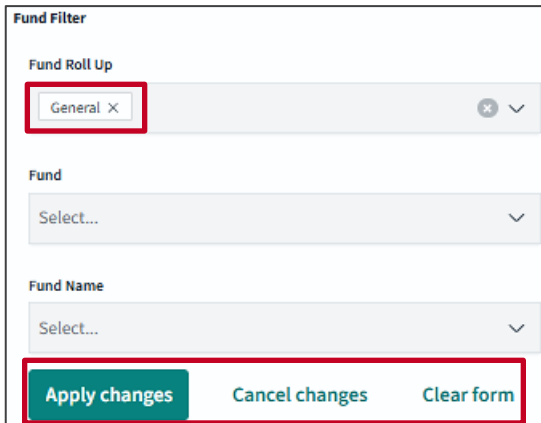
Select... [Dropdown Arrow]

- 2024
- 2025
- 2026
- 2027

Step	Action
6.	Select years 2024 and 2025.  The years selected display in the filter. 
	The Apply changes, Cancel changes and Clear form buttons are now active since a value is selected.
7.	Click the Apply Changes button that is highlighted in green to update the reports on the dashboard. 
	The Apply Changes button must be clicked each time a filter is updated to update the reports on the dashboard.

Step	Action
8.	Click the Secretariat dropdown arrow under the BU Filter. 
9.	Select Administration and Finance. 
The Secretariat's selected display in the filter. 	

Step	Action
	The Apply changes, Cancel changes and Clear form buttons are now active since a value is selected.   
10.	Click the Apply Changes button. BU filter Secretariat Administration X Finance X X v Business Unit Number Select... v Business Unit Name Select... v   
11.	Click the Fund Roll Up dropdown arrow under the Fund filter. Fund Filter Fund Roll Up Select... v Fund Select... v Fund Name Select... v   

Step	Action
12.	Select General. 
	The Fund Roll Up selected displays in the filter. 
	The Apply changes, Cancel changes and Clear form buttons are now active since a value is selected.



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Step	Action
13.	Click the Apply Changes button. Fund Filter Fund Roll Up General X Fund Select... Fund Name Select... Apply changes Cancel changes Clear form

The **GL Trend Analysis** page displays with the selected filters and the reports on the dashboard are updated based on the filters selected.

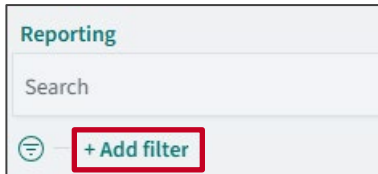
The screenshot shows the 'GL Trend Analysis' page with various filters and two data tables. The filters are: Year (2024 X, 2025 X), Level 3 Business Unit (Administration X, Finance X), Level 2 Fund (General X), Account Roll Up, Fund, Fund Name, Program Roll Up, Program, and Program Name. The 'Apply changes' button is highlighted in red. The data tables show 'Trend YOY - Revenue' and 'Trend YOY - Expenditure' for the years 2025 and 2024.

Fiscal Year	Budget Amount	Actual Revenue	Difference
2025	30,661,000,000.00	29,986,335,789.09	674,664,200.91
2024	28,279,500,000.00	28,385,132,534.37	-105,632,534.37

Fiscal Year	Appropriation Amount	Actual Expenditures	Difference
2025	3,054,610,955.00	3,152,176,093.24	502,434,861.76
2024	3,428,236,793.74	3,138,442,564.10	289,794,229.64

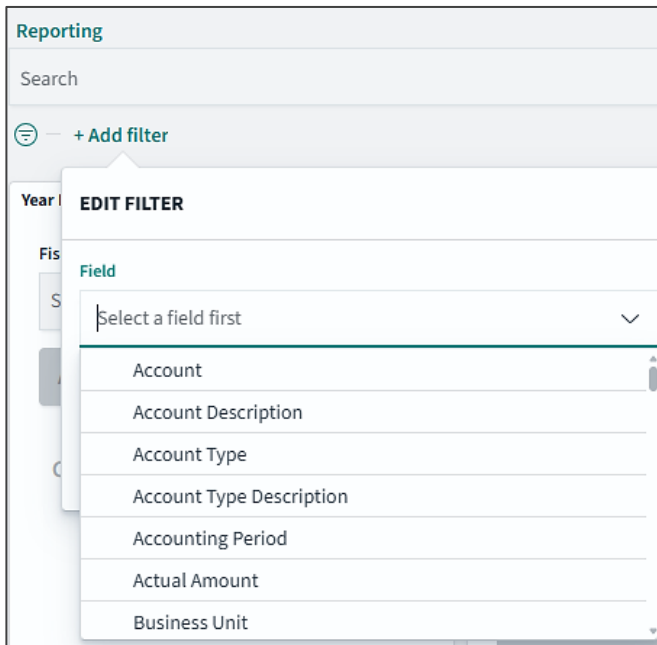
+ Add filter

Additional filters may be added by using the '+ Add Filter' feature at the top of the Dashboard.



The screenshot shows the top of the Reporting dashboard. At the top is a 'Reporting' header, followed by a search bar. Below the search bar is a filter icon (a circle with a minus sign) and a button labeled '+ Add filter' which is highlighted with a red rectangular box.

Click the **+ Add filter** button and a window displays with a list of additional filters to select.

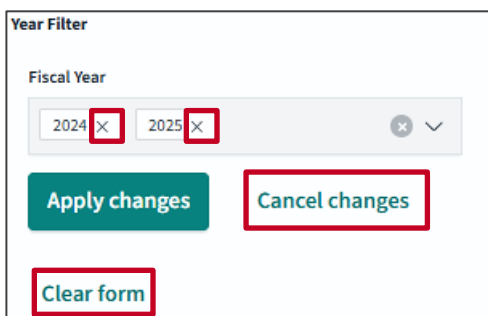


The screenshot shows the 'EDIT FILTER' window that appears after clicking the '+ Add filter' button. The window has a title bar 'EDIT FILTER' and a 'Field' dropdown menu. The dropdown is open, showing a list of fields: 'Account', 'Account Description', 'Account Type', 'Account Type Description', 'Accounting Period', 'Actual Amount', and 'Business Unit'. The first option, 'Select a field first', is highlighted. The window also has a search bar at the top and a filter icon on the left.

Remove Filters

There are three ways to remove filters.

1. Click the **X** button to remove specific filters.
2. Click the **Cancel changes** button to cancel the most recent filters selected.
3. Click the **Clear form** button to remove all filters.



The screenshot shows the 'Year Filter' window. It has a title bar 'Year Filter' and a 'Fiscal Year' section. Below this, there are two input fields: '2024' and '2025', each with a red 'X' button to its right. To the right of these fields is a dropdown menu with a plus sign and a checkmark. Below the input fields are three buttons: 'Apply changes' (teal), 'Cancel changes' (teal, highlighted with a red box), and 'Clear form' (teal, highlighted with a red box).

Options button for Filter, Visualizations, and Data Tables



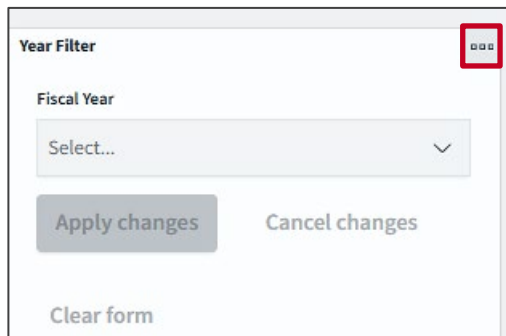
The Options button contains three options:

- **Maximize** –allows users to enlarge the filter to fill the entire screen
- **Minimize** –allows users to return the maximized filter to the default size
- **Inspect** – allows users to download information into a CSV file

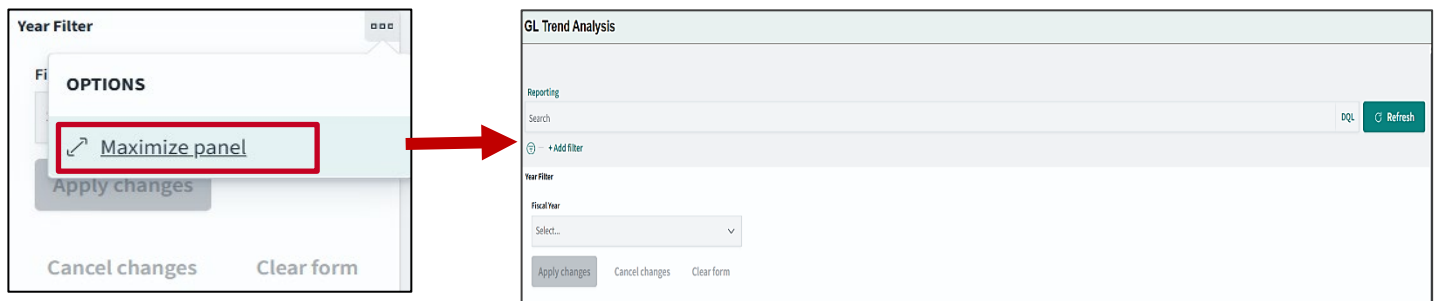
Note: This option is not available on all filters

Options button for Filters

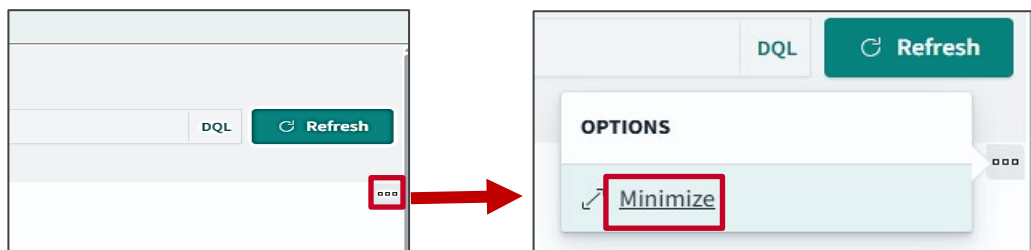
Hover over the upper righthand corner of each filter to display the **Options** button.



The Options button in this section allows users to “Maximize” and “Minimize” the panel. When “Maximize” is selected, the filter section enlarges to fill the entire screen.



To minimize the filter, hover under the **Refresh** button. Select the Options button and click Minimize to return the filter to the default size.



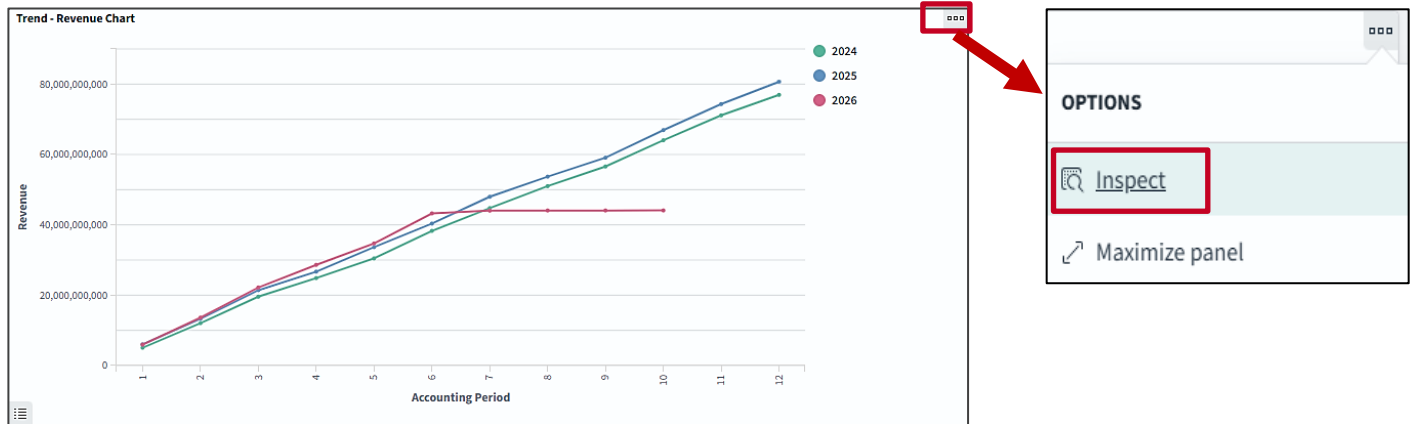


Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Options button for Visualizations

Hover over the upper righthand corner of each visualization to display the **Options** button.



Inspect populates the information in the visualization image into a data table that can be downloaded to a CSV file.

Trend - Revenue Chart			View: Data
			Download CSV
FY_Year	Accounting Period	Revenue	
2024	1	5,079,841,656.51	
2024	2	12,061,369,456.63	
2024	3	19,576,779,547.95	
2024	4	24,864,759,596.81	
2024	5	30,456,466,056.28	
2024	6	38,288,013,975.13	
2024	7	44,749,399,878.55	



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Options button for Data Tables

Hover over the upper righthand corner of each visualization to display the **Options** button.

Trend - Expenditure by Chartfield

2026: Fiscal Year

Program	Program Description	Fund	Fund Description	Account	Account Description	Expenditure Amount
178001	Standards of Quality-Pub Ed(SOQ)	01000	General Fund	5014310	Cat Aid-Local Govts&Const Off	\$3,964,518,032.16
456009	Reimb Prof/Institutional Med Svcs	10000	Federal Trust	5012370	Ins Prem Health Service-Individ	\$3,176,936,715.76
456011	Pymt HC to Income UninsdAdult	10000	Federal Trust	5012370	Ins Prem Health Service-Individ	\$3,176,936,715.76
456009	Reimb Prof/Institutional Med Svcs	01000	General Fund	5012370	Ins Prem Health Service-Individ	\$3,176,936,715.76
704006	Health Benefits Services	06200	Health Insurance Fd-State	5015730	Health Care	\$3,176,936,715.76
456011	Pymt HC to Income UninsdAdult	10000	Federal Trust	5012330	Hospital Ser	\$3,176,936,715.76
456009	Reimb Prof/Institutional Med Svcs	10000	Federal Trust	5012330	Hospital Ser	\$3,176,936,715.76
746001	Reimb-Loc Personl Prop Tx Relf	01000	General Fund	5014330	General Rev	\$3,176,936,715.76
732015	Designated Refunds-Taxes & Fees	09671	IncTaxRefdFund auth by 2025GA	5014420	Payments To	\$3,176,936,715.76
17800101	Regular 1% Sales Tax	01000	General Fund	5014310	Cat Aid-Local	\$3,176,936,715.76

OPTIONS

Inspect

Maximize panel

Trend - Expenditure by Chartfield

View: Data

Download CSV

Program	Program Description	Fund	Fund Description	Account	Account Description	Fiscal Year	Expenditure Amount
456009	Reimb Prof/Institu trnl Med Svcs	10000	Federal Trust	5012370	Ins Prem-Health Service-Individ	2026	\$3,176,936,715.76
456009	Reimb Prof/Institu trnl Med Svcs	10000	Federal Trust	5012370	Ins Prem-Health Service-Individ	2025	\$4,954,127,829.71
456009	Reimb Prof/Institu trnl Med Svcs	10000	Federal Trust	5012370	Ins Prem-Health Service-Individ	2024	\$4,446,811,656.15

Note: When inspecting data behind each visualization, the default is **View: Data**. Users can click the **View: Requests** link and the system will return statistics behind the specific visualization.

View: Data

View the requests that collected the data

Requests

Trend - Expenditure by Chartfield

View: Requests

1 request was made

Request: Data ✓ 3122ms

This request queries OpenSearch to fetch the data for the visualization.

Statistics Request Response

⑦ Hits	0
⑦ Hits (total)	2094884
⑦ Index pattern	v_gl_trend*
⑦ Index pattern ID	678e6480-3363-11f1-adee-f98d0ec0da9c
⑦ Query time	492ms
⑦ Request timestamp	2026-06-29T17:39:32.727Z



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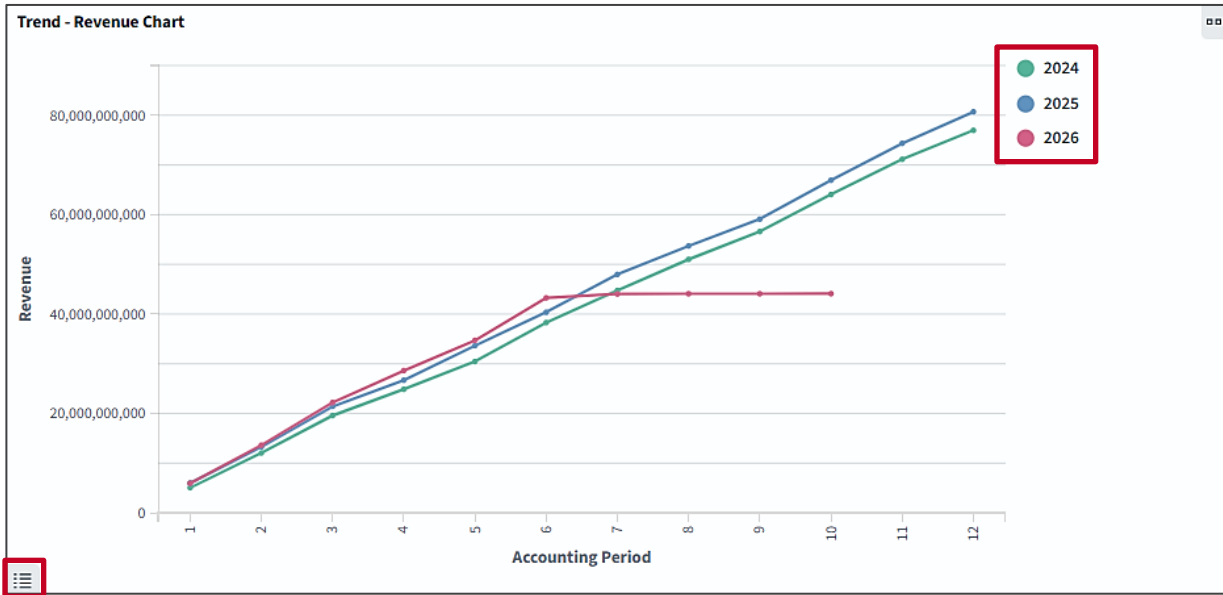
Overview of Cardinal Financials Insights

Toggle Legend

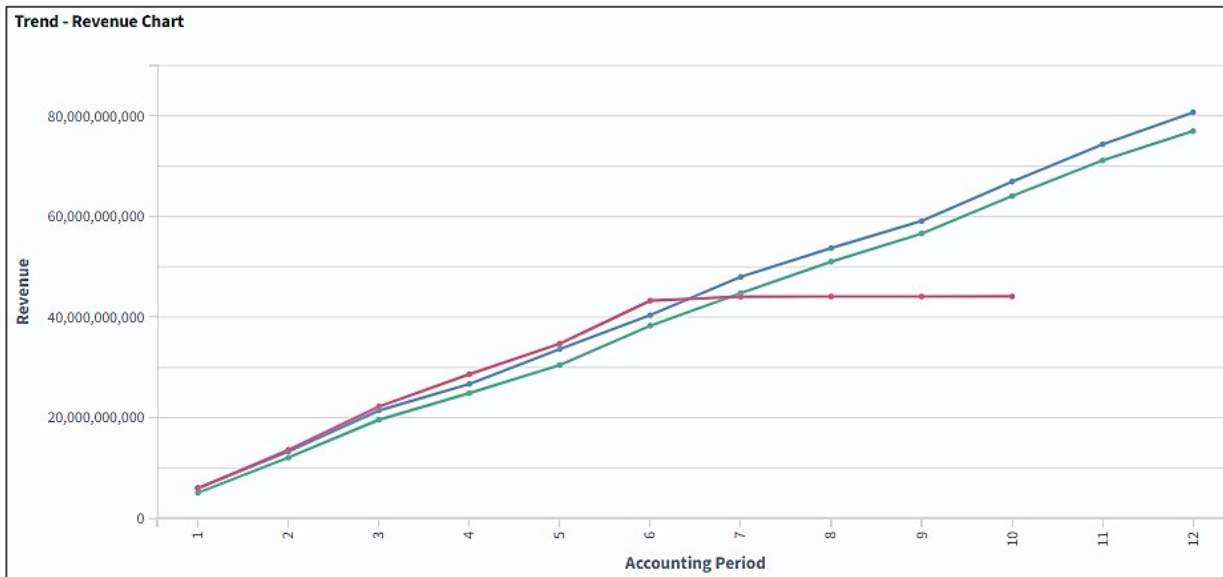


For graphs/charts, users can display the Legend or hide the legend by clicking the **Toggle** button.

Example: Legend is displayed when the **Toggle Legend** button is turned on.



Example: Legend is not displayed when the **Toggle Legend** button is turned off.





Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

GL Business Unit vs. AP Business Unit

The **General Ledger Business Unit (GL BU)** is the core financial entity where accounting happens, holding the chart of accounts and ledgers. The **Accounts Payable Business Unit (AP BU)** is a transactional subledger BU. Every AP BU must link to a GL BU, allowing many-to-one relationships.

While the GL BU governs the accounting rules, periods, and balances, the AP BU is purely transactional. When the user processes an invoice in AP, the AP BU handles vendor-specific details, terms, and payments. When that voucher is posted, the system references the GL BU for its accounting controls to generate the appropriate debit and credit lines. These entries are then passed to the General Ledger via the Journal Generator.

Scrolling

Users will utilize the different scroll bars to view the different data tables or visualizations within each dashboard. Each data table or visualization will have scroll bars, and the entire dashboard has a scroll bar.

Also, depending where the mouse arrow is located on the dashboard will determine what can be viewed using the wheel on the mouse. For example, if the mouse arrow is located to the far right of the dashboard, the user will be able to scroll up and down and see all the reports on the dashboard. If the user is on a specific report, then the user will be able to use the mouse wheel and scroll up and down for that specific report.

The screenshot displays the 'GL Trend Analysis' dashboard for the 2024 Fiscal Year. It features three main data tables: 'Trend - Revenue Data', 'Trend - Expenditures', and 'Trend - Expenditure by Chartfield'. Callouts provide instructions on how to use scroll bars and mouse wheels to navigate these tables and the dashboard itself.

Callout 1 (Top Left): Scroll up or down for each of the sections of the data table.

Callout 2 (Top Middle): Scroll up or down for the specific section of the data table.

Callout 3 (Top Right): Scroll up or down for the lines displayed for this section of the data table.

Callout 4 (Bottom Left): Scroll left or right to see all of the columns in the data table.

Callout 5 (Bottom Right): The scroll bar to the far right allows user to scroll up or down the entire dashboard.

Accounting Period	Revenue
1	5,079,841,656.51
2	6,981,527,800.12
3	7,515,410,091.32
4	5,287,980,048.86
5	5,591,766,459.47
6	7,831,947,318.85
7	6,461,385,903.42
8	6,249,409,729.85

Account	YTD Expenditures
1	5,287,823,760.15
2	13,154,831,461.08
3	21,011,987,950.38
4	26,692,630,051.06
5	33,690,973,304.88
6	8,412,376,360.71
7	5,771,093,556.39
8	7,747,746,529.94

Program	Fund	Fund Description	Account	Account Description
178001	00000	General Fund	5014300	Carl Aid-Local Govts/Consol Off
456009	10000	Federal Trust	5012370	Ins Prem-Health Service-Individ
456011	10000	Federal Trust	5012370	Ins Prem-Health Service-Individ
456009	01000	General Fund	5012370	Ins Prem-Health Service-Individ
704006	06200	Health Insurance Fed-State	5015730	Health Care Claims
456011	10000	Federal Trust	5012330	Hospital Services
456009	10000	Federal Trust	5012330	Hospital Services
746001	01000	General Fund	5014330	General Revenue Sharing
732015	09871	IncTaxRefldFund auth by 2022GA	5014420	Payments To Individuals



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Overview of Cardinal Financials Insights

Export data



Trend - Expenditure by Chartfield

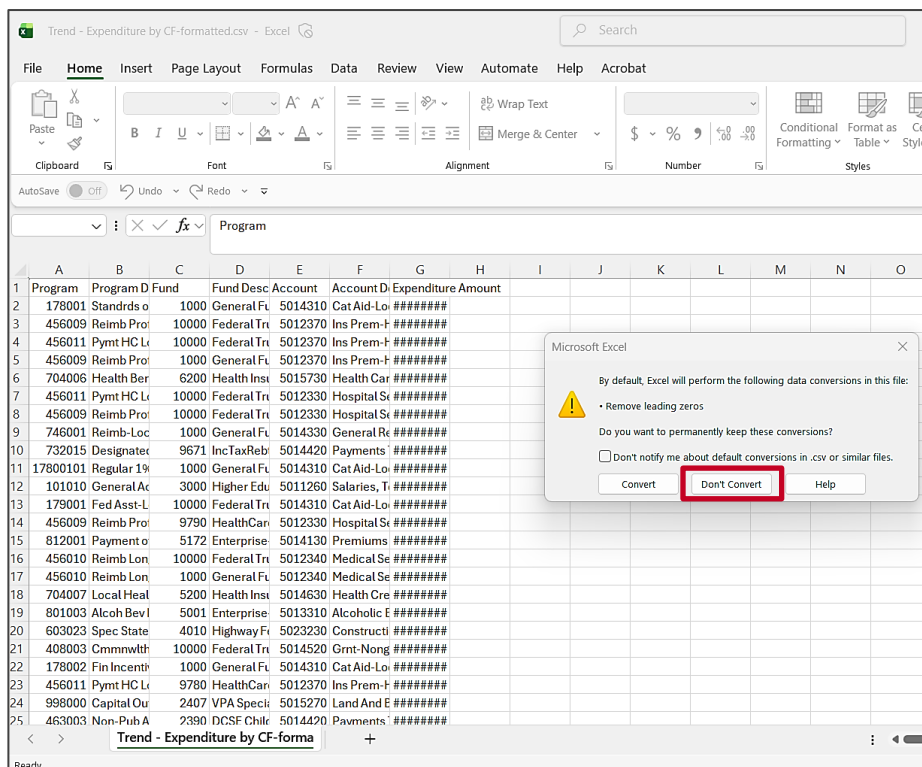
2026: Fiscal Year

↓

Raw	Program Description	Fund	Fund Description	Account	Account Description	Expenditure Amount
Formatted	Standrds of Quality-Pub Ed(SOQ)	01000	General Fund	5014310	Cat Aid-Local Govts&Const Off	\$3,964,518,032.16
456009	Reimb Prof/Institutnl Med Svcs	10000	Federal Trust	5012370	Ins Prem-Health Service-Individ	\$3,176,936,715.76
456011	Pymt HC Lo Income UninsrdAdult	10000	Federal Trust	5012370	Ins Prem-Health Service-Individ	\$3,018,867,079.94
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012370	Ins Prem-Health Service-Individ	\$2,995,427,525.08
704006	Health Benefits Services	06200	Health Insurance Fd-State	5015730	Health Care Claims	\$1,100,480,777.70
456011	Pymt HC Lo Income UninsrdAdult	10000	Federal Trust	5012330	Hospital Services	\$1,097,425,327.91
456009	Reimb Prof/Institutnl Med Svcs	10000	Federal Trust	5012330	Hospital Services	\$923,193,746.08
746001	Reimb-Loc Personl Prop Tx Relf	01000	General Fund	5014330	General Revenue Sharing	\$894,501,143.18
732015	Designated Refunds-Taxes & Fees	09671	IncTaxRebtFund auth by 2025GA	5014420	Payments To Individuals	\$872,305,680.21
17800101	Regular 1% Sales Tax	01000	General Fund	5014310	Cat Aid-Local Govts&Const Off	\$832,203,077.11

< 1 2 3 4 5 ... 2451 >

Sample of a formatted file exported from the GL Trend Analysis tile. Note: if a dialog box opens about converting data, click the Don't Convert button.





Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Sample of a raw file exported from the GL Trend Analysis tile. Note: if a dialog box opens about converting data, click the **Don't Convert** button.



Microsoft Excel

By default, Excel will perform the following data conversions in this file:

- Convert large numbers into scientific notation
- Remove leading zeros

Do you want to permanently keep these conversions?

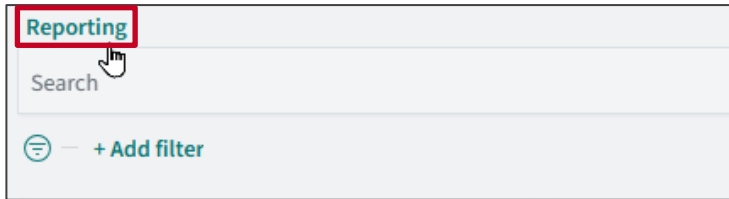
☐ Don't notify me about default conversions in .csv or similar files.

