



 **UVA FINANCE**

Introduction to Budgeting at UVA



 UNIVERSITY
of VIRGINIA



Introduction to Budgeting at UVA | Course Objectives

After completing this course, you will **understand the following:**

- The goal of Adaptive Planning
- The goal of Workday
- How Adaptive Planning and Workday interact
- Security Levels and Access

- The purpose of each type of Input Sheet
- How to Navigate Input Sheets

- Adaptive Planning Reports
- Workday Reports for Budgeting
- Qlik Sense Reports for Budgeting



Introduction | Key Terminology

Workday Term	Definition
Financial Budget	The financial condition and strategic and administrative plans of an organization that include information on sources, uses, activities, and purposes or goals. An estimation of sources and uses over a specified future time period and is usually compiled and re-evaluated on a periodic basis.
Position Budget	Adaptive Planning has a Compensation Sheet to budget compensation and fringe benefits at the Position level. There is the option of using a Placeholder if you want to budget for a position that is not yet filled. Workday HCM data will come into the Adaptive sheets but is for informational purposes only.
Ledger	Ledgers store university transactions from journal entries used for managerial and external reporting. The ledger includes accounts for assets, liabilities, net position, revenues, and expenses also known as the FDM (this is the UVA chart of account). In WD, there is an Actuals, Commitments, and Obligations ledger
Spend Category	Identifies and categorizes the specific type of spend for a transaction and provides a sub-classification of the ledger account to provide more granularity for reporting.
Revenue Category	Identifies and categorizes the specific type of revenue for a transaction. Provides a sub-classification of the ledger account to provide more granularity for reporting.

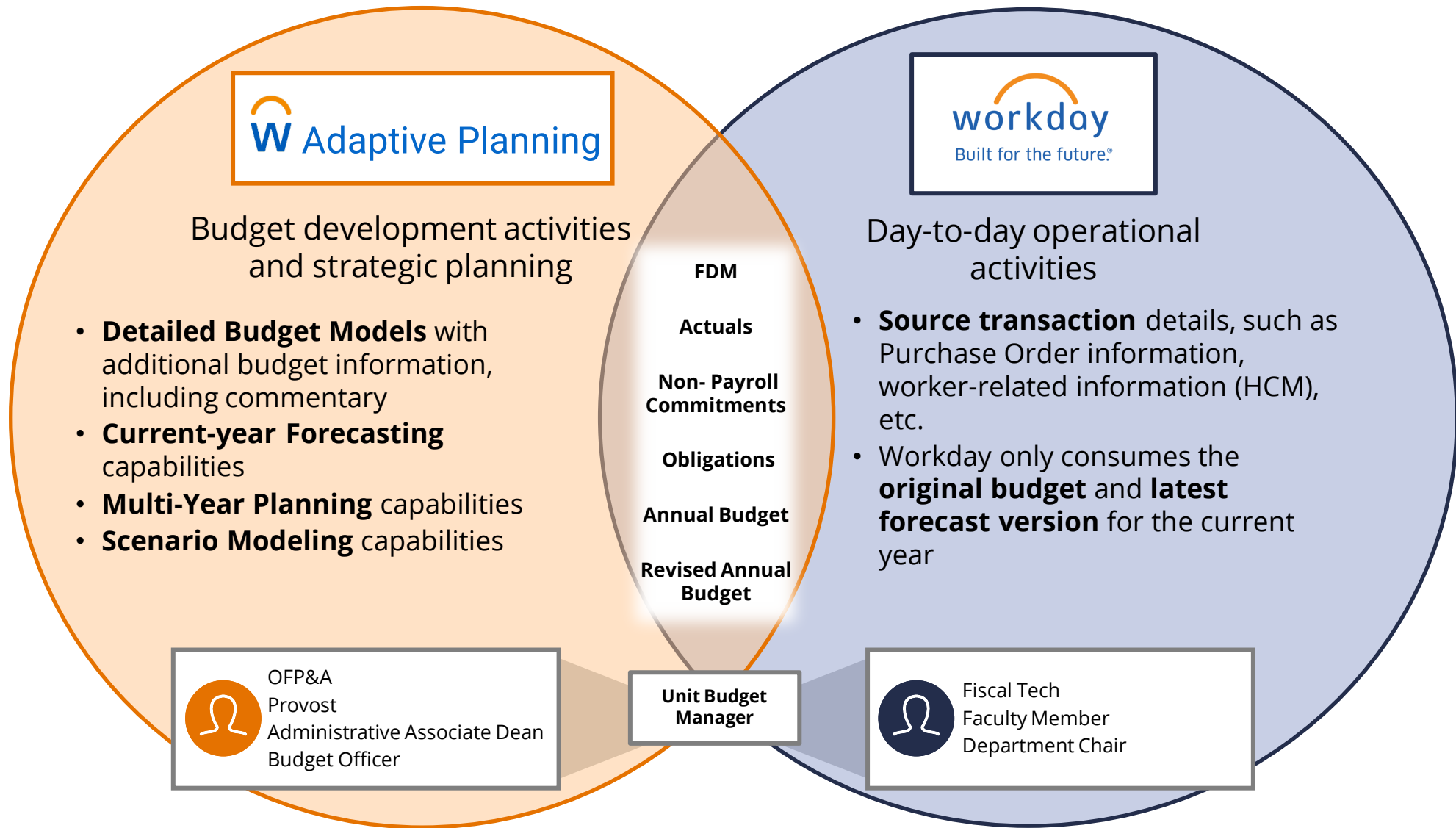
Introduction | Key Terminology

Workday Term	Definition
Payroll Obligations	Payroll Obligations are journals created to earmark funds for salary expenses in future fiscal periods. Workday Payroll Obligations are for filled positions.
Payroll Costing Allocation	The process of identifying and assigning payroll-related costs to specific FDM values and worktags. Adaptive and Workday do not push or pull this information between systems.

