

Welcome to Cardinal Business Intelligence!

The Cardinal Project Team is excited to announce the launch of the Cardinal Business Intelligence (BI) application.



The Cardinal BI application, a new solution designed to help you gain insight into Cardinal financial transactional data, is released to users that have access to the Cardinal Financial system. This new application provides graphical summary analysis, with the ability to drill down and/or navigate to more detail for all agencies operating in Cardinal. The tool interfaces directly with the Cardinal Financial system nightly to enable timely analysis for your business needs. Cardinal BI currently covers General Ledger, Accounts Payable, Employee Expenses and Accounts Receivable Deposit areas. There is also a Procurement area for the Virginia Department of Transportation (VDOT).

Upon accessing the application, you'll be able to easily find answers to these sample questions:

- How are expenditures and revenues tracking to appropriations? How does this year compare to last?
- Who are the top vendors being paid by the Commonwealth? By my agency?
- How do pending vendor payments compare to cash balances?
- For my projects, how do actual expenditures compare to available budget or overall project amount?
- What is the status of my recently submitted expense report? Has it been paid?
- What is the breakdown of travel expenses for my agency?
- How are funds being deposited by my agency? Who are my top customers?
- And many more!

Sound interesting? Take a few minutes to **view the new Cardinal Business Intelligence video** by clicking this link now (https://youtu.be/3j5T0l_m1OA) to learn more.

Cardinal BI Sign In

If you have an active Cardinal User ID, you will automatically have access to Cardinal Business Intelligence. You can access Cardinal BI by directing your browser to the following website: <https://cardinalbi.cov.virginia.gov/>. Just like your Cardinal User ID, your Cardinal BI User ID is your alias in Outlook (for VDOT users this will typically be firstname.lastname). The Cardinal password is the same as the one you use to access Windows, as well as the Cardinal Financial system.

Resources

In order to be ready to get the maximum benefit from Cardinal BI, please review these key resources:

- The Cardinal BI101 web-based training course (SW BI101 Cardinal Business Intelligence Overview) provides an overview of how to use Cardinal BI and should be taken prior to logging into the tool. The course is currently available on COVKC at <https://covkc.virginia.gov> or the applicable E-learning system for your agency. Remember to complete the course via COVKC in order to receive credit.
- Visit the Cardinal Website at <http://www.cardinalproject.virginia.gov/Statewide%20JobAids.shtml> where you will find several job aids in the Statewide Toolbox/Business Intelligence section, as well as a link to the Cardinal Business Intelligence application.

If you encounter a Cardinal Business Intelligence application issue that cannot be resolved using the above resources, please contact the VITA Customer Care Center (VCCC) Help Desk. There are three ways to access the VCCC Help Desk:

- To open a ticket via phone, call 1-866-637-8482
- To open a ticket via email, please email VCCC@vita.virginia.gov
- To open a ticket online go to <https://sd.itsm.northropgrumman.com/VSM/ServiceManager.aspx?lite> (This is only for agencies on the COV Network.)

When contacting the VCCC Help Desk be sure to reference “**CARDINAL BI**” in your communication (or it may not get routed to the correct team) and include information such as error messages, keystrokes and screen shots if possible.

Thank you,

The Cardinal Project Team