Convert **Don't Convert** Help

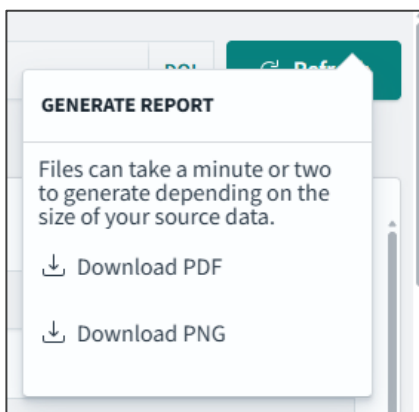
Program	Program D	Fund	Fund Desc	Account	Account D	Expenditure Amount
178001	Standrds o	1000	General Fu	5014310	Cat Aid-Lo	3.96E+09
456009	Reimb Pro	10000	Federal Tr	5012370	Ins Prem-F	3.18E+09
456011	Pymt HC Li	10000	Federal Tr	5012370	Ins Prem-F	3.02E+09
456009	Reimb Pro	1000	General Fu	5012370	Ins Prem-F	3E+09
704006	Health Ber	6200	Health Ins	5015730	Health Car	1.1E+09
456011	Pymt HC Li	10000	Federal Tr	5012330	Hospital St	1.1E+09
456009	Reimb Pro	10000	Federal Tr	5012330	Hospital St	9.23E+08
746001	Reimb-Loc	1000	General Fu	5014330	General Re	8.95E+08
732015	Designate	9671	IncTaxReb	5014420	Payments	8.72E+08
17800101	Regular 1%	1000	General Fu	5014310	Cat Aid-Lo	8.32E+08
101010	General Ac	3000	Higher Edu	5011260	Salaries, T	6.6E+08
179001	Fed Asst-L	10000	Federal Tr	5014310	Cat Aid-Lo	6.53E+08
456009	Reimb Pro	9790	HealthCar	5012330	Hospital St	5.53E+08
812001	Payment o	5172	Enterprise	5014130	Premiums	5.26E+08
456010	Reimb Lon	10000	Federal Tr	5012340	Medical Se	4.1E+08
456010	Reimb Lon	1000	General Fu	5012340	Medical Se	3.99E+08
704007	Local Heal	5200	Health Ins	5014630	Health Cre	3.84E+08
801003	Alcoh Bev	5001	Enterprise	5013310	Alcoholic E	3.81E+08
603023	Spec State	4010	Highway Fi	5023230	Constructi	3.75E+08
408003	Cmmnwth	10000	Federal Tr	5014520	Grnt-Nong	3.68E+08
178002	Fin Incent	1000	General Fu	5014310	Cat Aid-Lo	3.62E+08
456011	Pymt HC Li	9780	HealthCar	5012370	Ins Prem-F	3.35E+08
998000	Capital Ou	2407	VPA Spec	5015270	Land And E	3.35E+08
463003	Non-Pub A	2390	DCSF Chil	5014420	Payments	3.14E+08

Download Screenshot of the Dashboard

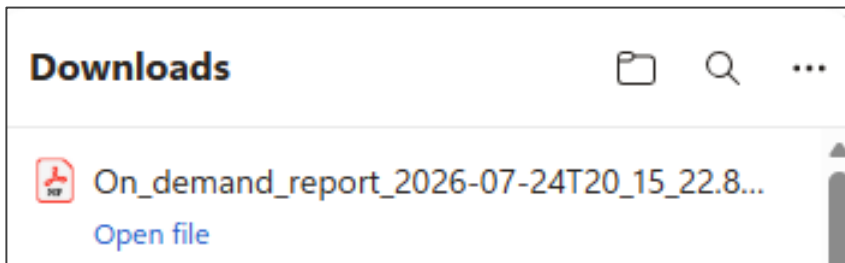
Users can take a screenshot of each Dashboard. Click the **Reporting** link in the upper left corner.



The **Generate Report** box opens in the upper right corner. Select either the Download PDF or Download PNG.



The **Downloads** box displays. Click the **Open file** link to download.





Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

The **Dashboard** report displays.





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Overview of Cardinal Financials Insights

Sort Ascending or Descending

Sort columns in Ascending or Descending order. Click the drop-down arrow on a column and select "Sort asc" or "Sort desc". For this example, click the drop-down arrow for Fund and select Sort asc.

Trend - Expenditure by Chartfield							
2026: Fiscal Year							
Program	Program Description	Fund	Fund Description	Account	Account Description	Expenditure Amount	
456009	Reimb Prof/Institutnl Med Svcs	10000	Federal Trust	5012370	Ins Prem-Health Service-Individ	\$3,176,936,715.76	
456009	Reimb Prof/Institutnl Med Svcs	10000	Federal Trust	5012330	Hospital Services	\$923,193,746.08	
456009	Reimb Prof/Institutnl Med Svcs	10000	Federal Trust	5012320	Dental Services	\$81,590,458.32	
456009	Reimb Prof/Institutnl Med Svcs	10000	Federal Trust	5012340	Medical Services	\$96,832,817.73	
456009	Reimb Prof/Institutnl Med Svcs	10000	Federal Trust	5012310	Clinic Services	\$18,855,662.80	
456009	Reimb Prof/Institutnl Med Svcs	10000	Federal Trust	5012860	Travel, Supplements & Aid	\$35,157,275.44	
456009	Reimb Prof/Institutnl Med Svcs	10000	Federal Trust	5012380	Other Medical Services	-\$124,002,658.36	
456009	Reimb Prof/Institutnl Med Svcs	10000	Federal Trust	5012360	X-Ray & Laboratory Services	\$846,828.43	
456009	Reimb Prof/Institutnl Med Svcs	10000	Federal Trust	5012350	Nursing Home Services	\$59,313.58	

The Fund column is now sorted in ascending order. Notice the up arrow next to Fund. It would be a down arrow if Sort desc was selected.

Trend - Expenditure by Chartfield							
2026: Fiscal Year							
Program	Program Description	Fund	Fund Description	Account	Account Description	Expenditure Amount	
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012370	Ins Prem-Health Service-Individ	\$2,995,427,525.08	
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012340	Medical Services	\$261,483,461.08	
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012330	Hospital Services	\$304,809,968.80	
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012320	Dental Services	\$79,400,333.20	
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012380	Other Medical Services	-\$28,477,713.84	
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012860	Travel, Supplements & Aid	\$32,421,432.54	
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012310	Clinic Services	\$18,524,530.83	
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012360	X-Ray & Laboratory Services	\$823,157.48	
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012350	Nursing Home Services	-\$59,313.58	

Click the up arrow and the Sort asc and Sort desc window displays. Users can use either the up/down arrow or the drop-down arrow to Sort asc or Sort desc.

Trend - Expenditure by Chartfield							
2026: Fiscal Year							
Program	Program Description	Fund	Fund Description	Account	Account Description	Expenditure Amount	
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012370	Ins Prem-Health Service-Individ	\$2,995,427,525.08	
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012340	Medical Services	\$261,483,461.08	
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012330	Hospital Services	\$304,809,968.80	
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012320	Dental Services	\$79,400,333.20	
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012380	Other Medical Services	-\$28,477,713.84	
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012860	Travel, Supplements & Aid	\$32,421,432.54	
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012310	Clinic Services	\$18,524,530.83	
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012360	X-Ray & Laboratory Services	\$823,157.48	
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012350	Nursing Home Services	-\$59,313.58	



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

To return the data to the order that was first populated, click the up arrow and select Sort asc or the down arrow and select Sort desc. In the example below, click the up arrow and then select Sort asc.

Trend - Expenditure by Chartfield							
2026: Fiscal Year							
Program	Program Description	Fund	Fund Description	Account	Account Description	Expenditure Amount	
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012370	Ins Prem-Health Service-Individ	\$2,995,427,525.08	
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012340	Medical Services	\$261,483,461.08	
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012330	Hospital Services	\$304,809,968.80	
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012320	Dental Services	\$79,400,333.20	
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012380	Other Medical Services	-\$28,477,713.84	
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012860	Travel, Supplements & Aid	\$32,421,432.54	
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012310	Clinic Services	\$18,524,530.83	
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012360	X-Ray & Laboratory Services	\$823,157.48	
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012350	Nursing Home Services	-\$59,313.58	

The data will return to how it was first populated.

Trend - Expenditure by Chartfield							
2026: Fiscal Year							
Program	Program Description	Fund	Fund Description	Account	Account Description	Expenditure Amount	
456009	Reimb Prof/Institutnl Med Svcs	10000	Federal Trust	5012370	Ins Prem-Health Service-Individ	\$3,176,936,715.76	
456009	Reimb Prof/Institutnl Med Svcs	10000	Federal Trust	5012330	Hospital Services	\$923,193,746.08	
456009	Reimb Prof/Institutnl Med Svcs	10000	Federal Trust	5012320	Dental Services	\$81,590,458.32	
456009	Reimb Prof/Institutnl Med Svcs	10000	Federal Trust	5012340	Medical Services	\$96,832,817.73	
456009	Reimb Prof/Institutnl Med Svcs	10000	Federal Trust	5012310	Clinic Services	\$18,855,662.80	
456009	Reimb Prof/Institutnl Med Svcs	10000	Federal Trust	5012860	Travel, Supplements & Aid	\$35,157,275.44	
456009	Reimb Prof/Institutnl Med Svcs	10000	Federal Trust	5012380	Other Medical Services	-\$124,002,658.36	
456009	Reimb Prof/Institutnl Med Svcs	10000	Federal Trust	5012360	X-Ray & Laboratory Services	\$846,828.43	
456009	Reimb Prof/Institutnl Med Svcs	10000	Federal Trust	5012350	Nursing Home Services	\$59,313.58	

Resize columns

Columns in data tables can be resized. Hover the mouse between two columns and a double arrow will display. Click and drag to shorten or widen the column. This feature is the same as in Microsoft Excel.

Before widening GL Business Unit Description

Pending Amount Summary by Business Unit and Fund			
Fund Code Description	Fund Code	GL Business Unit	GL Business Unit Description
General Fund	01000	Direct Aid to Public Ec	19700
General Fund	01000	DBHDS Grants to Loca	79000
General Fund	01000	Department of Juveni	77700
General Fund	01000	The Library of Virginie	20200
General Fund	01000	Dept of Corr - Central	70100
General Fund	01000	Department of Taxatio	16100

After widening GL Business Unit Description

Pending Amount Summary by Business Unit and Fund			
Fund Code Description	Fund Code	GL Business Unit Description	
General Fund	01000	Direct Aid to Public Education	
General Fund	01000	DBHDS Grants to Localities	
General Fund	01000	Department of Juvenile Justice	
General Fund	01000	The Library of Virginia	
General Fund	01000	Dept of Corr - Central Admin	
General Fund	01000	Department of Taxation	



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Interact with cell content



Users will see two different views related to the **Interact with cell content** button depending on which field the cursor hovers over.

View 1: Click the **Interact with cell content** button and a popup window displays with the number expanded.

Trend - Expenditure by Chartfield

2026: Fiscal Year

Program	Program Description	Fund	Fund Description	Account	Account Description	Expenditure Amount
178001	Standrds of Quality-Pub Ed(SOQ)	01000	General Fund	5014310	Cat Aid-Local Govts&Const Off	\$3,964,518,032.16
456009	Reimb Prof/Institutnl Med Svcs	10000	Federal Trust	5012370	Ins Prem-Health Service-Individ	\$3,176,936,715.76
456011	Pynt HC Lo Income UninsrdAdult	10000	Federal Trust	5012370	Ins Prem-Health Service-Individ	\$3,018,867,079.94
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012370	Ins Prem-Health Service-Individ	\$2,995,427,525.08
704006	Health Benefits Services	06200	Health Insurance Fd-State	5015730	Health Care Claims	\$1,100,480,777.70
456011	Pynt HC Lo Income UninsrdAdult	10000	Federal Trust	5012330	Hospital Services	\$1,097,425,327.91
456009	Reimb Prof/Institutnl Med Svcs	10000	Federal Trust	5012330	Hospital Services	\$923,193,746.08
746001	Reimb-Loc Personl Prop Tx Relf	01000	General Fund	5014330	General Revenue Sharing	\$894,501,143.18
732015	Designated Refunds-Taxes &Fees	09671	IncTaxRebtFund auth by 2025GA	5014420	Payments To Individuals	\$872,305,680.21
17800101	Regular 1% Sales Tax	01000	General Fund	5014310	Cat Aid-Local Govts&Const Off	\$832,203,077.11

↓ Expenditure Amount

\$3,964,518,032.16
\$3,176,936,715.76
\$3,964,518,032.16

View 2: Click the **Interact with cell content** button and a popup window displays with **+ Filter for value** and **- Filter out value** buttons.

Trend - Expenditure by Chartfield

2026: Fiscal Year

Program	Program Description	Fund	Fund Description	Account	Account Description	Expenditure Amount
178001	Standrds of Quality-Pub Ed(SOQ)	01000	General Fund	5014310	Cat Aid-Local Govts&Const Off	\$3,964,518,032.16
456009	Reimb Prof/Institutnl Med Svcs	10000	Federal Trust	5012370	Ins Prem-Health Service-Individ	\$3,176,936,715.76
456011	Pynt HC Lo Income UninsrdAdult	10000	Federal Trust	5012370	Ins Prem-Health Service-Individ	\$3,018,867,079.94
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012370	Ins Prem-Health Service-Individ	\$2,995,427,525.08
704006	Health Benefits Services	06200	Health Insurance Fd-State	5015730	Health Care Claims	\$1,100,480,777.70
456011	Pynt HC Lo Income UninsrdAdult	10000	Federal Trust	5012330	Hospital Services	\$1,097,425,327.91
456009	Reimb Prof/Institutnl Med Svcs	10000	Federal Trust	5012330	Hospital Services	\$923,193,746.08
746001	Reimb-Loc Personl Prop Tx Relf	01000	General Fund	5014330	General Revenue Sharing	\$894,501,143.18
732015	Designated Refunds-Taxes &Fees	09671	IncTaxRebtFund auth by 2025GA	5014420	Payments To Individuals	\$872,305,680.21
17800101	Regular 1% Sales Tax	01000	General Fund	5014310	Cat Aid-Local Govts&Const Off	\$832,203,077.11

+ -

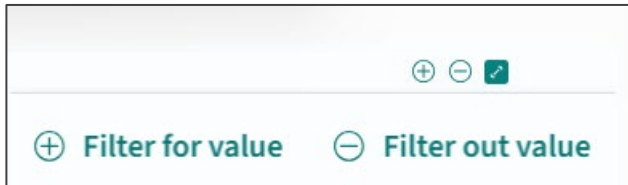
+ Filter for value - Filter out value

+ Filter for Value or - Filter out value

Click the **Interact with cell content** button to interact with cell content.



The **+ Filter for value** and **- Filter out value** window displays.



Functional use of the **+ Filter for value** and **- Filter out value** buttons is explained in two examples below. The first example will **+ Filter for Value** for Fund 01000 and the second example will **- Filter out value** for Fund 01000.

Example 1: Filter for Fund 01000 on the **Trend - Expenditure by Chartfield** data table using the **+ Filters for value** button.

Step	Action																																																							
1.	Click Fund 01000 on any line on the Trend - Expenditure by Chartfield data table and the + Filter for value and - Filter out value and Interact with cell content buttons display. Trend - Expenditure by Chartfield 2026: Fiscal Year  <table><tr><th>Program</th><th>Program Description</th><th>Fund</th><th>Fund Description</th><th>Account</th></tr><tr><td>178001</td><td>Standrds of Quality-Pub Ed(SOQ)</td><td>01000</td><td>General Fund</td><td>5014310</td></tr><tr><td>456009</td><td>Reimb Prof/Institutnl Med Svcs</td><td>10000</td><td>Federal Trust</td><td>5012370</td></tr><tr><td>456011</td><td>Pymt HC Lo Income UninsrdAdult</td><td>10000</td><td>Federal Trust</td><td>5012370</td></tr><tr><td>456009</td><td>Reimb Prof/Institutnl Med Svcs</td><td>01000</td><td>General Fund</td><td>5012370</td></tr><tr><td>704006</td><td>Health Benefits Services</td><td>06200</td><td>Health Insurance Fd-State</td><td>5015730</td></tr><tr><td>456011</td><td>Pymt HC Lo Income UninsrdAdult</td><td>10000</td><td>Federal Trust</td><td>5012330</td></tr><tr><td>456009</td><td>Reimb Prof/Institutnl Med Svcs</td><td>10000</td><td>Federal Trust</td><td>5012330</td></tr><tr><td>746001</td><td>Reimb-Loc Personl Prop Tx Relf</td><td>01000</td><td>General Fund</td><td>5014330</td></tr><tr><td>732015</td><td>Designated Refunds-Taxes & Fees</td><td>09671</td><td>IncTaxRebtFund auth by 2025GA</td><td>5014420</td></tr><tr><td>17800101</td><td>Regular 1% Sales Tax</td><td>01000</td><td>General Fund</td><td>5014310</td></tr></table>	Program	Program Description	Fund	Fund Description	Account	178001	Standrds of Quality-Pub Ed(SOQ)	01000	General Fund	5014310	456009	Reimb Prof/Institutnl Med Svcs	10000	Federal Trust	5012370	456011	Pymt HC Lo Income UninsrdAdult	10000	Federal Trust	5012370	456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012370	704006	Health Benefits Services	06200	Health Insurance Fd-State	5015730	456011	Pymt HC Lo Income UninsrdAdult	10000	Federal Trust	5012330	456009	Reimb Prof/Institutnl Med Svcs	10000	Federal Trust	5012330	746001	Reimb-Loc Personl Prop Tx Relf	01000	General Fund	5014330	732015	Designated Refunds-Taxes & Fees	09671	IncTaxRebtFund auth by 2025GA	5014420	17800101	Regular 1% Sales Tax	01000	General Fund	5014310
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Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Step	Action																				
2.	Click the + Filter for value button. Trend - Expenditure by Chartfield 2026: Fiscal Year <table><tr><th>Program</th><th>Program Description</th><th>Fund</th><th>Fund Description</th></tr><tr><td>178001</td><td>Standrds of Qualty-Pub Ed(SOQ)</td><td>01000</td><td>General Fund</td></tr><tr><td>456009</td><td>Reimb Prof/Institutnl Med Svcs</td><td>10000</td><td>Federal Trust</td></tr><tr><td>456011</td><td>Pymt HC Lo Income UninsrdAdult</td><td>10000</td><td>Federal Trust</td></tr><tr><td>456009</td><td>Reimb Prof/Institutnl Med Svcs</td><td>01000</td><td>General Fund</td></tr></table>	Program	Program Description	Fund	Fund Description	178001	Standrds of Qualty-Pub Ed(SOQ)	01000	General Fund	456009	Reimb Prof/Institutnl Med Svcs	10000	Federal Trust	456011	Pymt HC Lo Income UninsrdAdult	10000	Federal Trust	456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund
Program	Program Description	Fund	Fund Description																		
178001	Standrds of Qualty-Pub Ed(SOQ)	01000	General Fund																		
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456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund																		

The Trend – Expenditure by Chartfield page displays with data filtered for Fund 01000.

Trend - Expenditure by Chartfield						
2026: Fiscal Year						
Program	Program Description	Fund	Fund Description	Account	Account Description	Expenditure Amount
178001	Standrds of Qualty-Pub Ed(SOQ)	01000	General Fund	5014310	Cat Aid-Local Govts&Const Off	\$3,964,518,032.16
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012370	Ins Prem-Health Service-Individ	\$2,995,427,525.08
746001	Reimb-Loc Personl Prop Tx Relf	01000	General Fund	5014330	General Revenue Sharing	\$894,501,143.18
17800101	Regular 1% Sales Tax	01000	General Fund	5014310	Cat Aid-Local Govts&Const Off	\$832,203,077.11
456010	Reimb Long-Term Care Services	01000	General Fund	5012340	Medical Services	\$398,698,644.56
178002	Fin Incentive Pgm-Pub Educatn	01000	General Fund	5014310	Cat Aid-Local Govts&Const Off	\$362,458,286.18
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012330	Hospital Services	\$304,809,968.80
445006	Community Mental Health Svcs	01000	General Fund	5014310	Cat Aid-Local Govts&Const Off	\$274,550,084.52
456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012340	Medical Services	\$261,483,461.08
743003	Debt Svc Payments-VPBA Bonds	01000	General Fund	5031170	Revenue Bond Prin Retirement	\$234,900,000.00

3.	Scroll to the top of the dashboard and Fund: 01000 is listed in the filters. Reporting Search Fund: 01000 X + Add filter Year Filter Fiscal Year Select... Apply changes Cancel changes Clear form
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Example 2: Filter out Fund 01000 on the **Trend - Expenditure by Chartfield** data table using the - **Filters out value** button.

Step	Action																																																							
1.	Click Fund 01000 on any line on the Trend - Expenditure by Chartfield data table and the + Filter for value and - Filter out value and Interact with cell content buttons display. Trend - Expenditure by Chartfield 2026: Fiscal Year <table><tr><th>Program</th><th>Program Description</th><th>Fund</th><th>Fund Description</th><th>Account</th></tr><tr><td>178001</td><td>Standrds of Quality-Pub Ed(SOQ)</td><td>01000</td><td>General Fund</td><td>5014310</td></tr><tr><td>456009</td><td>Reimb Prof/Institutnl Med Svcs</td><td>10000</td><td>Federal Trust</td><td>5012370</td></tr><tr><td>456011</td><td>Pymt HC Lo Income UninsrdAdult</td><td>10000</td><td>Federal Trust</td><td>5012370</td></tr><tr><td>456009</td><td>Reimb Prof/Institutnl Med Svcs</td><td>01000</td><td>General Fund</td><td>5012370</td></tr><tr><td>704006</td><td>Health Benefits Services</td><td>06200</td><td>Health Insurance Fd-State</td><td>5015730</td></tr><tr><td>456011</td><td>Pymt HC Lo Income UninsrdAdult</td><td>10000</td><td>Federal Trust</td><td>5012330</td></tr><tr><td>456009</td><td>Reimb Prof/Institutnl Med Svcs</td><td>10000</td><td>Federal Trust</td><td>5012330</td></tr><tr><td>746001</td><td>Reimb-Loc Personl Prop Tx Relf</td><td>01000</td><td>General Fund</td><td>5014330</td></tr><tr><td>732015</td><td>Designated Refunds-Taxes & Fees</td><td>09671</td><td>IncTaxRebtFund auth by 2025GA</td><td>5014420</td></tr><tr><td>17800101</td><td>Regular 1% Sales Tax</td><td>01000</td><td>General Fund</td><td>5014310</td></tr></table>	Program	Program Description	Fund	Fund Description	Account	178001	Standrds of Quality-Pub Ed(SOQ)	01000	General Fund	5014310	456009	Reimb Prof/Institutnl Med Svcs	10000	Federal Trust	5012370	456011	Pymt HC Lo Income UninsrdAdult	10000	Federal Trust	5012370	456009	Reimb Prof/Institutnl Med Svcs	01000	General Fund	5012370	704006	Health Benefits Services	06200	Health Insurance Fd-State	5015730	456011	Pymt HC Lo Income UninsrdAdult	10000	Federal Trust	5012330	456009	Reimb Prof/Institutnl Med Svcs	10000	Federal Trust	5012330	746001	Reimb-Loc Personl Prop Tx Relf	01000	General Fund	5014330	732015	Designated Refunds-Taxes & Fees	09671	IncTaxRebtFund auth by 2025GA	5014420	17800101	Regular 1% Sales Tax	01000	General Fund	5014310
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Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Step	Action
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The **Trend – Expenditure by Chartfield** page displays with data filtered out for Fund 01000.

Trend - Expenditure by Chartfield						
2026: Fiscal Year						
Program	Program Description	Fund	Fund Description	Account	Account Description	Expenditure Amount
456009	Reimb Prof/Institutnl Med Svcs	10000	Federal Trust	5012370	Ins Prem-Health Service-Individ	\$3,176,936,715.76
456011	Pymt HC Lo Income UninsrdAdult	10000	Federal Trust	5012370	Ins Prem-Health Service-Individ	\$3,018,867,079.94
704006	Health Benefits Services	06200	Health Insurance Fd-State	5015730	Health Care Claims	\$1,100,480,777.70
456011	Pymt HC Lo Income UninsrdAdult	10000	Federal Trust	5012330	Hospital Services	\$1,097,425,327.91
456009	Reimb Prof/Institutnl Med Svcs	10000	Federal Trust	5012330	Hospital Services	\$923,193,746.08
732015	Designated Refunds-Taxes & Fees	09671	IncTaxRebtFund auth by 2025GA	5014420	Payments To Individuals	\$872,305,680.21
101010	General Academic Instruction	03000	Higher Education Operating	5011260	Salaries, Teaching & Research	\$659,969,588.67
179001	Fed Asst-Local Education Pgms	10000	Federal Trust	5014310	Cat Aid-Local Govts&Const Off	\$653,305,465.45
456009	Reimb Prof/Institutnl Med Svcs	09790	HealthCarePrvdrPymntAssmntFund	5012330	Hospital Services	\$553,269,619.29
812001	Payment of Lottery Prizes	05172	Enterprise-VAL	5014130	Premiums	\$526,000,000.00
						< 1 2 3 4 5 ... 2146 >

3. Scroll to the top of the dashboard and **NOT Fund: 01000** is listed in the filters.

Reporting

Search

NOT Fund: 01000 X

+ Add filter

Year Filter

Fiscal Year

Select... ▼

Apply changes Cancel changes

Clear form



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Overview of Cardinal Financials Insights

View Journals

The State Budget to Actuals tile and the Revenue to Budget tile have reports that allow users to view journal details. Click the **View Journals** link for a specific line in the data table.

State Budget to Actuals							
Raw Data - Budget							
View Journals	Business Unit	Account	Fund	Program	Fiscal Year	Sum of Actuals	Sum of Approp Amount
View Journals	60200	5099001	10000	4560	2026	\$8,425,836,603.83	\$16,825,622,622.00
View Journals	19700	5099001	01000	1780	2026	\$5,286,797,927.77	\$9,609,322,314.99
View Journals	60200	5099001	01000	4560	2026	\$4,466,575,943.86	\$7,255,000,835.00
View Journals	50100	5099001	04100	6040	2026	\$1,285,960,467.93	\$2,422,503,314.00
View Journals	14900	5099001	06200	7040	2026	\$1,184,558,868.86	\$1,933,195,823.00
View Journals	20900	5099001	03000	4300	2026	\$1,117,021,823.76	\$3,304,516,546.00
View Journals	16200	5099001	01000	7460	2026	\$894,501,143.18	\$950,000,000.00
View Journals	16200	5099001	09671	7320	2026	\$872,305,680.21	\$977,780,000.00
View Journals	50100	5099001	04720	6030	2026	\$771,764,854.37	\$1,184,780,110.00
View Journals	19700	5099001	10000	1790	2026	\$666,793,389.92	\$1,479,997,315.00
View Journals	60200	5099001	09790	4560	2026	\$660,365,728.88	\$1,217,940,755.00

The **V_GL_COA_INSIGHTS** query populates with journal data. Click an **Amount** value.

V_GL_COA_INSIGHTS								
Download results in : Excel Spreadsheet CSV Text File XML File (43 kb)								
View All							First 1-100 of 188 Last	
Row	Unit	Ledger	Account	Fund	Program	Year	Period	Amount
1	60200	ACTUALS	5012310	10000	456009	2026	1	2250038.92
2	60200	ACTUALS	5012310	10000	456009	2026	2	2722657.11
3	60200	ACTUALS	5012310	10000	456009	2026	3	4031724.29
4	60200	ACTUALS	5012310	10000	456009	2026	4	5131138.30
5	60200	ACTUALS	5012310	10000	456009	2026	5	2293311.87
6	60200	ACTUALS	5012310	10000	456009	2026	6	1681946.39
7	60200	ACTUALS	5012310	10000	456009	2026	7	744845.92
8	60200	ACTUALS	5012310	10000	456010	2026	1	11357937.46
9	60200	ACTUALS	5012310	10000	456010	2026	2	12434547.84
10	60200	ACTUALS	5012310	10000	456010	2026	3	10567754.22
11	60200	ACTUALS	5012310	10000	456010	2026	4	12602484.90

The **V_GL_COA_INSIGHTS_L2** query populates with more detailed journal data based on the **Amount** value selected from the **V_GL_COA_INSIGHTS** query.

V_GL_COA_INSIGHTS_L2																							
Download results in : Excel Spreadsheet CSV Text File XML File (14 kb)																							
View All																						First 1-28 of 28 Last	
Row	Business Unit	Journal ID	Journal Date	Interunit Business Unit	Ledger Group	Fiscal Year	Accounting Period	Budget Period	Source	Account	Department	Asset	Task	Fund	FIPS	Agency Use 2	Cost Center	Program	Agency Use 1	PC Bus Unit	Project	Activity	Amount
1	60200	0000918298	07/01/2025	60200	ACTUALS	2026	1	1	EXA	5012310	7100000			10000			4480000000	456009	1231010000				652796.51
2	60200	0000918298	07/01/2025	60200	ACTUALS	2026	1	1	EXA	5012310	7100000			10000			4480000000	456009	1231020000				152879.39
3	60200	0000918298	07/01/2025	60200	ACTUALS	2026	1	1	EXA	5012310	7100000			10000			4480000000	456009	1231030000				20935.51
4	60200	0000918298	07/01/2025	60200	ACTUALS	2026	1	1	EXA	5012310	7100000			10000			4480000000	456009	1231040000				5621.49
5	60200	0000918298	07/01/2025	60200	ACTUALS	2026	1	1	EXA	5012310	7100000			10000			4480000000	456009	1231050000				28735.94
6	60200	0000918298	07/01/2025	60200	ACTUALS	2026	1	1	EXA	5012310	7100000			10000			4480000000	456009	1231070000				6606.94
7	60200	0000918298	07/01/2025	60200	ACTUALS	2026	1	1	EXA	5012310	7100000			10000			4480000000	456009	1231080000				70567.45
8	60200	0000918317	07/08/2025	60200	ACTUALS	2026	1	1	EXA	5012310	7100000			10000			4480000000	456009	1231010000				367253.61
9	60200	0000918317	07/08/2025	60200	ACTUALS	2026	1	1	EXA	5012310	7100000			10000			4480000000	456009	1231020000				85865.92
10	60200	0000918317	07/08/2025	60200	ACTUALS	2026	1	1	EXA	5012310	7100000			10000			4480000000	456009	1231030000				25253.79
11	60200	0000918317	07/08/2025	60200	ACTUALS	2026	1	1	EXA	5012310	7100000			10000			4480000000	456009	1231040000				3568.02
12	60200	0000918317	07/08/2025	60200	ACTUALS	2026	1	1	EXA	5012310	7100000			10000			4480000000	456009	1231050000				12403.93
13	60200	0000918317	07/08/2025	60200	ACTUALS	2026	1	1	EXA	5012310	7100000			10000			4480000000	456009	1231070000				3349.29
14	60200	0000918317	07/08/2025	60200	ACTUALS	2026	1	1	EXA	5012310	7100000			10000			4480000000	456009	1231080000				2875.54
15	60200	0000918349	07/15/2025	60200	ACTUALS	2026	1	1	EXA	5012310	7100000			10000			4480000000	456009	1231010000				322042.53
16	60200	0000918349	07/15/2025	60200	ACTUALS	2026	1	1	EXA	5012310	7100000			10000			4480000000	456009	1231020000				31567.00
17	60200	0000918349	07/15/2025	60200	ACTUALS	2026	1	1	EXA	5012310	7100000			10000			4480000000	456009	1231030000				43404.92
18	60200	0000918349	07/15/2025	60200	ACTUALS	2026	1	1	EXA	5012310	7100000			10000			4480000000	456009	1231040000				3181.77
19	60200	0000918349	07/15/2025	60200	ACTUALS	2026	1	1	EXA	5012310	7100000			10000			4480000000	456009	1231050000				11909.58
20	60200	0000918349	07/15/2025	60200	ACTUALS	2026	1	1	EXA	5012310	7100000			10000			4480000000	456009	1231070000				3648.44



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Spend by Account Details or Supplier Payment Details

On the Supplier Spend Analysis tile, the **Supplier Spend by Business Unit** report allows users to view **Spend by Account Details** and **Supplier Payment Details** data.

Click the **Spend by Account Details** link for a specific line in the data table.

Supplier Spend by Business Unit						
GL Business Unit	Fiscal Year	Spend by Account	Supplier Payment	Invoice Amount	Paid Amount	
99400	2026	Spend by Account Details	Supplier Payment Details	\$17,366,080,506.46	\$17,366,080,506.46	
99600	2026	Spend by Account Details	Supplier Payment Details	\$12,665,132,760.04	\$12,665,132,760.04	
15800	2026	Spend by Account Details	Supplier Payment Details	\$7,642,834,704.66	\$7,637,123,012.76	
60200	2026	Spend by Account Details	Supplier Payment Details	\$7,102,557,236.78	\$6,935,075,005.69	
19700	2026	Spend by Account Details	Supplier Payment Details	\$6,246,468,769.94	\$5,851,380,965.96	
60100	2026	Spend by Account Details	Supplier Payment Details	\$3,140,437,676.94	\$3,104,037,634.61	

The **V_AP_SPEND_BY_ACCT_SUM_IN- Spend by Account Analysis Sum** query provides detailed account information based on the **Paid Amount** value from the selected line.

V_AP_SPEND_BY_ACCT_SUM_IN- Spend by Account Analysis Sum											
Download results in: Excel Spreadsheet CSV Text File XML File (163 kb)											
View All											
Row	AP Business Unit	AP Business Unit Descr	Fiscal Year	Supplier Name	Supplier ID	GL BU Descr	GL Unit	Account	Account	Voucher Count	Voucher Payment Amount
1	60200	Dept of Med Assistance Svcs	2026	VA Department of Medical Assistance Serv	0000100165	Dept of Med Assistance Svcs	60200	207150	Warrants In Process	118	4433964787.550
2	602V0	DMAS Wire Business Unit	2026	VA Department of Medical Assistance Serv	0000100165	Dept of Med Assistance Svcs	60200	207150	Warrants In Process	15	1096209182.760
3	602V0	DMAS Wire Business Unit	2026	USDHHS PS PROGRAM SUPPORT CENTER	0000109411	Dept of Med Assistance Svcs	60200	4093778	Medical Assistance Program	39	723787360.400
4	602V0	DMAS Wire Business Unit	2026	Commonwealth of Va Dept of the Treasury	0000056459	Dept of Med Assistance Svcs	60200	5012370	Ins Prem-Health Service-Individ	14	277015980.800
5	602V0	DMAS Wire Business Unit	2026	VA Department of Medical Assistance Serv	0000100165	Dept of Med Assistance Svcs	60200	4093778	Medical Assistance Program	12	268036257.870
6	602V0	DMAS Wire Business Unit	2026	Commonwealth of Va Dept of the Treasury	0000056459	Dept of Med Assistance Svcs	60200	5012340	Medical Services	7	229323435.580
7	602V0	DMAS Wire Business Unit	2026	ModiCare Solutions, LLC	0000049566	Dept of Med Assistance Svcs	60200	5012350	Nursing Home Services	1	17000000.000
8	602V0	DMAS Wire Business Unit	2026	Commonwealth of Va Dept of the Treasury	0000056459	Dept of Med Assistance Svcs	60200	5012390	Addnl/Other Medical Services	14	15173094.450
9	602V0	DMAS Wire Business Unit	2026	VA Department of Medical Assistance Serv	0000100165	Dept of Med Assistance Svcs	60200	4093767	State Children'S Ins Pgm(CHIP)	6	5131389.030
10	60200	Dept of Med Assistance Svcs	2026	Virginia Information Technologies Agency	0000031508	Dept of Med Assistance Svcs	60200	5012780	VITA II Infrastructure Svc	6	4839442.730
11	60200	Dept of Med Assistance Svcs	2026	Commonwealth of Virginia	0000050730	Dept of Med Assistance Svcs	60200	4005107	Medicaid HC Coverage Assessmnt	2	3441639.000
12	60200	Dept of Med Assistance Svcs	2026	Virginia Health Information	0000024931	Dept of Med Assistance Svcs	60200	5012770	Compute Operatg Svc(Non-VITA)	4	2475166.630
13	60200	Dept of Med Assistance Svcs	2026	ThunderCat Technology LLC	0000448431	Dept of Med Assistance Svcs	60200	5012730	Info Mgmt DesDv Svc(Non-VITA)	4	2187315.640
14	60200	Dept of Med Assistance Svcs	2026	Department of General Services COMMONWEALTH OF VIRGINIA	0000031103	Dept of Med Assistance Svcs	60200	5015390	Bldg Rental-NonState DGS Adm	8	1784634.450
15	60200	Dept of Med Assistance Svcs	2026	Wells Fargo Bank N/A	0000056308	Dept of Med Assistance Svcs	60200	4009050	Miscellaneous Revenues	47	1678878.930

Click the **Supplier Payment Details** link for a specific line in the data table.

Supplier Spend by Business Unit						
GL Business Unit	Fiscal Year	Spend by Account	Supplier Payment	Invoice Amount	Paid Amount	
99400	2026	Spend by Account Details	Supplier Payment Details	\$17,366,080,506.46	\$17,366,080,506.46	
99600	2026	Spend by Account Details	Supplier Payment Details	\$12,665,132,760.04	\$12,665,132,760.04	
15800	2026	Spend by Account Details	Supplier Payment Details	\$7,642,834,704.66	\$7,637,123,012.76	
60200	2026	Spend by Account Details	Supplier Payment Details	\$7,102,557,236.78	\$6,935,075,005.69	
19700	2026	Spend by Account Details	Supplier Payment Details	\$6,246,468,769.94	\$5,851,380,965.96	
60100	2026	Spend by Account Details	Supplier Payment Details	\$3,140,437,676.94	\$3,104,037,634.61	

The **V_AP_SUPPLIER_PYMNT_IN- Supplier Payment** query provides detailed supplier payment information based on the **Paid Amount** value from the selected line.

V_AP_SUPPLIER_PYMNT_IN- Supplier Payment														
Download results in: Excel Spreadsheet CSV Text File XML File (886 kb)														
View All														
Row	GL BU Descr	GL Unit	Accounting Date	Fiscal Year	Accounting Period	AP Business Unit Descr	AP Business Unit	Voucher ID	Invoice ID	Supplier Name	Supplier ID	Supplier Class	Payment Terms	Pymnt Method
1	Dept of Med Assistance Svcs	60200	12/16/2025	2026		6 DMAS Wire Business Unit	602V0	704805	103125-X03MAP	USDHHS PS PROGRAM SUPPORT CENTER	0000109411	Federal Government	Due Immediately	Wire Transfer
2	Dept of Med Assistance Svcs	60200	07/29/2025	2026		1 DMAS Wire Business Unit	602V0	704761	071325-X00MAP	USDHHS PS PROGRAM SUPPORT CENTER	0000109411	Federal Government	Due Immediately	Wire Transfer
3	Dept of Med Assistance Svcs	60200	12/16/2025	2026		6 Dept of Med Assistance Svcs	60200	214725	MEDRMT 12/19/2025	VA Department of Medical Assistance Serv	0000100165	State Government	Due Immediately Prompt Pay	Automated Clearing House
4	Dept of Med Assistance Svcs	60200	09/02/2025	2026		3 Dept of Med Assistance Svcs	60200	214279	PTSMED 9/5/2025	VA Department of Medical Assistance Serv	0000100165	State Government	Due Immediately Prompt Pay	Automated Clearing House
5	Dept of Med Assistance Svcs	60200	01/02/2026	2026		7 DMAS Wire Business Unit	602V0	704834	MEDRMT 1/2/2026A	VA Department of Medical Assistance Serv	0000100165	State Government	Due Immediately	Wire Transfer
6	Dept of Med Assistance Svcs	60200	01/02/2026	2026		7 DMAS Wire Business Unit	602V0	704836	PT3MED 1/2/2026A	VA Department of Medical Assistance Serv	0000100165	State Government	Due Immediately	Wire Transfer
7	Dept of Med Assistance Svcs	60200	01/02/2026	2026		7 DMAS Wire Business Unit	602V0	704837	PT4MED 1/2/2026A	VA Department of Medical Assistance Serv	0000100165	State Government	Due Immediately	Wire Transfer
8	Dept of Med Assistance Svcs	60200	01/02/2026	2026		7 DMAS Wire Business Unit	602V0	704838	PT5MED 1/2/2026A	VA Department of Medical Assistance Serv	0000100165	State Government	Due Immediately	Wire Transfer
9	Dept of Med Assistance Svcs	60200	09/23/2025	2026		3 Dept of Med Assistance Svcs	60200	214404	MEDRMT 9/26/2025	VA Department of Medical Assistance Serv	0000100165	State Government	Due Immediately Prompt Pay	Automated Clearing House



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Errors

When selecting filters and applying changes, a report may error out as displayed in the example below. The user can press the **F5** key on the keyboard or **Ctrl F5** if on a laptop computer to refresh the dashboard or the user will have to exit the tile by clicking the **Back** arrow to return to the **Financials Insights** page and then start again by selecting the **Insights** tile that errored out.

The screenshot shows a web application interface with a top navigation bar containing a search menu and user profile icons. Below the navigation bar, there are two main sections, each with a red 'Error' button in the top left corner.

GL Trend Analysis

2024: Fiscal Year

Accounting Period	Revenue	YTD Revenue
1	5,079,841,656.51	5,079,841,656.51
2	6,981,527,800.12	12,061,369,456.63
3	7,515,410,091.32	19,576,779,547.95
4	5,287,980,048.86	24,864,759,596.81
5	5,591,706,459.47	30,456,466,056.28
6	7,831,547,918.85	38,288,013,975.13
7	6,461,385,903.42	44,749,399,878.55
8	6,349,409,729.85	50,998,809,608.40

Trend - Expenditures Data

4	5,385,802,987.45	29,522,394,673.42
5	8,929,558,862.20	38,450,953,535.62
6	6,581,622,388.56	45,032,575,924.18
7	7,342,378,446.00	52,374,954,370.18
8	7,834,506,254.56	60,209,260,424.74
9	6,788,927,626.11	66,998,188,050.85
10	6,539,344,674.55	73,537,532,725.40
11	8,265,248,348.39	81,802,781,073.79
12	7,601,232,431.14	89,404,013,504.93

Expenditure by Chartfield

2024: Fiscal Year

Program	Program Description	Fund	Fund Description	Account	Account Description	Expenditure Amount
178001	Standards of Quality Pub Ed(SOQ)	01000	General Fund	5014310	Cat Aid-Local Govts&Const Off	\$5,522,505,474.20
456011	Pyrrt HC Lo Income UninsrdAdult	10000	Federal Trust	5012370	Ins Prem-Health Service-Individ	\$5,103,718,279.21
456009	Reimb Prof/Institnt Med Svcs	10000	Federal Trust	5012370	Ins Prem-Health Service-Individ	\$4,446,811,656.15
456009	Reimb Prof/Institnt Med Svcs	01000	General Fund	5012370	Ins Prem-Health Service-Individ	\$2,434,115,850.45
704006	Health Benefits Services	06200	Health Insurance Fd-State	5015730	Health Care Claims	\$1,794,040,792.41
178002	Fin Incentive Pgm-Pub Educatn	01000	General Fund	5014310	Cat Aid-Local Govts&Const Off	\$1,605,752,294.18
1780101	Regular 1% Sales Tax	01000	General Fund	5014310	Cat Aid-Local Govts&Const Off	\$1,532,421,583.81
456011	Pyrrt HC Lo Income UninsrdAdult	10000	Federal Trust	5012330	Hospital Services	\$1,408,139,456.51
179001	Fed Asst Local Education Pgms	10000	Federal Trust	5014310	Cat Aid-Local Govts&Const Off	\$1,387,024,668.90
101010	General Academic Instruction	03000	Higher Education Operating	5011260	Salaries, Teaching & Research	\$1,183,902,325.34



Cardinal Financials Job Aid

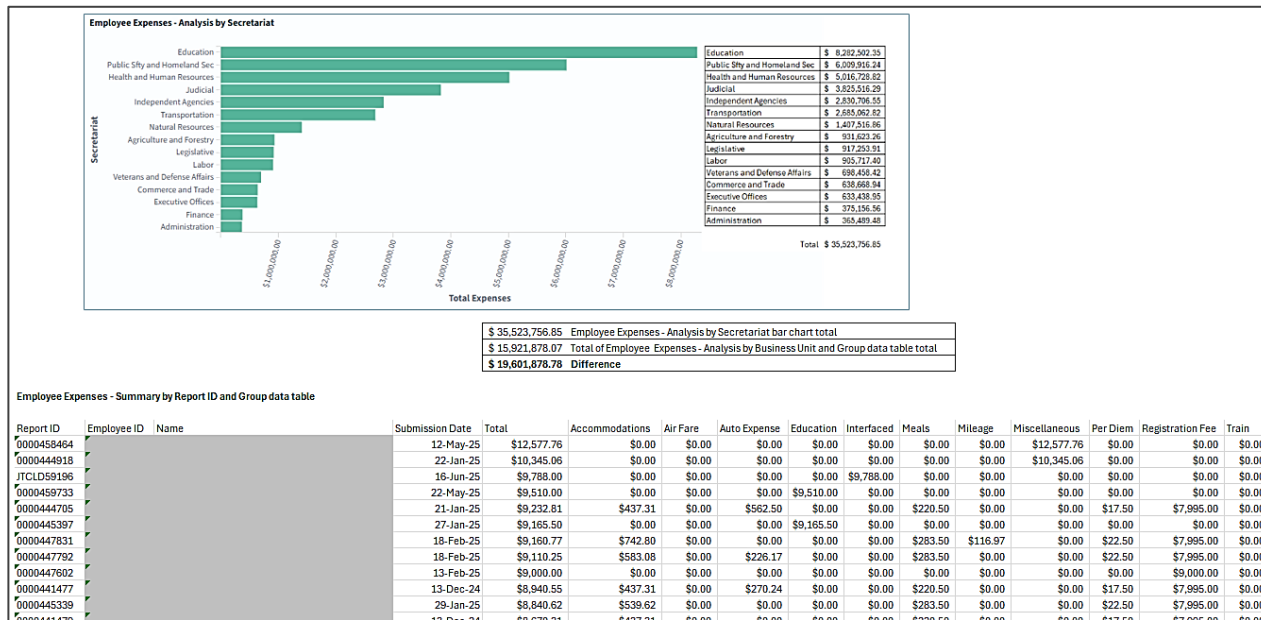
Overview of Cardinal Financials Insights

Confirming information on data tables is complete

Some agencies create extremely large volumes of transactions and **Cardinal Financials Insights** may not be able to return all the transactional information on the data tables. Due to this limitation, it is very important to utilize filters to specifically focus and limit what information you are trying to identify.

Agencies with large volumes of transactions will need to confirm if the information on the data tables reconcile with the summary data reports, bar chart or pie chart values on the dashboard. This is also true when looking at data at very high levels such as statewide or across Secretariats. The validations need to be completed across each of the Insights tiles. See the example below to validate the data.

In the first part of this example, the total from the **Employee Expenses – Analysis by Secretariat** bar chart amounts to \$35,523,756.85 for all Secretariats for fiscal year 2025. However, the **Employee Expenses - Summary by Report ID and Group** data table only amounts to \$15,921,878.07. The difference of \$19,601,878.78 is not included in the data table. As a result, users will need to utilize filters to reduce the amount of data and confirm the amounts reconcile.

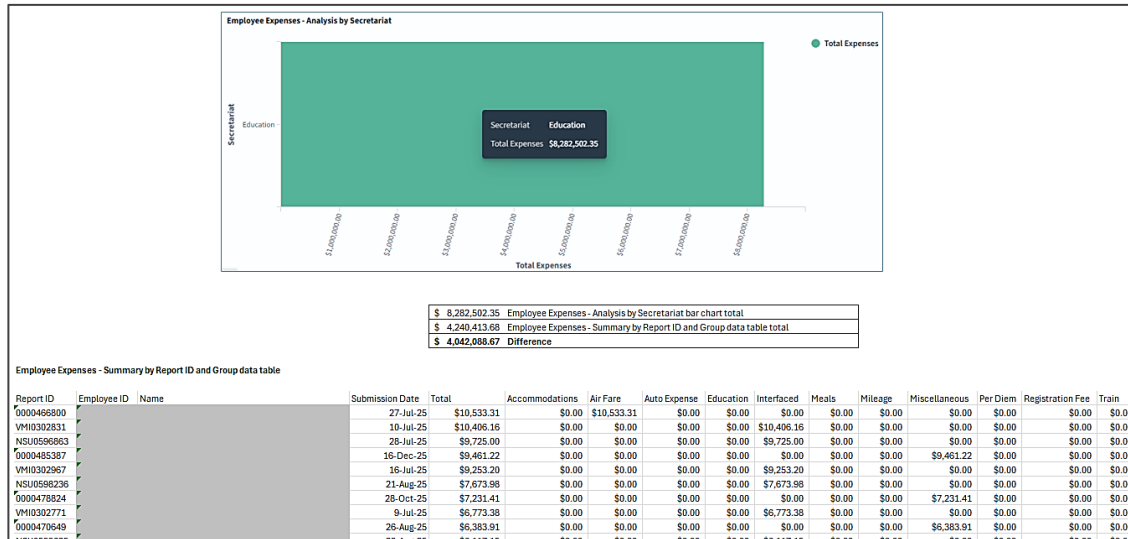




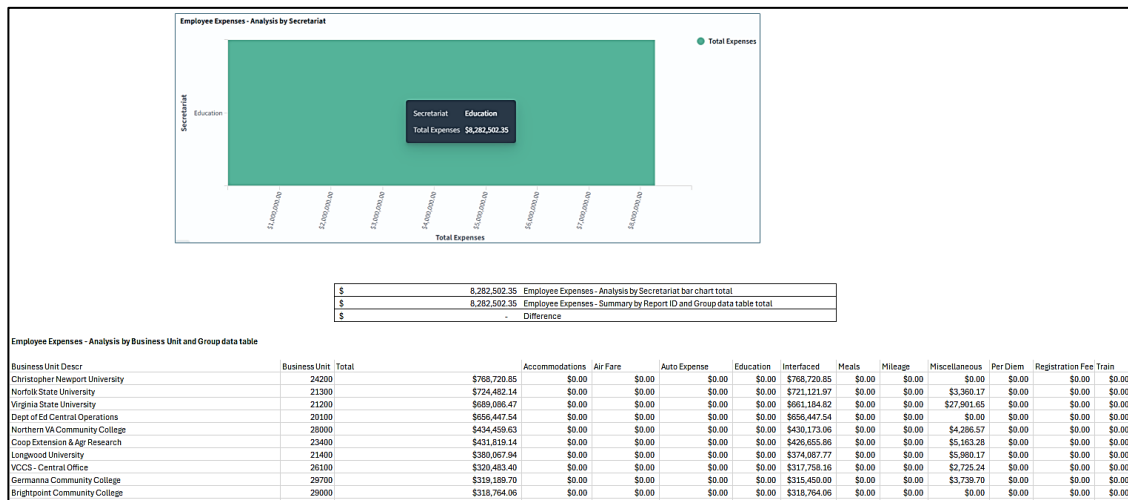
Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

In the second part of this example, only the Education Secretariat is selected for fiscal year 2025. The total from the **Employee Expenses – Analysis by Secretariat** bar chart amounts to \$8,282,502.35. However, the **Employee Expenses - Summary by Report ID and Group** data table only amounts to \$4,240,413.68. The difference of \$4,042,088.67 is not included in the data table. As a result, users will need to utilize filters to reduce the amount of data and confirm the amounts reconcile.



In the third part of this example, with the same filters as in Part 2 (Education Secretariat and fiscal year 2025), the total from the **Employee Expenses – Analysis by Secretariat** bar chart amounts to \$8,282,502.35. and the **Employee Expenses - Analysis by Business Unit and Group** data table amounts to \$8,282,502.35. There is zero difference between these two reports. In the Part 3 example, the data reconciles for the **Employee Expenses - Analysis by Business Unit and Group** data table but it did not reconcile for **Employee Expenses - Summary by Report ID and Group** in Part 2. Some data tables based on the filters selected may reconcile while other data tables do not reconcile. Again, it is important to confirm the values on the summary data reports, bar chart or pie chart values reconcile to the data tables. Users will need to utilize filters to reduce the amount of data and confirm the amounts reconcile.





Cardinal Financial Insights Tiles

This section of the Job Aid will provide an overview of each of the **Cardinal Financials Insights** tiles.

Each Insights tile includes information displayed on the dashboard.

Click the applicable link below to view additional details about that specific Insights tile:

- [GL Trend Analysis](#)
- [State Budget to Actuals](#)
- [Revenue Budget to Actuals](#)
- [Project Budget to Actuals](#)
- [Supplier Spend Analysis](#)
- [Employee Expenses](#)



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

GL Trend Analysis

The **GL Trend Analysis** dashboard contains the Filters section and eight visualizations and data tables to analyze trend information related to revenue and expenditures. The dashboard is populated with statewide data for the current fiscal year and the prior two fiscal years. The visualizations and data tables are displayed based on the user inputs into the different filters. Remember, click the **Apply changes** button for each filter once values are selected.

Filters:

- Year Filter
- BU Filter
- Account Filter
- Fund Filter
- Program Filter

The screenshot shows the GL Trend Analysis dashboard with five filter sections. Each section has a title, a dropdown menu, and three buttons: 'Apply changes', 'Cancel changes', and 'Clear form'. The filters are: Year Filter (Fiscal Year), BU Filter (Secretariat, Business Unit Number, Business Unit Name), Account Filter (Account Roll Up, Account, Account Name), Fund Filter (Fund Roll Up, Fund, Fund Name), and Program Filter (Program Roll Up, Program, Program Name).

Year Filter

The Year Filter section contains a dropdown menu labeled 'Fiscal Year' with a 'Select...' option. Below the dropdown are three buttons: 'Apply changes', 'Cancel changes', and 'Clear form'.

Year Filter – defaults to the most recent three fiscal years. User can select a single year, two years or three years. Use the drop-down arrow to select as applicable.

BU Filter

The BU Filter section contains three dropdown menus: 'Secretariat', 'Business Unit Number', and 'Business Unit Name', each with a 'Select...' option. Below the dropdowns are three buttons: 'Apply changes', 'Cancel changes', and 'Clear form'.

BU Filter – defaults to statewide to include all agencies. Users can select either a single Secretariat, Business Unit Number, or Business Unit Name or select multiple values for Secretariat, Business Unit Number, or Business Unit Name. Use the drop-down arrow for each filter to select as applicable.



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Account Filter

Account Filter

Account Roll Up
Select... ▼

Account
Select... ▼

Account Name
Select... ▼

Apply changes Cancel changes Clear form

Account Filter – defaults to statewide to include all accounts. Users can select either a single Account Roll Up, Account, or Account Name or select multiple values for Account Roll Up, Account, or Account Name. Use the drop-down arrow for each filter to select as applicable.

Fund Filter

Fund Filter

Fund Roll Up
Select... ▼

Fund
Select... ▼

Fund Name
Select... ▼

Apply changes Cancel changes Clear form

Fund Filter – defaults to statewide to include all funds. Users can select either a single Fund Roll Up, Fund, or Fund Name or select multiple values for Fund Roll Up, Fund, or Fund Name. Use the drop-down arrow for each filter to select as applicable.

Program Filter

Program Filter

Program Roll Up
Select... ▼

Program
Select... ▼

Program Name
Select... ▼

Apply changes Cancel changes Clear form

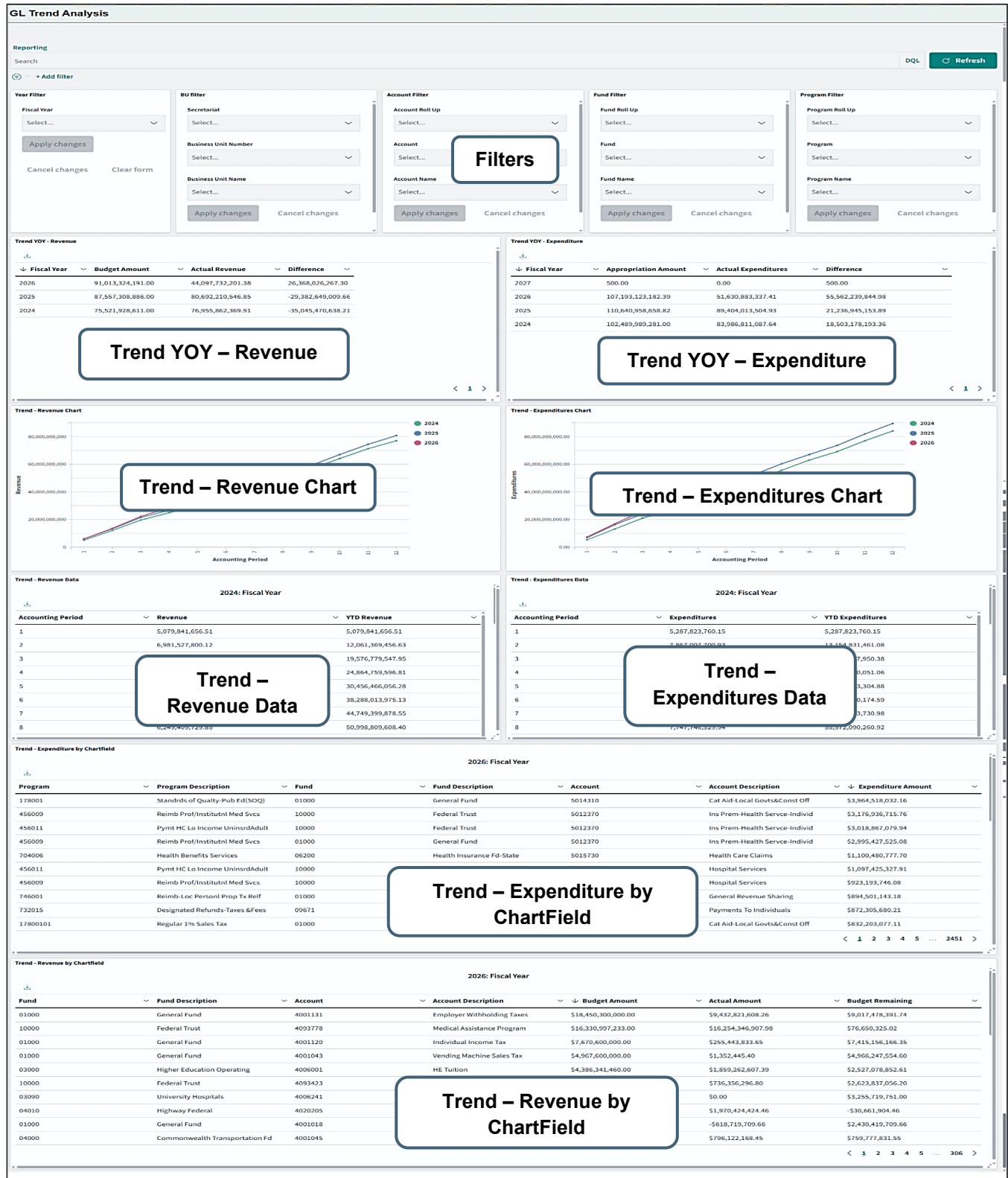
Program Filter – defaults to statewide to include all programs. Users can select either a single Program Roll Up, Program, or Program Name or select multiple values for Fund Roll Up, Fund, or Fund Name. Use the drop-down arrow for each filter to select as applicable.



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Screenshot of the **GL Trend Analysis** dashboard displaying the filters, visualizations and data tables.





Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

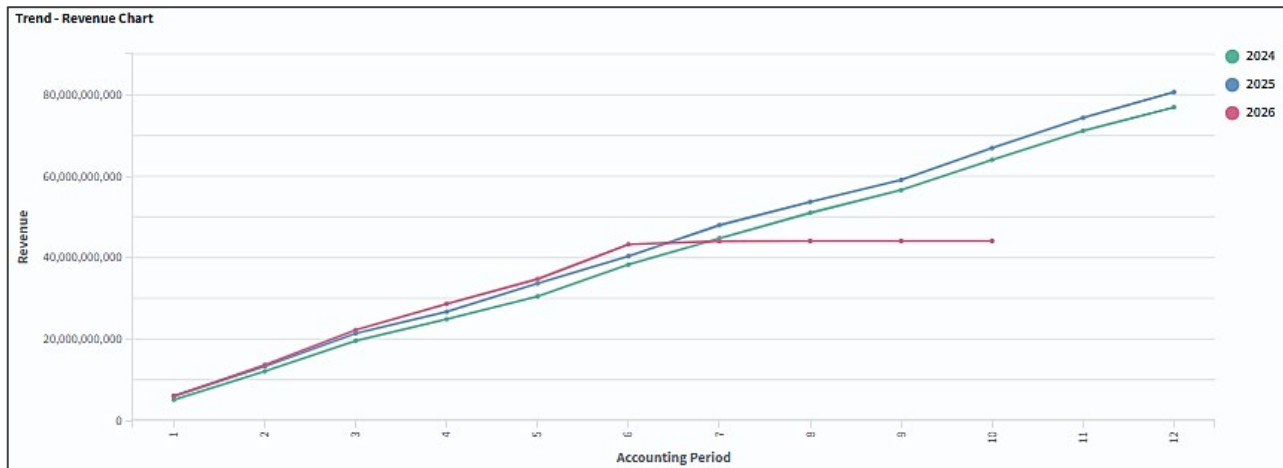
Section	Description
Trend YOY – Revenue	Displays each Fiscal Year and compares Official Revenue Budget Amount values against Actual Amount values and the Difference between the budget and actual values.

Trend YOY - Revenue			
↓ Fiscal Year	↓ Budget Amount	↓ Actual Revenue	↓ Difference
2026	91,013,324,191.00	44,097,732,201.38	26,368,026,267.30
2025	87,557,308,886.00	80,692,210,546.85	-29,382,649,009.66
2024	75,521,928,611.00	76,955,862,369.91	-35,045,470,638.21

Trend YOY – Expenditure	Displays each Fiscal Year and compares Appropriation Budget Amount values against Actual Revenue values and the Difference between the two values.
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Trend YOY - Expenditure			
↓ Fiscal Year	↓ Appropriation Amount	↓ Actual Expenditures	↓ Difference
2026	107,193,123,182.39	51,630,883,337.41	55,562,239,844.98
2025	110,640,958,658.82	89,404,013,504.93	21,236,945,153.89
2024	102,489,989,281.00	83,986,811,087.64	18,503,178,193.36

Trend – Revenue Chart	Displays a line graph comparing fiscal years by Accounting Period for Revenue values.
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Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Section	Description
Trend – Expenditures Chart	Displays a line graph comparing fiscal years by Accounting Period for Expenditure values.

Trend - Expenditures Chart

Accounting Period	2024	2025	2026
1	5,000,000,000.00	5,000,000,000.00	5,000,000,000.00
2	15,000,000,000.00	15,000,000,000.00	15,000,000,000.00
3	25,000,000,000.00	25,000,000,000.00	25,000,000,000.00
4	30,000,000,000.00	30,000,000,000.00	30,000,000,000.00
5	35,000,000,000.00	35,000,000,000.00	35,000,000,000.00
6	40,000,000,000.00	40,000,000,000.00	40,000,000,000.00
7	45,000,000,000.00	45,000,000,000.00	40,000,000,000.00
8	50,000,000,000.00	50,000,000,000.00	40,000,000,000.00
9	55,000,000,000.00	55,000,000,000.00	40,000,000,000.00
10	60,000,000,000.00	60,000,000,000.00	40,000,000,000.00
11	65,000,000,000.00	65,000,000,000.00	40,000,000,000.00
12	70,000,000,000.00	70,000,000,000.00	40,000,000,000.00

Trend – Revenue Data	Displays Revenue values by Accounting Period and YTD. Users need to scroll down to see additional periods and fiscal years.
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Trend - Revenue Data

2024: Fiscal Year

Accounting Period	Revenue	YTD Revenue
1	5,079,841,656.51	5,079,841,656.51
2	6,981,527,800.12	12,061,369,456.63
3	7,515,410,091.32	19,576,779,547.95
4	5,287,980,048.86	24,864,759,596.81
5	5,591,706,459.47	30,456,466,056.28
6	7,831,547,918.85	38,288,013,975.13
7	6,461,385,903.42	44,749,399,878.55
8	6,249,409,729.85	50,998,809,608.40



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Trend – Expenditures Data

Displays Expenditure values by Accounting Period and YTD. Users need to scroll down to see additional periods and fiscal years.

Trend - Expenditures Data

2024: Fiscal Year

Accounting Period	Expenditures	YTD Expenditures
1	5,287,823,760.15	5,287,823,760.15
2	7,867,007,700.93	13,154,831,461.08
3	7,857,156,489.30	21,011,987,950.38
4	5,680,642,100.68	26,692,630,051.06
5	6,908,343,253.82	33,600,973,304.88
6	8,452,276,869.71	42,053,250,174.59
7	5,771,093,556.39	47,824,343,730.98
8	7,747,746,529.94	55,572,090,260.92

Trend – Expenditure by ChartField

Displays expenditure values based on ChartFields (Program/Fund/Account). Users need to scroll down to see additional periods and fiscal years.

Trend - Expenditure by Chartfield

2026: Fiscal Year

Program	Program Description	Fund	Fund Description	Account	Account Description	Expenditure Amount
178001	Standrds of Quality-Pub Ed(SOQ)	01000	General Fund	5014310	Cat Aid-Local Govts&Const Off	\$1,964,518,032.16
456009	Reimb Prof/Instituti Med Svcs	10000	Federal Trust	5012370	Ins Prem-Health Service-Individ	\$3,176,936,715.76
456011	Pynt HC Lo Income UninsrdAdult	10000	Federal Trust	5012370	Ins Prem-Health Service-Individ	\$3,018,867,079.94
456009	Reimb Prof/Instituti Med Svcs	01000	General Fund	5012370	Ins Prem-Health Service-Individ	\$2,995,427,525.08
704006	Health Benefits Services	06200	Health Insurance Fd State	5015730	Health Care Claims	\$1,100,480,777.70
456011	Pynt HC Lo Income UninsrdAdult	10000	Federal Trust	5012330	Hospital Services	\$1,097,425,327.91
456009	Reimb Prof/Instituti Med Svcs	10000	Federal Trust	5012330	Hospital Services	\$923,293,746.08
746001	Reimb-Loc Personl Prep Tx Relf	01000	General Fund	5014330	General Revenue Sharing	\$894,501,143.18
732015	Designated Refunds-Taxes & Fees	09671	IncTaxRefdFund auth by 2025GA	5014420	Payments To Individuals	\$872,305,680.21
17800101	Regular 1% Sales Tax	01000	General Fund	5014310	Cat Aid-Local Govts&Const Off	\$832,203,077.11

Trend – Revenue by ChartField

Displays revenue values based on ChartFields (Fund/Account) for Budget Amount, Actual Amount and Budget Remaining values. Users need to scroll down to see additional periods and fiscal years.

Trend - Revenue by Chartfield

2026: Fiscal Year

Fund	Fund Description	Account	Account Description	Budget Amount	Actual Amount	Budget Remaining
01000	General Fund	4001131	Employer Withholding Taxes	\$18,450,300,000.00	\$9,432,821,608.26	\$9,017,478,391.74
10000	Federal Trust	4093778	Medical Assistance Program	\$16,330,997,233.00	\$16,254,346,907.98	\$76,650,325.02
01000	General Fund	4001120	Individual Income Tax	\$7,670,600,000.00	\$255,443,833.65	\$7,415,156,166.35
01000	General Fund	4001043	Vending Machine Sales Tax	\$4,967,600,000.00	\$1,352,445.40	\$4,966,247,554.60
03000	Higher Education Operating	4060001	HE Tuition	\$4,386,341,460.00	\$1,859,262,607.39	\$2,527,078,852.61
10000	Federal Trust	4093423	1332 State Innovation Waivers	\$3,360,193,353.00	\$796,256,296.80	\$2,563,937,056.20
03090	University Hospitals	4006241	Medical Hosp Inpatient Revenue	\$3,255,719,751.00	\$0.00	\$3,255,719,751.00
04010	Highway Federal	4020205	Highway Planning & Constructn	\$1,939,762,520.00	\$1,970,424,424.46	-\$30,661,904.46
01000	General Fund	4001018	Income Of Corporations	\$1,811,700,000.00	-\$618,719,709.66	\$2,430,419,709.66
04000	Commonwealth Transportation Fd	4001045	Motor Vehicle Fuel Tax-Gas Tax	\$1,555,900,000.00	\$796,122,168.45	\$759,777,831.55



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

State Budget to Actuals

The **State Budget to Actuals** dashboard contains the Filters section and fifteen visualizations and data tables to analyze budget (Appropriation level) to actual information related to expenditures. The dashboard is populated with statewide data for the current fiscal year. Users will utilize filters to analyze data in more detail. Remember, click the **Apply changes** button for each filter once values are selected. **Important Note:** When applying filters keep in mind that Budgets are posted to Program Roll up levels (e.g., 7990) not Program Detail levels (e.g., 799001). Budgets are posted to an Account Roll up value of 5099001.

- Year Filter
- BU Filter
- Account Filter
- Fund Filter
- Program Filter

The screenshot shows the 'State Budget to Actuals' dashboard. At the top, there are five filter buttons: 'Year Filter', 'BU Filter', 'Account Filter', 'Fund Filter', and 'Program Filter'. Below these buttons are five filter panels. Each panel has a title, a dropdown menu, and three buttons: 'Apply changes', 'Cancel changes', and 'Clear form'. The 'Year Filter' panel has a 'Fiscal Year' dropdown. The 'BU Filter' panel has a 'Secretariat' dropdown, a 'Business Unit Number' dropdown, and a 'Business Unit Name' dropdown. The 'Account Filter' panel has an 'Account Roll Up' dropdown, an 'Account' dropdown, and an 'Account Name' dropdown. The 'Fund Filter' panel has a 'Fund Roll Up' dropdown, a 'Fund' dropdown, and a 'Fund Name' dropdown. The 'Program Filter' panel has a 'Program Roll Up' dropdown, a 'Program' dropdown, and a 'Program Name' dropdown.

Year Filter

The close-up shows the 'Year Filter' section. It has a title 'Year Filter' and a 'Fiscal Year' dropdown menu with a 'Select...' placeholder. Below the dropdown are three buttons: 'Apply changes', 'Cancel changes', and 'Clear form'.

Year Filter – defaults to the current fiscal year. User can select a single year, two years or three years. Use the drop-down arrow to select as applicable.



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

BU Filter

BU filter

Secretariat
Select... ▼

Business Unit Number
Select... ▼

Business Unit Name
Select... ▼

Apply changes Cancel changes Clear form

BU Filter – defaults to statewide to include all agencies. Users can select either a single Secretariat, Business Unit Number, or Business Unit Name or select multiple values for Secretariat, Business Unit Number, or Business Unit Name. Use the drop-down arrow for each filter to select as applicable.

Account Filter

Account Filter

Account Roll Up
Select... ▼

Account
Select... ▼

Account Name
Select... ▼

Apply changes Cancel changes Clear form

Account Filter – defaults to statewide to include all accounts. Users can select either a single Account Roll Up, Account, or Account Name or select multiple values for Account Roll Up, Account, or Account Name. Use the drop-down arrow for each filter to select as applicable.

Fund Filter

Fund Filter

Fund Roll Up
Select... ▼

Fund
Select... ▼

Fund Name
Select... ▼

Apply changes Cancel changes Clear form

Fund Filter – defaults to statewide to include all funds. Users can select either a single Fund Roll Up, Fund, or Fund Name or select multiple values for Fund Roll Up, Fund, or Fund Name. Use the drop-down arrow for each filter to select as applicable.

Program Filter

Program Filter

Program Roll Up

Select... ▼

Program

Select... ▼

Program Name

Select... ▼

Apply changes

Cancel changes

Clear form

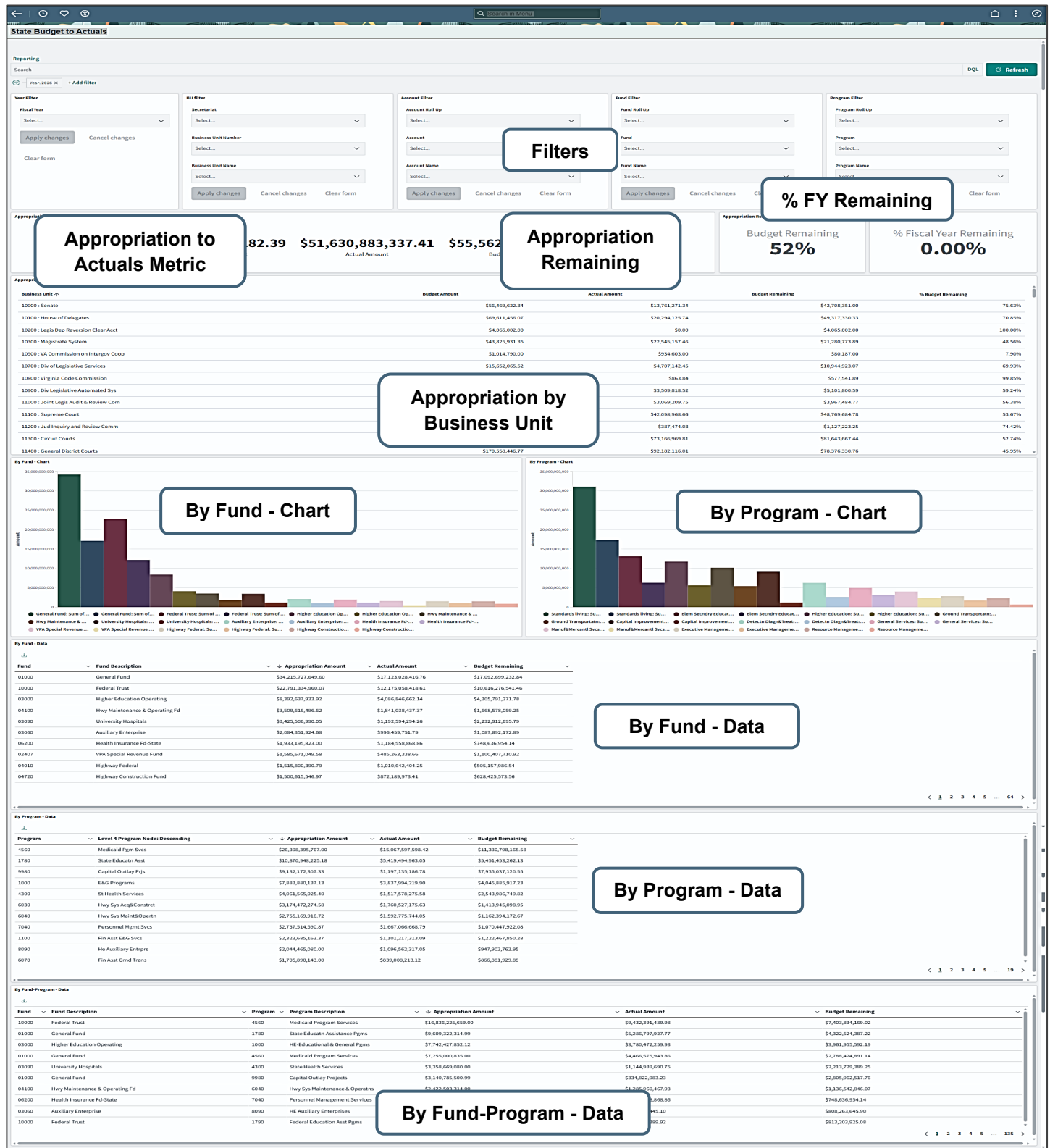
Program Filter – defaults to statewide to include all programs. Users can select either a single Program Roll Up, Program, or Program Name or select multiple values for Fund Roll Up, Fund, or Fund Name. Use the drop-down arrow for each filter to select as applicable.



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Screenshot of the **State Budget to Actuals** dashboard displaying the filters, visualizations and data tables.

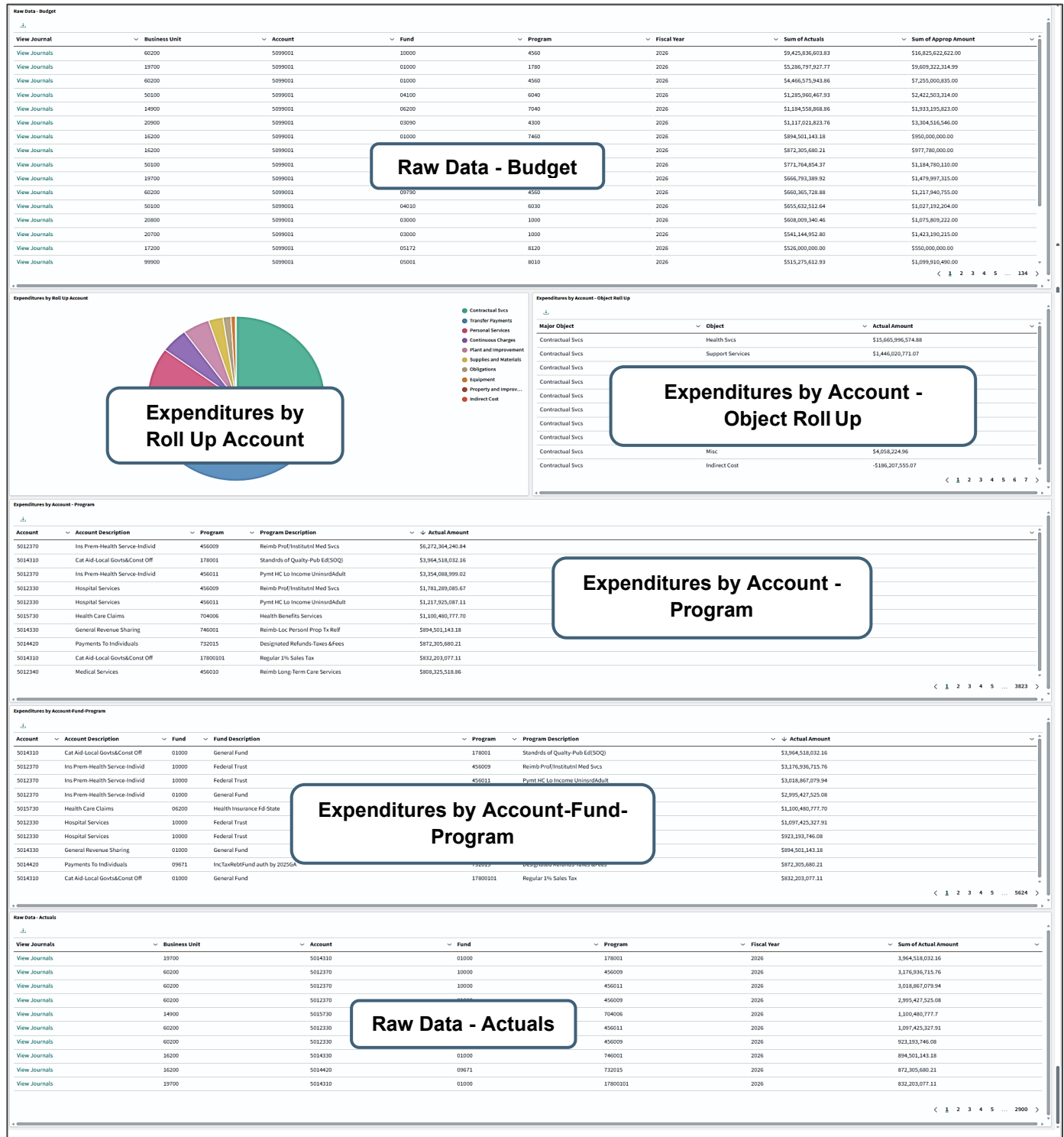




Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

State Budget to Actuals dashboard (continued)





Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Overview of the Sections on the **State Budget to Actuals** dashboard:

Section	Description																																																							
Appropriation to Actuals Metric	Displays Appropriation Amount, Actual Amount and Budget Remaining values.																																																							
Appropriation to Actuals Metric \$107,193,123,182.39 \$51,630,883,337.41 \$55,562,239,844.98 Appropriation Amount Actual Amount Budget Remaining																																																								
Appropriation Remaining	Displays the appropriation Budget Remaining value as a percentage.																																																							
Appropriation Remaining Budget Remaining 52%																																																								
% FY Remaining	Displays Fiscal Year Remaining value as a percentage.																																																							
% FY Remaining % Fiscal Year Remaining 0.00%																																																								
Appropriation by Business Unit	Displays appropriations by Business Unit, Budget Amount, Actual Amount, Budget Remaining, % of Budget Remaining values.																																																							
Appropriation by Business Unit <table><tr><th>Business Unit</th><th>Budget Amount</th><th>Actual Amount</th><th>Budget Remaining</th><th>% Budget Remaining</th></tr><tr><td>10000 : Senate</td><td>\$56,469,622.34</td><td>\$13,761,271.34</td><td>\$42,708,351.00</td><td>75.63%</td></tr><tr><td>10100 : House of Delegates</td><td>\$69,611,456.07</td><td>\$20,294,125.74</td><td>\$49,317,330.33</td><td>70.85%</td></tr><tr><td>10200 : Legis Dep Reversion Clear Acct</td><td>\$4,065,002.00</td><td>\$0.00</td><td>\$4,065,002.00</td><td>100.00%</td></tr><tr><td>10300 : Magistrate System</td><td>\$43,825,931.35</td><td>\$22,545,157.46</td><td>\$21,280,773.89</td><td>48.56%</td></tr><tr><td>10500 : VA Commission on Intergov Coop</td><td>\$1,014,790.00</td><td>\$934,603.00</td><td>\$80,187.00</td><td>7.90%</td></tr><tr><td>10700 : Div of Legislative Services</td><td>\$15,652,065.52</td><td>\$4,707,142.45</td><td>\$10,944,923.07</td><td>69.93%</td></tr><tr><td>10800 : Virginia Code Commission</td><td>\$578,405.73</td><td>\$863.84</td><td>\$577,541.89</td><td>99.85%</td></tr><tr><td>10900 : Div Legislative Automated Sys</td><td>\$8,611,619.11</td><td>\$3,509,818.52</td><td>\$5,101,800.59</td><td>59.24%</td></tr><tr><td>11000 : Joint Legis Audit & Review Com</td><td>\$7,036,694.52</td><td>\$3,069,209.75</td><td>\$3,967,484.77</td><td>56.38%</td></tr><tr><td>11100 : Supreme Court</td><td>\$90,868,653.44</td><td>\$42,098,968.66</td><td>\$48,769,684.78</td><td>53.67%</td></tr></table>		Business Unit	Budget Amount	Actual Amount	Budget Remaining	% Budget Remaining	10000 : Senate	\$56,469,622.34	\$13,761,271.34	\$42,708,351.00	75.63%	10100 : House of Delegates	\$69,611,456.07	\$20,294,125.74	\$49,317,330.33	70.85%	10200 : Legis Dep Reversion Clear Acct	\$4,065,002.00	\$0.00	\$4,065,002.00	100.00%	10300 : Magistrate System	\$43,825,931.35	\$22,545,157.46	\$21,280,773.89	48.56%	10500 : VA Commission on Intergov Coop	\$1,014,790.00	\$934,603.00	\$80,187.00	7.90%	10700 : Div of Legislative Services	\$15,652,065.52	\$4,707,142.45	\$10,944,923.07	69.93%	10800 : Virginia Code Commission	\$578,405.73	\$863.84	\$577,541.89	99.85%	10900 : Div Legislative Automated Sys	\$8,611,619.11	\$3,509,818.52	\$5,101,800.59	59.24%	11000 : Joint Legis Audit & Review Com	\$7,036,694.52	\$3,069,209.75	\$3,967,484.77	56.38%	11100 : Supreme Court	\$90,868,653.44	\$42,098,968.66	\$48,769,684.78	53.67%
Business Unit	Budget Amount	Actual Amount	Budget Remaining	% Budget Remaining																																																				
10000 : Senate	\$56,469,622.34	\$13,761,271.34	\$42,708,351.00	75.63%																																																				
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Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Section	Description
By Fund – Chart	Displays a bar chart with Budget and Actuals values by Fund.
By Fund - Chart Amount Legend: - General Fund: Sum of... - General Fund: Sum of... - Federal Trust: Sum of... - Federal Trust: Sum of... - Higher Education Op... - Higher Education Op... - Hwy Maintenance & O... - Hwy Maintenance & O... - University Hospitals: ... - University Hospitals: ... - Auxiliary Enterprise: ... - Auxiliary Enterprise: ... - Health Insurance Fd-S... - Health Insurance Fd-S... - VPA Special Revenue ... - VPA Special Revenue ... - Highway Federal: Su... - Highway Federal: Su... - Highway Constructio... - Highway Constructio...	
By Program – Chart	Displays a bar chart with Budget and Actuals values by Program.
By Program - Chart Amount Legend: - Standards living: Su... - Standards living: Su... - Elem Secndry Educat... - Elem Secndry Educat... - Higher Education: Su... - Higher Education: Su... - Ground Transportatn:... - Ground Transportatn:... - Capital Improvement... - Capital Improvement... - Detectn Diagn&Treat... - Detectn Diagn&Treat... - General Services: Su... - General Services: Su... - Manuf&Mercantl Svcs... - Manuf&Mercantl Svcs... - Executive Manageme... - Executive Manageme... - Resource Manageme... - Resource Manageme...	



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Section	Description
By Fund – Data	Displays Fund data by Fund, Fund Description, Appropriation Amount, Actual Amount and Budget Remaining values.

By Fund - Data				
↓				
Fund	Fund Description	Appropriation Amount	Actual Amount	Budget Remaining
01000	General Fund	\$34,215,727,649.60	\$17,123,028,416.76	\$17,092,699,232.84
10000	Federal Trust	\$22,791,334,960.07	\$12,175,058,418.61	\$10,616,276,541.46
03000	Higher Education Operating	\$8,392,637,933.92	\$4,086,846,662.14	\$4,305,791,271.78
04100	Hwy Maintenance & Operating Fd	\$3,509,616,496.62	\$1,841,038,437.37	\$1,668,578,059.25
03090	University Hospitals	\$3,425,506,990.05	\$1,192,594,294.26	\$2,232,912,695.79
03060	Auxiliary Enterprise	\$2,084,351,924.68	\$996,459,751.79	\$1,087,892,172.89
06200	Health Insurance Fd-State	\$1,933,195,823.00	\$1,184,558,868.86	\$748,636,954.14
02407	VPA Special Revenue Fund	\$1,585,671,049.58	\$485,263,338.66	\$1,100,407,710.92
04010	Highway Federal	\$1,515,800,390.79	\$1,010,642,404.25	\$505,157,986.54
04720	Highway Construction Fund	\$1,500,615,546.97	\$872,189,973.41	\$628,425,573.56
< 1 2 3 4 5 ... 64 >				

By Program – Data	Displays Program data by Program, Level 4 Program Node: Descending, Appropriation Amount, Actual Amount and Budget Remaining values.
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By Program - Data				
↓				
Program	Level 4 Program Node: Descending	Appropriation Amount	Actual Amount	Budget Remaining
4560	Medicaid Pgm Svcs	\$26,398,395,767.00	\$15,067,597,598.42	\$11,330,798,168.58
1780	State Educatn Asst	\$10,870,948,225.18	\$5,419,494,963.05	\$5,451,453,262.13
9980	Capital Outlay Prjs	\$9,132,172,307.33	\$1,197,135,186.78	\$7,935,037,120.55
1000	E&G Programs	\$7,883,880,137.13	\$3,837,994,219.90	\$4,045,885,917.23
4300	St Health Services	\$4,061,565,025.40	\$1,517,578,275.58	\$2,543,986,749.82
6030	Hwy Sys Acq&Constrct	\$3,174,472,274.58	\$1,760,527,175.63	\$1,413,945,098.95
6040	Hwy Sys Maint&Opertn	\$2,755,169,916.72	\$1,592,775,744.05	\$1,162,394,172.67
7040	Personnel Mgmt Svcs	\$2,737,514,590.87	\$1,667,066,668.79	\$1,070,447,922.08
1100	Fin Asst E&G Svcs	\$2,323,685,163.37	\$1,101,217,313.09	\$1,222,467,850.28
8090	He Auxiliary Entrprsr	\$2,044,465,080.00	\$1,096,562,317.05	\$947,902,762.95
6070	Fin Asst Grnd Trans	\$1,705,890,143.00	\$839,008,213.12	\$866,881,929.88
< 1 2 3 4 5 ... 19 >				



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Section	Description
By Fund-Program – Data	Displays Fund and Program data for Fund, Fund Description, Program, Program Description, Appropriation Amount, Actual Amount and Budget Remaining values.

By Fund-Program - Data							
↓							
Fund	Fund Description	Program	Program Description	Appropriation Amount	Actual Amount	Budget Remaining	
10000	Federal Trust	4560	Medicaid Program Services	\$16,836,225,659.00	\$9,432,391,489.98	\$7,403,834,169.02	
01000	General Fund	1780	State Educatn Assistance Pgms	\$9,609,322,314.99	\$5,286,797,927.77	\$4,322,524,387.22	
03000	Higher Education Operating	1000	HE-Educational & General Pgms	\$7,742,427,852.12	\$3,780,472,259.93	\$3,961,955,592.19	
01000	General Fund	4560	Medicaid Program Services	\$7,255,000,835.00	\$4,466,575,943.86	\$2,788,424,891.14	
03090	University Hospitals	4300	State Health Services	\$3,358,669,080.00	\$1,144,939,690.75	\$2,213,729,389.25	
01000	General Fund	9980	Capital Outlay Projects	\$3,140,785,500.99	\$334,822,983.23	\$2,805,962,517.76	
04100	Hwy Maintenance & Operating Fd	6040	Hwy Sys Maintenance & Operatns	\$2,422,503,314.00	\$1,285,960,467.93	\$1,136,542,846.07	
06200	Health Insurance Fd-State	7040	Personnel Management Services	\$1,933,195,823.00	\$1,184,558,868.86	\$748,636,954.14	
03060	Auxiliary Enterprise	8090	HE Auxiliary Enterprises	\$1,770,534,091.00	\$962,270,445.10	\$808,263,645.90	
10000	Federal Trust	1790	Federal Education Asst Pgms	\$1,479,997,315.00	\$666,793,389.92	\$813,203,925.08	
< 1 2 3 4 5 ... 135 >							

Raw Data – Budget	Displays budget values by Business Unit, Account, Fund, Program, Fiscal Year, Sum of Actuals, and Sum of Approp Amount values.
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Raw Data - Budget							
↓							
View Journal	Business Unit	Account	Fund	Program	Fiscal Year	Sum of Actuals	Sum of Approp Amount
View Journals	60200	5099001	10000	4560	2026	\$9,425,836,603.83	\$16,825,622,622.00
View Journals	19700	5099001	01000	1780	2026	\$5,286,797,927.77	\$9,609,322,314.99
View Journals	60200	5099001	01000	4560	2026	\$4,466,575,943.86	\$7,255,000,835.00
View Journals	50100	5099001	04100	6040	2026	\$1,285,960,467.93	\$2,422,503,314.00
View Journals	14900	5099001	06200	7040	2026	\$1,184,558,868.86	\$1,933,195,823.00
View Journals	20900	5099001	03090	4300	2026	\$1,117,021,823.76	\$3,304,516,546.00
View Journals	16200	5099001	01000	7460	2026	\$894,501,143.18	\$950,000,000.00
View Journals	16200	5099001	09671	7320	2026	\$872,305,680.21	\$977,780,000.00
View Journals	50100	5099001	04720	6030	2026	\$771,764,854.37	\$1,184,780,110.00
View Journals	19700	5099001	10000	1790	2026	\$666,793,389.92	\$1,479,997,315.00
View Journals	60200	5099001	09790	4560	2026	\$660,365,728.88	\$1,217,940,755.00
View Journals	50100	5099001	04010	6030	2026	\$655,632,512.64	\$1,027,192,204.00
View Journals	20800	5099001	03000	1000	2026	\$608,009,340.46	\$1,075,809,222.00
View Journals	20700	5099001	03000	1000	2026	\$541,144,952.80	\$1,423,190,215.00
View Journals	17200	5099001	05172	8120	2026	\$526,000,000.00	\$550,000,000.00
View Journals	99900	5099001	05001	8010	2026	\$515,275,612.93	\$1,099,910,490.00
< 1 2 3 4 5 ... 134 >							



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Section	Description																																	
Expenditures by Roll Up Account	Displays a roll up of expenditures in a pie chart.																																	
Expenditures by Roll Up Account - Contractual Svcs - Transfer Payments - Personal Services - Continuous Charges - Plant and Improvement - Supplies and Materials - Obligations - Equipment - Property and Improv... - Indirect Cost																																		
Expenditures by Account - Object Roll Up	Displays expenditures by Account and Object rolled up based on Major Object, Object and Actual Amount values.																																	
Expenditures by Account - Object Roll Up Download <table><tr><th>Major Object</th><th>Object</th><th>Actual Amount</th></tr><tr><td>Contractual Svcs</td><td>Health Svcs</td><td>\$15,665,996,574.88</td></tr><tr><td>Contractual Svcs</td><td>Support Services</td><td>\$1,446,020,771.07</td></tr><tr><td>Contractual Svcs</td><td>Mgmt&Info Svc</td><td>\$775,648,388.45</td></tr><tr><td>Contractual Svcs</td><td>Technical Services</td><td>\$764,666,915.41</td></tr><tr><td>Contractual Svcs</td><td>Repair&Maint</td><td>\$642,594,864.68</td></tr><tr><td>Contractual Svcs</td><td>Communication Svc</td><td>\$199,015,217.45</td></tr><tr><td>Contractual Svcs</td><td>Transportation Svc</td><td>\$179,613,189.91</td></tr><tr><td>Contractual Svcs</td><td>Employee Dev</td><td>\$86,340,287.98</td></tr><tr><td>Contractual Svcs</td><td>Misc</td><td>\$4,058,224.96</td></tr><tr><td>Contractual Svcs</td><td>Indirect Cost</td><td>-\$186,207,555.07</td></tr></table> < 1 2 3 4 5 6 7 >		Major Object	Object	Actual Amount	Contractual Svcs	Health Svcs	\$15,665,996,574.88	Contractual Svcs	Support Services	\$1,446,020,771.07	Contractual Svcs	Mgmt&Info Svc	\$775,648,388.45	Contractual Svcs	Technical Services	\$764,666,915.41	Contractual Svcs	Repair&Maint	\$642,594,864.68	Contractual Svcs	Communication Svc	\$199,015,217.45	Contractual Svcs	Transportation Svc	\$179,613,189.91	Contractual Svcs	Employee Dev	\$86,340,287.98	Contractual Svcs	Misc	\$4,058,224.96	Contractual Svcs	Indirect Cost	-\$186,207,555.07
Major Object	Object	Actual Amount																																
Contractual Svcs	Health Svcs	\$15,665,996,574.88																																
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Contractual Svcs	Indirect Cost	-\$186,207,555.07																																



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Section	Description
Expenditures by Account – Program	Displays expenditures for Account and Program by Account, Account Description, Program, Program Description and Actual values.

Expenditures by Account - Program				
Account	Account Description	Program	Program Description	Actual Amount
5012370	Ins Prem-Health Service-Individ	456009	Reimb Prof/Institutnl Med Svcs	\$6,272,364,240.84
5014310	Cat Aid-Local Govts&Const Off	178001	Standrds of Qualty-Pub Ed(SOQ)	\$3,964,518,032.16
5012370	Ins Prem-Health Service-Individ	456011	Pymt HC Lo Income UninsrdAdult	\$3,354,088,999.02
5012330	Hospital Services	456009	Reimb Prof/Institutnl Med Svcs	\$1,781,289,085.67
5012330	Hospital Services	456011	Pymt HC Lo Income UninsrdAdult	\$1,217,925,087.11
5015730	Health Care Claims	704006	Health Benefits Services	\$1,100,480,777.70
5014330	General Revenue Sharing	746001	Reimb-Loc Personl Prop Tx Relf	\$894,501,143.18
5014420	Payments To Individuals	732015	Designated Refunds-Taxes & Fees	\$872,305,680.21
5014310	Cat Aid-Local Govts&Const Off	17800101	Regular 1% Sales Tax	\$832,203,077.11
5012340	Medical Services	456010	Reimb Long-Term Care Services	\$808,325,518.86

Expenditures by Account-Fund-Program	Displays expenditures for Account, Fund and Program by Account, Account Description, Fund, Fund Description, Program, Program Description and Actual Amount values.
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Expenditures by Account-Fund-Program						
Account	Account Description	Fund	Fund Description	Program	Program Description	Actual Amount
5014310	Cat Aid-Local Govts&Const Off	01000	General Fund	178001	Standrds of Qualty-Pub Ed(SOQ)	\$3,964,518,032.16
5012370	Ins Prem-Health Service-Individ	10000	Federal Trust	456009	Reimb Prof/Institutnl Med Svcs	\$3,176,936,715.76
5012370	Ins Prem-Health Service-Individ	10000	Federal Trust	456011	Pymt HC Lo Income UninsrdAdult	\$3,018,867,079.94
5012370	Ins Prem-Health Service-Individ	01000	General Fund	456009	Reimb Prof/Institutnl Med Svcs	\$2,995,427,525.08
5015730	Health Care Claims	06200	Health Insurance Fd-State	704006	Health Benefits Services	\$1,100,480,777.70
5012330	Hospital Services	10000	Federal Trust	456011	Pymt HC Lo Income UninsrdAdult	\$1,097,425,327.91
5012330	Hospital Services	10000	Federal Trust	456009	Reimb Prof/Institutnl Med Svcs	\$923,193,746.08
5014330	General Revenue Sharing	01000	General Fund	746001	Reimb-Loc Personl Prop Tx Relf	\$894,501,143.18
5014420	Payments To Individuals	09671	IncTaxRebtFund auth by 2025GA	732015	Designated Refunds-Taxes & Fees	\$872,305,680.21
5014310	Cat Aid-Local Govts&Const Off	01000	General Fund	17800101	Regular 1% Sales Tax	\$832,203,077.11



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Section	Description
Raw Data – Actuals	Displays expenditure raw data by Business Unit, Account, Fund, Program, Fiscal Year and Sum of Actual Amount values.

Raw Data - Actuals

⌵

View Journals

⌵

Business Unit

⌵

Account

⌵

Fund

⌵

Program

⌵

Fiscal Year

⌵

Sum of Actual Amount

View Journals	19700	5014310	01000	178001	2026	3,964,518,032.16
View Journals	60200	5012370	10000	456009	2026	3,176,936,715.76
View Journals	60200	5012370	10000	456011	2026	3,018,867,079.94
View Journals	60200	5012370	01000	456009	2026	2,995,427,525.08
View Journals	14900	5015730	06200	704006	2026	1,100,480,777.7
View Journals	60200	5012330	10000	456011	2026	1,097,425,327.91
View Journals	60200	5012330	10000	456009	2026	923,193,746.08
View Journals	16200	5014330	01000	746001	2026	894,501,143.18
View Journals	16200	5014420	09671	732015	2026	872,305,680.21
View Journals	19700	5014310	01000	17800101	2026	832,203,077.11

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Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Revenue Budget to Actuals

The **Revenue Budget to Actuals** dashboard contains the filter sections and eleven visualizations and data tables to analyze budget (Official Revenue level) to actual information related to revenues. The dashboard is populated with statewide data for the current fiscal year. Users will utilize filters to analyze data in more detail. Remember, click the **Apply changes** button for each filter once values are selected.

The majority of the General Fund (01000) revenue budget is posted under agency 99700 and not necessarily the agency that collects the revenue. Users need to understand the impact of the General Fund (01000) revenue budget posted under agency 99700 related to their agency when reviewing revenue budget to actual data.

- Year Filter
- BU Filter
- Account Filter
- Fund Filter

The screenshot shows the 'Revenue Budget' dashboard with a search bar at the top. Below the search bar are four filter sections: 'Year Filter', 'BU Filter', 'Account Filter', and 'Fund Filter'. Each filter section has a dropdown menu and buttons for 'Apply changes', 'Cancel changes', and 'Clear form'. The 'Year Filter' section is highlighted with a blue box.

Year Filter

The close-up shows the 'Year Filter' section with a 'Fiscal Year' dropdown menu. Below the dropdown are buttons for 'Apply changes', 'Cancel changes', and 'Clear form'.

Year Filter – defaults to the current fiscal year. User can select a single year, two years or three years. Use the drop-down arrow to select as applicable.



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

BU Filter

BU filter

Secretariat
Select... ▼

Business Unit Number
Select... ▼

Business Unit Name
Select... ▼

Apply changes Cancel changes Clear form

BU Filter – defaults to statewide to include all agencies. Users can select either a single Secretariat, Business Unit Number, or Business Unit Name or select multiple values for Secretariat, Business Unit Number, or Business Unit Name. Use the drop-down arrow for each filter to select as applicable.

Account Filter

Account Filter

Account Roll Up
Select... ▼

Account
Select... ▼

Account Name
Select... ▼

Apply changes Cancel changes Clear form

Account Filter – defaults to statewide to include all accounts. Users can select either a single Account Roll Up, Account, or Account Name or select multiple values for Account Roll Up, Account, or Account Name. Use the drop-down arrow for each filter to select as applicable.

Fund Filter

Fund Filter

Fund Roll Up
Select... ▼

Fund
Select... ▼

Fund Name
Select... ▼

Apply changes Cancel changes Clear form

Fund Filter – defaults to statewide to include all funds. Users can select either a single Fund Roll Up, Fund, or Fund Name or select multiple values for Fund Roll Up, Fund, or Fund Name. Use the drop-down arrow for each filter to select as applicable.

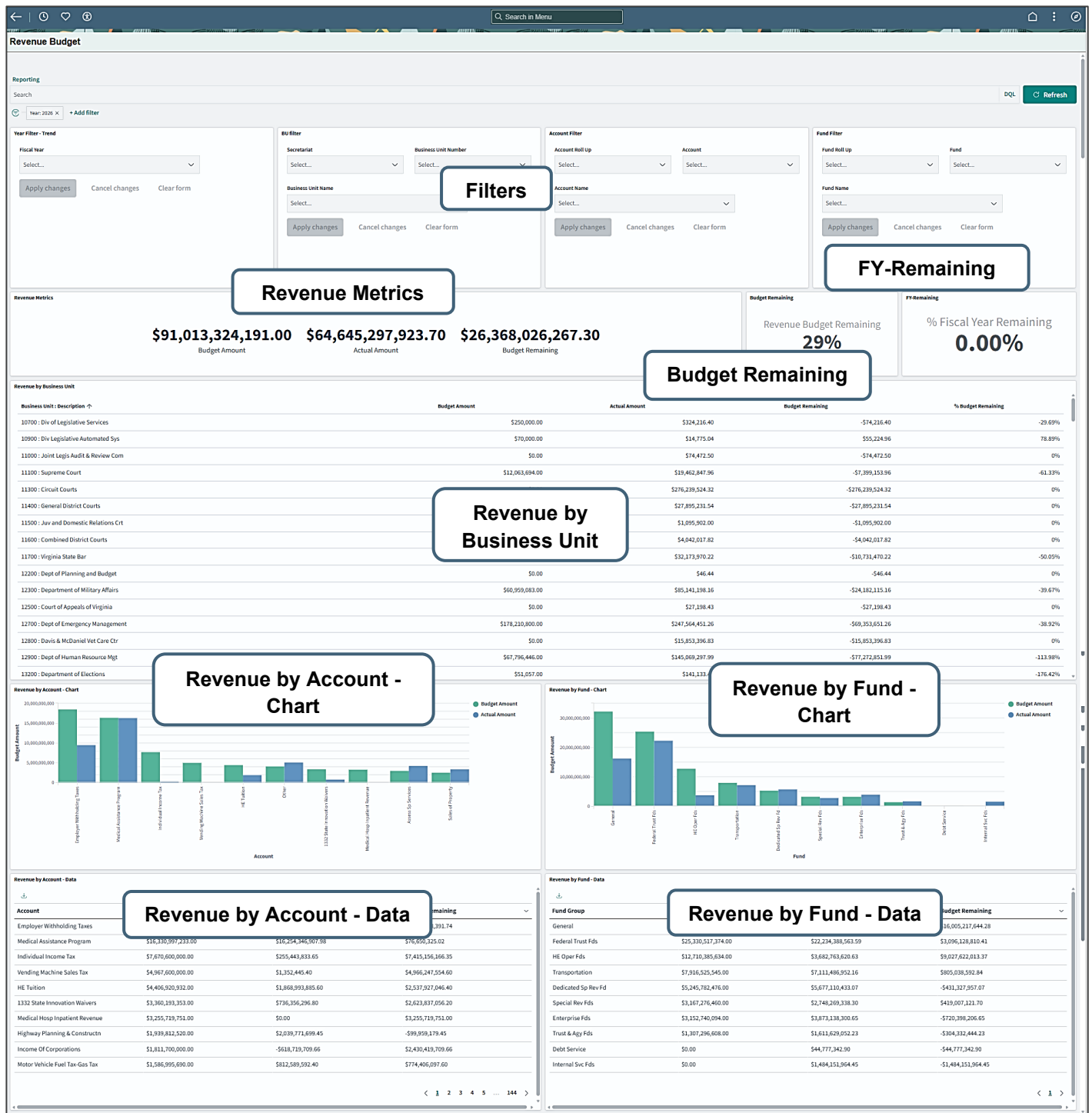
Based on the user inputs into the different filters, the visualizations and data tables listed below will update accordingly. Remember, click the **Apply changes** button for each filter once values are selected.



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Screenshot of the **Revenue Budget** dashboard displaying the filters, visualizations and data tables.





Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Revenue Budget Dashboard (continued)

Revenue by Fund and Account						
Fund	Fund Description	Account	Account Description	Budget Amount	Actual Amount	Budget Remaining
01000	General Fund	4001131	Employer Withholding Taxes	\$18,450,300.00	\$9,432,821,608.26	\$9,017,478,391.74
10000	Federal Trust	4093778	Medical Assistance Program	\$16,330,997,233.00	\$16,254,346,907.98	\$76,650,325.02
01000	General Fund	4001120		0.00	\$255,443,833.65	\$7,415,156,166.35
01000	General Fund	4001043		0.00	\$1,352,445.40	\$4,966,247,554.60
03000	Higher Education Operating	4006001		0.00	\$1,859,262,607.39	\$2,527,078,852.61
10000	Federal Trust	4093423		0.00	\$736,356,296.80	\$2,623,837,656.20
03090	University Hospitals	4006241		0.00	\$0.00	\$3,255,729,751.00
04010	Highway Federal	4020205		\$1,970,424,424.46	\$1,970,424,424.46	\$-30,661,964.46
01000	General Fund	4001018	Income Of Corporations	\$1,811,700,000.00	\$618,719,709.66	\$2,430,419,709.66
04000	Commonwealth Transportation Fd	4001045	Motor Vehicle Fuel Tax-Gas Tax	\$1,555,900,000.00	\$796,122,168.45	\$759,777,831.55
1 2 3 4 5 ... 306						
Raw Data - Revenue Budget to Actuals						
Business Unit	Fund	Account	Fiscal Year	Link to Journals	Budget Amount	Actual Amount
10700	02520	4002678	2026	View Journals	\$250,000.00	\$149,445.00
10900	02109	4090960	2026	View Journals	\$70,000.00	\$7,387.52
11100	09050	4008170	2026	View Journals	\$7,000,000.00	\$3,893,466.00
11100	10000	4016554			\$1,977,800.00	\$2,979,206.96
11100	10000	4093747			\$1,454,280.00	\$604,492.58
11100	10000	4093586			\$887,582.00	\$1,291,165.85
11100	10000	4016585			\$562,542.00	\$160,621.98
11100	10000	4016588			\$206,916.00	\$0.00
11100	10000	4016029	2026	View Journals	\$149,574.00	\$92,094.92
11100	02540	4008127	2026	View Journals	\$175,000.00	\$94,000.00
1 2 3 4 5 ... 226						
Raw Data - Actuals						
Business Unit	Fund	Account	Fiscal Year	Link to Journals	Budget Amount	Actual Amount
10700	02520	4002678	2026	View Journals	\$0.00	\$149,445.00
10700	02520	4007108	2026	View Journals	\$0.00	\$8,587.50
10700	02520	4090984	2026	View Journals	\$0.00	\$16,738.90
10900	02109	4090960			\$0.00	\$7,387.52
11000	07110	4002600			\$0.00	\$74,472.50
11100	01000	4002607			\$0.00	\$23,150.25
11100	01000	4090984	2026	View Journals	\$0.00	\$5,113.33
11100	01000	4016554	2026	View Journals	\$0.00	\$0.00
11100	02540	4007108	2026	View Journals	\$0.00	\$896.56
11100	02540	4008127	2026	View Journals	\$0.00	\$94,000.00
1 2 3 4 5 ... 399						



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Overview of the Sections on the **Revenue Budget to Actuals** dashboard:

Section	Description
Revenue Metrics	Displays revenue for Official Revenue Budget Amount, Actual Amount and Budget Remaining values.
Revenue Metrics \$91,013,324,191.00 \$64,645,297,923.70 \$26,368,026,267.30 Budget AmountActual AmountBudget Remaining	
Budget Remaining	Displays the Revenue Budget Remaining value as a percentage.
Budget Remaining Revenue Budget Remaining 29%	
FY-Remaining	Displays Fiscal Year Remaining value as a percentage.
FY-Remaining % Fiscal Year Remaining 0.00%	



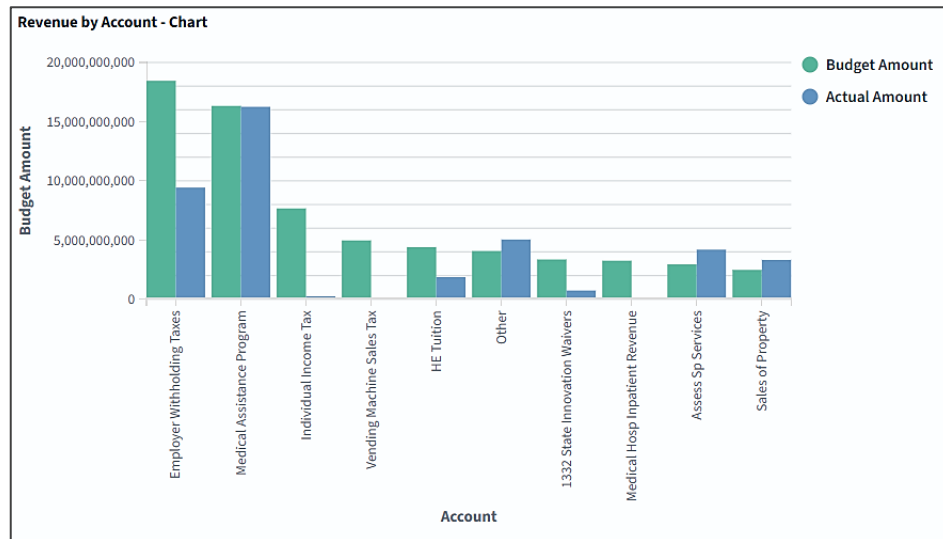
Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Section	Description
Revenue by Business Unit	Displays Revenue by Business Unit: Description, Budget Amount, Actual Amount, Budget Remaining and % Budget Remaining values.

Revenue by Business Unit				
Business Unit : Description ↑	Budget Amount	Actual Amount	Budget Remaining	% Budget Remaining
10700 : Div of Legislative Services	\$250,000.00	\$324,216.40	-\$74,216.40	-29.69%
10900 : Div Legislative Automated Sys	\$70,000.00	\$14,775.04	\$55,224.96	78.89%
11000 : Joint Legis Audit & Review Com	\$0.00	\$74,472.50	-\$74,472.50	0%
11100 : Supreme Court	\$12,063,694.00	\$19,462,847.96	-\$7,399,153.96	-61.33%
11300 : Circuit Courts	\$0.00	\$276,239,524.32	-\$276,239,524.32	0%
11400 : General District Courts	\$0.00	\$27,895,231.54	-\$27,895,231.54	0%
11500 : Juv and Domestic Relations Crt	\$0.00	\$1,095,902.00	-\$1,095,902.00	0%
11600 : Combined District Courts	\$0.00	\$4,042,017.82	-\$4,042,017.82	0%

Revenue by Account – Chart	Displays a bar chart comparing Budget to Actual values by Account.
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Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Section	Description																																								
Revenue by Fund – Chart	Displays a bar chart comparing Budget to Actual values by Fund.																																								
Revenue by Account - Chart <table><thead><tr><th>Account</th><th>Budget Amount</th><th>Actual Amount</th></tr></thead><tbody><tr><td>Employer Withholding Taxes</td><td>\$18,450,300,000.00</td><td>\$9,432,821,608.26</td></tr><tr><td>Medical Assistance Program</td><td>\$16,330,997,233.00</td><td>\$16,254,346,907.98</td></tr><tr><td>Individual Income Tax</td><td>\$7,670,600,000.00</td><td>\$255,443,833.65</td></tr><tr><td>Vending Machine Sales Tax</td><td>\$4,967,600,000.00</td><td>\$1,352,445.40</td></tr><tr><td>HE Tuition</td><td>\$4,406,920,932.00</td><td>\$1,868,993,885.60</td></tr><tr><td>Other</td><td>\$3,360,193,353.00</td><td>\$736,356,296.80</td></tr><tr><td>1332 State Innovation Waivers</td><td>\$3,255,719,751.00</td><td>\$0.00</td></tr><tr><td>Medical Hosp Inpatient Revenue</td><td>\$3,255,719,751.00</td><td>\$0.00</td></tr><tr><td>Assess Sp Services</td><td>\$1,939,812,520.00</td><td>\$2,039,771,699.45</td></tr><tr><td>Sales of Property</td><td>\$1,811,700,000.00</td><td>-\$618,719,709.66</td></tr></tbody></table>		Account	Budget Amount	Actual Amount	Employer Withholding Taxes	\$18,450,300,000.00	\$9,432,821,608.26	Medical Assistance Program	\$16,330,997,233.00	\$16,254,346,907.98	Individual Income Tax	\$7,670,600,000.00	\$255,443,833.65	Vending Machine Sales Tax	\$4,967,600,000.00	\$1,352,445.40	HE Tuition	\$4,406,920,932.00	\$1,868,993,885.60	Other	\$3,360,193,353.00	\$736,356,296.80	1332 State Innovation Waivers	\$3,255,719,751.00	\$0.00	Medical Hosp Inpatient Revenue	\$3,255,719,751.00	\$0.00	Assess Sp Services	\$1,939,812,520.00	\$2,039,771,699.45	Sales of Property	\$1,811,700,000.00	-\$618,719,709.66							
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Revenue by Account – Data	Displays a data table comparing Budget Amount to Actual Amount and the Budget Remaining difference by Account.																																								
Revenue by Account - Data Account ▼ Budget Amount ▼ Actual Amount ▼ Budget Remaining ▼ <table><tbody><tr><td>Employer Withholding Taxes</td><td>\$18,450,300,000.00</td><td>\$9,432,821,608.26</td><td>\$9,017,478,391.74</td></tr><tr><td>Medical Assistance Program</td><td>\$16,330,997,233.00</td><td>\$16,254,346,907.98</td><td>\$76,650,325.02</td></tr><tr><td>Individual Income Tax</td><td>\$7,670,600,000.00</td><td>\$255,443,833.65</td><td>\$7,415,156,166.35</td></tr><tr><td>Vending Machine Sales Tax</td><td>\$4,967,600,000.00</td><td>\$1,352,445.40</td><td>\$4,966,247,554.60</td></tr><tr><td>HE Tuition</td><td>\$4,406,920,932.00</td><td>\$1,868,993,885.60</td><td>\$2,537,927,046.40</td></tr><tr><td>1332 State Innovation Waivers</td><td>\$3,360,193,353.00</td><td>\$736,356,296.80</td><td>\$2,623,837,056.20</td></tr><tr><td>Medical Hosp Inpatient Revenue</td><td>\$3,255,719,751.00</td><td>\$0.00</td><td>\$3,255,719,751.00</td></tr><tr><td>Highway Planning & Constructn</td><td>\$1,939,812,520.00</td><td>\$2,039,771,699.45</td><td>-\$99,959,179.45</td></tr><tr><td>Income Of Corporations</td><td>\$1,811,700,000.00</td><td>-\$618,719,709.66</td><td>\$2,430,419,709.66</td></tr><tr><td>Motor Vehicle Fuel Tax-Gas Tax</td><td>\$1,586,995,690.00</td><td>\$812,589,592.40</td><td>\$774,406,097.60</td></tr></tbody></table> < <u>1</u> 2 3 4 5 ... 144 >		Employer Withholding Taxes	\$18,450,300,000.00	\$9,432,821,608.26	\$9,017,478,391.74	Medical Assistance Program	\$16,330,997,233.00	\$16,254,346,907.98	\$76,650,325.02	Individual Income Tax	\$7,670,600,000.00	\$255,443,833.65	\$7,415,156,166.35	Vending Machine Sales Tax	\$4,967,600,000.00	\$1,352,445.40	\$4,966,247,554.60	HE Tuition	\$4,406,920,932.00	\$1,868,993,885.60	\$2,537,927,046.40	1332 State Innovation Waivers	\$3,360,193,353.00	\$736,356,296.80	\$2,623,837,056.20	Medical Hosp Inpatient Revenue	\$3,255,719,751.00	\$0.00	\$3,255,719,751.00	Highway Planning & Constructn	\$1,939,812,520.00	\$2,039,771,699.45	-\$99,959,179.45	Income Of Corporations	\$1,811,700,000.00	-\$618,719,709.66	\$2,430,419,709.66	Motor Vehicle Fuel Tax-Gas Tax	\$1,586,995,690.00	\$812,589,592.40	\$774,406,097.60
Employer Withholding Taxes	\$18,450,300,000.00	\$9,432,821,608.26	\$9,017,478,391.74																																						
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HE Tuition	\$4,406,920,932.00	\$1,868,993,885.60	\$2,537,927,046.40																																						
1332 State Innovation Waivers	\$3,360,193,353.00	\$736,356,296.80	\$2,623,837,056.20																																						
Medical Hosp Inpatient Revenue	\$3,255,719,751.00	\$0.00	\$3,255,719,751.00																																						
Highway Planning & Constructn	\$1,939,812,520.00	\$2,039,771,699.45	-\$99,959,179.45																																						
Income Of Corporations	\$1,811,700,000.00	-\$618,719,709.66	\$2,430,419,709.66																																						
Motor Vehicle Fuel Tax-Gas Tax	\$1,586,995,690.00	\$812,589,592.40	\$774,406,097.60																																						



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Section	Description
Revenue by Fund – Data	Displays a data table comparing Budget Amount to Actual Amount and the Budget Remaining difference by Fund Group.

Revenue by Fund - Data			
Fund Group	Budget Amount	Actual Amount	Budget Remaining
General	\$32,182,800,000.00	\$16,177,582,355.72	\$16,005,217,644.28
Federal Trust Fds	\$25,330,517,374.00	\$22,234,388,563.59	\$3,096,128,810.41
HE Oper Fds	\$12,710,385,634.00	\$3,682,763,620.63	\$9,027,622,013.37
Transportation	\$7,916,525,545.00	\$7,111,486,952.16	\$805,038,592.84
Dedicated Sp Rev Fd	\$5,245,782,476.00	\$5,677,110,433.07	-\$431,327,957.07
Special Rev Fds	\$3,167,276,460.00	\$2,748,269,338.30	\$419,007,121.70
Enterprise Fds	\$3,152,740,094.00	\$3,873,138,300.65	-\$720,398,206.65
Trust & Agy Fds	\$1,307,296,608.00	\$1,611,629,052.23	-\$304,332,444.23
Debt Service	\$0.00	\$44,777,342.90	-\$44,777,342.90
Internal Svc Fds	\$0.00	\$1,484,151,964.45	-\$1,484,151,964.45

Revenue by Fund and Account	Displays a data table comparing Budget Amount to Actual Amount and the Budget Remaining difference by Fund, Fund Description, Account and Account Description.
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Revenue by Fund and Account						
Fund	Fund Description	Account	Account Description	Budget Amount	Actual Amount	Budget Remaining
01000	General Fund	4001131	Employer Withholding Taxes	\$18,450,300,000.00	\$9,432,821,608.26	\$9,017,478,391.74
10000	Federal Trust	4093778	Medical Assistance Program	\$16,330,997,233.00	\$16,254,346,907.98	\$76,650,325.02
01000	General Fund	4001120	Individual Income Tax	\$7,670,600,000.00	\$255,443,833.65	\$7,415,156,166.35
01000	General Fund	4001043	Vending Machine Sales Tax	\$4,967,600,000.00	\$1,352,445.40	\$4,966,247,554.60
03000	Higher Education Operating	4006001	HE Tuition	\$4,386,341,460.00	\$1,859,262,607.39	\$2,527,078,852.61
10000	Federal Trust	4093423	1332 State Innovation Waivers	\$3,360,193,353.00	\$736,356,296.80	\$2,623,837,056.20
03090	University Hospitals	4006241	Medical Hosp Inpatient Revenue	\$3,255,719,751.00	\$0.00	\$3,255,719,751.00
04010	Highway Federal	4020205	Highway Planning & Constructn	\$1,939,762,520.00	\$1,970,424,424.46	-\$30,661,904.46
01000	General Fund	4001018	Income Of Corporations	\$1,811,700,000.00	-\$618,719,709.66	\$2,430,419,709.66
04000	Commonwealth Transportation Fd	4001045	Motor Vehicle Fuel Tax-Gas Tax	\$1,555,900,000.00	\$796,122,168.45	\$759,777,831.55



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Section	Description
Raw Data - Revenue Budget to Actuals	Displays revenue raw data by Business Unit, Fund, Account, Fiscal Year, Budget Amount and Actual Amount values. Users also have the option to Link to Journals by clicking the View Journals link.

Raw Data - Revenue Budget to Actuals ⓘ						
Business Unit	Fund	Account	Fiscal Year	Link to Journals	Budget Amount	Actual Amount
10700	02520	4002678	2026	View Journals	\$250,000.00	\$149,445.00
10900	02109	4009060	2026	View Journals	\$70,000.00	\$7,387.52
11100	09050	4008170	2026	View Journals	\$7,000,000.00	\$3,891,466.00
11100	10000	4016554	2026	View Journals	\$1,577,800.00	\$2,979,206.96
11100	10000	4093747	2026	View Journals	\$1,454,280.00	\$604,492.58
11100	10000	4093586	2026	View Journals	\$887,582.00	\$1,291,165.85
11100	10000	4016585	2026	View Journals	\$562,542.00	\$160,621.98
11100	10000	4016588	2026	View Journals	\$206,916.00	\$0.00
11100	10000	4016029	2026	View Journals	\$149,574.00	\$92,994.92
11100	02540	4008127	2026	View Journals	\$175,000.00	\$94,000.00
< 1 2 3 4 5 ... 226 >						

Raw Data – Actuals	Displays revenue raw data by Business Unit, Fund, Account, Fiscal Year, Budget Amount and Actual Amount values. Users also have the option to Link to Journals by clicking the View Journals link.
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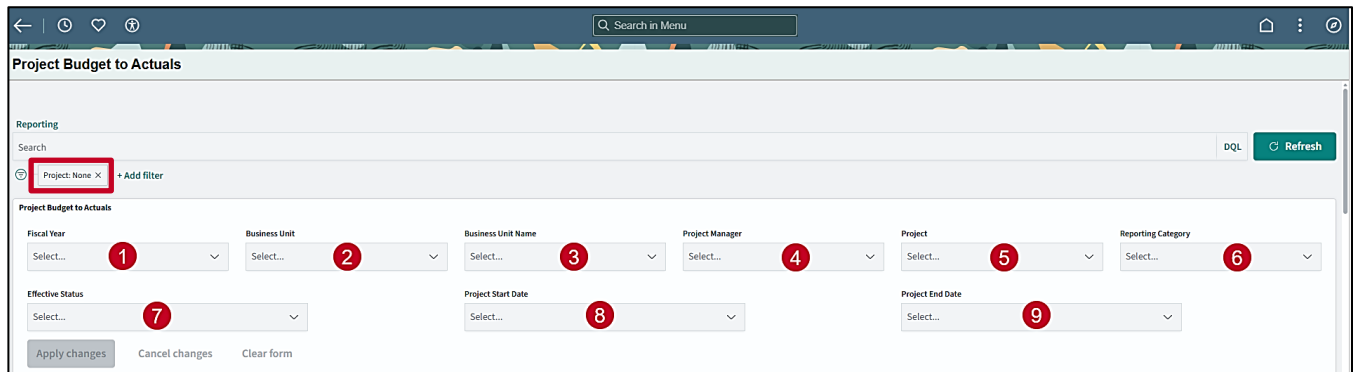
Raw Data - Actuals ⓘ						
Business Unit	Fund	Account	Fiscal Year	Link to Journals	Budget Amount	Actual Amount
10700	02520	4002678	2026	View Journals	\$0.00	\$149,445.00
10700	02520	4007108	2026	View Journals	\$0.00	\$8,587.50
10700	02520	4009084	2026	View Journals	\$0.00	\$16,738.90
10900	02109	4009060	2026	View Journals	\$0.00	\$7,387.52
11000	07110	4002600	2026	View Journals	\$0.00	\$74,472.50
11100	01000	4002607	2026	View Journals	\$0.00	\$23,150.25
11100	01000	4009084	2026	View Journals	\$0.00	\$5,113.33
11100	01000	4016554	2026	View Journals	\$0.00	\$0.00
11100	02540	4007108	2026	View Journals	\$0.00	\$896.56
11100	02540	4008127	2026	View Journals	\$0.00	\$94,000.00
< 1 2 3 4 5 ... 399 >						

Project Budget to Actuals

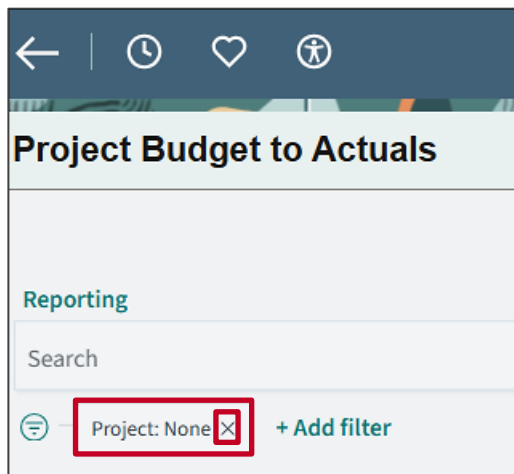
The **Project Budget to Actuals** dashboard contains the filter sections and six visualizations and data tables to analyze budget (Project level) to actual information related to expenditures. Life-to-Date information is available.

The **Project Budget to Actuals** defaults to Projects: None. No data is populated when first opening the **Project Budget to Actuals** tile. User selects from the nine filter options as applicable to populate the six visualizations and data tables.

Note: Project expenditure data will display even if no Project budget has been established.



For system performance purposes, select the applicable filters and click the **Apply changes** button, then click the **X** button related to **Project: None** while the data is updating. If **Project: None** is not removed no data will return.



Project Budget to Actuals Filters

- 1 Fiscal Year
- 2 Business Unit
- 3 Business Unit Name
- 4 Project Manager
- 5 Project
- 6 Reporting Category
- 7 Effective Status
- 8 Project Start Date
- 9 Project End Date

Filters – Users can select either a single value in a filter or select multiple values in a filter. Users can also select multiple filters. Use the drop-down arrows for each filter to select as applicable. Remember, click the **Apply changes** button for each filter once values are selected to update the visualizations and data tables.



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Screenshot of the **Project Budget to Actuals** dashboard displaying the filters, visualizations and data tables. Users must select filters and apply changes to populate the visualizations and data tables.

Project Budget to Actuals

Reporting

Search

Project: None x Add filter

Filters

DQL Refresh

Project Budget to Actuals

Fiscal Year Select...

Business Unit Select...

Business Unit Name Select...

Project Manager Select...

Project Select...

Reporting Category Select...

Effective Status Select...

Project Start Date Select...

Project End Date Select...

Apply changes Cancel changes Clear form

Agency Data

Agency Data

No results found

Metrics

\$0.00 \$0.00 \$0.00

LTD Budget LTD Expenditures Budget Remaining

% of Budget Used

% of Budget Used

0.0

Project Line Chart

Project Line Chart

No results found

Project Data

Project ID PJ Description Fiscal Year Budget Actual Expenditures LTD Budget LTD Actual Expenditures LTD Remaining

None None 0 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00

Project Data

Raw Data

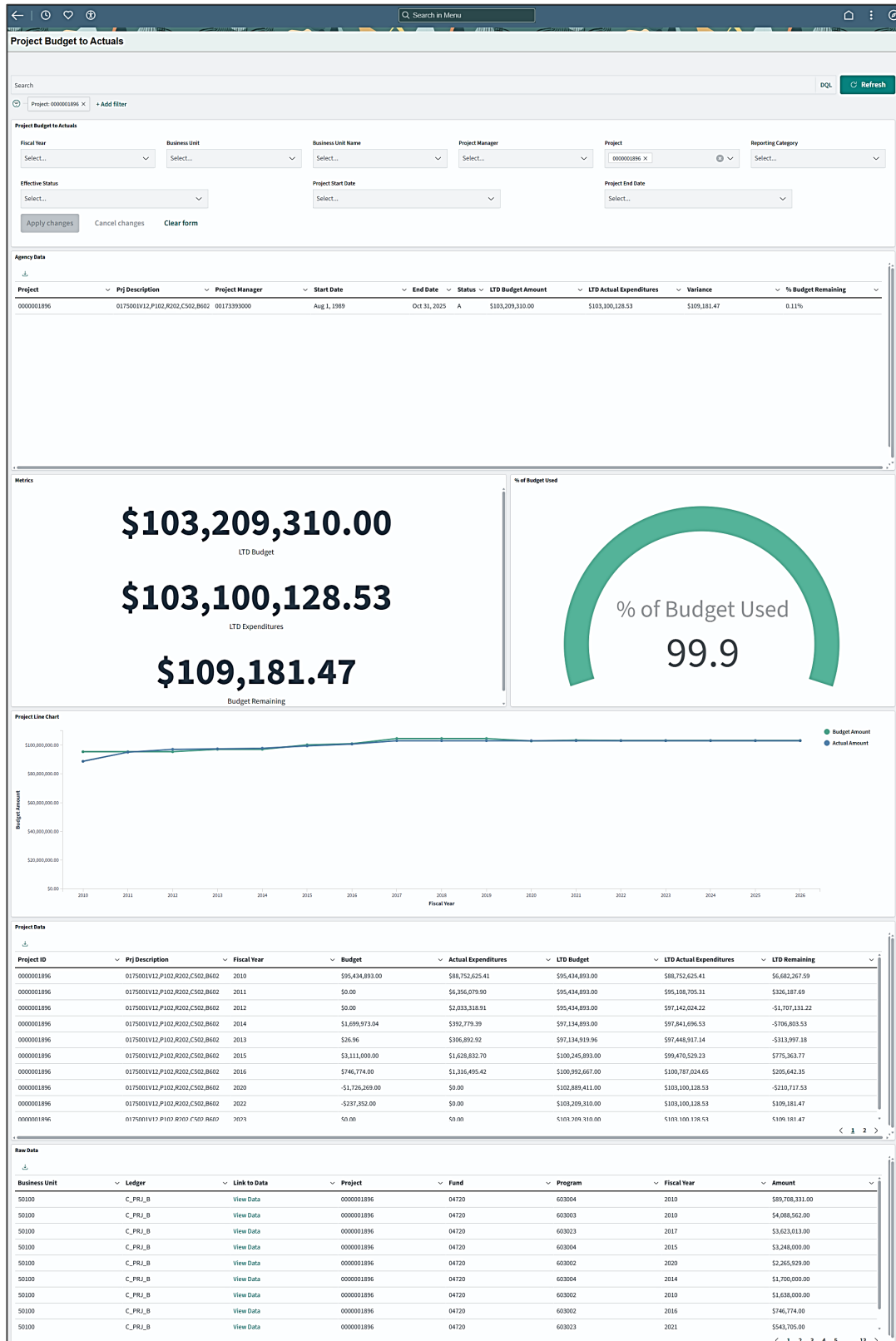
Raw Data



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

In the example below, a specific project was selected and the Project: None filter is removed.





Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Section	Description
Agency Data	Displays Project, Prj Description, Project Manager, Start Date, End Date, Status, LTD Budget Amount, LTD Actual Expenditures, Variance and % Budget Remaining values.
Agency Data Project Prj Description Project Manager Start Date End Date Status LTD Budget Amount LTD Actual Expenditures Variance % Budget Remaining	
Metrics	Displays LTD Project Budget, LTD Expenditures and Budget Remaining values.
Metrics \$103,209,310.00 LTD Budget \$103,100,128.53 LTD Expenditures \$109,181.47 Budget Remaining	
% of Budget Used	Displays a meter for % of Budget Used.
% of Budget Used % of Budget Used 99.9	



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Section	Description																																																						
Project Line Chart	Displays a line graph comparing LTD Budget Amount and LTD Actual Amount by Fiscal Year.																																																						
Project Line Chart <table><caption>Project Line Chart Data (Estimated)</caption><tr><th>Fiscal Year</th><th>Budget Amount</th><th>Actual Amount</th></tr><tr><td>2010</td><td>\$95,000,000.00</td><td>\$90,000,000.00</td></tr><tr><td>2011</td><td>\$95,000,000.00</td><td>\$95,000,000.00</td></tr><tr><td>2012</td><td>\$95,000,000.00</td><td>\$95,000,000.00</td></tr><tr><td>2013</td><td>\$95,000,000.00</td><td>\$95,000,000.00</td></tr><tr><td>2014</td><td>\$95,000,000.00</td><td>\$95,000,000.00</td></tr><tr><td>2015</td><td>\$95,000,000.00</td><td>\$95,000,000.00</td></tr><tr><td>2016</td><td>\$95,000,000.00</td><td>\$95,000,000.00</td></tr><tr><td>2017</td><td>\$100,000,000.00</td><td>\$100,000,000.00</td></tr><tr><td>2018</td><td>\$100,000,000.00</td><td>\$100,000,000.00</td></tr><tr><td>2019</td><td>\$100,000,000.00</td><td>\$100,000,000.00</td></tr><tr><td>2020</td><td>\$100,000,000.00</td><td>\$100,000,000.00</td></tr><tr><td>2021</td><td>\$100,000,000.00</td><td>\$100,000,000.00</td></tr><tr><td>2022</td><td>\$100,000,000.00</td><td>\$100,000,000.00</td></tr><tr><td>2023</td><td>\$100,000,000.00</td><td>\$100,000,000.00</td></tr><tr><td>2024</td><td>\$100,000,000.00</td><td>\$100,000,000.00</td></tr><tr><td>2025</td><td>\$100,000,000.00</td><td>\$100,000,000.00</td></tr><tr><td>2026</td><td>\$100,000,000.00</td><td>\$100,000,000.00</td></tr></table>		Fiscal Year	Budget Amount	Actual Amount	2010	\$95,000,000.00	\$90,000,000.00	2011	\$95,000,000.00	\$95,000,000.00	2012	\$95,000,000.00	\$95,000,000.00	2013	\$95,000,000.00	\$95,000,000.00	2014	\$95,000,000.00	\$95,000,000.00	2015	\$95,000,000.00	\$95,000,000.00	2016	\$95,000,000.00	\$95,000,000.00	2017	\$100,000,000.00	\$100,000,000.00	2018	\$100,000,000.00	\$100,000,000.00	2019	\$100,000,000.00	\$100,000,000.00	2020	\$100,000,000.00	\$100,000,000.00	2021	\$100,000,000.00	\$100,000,000.00	2022	\$100,000,000.00	\$100,000,000.00	2023	\$100,000,000.00	\$100,000,000.00	2024	\$100,000,000.00	\$100,000,000.00	2025	\$100,000,000.00	\$100,000,000.00	2026	\$100,000,000.00	\$100,000,000.00
Fiscal Year	Budget Amount	Actual Amount																																																					
2010	\$95,000,000.00	\$90,000,000.00																																																					
2011	\$95,000,000.00	\$95,000,000.00																																																					
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2020	\$100,000,000.00	\$100,000,000.00																																																					
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2023	\$100,000,000.00	\$100,000,000.00																																																					
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2025	\$100,000,000.00	\$100,000,000.00																																																					
2026	\$100,000,000.00	\$100,000,000.00																																																					
Project Data	Displays Project ID, Prj Description, Fiscal Year, Budget, Actual Expenditures, LTD Budget, LTD Actual Expenditures and LTD Remaining values.																																																						
Project Data Project ID Prj Description Fiscal Year Budget Actual Expenditures LTD Budget LTD Actual Expenditures LTD Remaining																																																							
Raw Data	Displays Business Unit, Ledger, Project, Fund, Program, Fiscal Year and Amount values. Users also have the option to Link to Data by clicking the View Data link.																																																						
Raw Data Business Unit Ledger Link to Data Project Fund Program Fiscal Year Amount																																																							



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Supplier Spend Analysis

The **Supplier Spend Analysis** dashboard contains the filter sections and twenty visualizations and data tables to analyze supplier spend information. The dashboard is populated with statewide data for the current fiscal year. Users will utilize filters to analyze data in more detail. Remember, click the **Apply changes** button for each filter once values are selected.

Supplier Spend Analysis

Reporting

Search

DQL

Refresh

Year: 2026 X

+ Add filter

Secretariat Control

Secretariat 1

GL Business Unit 2

GL Business Unit Description 3

AP Business Unit 4

AP Business Unit Description 5

Fund Code 6

Fund Description 7

Account 8

Account Description 9

Apply changes

Cancel changes

Clear form

Fiscal Period Control

Fiscal Year 10

Accounting Period 11

Supplier Control

Supplier Classification 12

Supplier ID 13

Supplier Name 14

Payment Method 15

Apply changes

Cancel changes

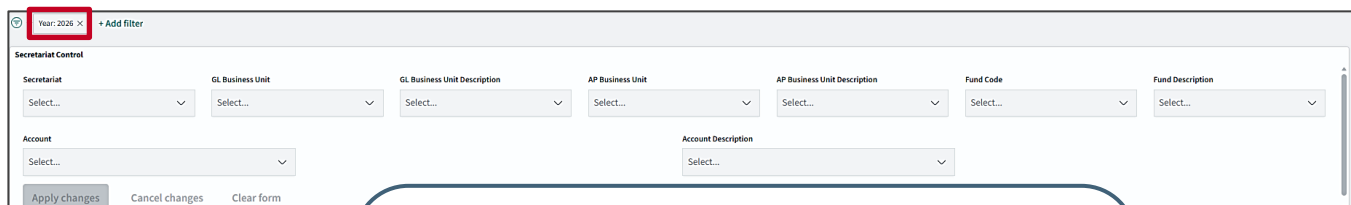
Clear form

Supplier Spend Analysis Filters

- 1 Secretariat
- 2 GL Business Unit
- 3 GL Business Unit Description
- 4 AP Business Unit
- 5 AP Business Unit Description
- 6 Fund Code
- 7 Fund Description
- 8 Account
- 9 Account Description
- 10 Fiscal Year
- 11 Accounting Period
- 12 Supplier Classification
- 13 Supplier ID
- 14 Supplier Name
- 15 Payment Method

Filters – Users can select either a single value in a filter or select multiple values in a filter. Users can also select multiple filters. Use the drop-down arrows for each filter to select as applicable. Remember, click the **Apply changes** button for each filter once values are selected to update the visualizations and data tables.

Secretariat Control



The screenshot shows the 'Secretariat Control' interface. At the top, there is a dropdown menu for 'Year: 2026 X' with a close button 'X' and an '+ Add Filter' button. Below this, there are several filter sections, each with a dropdown arrow: 'Secretariat', 'GL Business Unit', 'GL Business Unit Description', 'AP Business Unit', 'AP Business Unit Description', 'Fund Code', 'Fund Description', 'Account', and 'Account Description'. At the bottom of the filter section, there are three buttons: 'Apply changes', 'Cancel changes', and 'Clear form'.

Secretariat Control – defaults to the current fiscal year for all business units. User can select filters based on Secretariat, GL Business Unit, GL Business Unit Description, AP Business Unit, AP Business Unit Description, Fund Code, Fund Description, Account and Account Description. Use the drop-down arrow for each filter to select as applicable.



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Fiscal Period Control

Fiscal Period Control

Fiscal Year:

Accounting Period:

Fiscal Period Control – defaults to the current fiscal year. Users can select Fiscal Year and/or Accounting Period (1 -12). Use the drop-down arrow for each filter to select as applicable.

Supplier Control

Supplier Control

Supplier Classification:

Supplier ID:

Supplier Name:

Payment Method:

Supplier Name – Users must enter the **Supplier Name** in all CAPS.

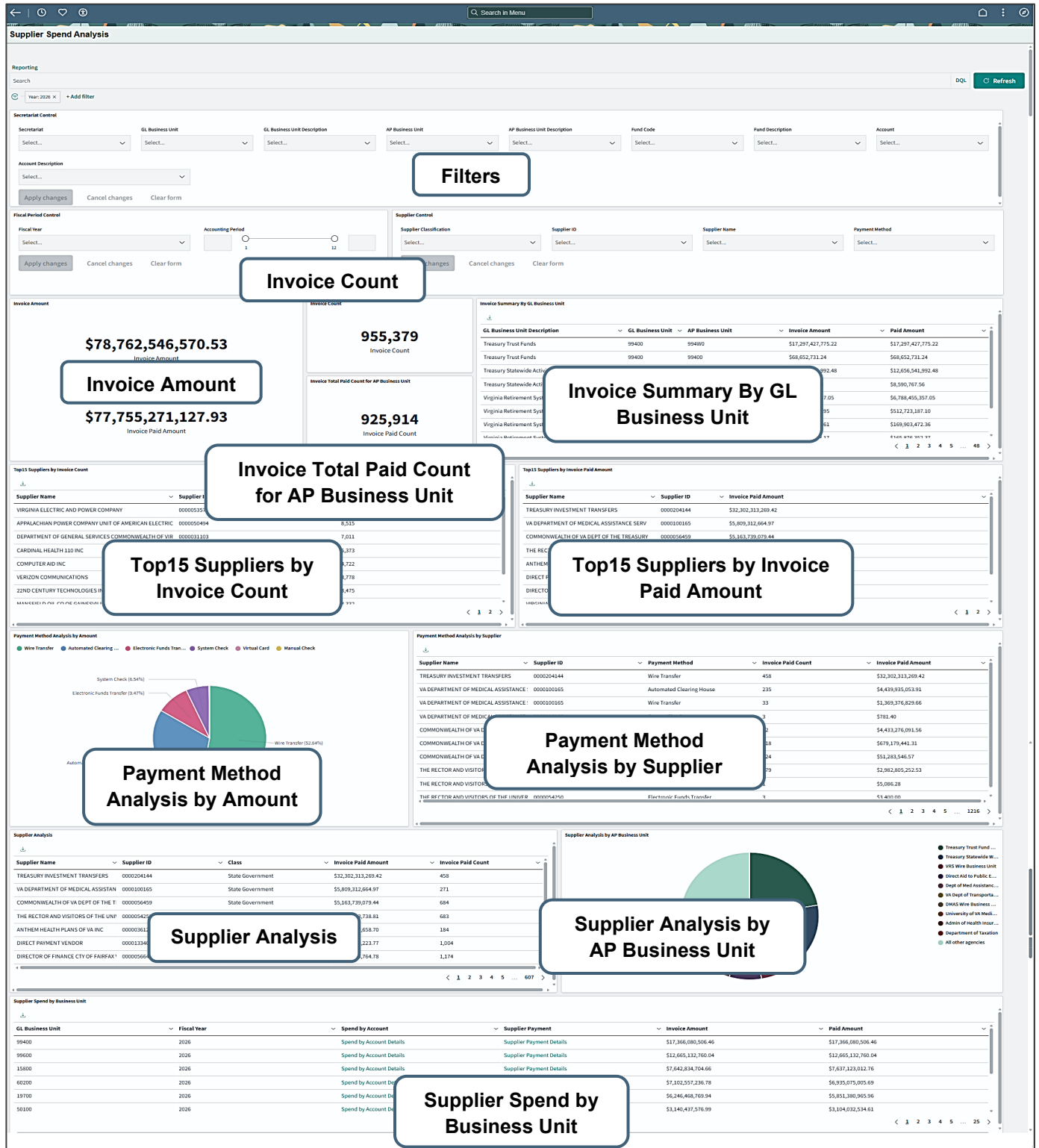
Supplier Control – no filters selected in this section. User can select filters based on Supplier Classification, Supplier ID, Supplier Name and Payment Method. Use the drop-down arrow for each filter to select as applicable.



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Screenshot of the **Supplier Spend Analysis** dashboard displaying the filters, visualizations and data tables.





Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Supplier Spend Analysis Dashboard (continued)

Spend by Account Analysis

Supplier Name	Supplier ID	Account Description	Account	Voucher Count	Voucher Payment Amount
TREASURY INVESTMENT TRANSFERS	0000204144	Investments - Other	103480	176	\$18,107,886,203.34
TREASURY INVESTMENT TRANSFERS	0000204144	Due To Localities & Others	211505	130	\$10,846,406,516.71
TREASURY INVESTMENT TRANSFERS	0000204144	Fid Invest-ST Invest	103607	85	\$2,337,100,000.00
TREASURY INVESTMENT TRANSFERS	0000204144			12	\$573,882,500.00
TREASURY INVESTMENT TRANSFERS	0000204144			4	\$273,505,000.00
TREASURY INVESTMENT TRANSFERS	0000204144			15	\$102,191,238.97
TREASURY INVESTMENT TRANSFERS	0000204144			8	\$27,162,559.24

Supplier Payment

Voucher ID	Account...	Accounting Period	GL Business Unit	Invoice ID	Business Unit	Supplier Name	Supplier ID	Payment Terms	Payment Method	Invoice Date	Payment Date	Payment ID	Invoice Paid Amount
00007428	Dec 11, 2025	6	99400	00007428	99400	TREASURY INVESTMENT TR	0000204144	Due Immediately	Wire Transfer	Dec 4, 2025	Dec 12, 2025	0000002840	\$662,149,224.51
00007094	Jul 25, 2025	1	99400	00007094	99400	TREASURY INVESTMENT TR	0000204144	Due Immediately	Wire Transfer	Jul 1, 2025	Jul 28, 2025	0000002199	\$658,737,495.98
00002386	Sep 25, 2025	3	99600	00002386	99600	TREASURY INVESTMENT TR	0000204144	Due Immediately	Wire Transfer	Sep 17, 2025	Sep 26, 2025	0000002513	\$638,700,000.00
00002372	Aug 27, 2025	2	99600	00002372	99600	TREASURY INVESTMENT TR	0000204144	Due Immediately	Wire Transfer	Aug 20, 2025	Aug 28, 2025	0000002396	\$553,800,000.00
70002564	Oct 30, 2025	4	15800	15712 EFT	15800	COMMONWEALTH OF VA DE	0000056459	Due Immediately	Wire Transfer	Oct 30, 2025	Oct 31, 2025	0000002059	\$528,192,269.90
70002605	Dec 2, 2025	6	15800	15713 EFT	15800	COMMONWEALTH OF VA DE	0000056459	Due Immediately	Wire Transfer	Dec 1, 2025	Dec 3, 2025	0000002792	\$528,079,899.46
70002519	Oct 1, 2025	4	15800	15711 EFT	15800	COMMONWEALTH OF VA DE	0000056459	Due Immediately	Wire Transfer	Oct 1, 2025	Oct 2, 2025	0000002530	\$527,884,655.32
70002630	Jan 2, 2026	7	15800	15810 EFT	15800	COMMONWEALTH OF VA DE	0000056459	Due Immediately	Wire Transfer	Jan 2, 2026	Jan 5, 2026	0000002935	\$527,868,901.76

Invoice Account

Voucher ID	Business Unit Description	Business Unit	Supplier Name	Supplier ID	Class	Invoice ID	Invoice Date	Accounting Date	GL Business Unit	Account Description	Account	Invoice Amount
00007428	Treasury Trust Fund WBU	99400	TREASURY INVESTMENT TR	0000204144	State Government	00007428	Dec 4, 2025	Dec 11, 2025	99400	Investments - Other	103480	\$662,149,224.51
00007094	Treasury Trust Fund WBU	99400	TREASURY INVESTMENT TR	0000204144	State Government	00007094	Jul 1, 2025	Jul 25, 2025	99400	Due To Localities & Others	211505	\$658,737,495.98
00002386	Treasury Statewide WBU	99600	TREASURY INVESTMENT TR	0000204144	State Government	00002386	Sep 17, 2025	Sep 25, 2025	99600	Investments - Other	103480	\$638,700,000.00
00002372	Treasury Statewide WBU	99600	TREASURY INVESTMENT TR	0000204144	State Government	00002372	Aug 20, 2025	Aug 27, 2025	99600	Investments - Other	103480	\$553,800,000.00
70002564	VRS Wire Business Unit	15800	COMMONWEALTH OF VA DE	0000056459	State Government	15712 EFT	Oct 30, 2025	Oct 30, 2025	15800	Retirement Benefits Payabk	260001	\$524,101,433.28
70002564	VRS Wire Business Unit	15800	COMMONWEALTH OF VA DE	0000056459	State Government	15711 EFT	Oct 1, 2025	Oct 30, 2025	15800	Accounts Payable-Other	205024	\$14,090,836.62
70002605	VRS Wire Business Unit	15800	COMMONWEALTH OF VA DE	0000056459	State Government	15810 EFT	Dec 1, 2025	Dec 2, 2025	15800	Retirement Benefits Payabk	260001	\$514,087,042.34

Pending Payment Invoice Analysis

Voucher ID	GLBU Description	GL Business Unit	Fund Description	Business Unit	Fund Code	Invoice ID	Payment Due Date	Approval Status	Supplier Name	Supplier ID	Total Voucher Amount	Total Pending Payment
00038039	Dept of Criminal Justice Soc	14000	Edward Byrne Mem'l Jdg Pg	14000	07040	2025-14	Jan 18, 2026	Pending	EGA TACTICAL LLC	0002392379	\$5,188.70	\$5,188.70
01863419	VA Dept of Transportation	50100	Heavy Maintenance & Operati	50100	04100	1772	Jan 19, 2027	Pending	BLUESTONE HILLS TREE SE	0004025753	\$3,502.08	\$3,502.08
00011055	Indigent Defense Commissi	84800	General Fund	84800	01000	L004401 Jun26 Rent	Jun 30, 2026	Approved	AW LEESBURG CENTRAL LI	0001253903	\$18,127.50	\$18,127.50
0374468	Radford University	21700	HI Ed Decentralization Suspe	21700	03300	L0118 MAY26	Jun 1, 2026	Approved	ROMOKE HIGHER EDUCATI	0000556479	\$47,928.51	\$47,928.51
0382163	Radford University	21700	HI Ed Decentralization Suspe	21700	03300	L0118 MAY26	Jun 1, 2026	Approved	COLLEGE DEVELOPMENT	0000373668	\$5,000.00	\$5,000.00
00011054	Indigent Defense Commissi	84800	General Fund	84800	01000	L004401 Jun26 Rent	Jun 30, 2026	Approved	AW LEESBURG CENTRAL LI	0001253903	\$18,127.50	\$18,127.50
0375196	Radford University	21700	HI Ed Decentralization Suspe	21700	03300	L0118 MAY26	Jun 1, 2026	Approved	NORFOLK SOUTHERN RAILP	0000053241	\$8,595.79	\$8,595.79

Invoice Amount Pending Approval

Invoice Amount Approved Payment

Invoice Amount Total Pending Payment

GL Cash Balance

Invoice Amount Pending Approval

Invoice Amount Approved Payment

Invoice Amount Total Pending Payment

GL Cash Balance

Invoice Amount Pending Approval

Invoice Amount Approved Payment

Invoice Amount Total Pending Payment

GL Cash Balance

Pending Amount Summary by Business Unit and Fund

Fund Code Description	Fund Code	GL Business Unit	GL Business Unit	GL Cash Balance	Fiscal Year	Period1	Period2	Period3	Period4	Period5	Period6	Period7	Period8	Period9	Period10	Period11	Period12	Total Pending...
General Fund	01000	Direct Aid to Public Ec	19700	\$4,855,674,801.57	2026	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,116,636.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,116,636.94
General Fund	01000	DBHDS Grants to Locu	78000	\$345,708,243.40		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,332,297.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,543,320.38
General Fund	01000	Department of Juven	77700	\$148,610,241.52		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$78,570.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,261,731.80
General Fund	01000	The Library of Virgin	20200	\$30,951,376.24		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,741.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,461,932.03
General Fund	01000	Dept of Corr - Central	70100	\$95,536,107.25		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$97,071.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,460,060.06
General Fund	01000	Department of Taxati	16100	\$15,266,905,097.37		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46,588.52	\$0.00	\$2,200.00	\$0.00	\$0.00	\$0.00	\$4,921,494.93



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Section	Description
Invoice Amount	Displays Invoice Amount compared to Invoice Paid Amount values.
Invoice Amount \$78,762,546,570.53 Invoice Amount \$77,755,271,127.93 Invoice Paid Amount	
Invoice Count	Displays Invoice Count value.
Invoice Count 955,379 Invoice Count	
Invoice Total Paid Count for AP Business Unit	Displays Invoice Paid Count value.
Invoice Total Paid Count for AP Business Unit 925,914 Invoice Paid Count	



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Section	Description																																													
Invoice Summary by GL Business Unit	Displays GL Business Unit Description, GL Business Unit, AP Business Unit, Invoice Amount and Paid Amount values.																																													
Invoice Summary By GL Business Unit <table><tr><th>GL Business Unit Description</th><th>GL Business Unit</th><th>AP Business Unit</th><th>Invoice Amount</th><th>Paid Amount</th></tr><tr><td>Treasury Trust Funds</td><td>99400</td><td>994W0</td><td>\$17,297,427,775.22</td><td>\$17,297,427,775.22</td></tr><tr><td>Treasury Trust Funds</td><td>99400</td><td>99400</td><td>\$68,652,731.24</td><td>\$68,652,731.24</td></tr><tr><td>Treasury Statewide Activities</td><td>99600</td><td>996W0</td><td>\$12,656,541,992.48</td><td>\$12,656,541,992.48</td></tr><tr><td>Treasury Statewide Activities</td><td>99600</td><td>99600</td><td>\$8,590,767.56</td><td>\$8,590,767.56</td></tr><tr><td>Virginia Retirement System</td><td>15800</td><td>158W0</td><td>\$6,788,455,357.05</td><td>\$6,788,455,357.05</td></tr><tr><td>Virginia Retirement System</td><td>15800</td><td>158T1</td><td>\$515,004,337.95</td><td>\$512,723,187.10</td></tr><tr><td>Virginia Retirement System</td><td>15800</td><td>15800</td><td>\$171,933,907.61</td><td>\$169,903,472.36</td></tr><tr><td>Virginia Retirement System</td><td>15800</td><td>158T0</td><td>\$167,276,458.17</td><td>\$165,876,352.37</td></tr></table> < 1 2 3 4 5 ... 48 >		GL Business Unit Description	GL Business Unit	AP Business Unit	Invoice Amount	Paid Amount	Treasury Trust Funds	99400	994W0	\$17,297,427,775.22	\$17,297,427,775.22	Treasury Trust Funds	99400	99400	\$68,652,731.24	\$68,652,731.24	Treasury Statewide Activities	99600	996W0	\$12,656,541,992.48	\$12,656,541,992.48	Treasury Statewide Activities	99600	99600	\$8,590,767.56	\$8,590,767.56	Virginia Retirement System	15800	158W0	\$6,788,455,357.05	\$6,788,455,357.05	Virginia Retirement System	15800	158T1	\$515,004,337.95	\$512,723,187.10	Virginia Retirement System	15800	15800	\$171,933,907.61	\$169,903,472.36	Virginia Retirement System	15800	158T0	\$167,276,458.17	\$165,876,352.37
GL Business Unit Description	GL Business Unit	AP Business Unit	Invoice Amount	Paid Amount																																										
Treasury Trust Funds	99400	994W0	\$17,297,427,775.22	\$17,297,427,775.22																																										
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Virginia Retirement System	15800	158T0	\$167,276,458.17	\$165,876,352.37																																										
Top15 Suppliers by Invoice Count	Displays Supplier Name, Supplier ID and Count values.																																													
Top15 Suppliers by Invoice Count <table><tr><th>Supplier Name</th><th>Supplier ID</th><th>Count</th></tr><tr><td>VIRGINIA ELECTRIC AND POWER COMPANY</td><td>0000053579</td><td>34,569</td></tr><tr><td>APPALACHIAN POWER COMPANY UNIT OF AMERICAN EL</td><td>0000050494</td><td>8,515</td></tr><tr><td>DEPARTMENT OF GENERAL SERVICES COMMONWEALTH</td><td>0000031103</td><td>7,011</td></tr><tr><td>CARDINAL HEALTH 110 INC</td><td>0000038787</td><td>5,373</td></tr><tr><td>COMPUTER AID INC</td><td>0000022627</td><td>4,722</td></tr><tr><td>VERIZON COMMUNICATIONS</td><td>0000022962</td><td>3,778</td></tr><tr><td>22ND CENTURY TECHNOLOGIES INC</td><td>0001439959</td><td>3,475</td></tr></table> < 1 2 >		Supplier Name	Supplier ID	Count	VIRGINIA ELECTRIC AND POWER COMPANY	0000053579	34,569	APPALACHIAN POWER COMPANY UNIT OF AMERICAN EL	0000050494	8,515	DEPARTMENT OF GENERAL SERVICES COMMONWEALTH	0000031103	7,011	CARDINAL HEALTH 110 INC	0000038787	5,373	COMPUTER AID INC	0000022627	4,722	VERIZON COMMUNICATIONS	0000022962	3,778	22ND CENTURY TECHNOLOGIES INC	0001439959	3,475																					
Supplier Name	Supplier ID	Count																																												
VIRGINIA ELECTRIC AND POWER COMPANY	0000053579	34,569																																												
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DEPARTMENT OF GENERAL SERVICES COMMONWEALTH	0000031103	7,011																																												
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VERIZON COMMUNICATIONS	0000022962	3,778																																												
22ND CENTURY TECHNOLOGIES INC	0001439959	3,475																																												



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Section	Description																											
Top15 Suppliers by Invoice Paid Amount	Displays a data table with Supplier Name, Supplier ID and Invoice Paid Amount values.																											
Top15 Suppliers by Invoice Paid Amount <table><tr><th>Supplier Name</th><th>Supplier ID</th><th>Invoice Paid Amount</th></tr><tr><td>TREASURY INVESTMENT TRANSFERS</td><td>0000204144</td><td>\$32,302,313,269.42</td></tr><tr><td>VA DEPARTMENT OF MEDICAL ASSISTANCE SERV</td><td>0000100165</td><td>\$5,809,312,664.97</td></tr><tr><td>COMMONWEALTH OF VA DEPT OF THE TREASURY</td><td>0000056459</td><td>\$5,163,739,079.44</td></tr><tr><td>THE RECTOR AND VISITORS OF THE UNIVERSIT</td><td>0000054250</td><td>\$2,982,813,738.81</td></tr><tr><td>ANTHEM HEALTH PLANS OF VA INC</td><td>0000036128</td><td>\$1,517,867,658.70</td></tr><tr><td>DIRECT PAYMENT VENDOR</td><td>0000133407</td><td>\$1,468,534,223.77</td></tr><tr><td>DIRECTOR OF FINANCE CTY OF FAIRFAX VA</td><td>0000056645</td><td>\$1,104,933,764.78</td></tr><tr><td>VIRGINIA COMMONWEALTH UNIVERSITY</td><td>0000050937</td><td>\$1,065,777,733.99</td></tr></table>		Supplier Name	Supplier ID	Invoice Paid Amount	TREASURY INVESTMENT TRANSFERS	0000204144	\$32,302,313,269.42	VA DEPARTMENT OF MEDICAL ASSISTANCE SERV	0000100165	\$5,809,312,664.97	COMMONWEALTH OF VA DEPT OF THE TREASURY	0000056459	\$5,163,739,079.44	THE RECTOR AND VISITORS OF THE UNIVERSIT	0000054250	\$2,982,813,738.81	ANTHEM HEALTH PLANS OF VA INC	0000036128	\$1,517,867,658.70	DIRECT PAYMENT VENDOR	0000133407	\$1,468,534,223.77	DIRECTOR OF FINANCE CTY OF FAIRFAX VA	0000056645	\$1,104,933,764.78	VIRGINIA COMMONWEALTH UNIVERSITY	0000050937	\$1,065,777,733.99
Supplier Name	Supplier ID	Invoice Paid Amount																										
TREASURY INVESTMENT TRANSFERS	0000204144	\$32,302,313,269.42																										
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VIRGINIA COMMONWEALTH UNIVERSITY	0000050937	\$1,065,777,733.99																										
Payment Method Analysis by Amount	Displays a pie chart based on payment methods. Hover over the slices in the pie chart to display the value related to each payment method and it also highlights the payment method in the legend. Hover over the names in the legend to highlight the slices in the pie chart.																											
Payment Method Analysis by Amount Wire Transfer Automated Clearing ... Electronic Funds Tran... System Check Virtual Card Manual Check System Check (6.54%) Electronic Funds Transfer (9.47%) Automated Clearing House (31.17%) Wire Transfer (52.64%)																												



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Section	Description
Payment Method Analysis by Supplier	Displays a data table with Supplier Name, Supplier ID, Payment Method, Invoice Paid Count and Invoice Paid Amount values.

Payment Method Analysis by Supplier

Supplier Name	Supplier ID	Payment Method	Invoice Paid Count	Invoice Paid Amount
TREASURY INVESTMENT TRANSFERS	0000204144	Wire Transfer	458	\$32,302,313,269.42
VA DEPARTMENT OF MEDICAL ASSISTANTS	0000100165	Automated Clearing House	235	\$4,439,935,053.91
VA DEPARTMENT OF MEDICAL ASSISTANTS	0000100165	Wire Transfer	33	\$1,369,376,829.66
VA DEPARTMENT OF MEDICAL ASSISTANTS	0000100165	System Check	3	\$781.40
COMMONWEALTH OF VA DEPT OF THE TREASURY	0000056459	Wire Transfer	42	\$4,433,276,091.56
COMMONWEALTH OF VA DEPT OF THE TREASURY	0000056459	System Check	218	\$679,179,441.31
COMMONWEALTH OF VA DEPT OF THE TREASURY	0000056459	Automated Clearing House	424	\$51,283,546.57
THE RECTOR AND VISITORS OF THE UNIVERSITY OF VA	0000054250	Automated Clearing House	679	\$2,982,805,252.53
THE RECTOR AND VISITORS OF THE UNIVERSITY OF VA	0000054250	System Check	1	\$5,086.28
THE RECTOR AND VISITORS OF THE UNIVERSITY OF VA	0000054250	Electronic Funds Transfer	3	\$3,400.00

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Supplier Analysis	Description
Supplier Analysis	Displays a data table with Supplier Name, Supplier ID, Class, Invoice Paid Amount and Invoice Paid Count values.

Supplier Analysis

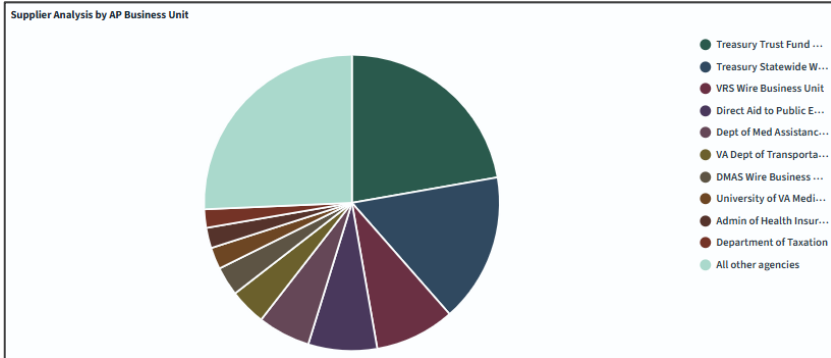
Supplier Name	Supplier ID	Class	Invoice Paid Amount	Invoice Paid Count
TREASURY INVESTMENT TRANSFER	0000204144	State Government	\$32,302,313,269.42	458
VA DEPARTMENT OF MEDICAL ASSISTANTS	0000100165	State Government	\$5,809,312,664.97	271
COMMONWEALTH OF VA DEPT OF THE TREASURY	0000056459	State Government	\$5,163,739,079.44	684
THE RECTOR AND VISITORS OF THE UNIVERSITY OF VA	0000054250	State Government	\$2,982,813,738.81	683
ANTHEM HEALTH PLANS OF VA INC	0000036128	Supplier	\$1,517,867,658.70	184
DIRECT PAYMENT VENDOR	0000133407	Non-Vendor Payee	\$1,468,534,223.77	1,004
DIRECTOR OF FINANCE CITY OF FAIRFAX	0000056645	Local Government	\$1,104,933,764.78	1,174

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Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Section	Description																																										
Supplier Analysis by AP Business Unit	Displays a pie chart based on AP Business Unit. Hover over the slices in the pie chart to display the value related to the AP Business Unit and it also highlights the names in the legend. Hover over the names in the legend to highlight the slices in the pie chart.																																										
Supplier Analysis by AP Business Unit 																																											
Spend by Business Unit	Displays a data table with GL Business Unit, Fiscal Year, Invoice Amount and Paid Amount values. Users also have the option to click the Link to Spend by Account to open a report for Spend by Account Details. Also, click the Link to Supplier Payment to open a report by Supplier Payment Details.																																										
Supplier Spend by Business Unit <table><tr><th>GL Business Unit</th><th>Fiscal Year</th><th>Spend by Account</th><th>Supplier Payment</th><th>Invoice Amount</th><th>Paid Amount</th></tr><tr><td>99400</td><td>2026</td><td>Spend by Account Details</td><td>Supplier Payment Details</td><td>\$17,366,080,506.46</td><td>\$17,366,080,506.46</td></tr><tr><td>99600</td><td>2026</td><td>Spend by Account Details</td><td>Supplier Payment Details</td><td>\$12,665,132,760.04</td><td>\$12,665,132,760.04</td></tr><tr><td>15800</td><td>2026</td><td>Spend by Account Details</td><td>Supplier Payment Details</td><td>\$7,642,834,704.66</td><td>\$7,637,123,012.76</td></tr><tr><td>60200</td><td>2026</td><td>Spend by Account Details</td><td>Supplier Payment Details</td><td>\$7,102,557,236.78</td><td>\$6,935,075,005.69</td></tr><tr><td>19700</td><td>2026</td><td>Spend by Account Details</td><td>Supplier Payment Details</td><td>\$6,246,468,769.94</td><td>\$5,851,380,965.96</td></tr><tr><td>50100</td><td>2026</td><td>Spend by Account Details</td><td>Supplier Payment Details</td><td>\$3,185,637,476.00</td><td>\$3,106,037,476.00</td></tr></table>		GL Business Unit	Fiscal Year	Spend by Account	Supplier Payment	Invoice Amount	Paid Amount	99400	2026	Spend by Account Details	Supplier Payment Details	\$17,366,080,506.46	\$17,366,080,506.46	99600	2026	Spend by Account Details	Supplier Payment Details	\$12,665,132,760.04	\$12,665,132,760.04	15800	2026	Spend by Account Details	Supplier Payment Details	\$7,642,834,704.66	\$7,637,123,012.76	60200	2026	Spend by Account Details	Supplier Payment Details	\$7,102,557,236.78	\$6,935,075,005.69	19700	2026	Spend by Account Details	Supplier Payment Details	\$6,246,468,769.94	\$5,851,380,965.96	50100	2026	Spend by Account Details	Supplier Payment Details	\$3,185,637,476.00	\$3,106,037,476.00
GL Business Unit	Fiscal Year	Spend by Account	Supplier Payment	Invoice Amount	Paid Amount																																						
99400	2026	Spend by Account Details	Supplier Payment Details	\$17,366,080,506.46	\$17,366,080,506.46																																						
99600	2026	Spend by Account Details	Supplier Payment Details	\$12,665,132,760.04	\$12,665,132,760.04																																						
15800	2026	Spend by Account Details	Supplier Payment Details	\$7,642,834,704.66	\$7,637,123,012.76																																						
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Spend by Account Analysis	Displays a data table with Supplier Name, Supplier ID, Account Description, Account, Voucher Count and Voucher Payment Amount values.																																										
Spend by Account Analysis <table><tr><th>Supplier Name</th><th>Supplier ID</th><th>Account Description</th><th>Account</th><th>Voucher Count</th><th>Voucher Payment Amount</th></tr><tr><td>TREASURY INVESTMENT TRANSFERS</td><td>0000204144</td><td>Investments - Other</td><td>103480</td><td>176</td><td>\$18,107,886,201.34</td></tr><tr><td>TREASURY INVESTMENT TRANSFERS</td><td>0000204144</td><td>Due To Localities & Others</td><td>211505</td><td>130</td><td>\$10,848,406,516.71</td></tr><tr><td>TREASURY INVESTMENT TRANSFERS</td><td>0000204144</td><td>Fid Invest-ST Invest</td><td>103607</td><td>85</td><td>\$2,337,100,000.00</td></tr><tr><td>TREASURY INVESTMENT TRANSFERS</td><td>0000204144</td><td>Principle Retirement-Treas Dbt</td><td>519120</td><td>12</td><td>\$573,882,500.00</td></tr><tr><td>TREASURY INVESTMENT TRANSFERS</td><td>0000204144</td><td>Investments-Local School Bonds</td><td>103490</td><td>4</td><td>\$273,505,000.00</td></tr><tr><td>TREASURY INVESTMENT TRANSFERS</td><td>0000204144</td><td>Interest & Charges-Treas Debt</td><td>519110</td><td>15</td><td>\$102,191,238.97</td></tr></table>		Supplier Name	Supplier ID	Account Description	Account	Voucher Count	Voucher Payment Amount	TREASURY INVESTMENT TRANSFERS	0000204144	Investments - Other	103480	176	\$18,107,886,201.34	TREASURY INVESTMENT TRANSFERS	0000204144	Due To Localities & Others	211505	130	\$10,848,406,516.71	TREASURY INVESTMENT TRANSFERS	0000204144	Fid Invest-ST Invest	103607	85	\$2,337,100,000.00	TREASURY INVESTMENT TRANSFERS	0000204144	Principle Retirement-Treas Dbt	519120	12	\$573,882,500.00	TREASURY INVESTMENT TRANSFERS	0000204144	Investments-Local School Bonds	103490	4	\$273,505,000.00	TREASURY INVESTMENT TRANSFERS	0000204144	Interest & Charges-Treas Debt	519110	15	\$102,191,238.97
Supplier Name	Supplier ID	Account Description	Account	Voucher Count	Voucher Payment Amount																																						
TREASURY INVESTMENT TRANSFERS	0000204144	Investments - Other	103480	176	\$18,107,886,201.34																																						
TREASURY INVESTMENT TRANSFERS	0000204144	Due To Localities & Others	211505	130	\$10,848,406,516.71																																						
TREASURY INVESTMENT TRANSFERS	0000204144	Fid Invest-ST Invest	103607	85	\$2,337,100,000.00																																						
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TREASURY INVESTMENT TRANSFERS	0000204144	Interest & Charges-Treas Debt	519110	15	\$102,191,238.97																																						



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Section

Supplier Payment

Description

Displays a data table with Voucher ID, Accounting Date, Accounting Period, GL Business Unit, Invoice ID, Business Unit, Supplier Name, Supplier ID, Payment Terms, Payment Method, Invoice Date, Payment Date, Payment ID and Invoice Paid Amount values.

Supplier Payment

Voucher ID	Account...	Accounting Period	GL Business Unit	Invoice ID	Business Unit	Supplier Name	Supplier ID	Payment Terms	Payment Method	Invoice Date	Payment Date	Payment ID	Invoice Paid Am...
00007428	Dec 11, 2025	6	99400	00007428	99400	TREASURY INVESTMEN1	0000204144	Due Immediately	Wire Transfer	Dec 4, 2025	Dec 12, 2025	0000002840	\$662,149,224.51
00007094	Jul 25, 2025	1	99400	00007094	99400	TREASURY INVESTMEN1	0000204144	Due Immediately	Wire Transfer	Jul 1, 2025	Jul 28, 2025	0000002199	\$658,737,495.98
00002386	Sep 25, 2025	3	99600	00002386	99600	TREASURY INVESTMEN1	0000204144	Due Immediately	Wire Transfer	Sep 17, 2025	Sep 26, 2025	0000002513	\$638,700,000.00
00002372	Aug 27, 2025	2	99600	00002372	99600	TREASURY INVESTMEN1	0000204144	Due Immediately	Wire Transfer	Aug 20, 2025	Aug 28, 2025	0000002396	\$553,800,000.00
70002564	Oct 30, 2025	4	15800	15712 EFT	15800	COMMONWEALTH OF V	0000056459	Due Immediately	Wire Transfer	Oct 30, 2025	Oct 31, 2025	0000002659	\$528,192,269.90
70002605	Dec 2, 2025	6	15800	15713 EFT	15800	COMMONWEALTH OF V	0000056459	Due Immediately	Wire Transfer	Dec 3, 2025	Dec 3, 2025	0000002792	\$528,079,899.46
70002519	Oct 1, 2025	4	15800	15711 EFT	15800	COMMONWEALTH OF V	0000056459	Due Immediately	Wire Transfer	Oct 1, 2025	Oct 2, 2025	0000002530	\$527,884,655.32
70002630	Jan 2, 2026	7	15800	15810 EFT	15800	COMMONWEALTH OF V	0000056459	Due Immediately	Wire Transfer	Jan 2, 2026	Jan 5, 2026	0000002935	\$527,868,901.76

Invoice Account

Voucher ID	Business Unit Des...	Business Unit	Supplier Name	Supplier ID	Class	Invoice ID	Invoice Date	Accounting Date	GL Business Unit	Account Description	Account	Invoice Amount
00007428	Treasury Trust Fund WBI	99400	TREASURY INVESTMENT	0000204144	State Government	00007428	Dec 4, 2025	Dec 11, 2025	99400	Investments - Other	103480	\$662,149,224.51
00007094	Treasury Trust Fund WBI	99400	TREASURY INVESTMENT	0000204144	State Government	00007094	Jul 1, 2025	Jul 25, 2025	99400	Due To Localities & Other	211505	\$658,737,495.98
00002386	Treasury Statewide WBU	99600	TREASURY INVESTMENT	0000204144	State Government	00002386	Sep 17, 2025	Sep 25, 2025	99600	Investments - Other	103480	\$638,700,000.00
00002372	Treasury Statewide WBU	99600	TREASURY INVESTMENT	0000204144	State Government	00002372	Aug 20, 2025	Aug 27, 2025	99600	Investments - Other	103480	\$553,800,000.00
70002564	VRS Wire Business Unit	15800	COMMONWEALTH OF VA	0000056459	State Government	15712 EFT	Oct 30, 2025	Oct 30, 2025	15800	Retirement Benefits Pay	260001	\$514,101,433.28
70002564	VRS Wire Business Unit	15800	COMMONWEALTH OF VA	0000056459	State Government	15712 EFT	Oct 30, 2025	Oct 30, 2025	15800	Accounts Payable-Other	205024	\$14,090,836.62

Pending Payment Invoice Analysis

Voucher ID	GLBU Description	GL Business Unit	Fund Description	Business Unit	Fund Code	Invoice ID	Payment Due ...	Approval Status	Supplier Name	Supplier ID	Total Voucher Am...	Total Pending Pay...
00038019	Dept of Criminal Justice	14000	Edward Byrne Memrl Jq	14000	07040	2025-14	Jan 18, 2206	Pending	EGA TACTICAL LLC	0002392379	\$5,188.70	\$5,188.70
01863419	VA Dept of Transportatio	50100	Hwy Maintenance & Ope	50100	04100	1772	Jan 19, 2027	Pending	BLUESTONE HILLS TREE	0002452753	\$3,502.08	\$3,502.08
00011055	Indigent Defense Comm	84800	General Fund	84800	01000	L004401 Jun26 Rent	Jun 30, 2026	Approved	A&W LEESEBURG CENTRA	0001253903	\$18,127.50	\$18,127.50
0374468	Radford University	21700	HI Ed Decentralization Su	21700	03300	L0119 MAY 2026	Jun 28, 2026	Approved	ROANOKE HIGHER EDUC	0000056479	\$47,928.51	\$47,928.51
0382163	Radford University	21700	HI Ed Decentralization Su	21700	03300	L0076 MAY26	Jun 28, 2026	Approved	COLLEGIATE DEVELOPMI	0000373668	\$5,000.00	\$5,000.00
00011054	Indigent Defense Comm	84800	General Fund	84800	01000	L004401 May26 Rent	Jun 1, 2026	Approved	A&W LEESEBURG CENTRA	0001253903	\$18,127.50	\$18,127.50
0375196	Radford University	21700	HI Ed Decentralization Su	21700	03300	L0118 MAY26	Jun 1, 2026	Approved	NORFOLK SOUTHERN RV	0000053241	\$8,595.79	\$8,595.79



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Section	Description
Invoice Amount Pending Approval	Displays Invoice Amount Pending Approval amount.
Invoice Amount Pending Approval \$88,293,489.77 Invoice Amount Pending Approval	
Invoice Amount Approved Payment	Displays Invoice Amount Approved for Payment but not Paid amount.
Invoice Amount Approved Payment \$1,007,275,442.60 Invoice Amount Approved Payment	
Invoice Amount Total Pending Payment	Displays Invoice Amount Total Pending Payment amount.
Invoice Amount Total Pending Payment \$1,095,615,743.75 Invoice Amount Total Pending Payment	
GL Cash Balance	Displays GL Cash Balance amount as of the previous business day.
GL Cash Balance \$56,283,339,622.96 GL Cash Balance	



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Section

Pending Amount Summary by Business Unit and Fund

Description

Displays a data table with Fund Code Description, Fund Code, GL Business Unit Description, GL Business Unit, GL Cash Balance, Fiscal Year, Period 1, Period 2, Period 3, Period 4, Period 5, Period 6, Period 7, Period 8, Period 9, Period 10, Period 11, Period 12 and Total Pending Amount.

Pending Amount Summary by Business Unit and Fund

Fund Code Description	Fund Code	GL Business Unit Description	GL Business Unit	GL Cash Balance	Fiscal Year	Period1	Period2	Period3	Period4	Period5	Period6	Period7	Period8	Period9	Period10	Period11	Period12	Total
General Fund	01000	Direct Aid to Public Ec	19700	\$4,855,674,801.57	2026	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$311,116,636.9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$311,116,636.9
General Fund	01000	DBHDS Grants to Loca	79000	\$345,708,243.40	2026	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,211,023.07	\$26,332,297.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,543,320.38
General Fund	01000	Department of Juveni	77700	\$148,610,241.52	2026	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$383,160.97	\$9,878,570.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,261,731.80
General Fund	01000	The Library of Virgin	20200	\$30,951,376.24	2026	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$163,190.81	\$6,298,741.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,461,932.03
General Fund	01000	Dept of Corr - Central	70100	\$95,536,107.25	2026	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$762,988.99	\$4,697,071.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,460,060.06
General Fund	01000	Department of Taxatio	16100	\$15,762,905,007.37	2026	\$8.75	\$0.00	\$0.00	\$0.00	\$0.00	\$3,173,008.17	\$3,786,588.63	\$0.00	\$3,700.00	\$0.00	\$0.00	\$0.00	\$7,963,306.80

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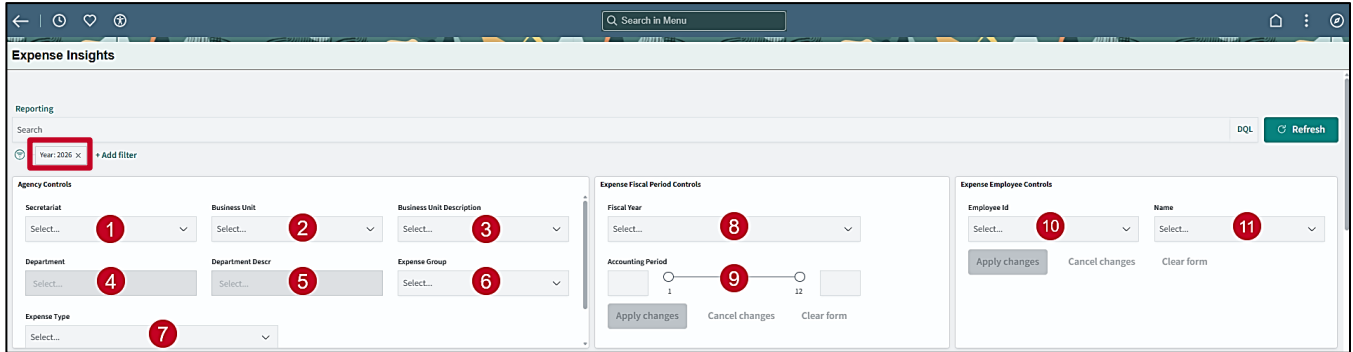
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Employee Expenses

The **Employee Expenses** dashboard contains the filter sections and eight visualizations and data tables to analyze employee expense information. The dashboard is populated with statewide data for the current fiscal year. Users will utilize filters to analyze data in more detail.



The screenshot shows the 'Expense Insights' dashboard interface. It includes a search bar at the top, a 'Reporting' section with a search filter set to 'Year: 2026', and three main filter panels. The 'Agency Controls' panel contains filters for Secretariat (1), Business Unit (2), Business Unit Description (3), Department (4), Department Descr (5), and Expense Group (6). The 'Expense Fiscal Period Controls' panel includes Fiscal Year (8) and Accounting Period (9). The 'Expense Employee Controls' panel features Employee ID (10) and Name (11). Each filter has a dropdown arrow and an 'Apply changes' button. A 'Refresh' button is located in the top right corner.

Expense Insights Filters

- 1 Secretariat
- 2 Business Unit
- 3 Business Unit Description
- 4 Department
- 5 Department Descr
- 6 Expense Group
- 7 Expense Type
- 8 Fiscal Year
- 9 Accounting Period
- 10 Employee ID
- 11 Name

Filters – Users can select either a single value in a filter or select multiple values in a filter. Users can also select multiple filters. Use the drop-down arrows for each filter to select as applicable. Remember, click the **Apply changes** button for each filter once values are selected to update the visualizations and data tables.



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Agency Controls

Agency Controls

Secretariat Select... ▼	Business Unit Select... ▼	Business Unit Description Select... ▼
Department Select...	Department Descr Select...	Expense Group Select... ▼
Expense Type Select... ▼		

Note: Expense Group is a roll up of **Expense Type**. For example, **LODGFEE** and **LODGING** expense types are summarized in **Accommodations** expense group.

Agency Controls – defaults to the current fiscal year for all business units. User can select filters based on Secretariat, Business Unit, Business Unit Description, Department, Department Descr, Expense Group and/or Expense Type. Use the drop-down arrow for each filter to select as applicable.

Expense Fiscal Period Controls

Expense Fiscal Period Controls

Fiscal Year
Select... ▼

Accounting Period
1 12

Apply changes Cancel changes Clear form

Expense Fiscal Period Controls – defaults to the current fiscal year. Users can select Fiscal Year and/or Accounting Period (1 -12). Use the drop-down arrow for each filter to select as applicable.

Expense Employee Controls

Expense Employee Controls

Employee Id Select... ▼	Name Select... ▼
Apply changes Cancel changes Clear form	

Expense Employee Controls – no filters selected in this section. User can select filters based on Employee Id or Name. Use the drop-down arrow for each filter to select as applicable.

Name – Users must enter the **Employee Name** in all CAPS.

Based on the user inputs into the different filters, the visualizations and data tables listed below will update accordingly. Remember, click the **Apply changes** button for each filter once values are selected.



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Screenshot of the **Expense Insights** dashboard displaying the filters, visualizations and data tables.

Expense Insights

Reporting Search [DQL] Refresh

Year: 2026 X Add Filter

Agency Controls

Secretariat: Select... Business Unit: Select... Business Unit Description: Select... Expense Fiscal Period Controls: Fiscal Year: Select... Accounting Period: 1 to 12

Department

Department: Select... Department Descr: Select... Expense Group: Select...

Expense Type

Expense Type: Select...

Filters

Employee id: Select... Name: Select... Apply changes Cancel changes Clear form

Employee Expenses - Analysis by Secretariat

Employee Expenses - Analysis by Business Unit

Employee Expenses - Analysis by Business Unit and Group

Business Unit Descr	Business Unit	Total	Accommodations	Air Fare	Auto Expense	Education	Interfaced	Meals	Mileage	Miscellaneous	Per Diem	Registration Fee	Train
VA Dept of Transportation	50200	\$1,285,893.81	\$402,930.31	\$44,958.57	\$23,105.59	\$59,887.35	\$0.00	\$205,860.75	\$67,060.91	\$390,752.39	\$11,490.00	\$70,465.90	\$382.04
State Corporation Comm	72300	\$741,456.69	\$0.00	\$0.00	\$0.00	\$0.00	\$741,456.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Department of Health	60300	\$715,177.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,119.63	\$0.00	\$0.00	\$0.00
Department of Social Si	76500	\$498,584.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dept Behavioral Health	72000	\$477,580.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,262.31	\$0.00	\$0.00	\$0.00
Department of State Po	15600	\$458,862.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Norfolk State University	21300	\$424,560.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,745.54	\$0.00	\$0.00	\$0.00
Christopher Newport Un	24200	\$414,294.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Employee Expenses - By Type

Employee Expenses - Analysis by Group

Employee Expenses - Approved Expense Reports by Employee

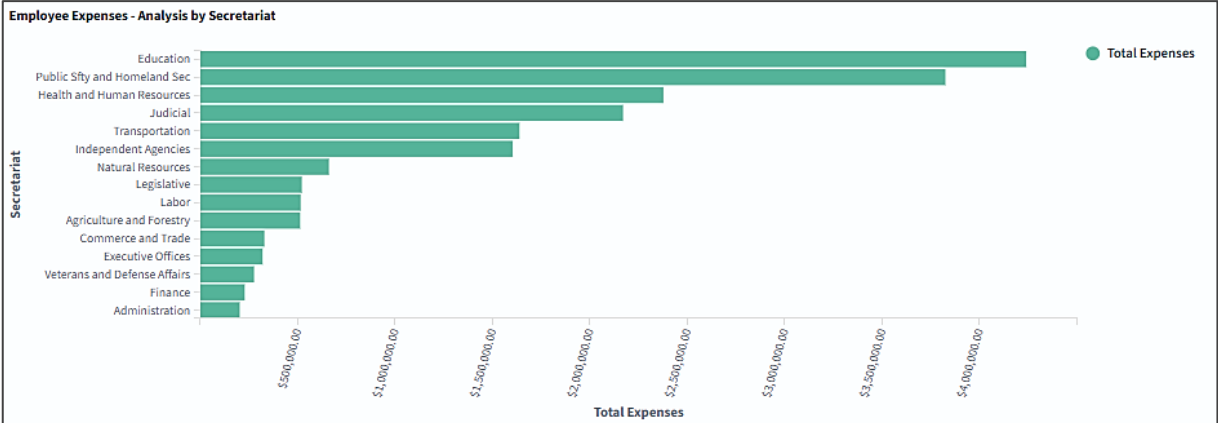
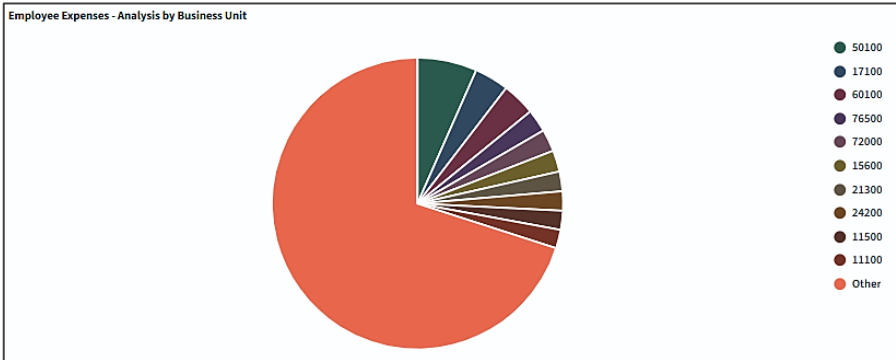
Employee id	Name	# of EX Reports	Total Expenses
00611202000	MOSBY,DOUGLAS W	121	\$51,400.48
00561985300	LEJU	97	\$8,244.35
00531452000	BARKLOW,STEPHANIE	95	\$6,005.46

Employee Expenses - Summary by Report ID and Group

Report ID	Employee ID	Name	Submission Date	Total	Accommodations	Air Fare	Auto Expense	Education	Interfaced	Meals	Mileage	Miscellaneous	Per Diem	Registration Fee	Train
0000483370	00866230700	COLINGA,HECTOR ALE	Dec 2, 2025	\$24,585.27	\$2,714.56	\$0.00	\$685.71	\$0.00	\$0.00	\$1,102.50	\$0.00	\$0.00	\$87.50	\$18,995.00	\$0.00
0000466800	00417520700	NIYERGES,ALEXANDER	Jul 27, 2025	\$10,533.31	\$0.00	\$10,533.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VM0302831	00651870900	INGERSOLL,CATHARIN	Jul 10, 2025	\$10,406.16	\$0.00	\$0.00	\$0.00	\$0.00	\$10,406.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DSP2002943	00367370400	HANCOCK,RONCHEZ L	Jan 2, 2026	\$10,248.02	\$0.00	\$0.00	\$0.00	\$0.00	\$10,248.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0000467633	00370052500	KENNEDY,MALCOLM E	Aug 1, 2025	\$10,167.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27.50	\$9,072.00	\$0.00
0000480530	00626003200	DEXTER,GREGORY S	Dec 29, 2025	\$9,362.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17.50	\$8,995.00	\$0.00
NSL0506863	00804260000	BROWN,TISHARA LASH	Jul 28, 2025	\$9,725.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0000480555	00858448000	WILSON,ROBERT	Dec 29, 2025	\$9,704.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17.50	\$8,995.00	\$0.00
0000485387	00695612900	EZZELIOMBA,ANDRUIUS	Dec 16, 2025	\$9,461.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VM0302967	00602831700	KENDRICK,JERRY W	Jul 16, 2025	\$9,253.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Employee Expenses - Detail for Approved Reports

Report ID	Report Line Number	Name	Employee id	Business Unit Descr	Business Unit	Department	Submission Date	Approval Date	Actual Expense Date	Expense Group	Expense Type	Expense Status	Total Expense
0000483370	69	COLINGA,HECTOR ALE	00866230700	Department of Aviation	84100	Department of Aviation	Dec 2, 2025	Dec 4, 2025	Nov 10, 2025	REGFEE	REGISTR	Paid	\$19,995.00
0000483370	70	COLINGA,HECTOR ALE	00866230700	Department of Aviation	84100	Department of Aviation	Dec 2, 2025	Dec 4, 2025	Nov 9, 2025	AUTO	RENTAL	Paid	\$646.42
0000483370	1	COLINGA,HECTOR ALE	00866230700	Department of Aviation	84100	Department of Aviation	Dec 2, 2025	Dec 4, 2025	Nov 9, 2025	ACCOM	LOADING	Paid	\$141.31
0000483370	3	COLINGA,HECTOR ALE	00866230700	Department of Aviation	84100	Department of Aviation	Dec 2, 2025	Dec 4, 2025	Nov 10, 2025	ACCOM	LOADING	Paid	\$141.31
0000483370	4	COLINGA,HECTOR ALE	00866230700	Department of Aviation	84100	Department of Aviation	Dec 2, 2025	Dec 4, 2025	Nov 11, 2025	ACCOM	LOADING	Paid	\$141.31
0000483370	5	COLINGA,HECTOR ALE	00866230700	Department of Aviation	84100	Department of Aviation	Dec 2, 2025	Dec 4, 2025	Nov 12, 2025	ACCOM	LOADING	Paid	\$141.31
0000483370	6	COLINGA,HECTOR ALE	00866230700	Department of Aviation	84100	Department of Aviation	Dec 2, 2025	Dec 4, 2025	Nov 13, 2025	ACCOM	LOADING	Paid	\$141.31
0000483370	7	COLINGA,HECTOR ALE	00866230700	Department of Aviation	84100	Department of Aviation	Dec 2, 2025	Dec 4, 2025	Nov 14, 2025	ACCOM	LOADING	Paid	\$141.31
0000483370	8	COLINGA,HECTOR ALE	00866230700	Department of Aviation	84100	Department of Aviation	Dec 2, 2025	Dec 4, 2025	Nov 15, 2025	ACCOM	LOADING	Paid	\$141.31
0000483370	9	COLINGA,HECTOR ALE	00866230700	Department of Aviation	84100	Department of Aviation	Dec 2, 2025	Dec 4, 2025	Nov 16, 2025	ACCOM	LOADING	Paid	\$141.31

Section	Description																																
Employee Expenses - Analysis by Secretariat	Displays a bar chart for total employee expense amounts by Secretariat.																																
 Employee Expenses - Analysis by Secretariat This horizontal bar chart displays total employee expenses by secretariat. The x-axis represents total expenses from \$0 to \$4,000,000.00. The y-axis lists secretariats. Education has the highest total expense, followed by Public Safety and Homeland Security. <table border="1"> <thead> <tr> <th>Secretariat</th> <th>Total Expenses (Approximate)</th> </tr> </thead> <tbody> <tr><td>Education</td><td>\$3,800,000.00</td></tr> <tr><td>Public Safety and Homeland Sec</td><td>\$3,500,000.00</td></tr> <tr><td>Health and Human Resources</td><td>\$2,500,000.00</td></tr> <tr><td>Judicial</td><td>\$2,200,000.00</td></tr> <tr><td>Transportation</td><td>\$1,800,000.00</td></tr> <tr><td>Independent Agencies</td><td>\$1,700,000.00</td></tr> <tr><td>Natural Resources</td><td>\$1,200,000.00</td></tr> <tr><td>Legislative</td><td>\$1,000,000.00</td></tr> <tr><td>Labor</td><td>\$900,000.00</td></tr> <tr><td>Agriculture and Forestry</td><td>\$800,000.00</td></tr> <tr><td>Commerce and Trade</td><td>\$700,000.00</td></tr> <tr><td>Executive Offices</td><td>\$600,000.00</td></tr> <tr><td>Veterans and Defense Affairs</td><td>\$500,000.00</td></tr> <tr><td>Finance</td><td>\$400,000.00</td></tr> <tr><td>Administration</td><td>\$300,000.00</td></tr> </tbody> </table>		Secretariat	Total Expenses (Approximate)	Education	\$3,800,000.00	Public Safety and Homeland Sec	\$3,500,000.00	Health and Human Resources	\$2,500,000.00	Judicial	\$2,200,000.00	Transportation	\$1,800,000.00	Independent Agencies	\$1,700,000.00	Natural Resources	\$1,200,000.00	Legislative	\$1,000,000.00	Labor	\$900,000.00	Agriculture and Forestry	\$800,000.00	Commerce and Trade	\$700,000.00	Executive Offices	\$600,000.00	Veterans and Defense Affairs	\$500,000.00	Finance	\$400,000.00	Administration	\$300,000.00
Secretariat	Total Expenses (Approximate)																																
Education	\$3,800,000.00																																
Public Safety and Homeland Sec	\$3,500,000.00																																
Health and Human Resources	\$2,500,000.00																																
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Transportation	\$1,800,000.00																																
Independent Agencies	\$1,700,000.00																																
Natural Resources	\$1,200,000.00																																
Legislative	\$1,000,000.00																																
Labor	\$900,000.00																																
Agriculture and Forestry	\$800,000.00																																
Commerce and Trade	\$700,000.00																																
Executive Offices	\$600,000.00																																
Veterans and Defense Affairs	\$500,000.00																																
Finance	\$400,000.00																																
Administration	\$300,000.00																																
Employee Expenses - Analysis by Business Unit	Displays a pie chart for employee expense amounts by Business Unit. Hover over the slices in the pie chart to display the value related to the employee expenses by business unit and it also highlights the names in the legend. Hover over the names in the legend to highlight the slices in the pie chart.																																
 Employee Expenses - Analysis by Business Unit This pie chart shows the distribution of employee expenses across various business units. The 'Other' category is the largest, followed by 50100. The legend lists the following business units and their corresponding colors: 50100 (Dark Green) 17100 (Dark Blue) 60100 (Dark Purple) 76500 (Purple) 72000 (Dark Blue) 15600 (Olive Green) 21300 (Dark Green) 24200 (Brown) 11500 (Dark Brown) 11100 (Dark Red) - Other (Red)																																	



Cardinal Financials Job Aid

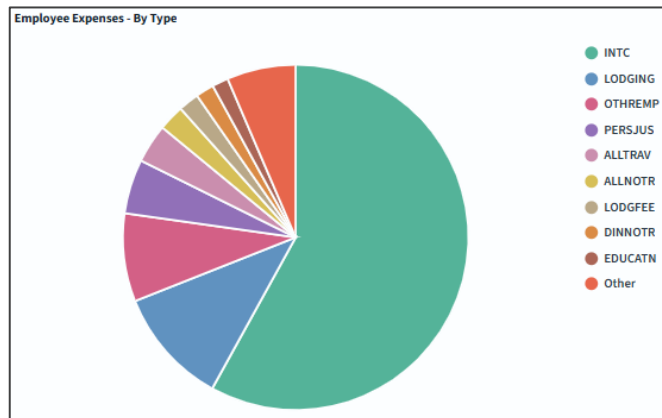
Overview of Cardinal Financials Insights

Section	Description
Employee Expenses - Analysis by Business Unit and Group	Displays a data table for employee expenses by group with Business Unit Description, Business Unit, Total, Accommodations, Air Fare, Auto Expense, Education, Interfaced, Meals, Mileage, Miscellaneous, Per Diem, Registration Fees, and Train values. Note: For interfacing agencies, the Interfaced value is not split by group. The Interfaced value is the total of all employee expense group amounts in one number.

Employee Expenses - Analysis by Business Unit and Group

Business Unit Descr	Business Unit	Total	Accommodations	Air Fare	Auto Expense	Education	Interfaced	Meals	Mileage	Miscellaneous	Per Diem	Registration Fee	Train
VA Dept of Transportat	50100	\$1,285,893.81	\$401,930.31	\$44,958.57	\$23,105.59	\$59,887.35	\$0.00	\$205,860.75	\$67,060.91	\$390,752.39	\$21,490.00	\$70,465.90	\$382.04
State Corporation Comr	17100	\$741,456.69	\$0.00	\$0.00	\$0.00	\$0.00	\$741,456.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Department of Health	60100	\$715,177.17	\$0.00	\$0.00	\$0.00	\$0.00	\$702,057.54	\$0.00	\$0.00	\$13,119.63	\$0.00	\$0.00	\$0.00
Department of Social Sr	76500	\$488,584.05	\$0.00	\$0.00	\$0.00	\$0.00	\$488,584.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dept Behavioral Health	72000	\$477,580.92	\$0.00	\$0.00	\$0.00	\$0.00	\$475,318.61	\$0.00	\$0.00	\$2,262.31	\$0.00	\$0.00	\$0.00
Department of State Po	15600	\$458,862.98	\$0.00	\$0.00	\$0.00	\$0.00	\$458,862.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Norfolk State University	21300	\$424,560.70	\$0.00	\$0.00	\$0.00	\$0.00	\$420,815.16	\$0.00	\$0.00	\$3,745.54	\$0.00	\$0.00	\$0.00
Christopher Newport U	24200	\$414,284.23	\$0.00	\$0.00	\$0.00	\$0.00	\$414,284.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

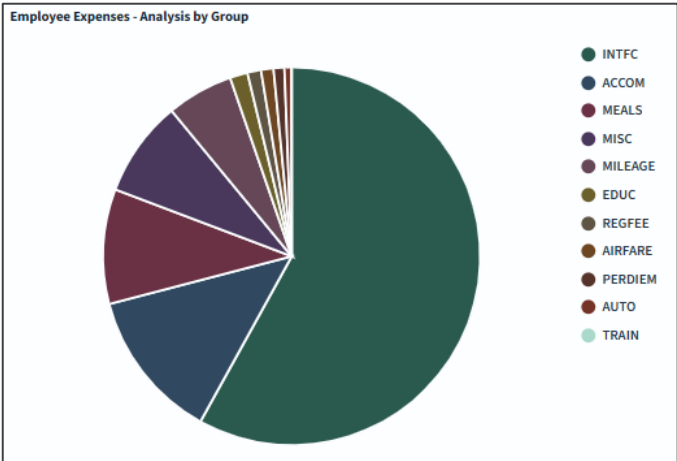
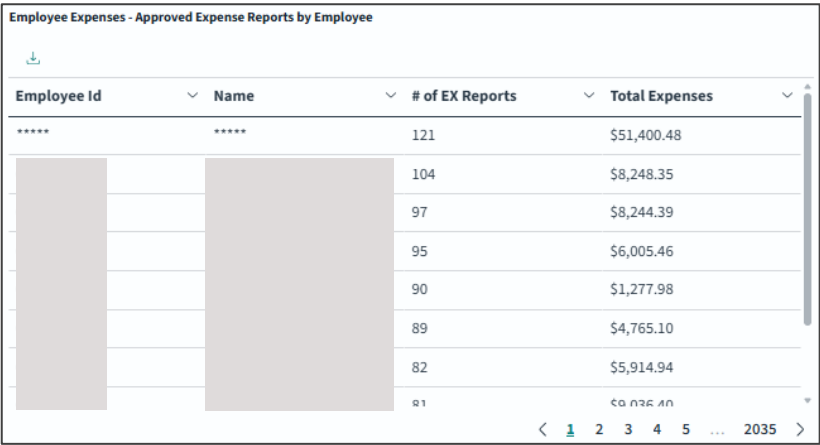
Employee Expenses - By Type	Displays a pie chart for employee expenses by type. Hover over the slices in the pie chart to display the value related to the employee expenses by type and it also highlights the names in the legend. Hover over the names in the legend to highlight the slices in the pie chart. Note: For interfacing agencies, the INTC value is not split by type. The INTC value is the total of all employee expense type amounts in one number.
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Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Section	Description
Employee Expenses - Analysis by Group	Displays a pie chart for employee expenses by group. Hover over the slices in the pie chart to display the value related to the employee expenses by group and it also highlights the names in the legend. Hover over the names in the legend to highlight the slices in the pie chart. Note: For interfacing agencies, the INTFC value is not split by group. The INTFC value is the total of all employee expense group amounts in one number.
	
Employee Expenses - Approved Expense Reports by Employee	Displays a data table for approved expenses reports by employee with Employee ID, Name, # of EX Reports and Total Expenses values.
	



Cardinal Financials Job Aid

Overview of Cardinal Financials Insights

Section

Employee Expenses - Summary by Report ID and Group

Description

Displays a data table for employee expenses by report ID and group with Report ID, Employee ID, Name, Submission Date, Total, Accommodations, Air Fare, Auto Expense, Education, Interfaced, Meals, Mileage, Miscellaneous, Per Diem, Registration Fees, and Train values. **Note:** For interfacing agencies, the Interfaced value is not split by group. The Interfaced value is the total of all employee expense group amounts in one number.

Employee Expenses - Summary by Report ID and Group

Report ID	Employee ID	Name	Submission D...	Total	Accommodati...	Air Fare	Auto Expense	Education	Interfaced	Meals	Mileage	Miscellaneous	Per Diem	Registration Fee	Train
0000483370	00866230700	COLUNGA,HECTOR	Dec 2, 2025	\$24,585.27	\$2,714.56	\$0.00	\$685.71	\$0.00	\$0.00	\$1,102.50	\$0.00	\$0.00	\$87.50	\$19,995.00	\$0.00
0000466800	00417520700	NYERGES,ALEXANDI	Jul 27, 2025	\$10,533.31	\$0.00	\$10,533.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VM0302831	00651870900	INGERSOLL,CATHAR	Jul 10, 2025	\$10,406.16	\$0.00	\$0.00	\$0.00	\$0.00	\$10,406.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DSP2053943	00367370400	HANCOCK,RONCHE	Jan 2, 2026	\$10,348.03	\$0.00	\$0.00	\$0.00	\$0.00	\$10,348.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0000467633	00370052500	KENNEDY,MALCOLM	Aug 1, 2025	\$10,167.39	\$773.89	\$0.00	\$0.00	\$0.00	\$0.00	\$294.00	\$0.00	\$0.00	\$27.50	\$9,072.00	\$0.00
0000486530	00626003200	DEXTER,GREGORY S	Dec 29, 2025	\$9,962.83	\$444.09	\$0.00	\$285.74	\$0.00	\$0.00	\$220.50	\$0.00	\$0.00	\$17.50	\$8,995.00	\$0.00
NSU0596863	00804269000	BROWN,TISHARA LA	Jul 28, 2025	\$9,725.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,725.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0000486555	00858448800	WILSON,ROBERT	Dec 29, 2025	\$9,704.34	\$444.09	\$0.00	\$27.25	\$0.00	\$0.00	\$220.50	\$0.00	\$0.00	\$17.50	\$8,995.00	\$0.00
0000485387	00695612900	EZELUOMBA,NOUR	Dec 16, 2025	\$9,461.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,461.22	\$0.00	\$0.00	\$0.00
VM0302967	00602831700	KENDRICK,JEFFRY V	Jul 16, 2025	\$9,253.20	\$0.00	\$0.00	\$0.00	\$0.00	\$9,253.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Employee Expenses - Detail for Approved Reports

Report Id	Report Line Nu...	Name	Employee Id	Business Unit D...	Business Unit	Department De...	Department	Submission Date	Approval Date	Actual Expense...	Expense Group	Expense Type	Expense Status	Total Expense
0000483370	69	COLUNGA,HECTOR AL	00866230700	Department of Aviatc	84100	Department of Aviatc	84100	Dec 2, 2025	Dec 4, 2025	Nov 10, 2025	REGFEE	REGISTR	Paid	\$19,995.00
0000483370	70	COLUNGA,HECTOR AL	00866230700	Department of Aviatc	84100	Department of Aviatc	84100	Dec 2, 2025	Dec 4, 2025	Nov 9, 2025	AUTO	RENTAL	Paid	\$646.42
0000483370	1	COLUNGA,HECTOR AL	00866230700	Department of Aviatc	84100	Department of Aviatc	84100	Dec 2, 2025	Dec 4, 2025	Nov 9, 2025	ACCOM	LODGING	Paid	\$141.31
0000483370	3	COLUNGA,HECTOR AL	00866230700	Department of Aviatc	84100	Department of Aviatc	84100	Dec 2, 2025	Dec 4, 2025	Nov 10, 2025	ACCOM	LODGING	Paid	\$141.31
0000483370	4	COLUNGA,HECTOR AL	00866230700	Department of Aviatc	84100	Department of Aviatc	84100	Dec 2, 2025	Dec 4, 2025	Nov 11, 2025	ACCOM	LODGING	Paid	\$141.31
0000483370	5	COLUNGA,HECTOR AL	00866230700	Department of Aviatc	84100	Department of Aviatc	84100	Dec 2, 2025	Dec 4, 2025	Nov 12, 2025	ACCOM	LODGING	Paid	\$141.31
0000483370	6	COLUNGA,HECTOR AL	00866230700	Department of Aviatc	84100	Department of Aviatc	84100	Dec 2, 2025	Dec 4, 2025	Nov 13, 2025	ACCOM	LODGING	Paid	\$141.31
0000483370	7	COLUNGA,HECTOR AL	00866230700	Department of Aviatc	84100	Department of Aviatc	84100	Dec 2, 2025	Dec 4, 2025	Nov 14, 2025	ACCOM	LODGING	Paid	\$141.31
0000483370	8	COLUNGA,HECTOR AL	00866230700	Department of Aviatc	84100	Department of Aviatc	84100	Dec 2, 2025	Dec 4, 2025	Nov 15, 2025	ACCOM	LODGING	Paid	\$141.31
0000483370	9	COLUNGA,HECTOR AL	00866230700	Department of Aviatc	84100	Department of Aviatc	84100	Dec 2, 2025	Dec 4, 2025	Nov 16, 2025	ACCOM	LODGING	Paid	\$141.31