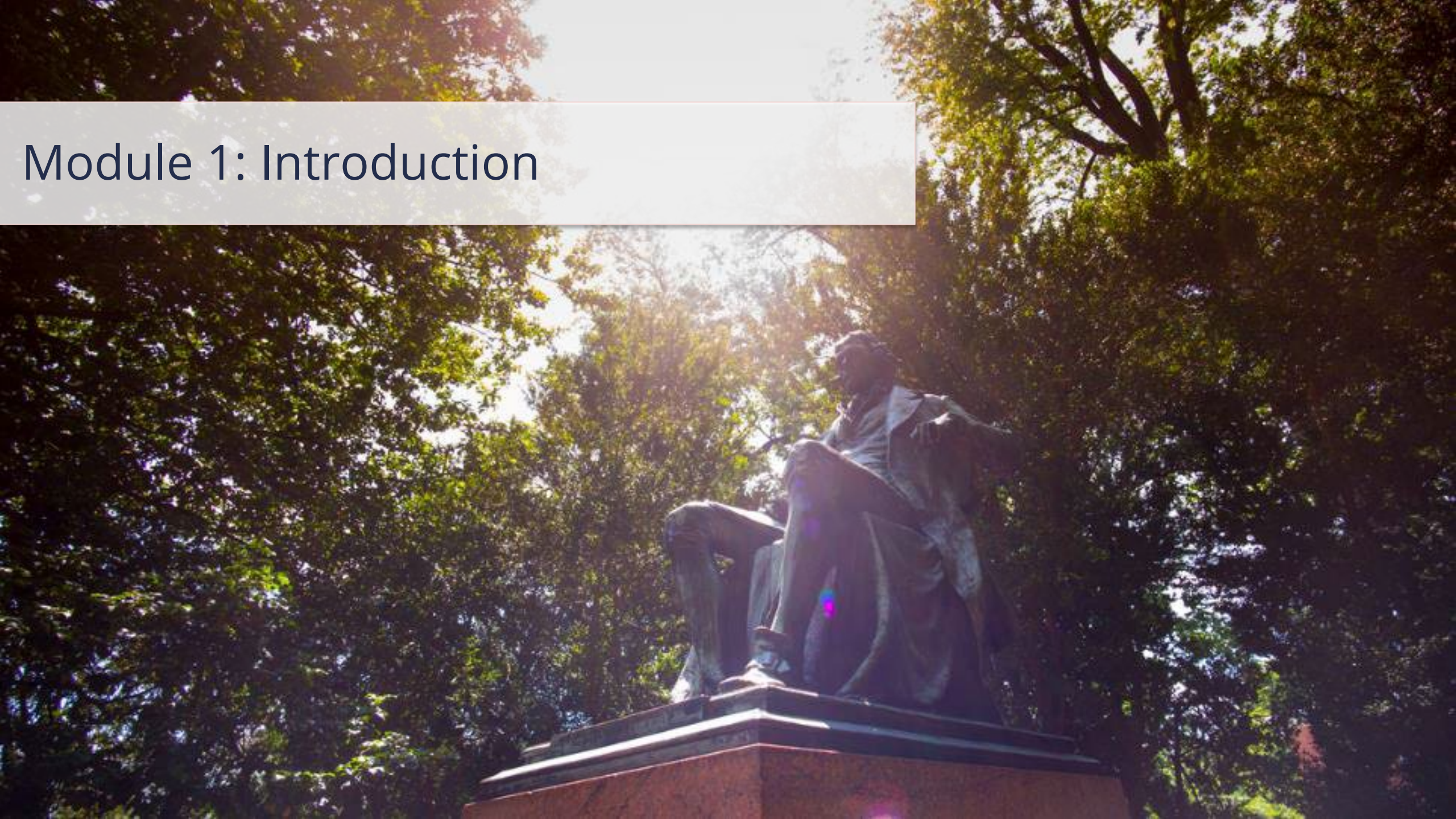
The following terms are Workday Terms you will hear, but do not relate to your Budget:

Payroll Commitments	Payroll Commitments refer to vacant positions only.
Budget Date	A Workday term unrelated to the Budget. This term is used to capture the date of a transaction – also often referred to as the “date incurred”.

Introduction | Adaptive Planning and Workday



Module 1: Introduction





Integration between Adaptive Planning and WD Budget



Introduction | Integration

Workday → Adaptive



Actuals come into Adaptive after month-end



Workday Chart of Account



HCM Data

Adaptive → Workday:



Financial budget goes nightly



Position budget weekly on Monday morning

Introduction | Security and Access

Access

To request access to Adaptive or modify your existing Adaptive access, create a **System Access Request** in Workday:

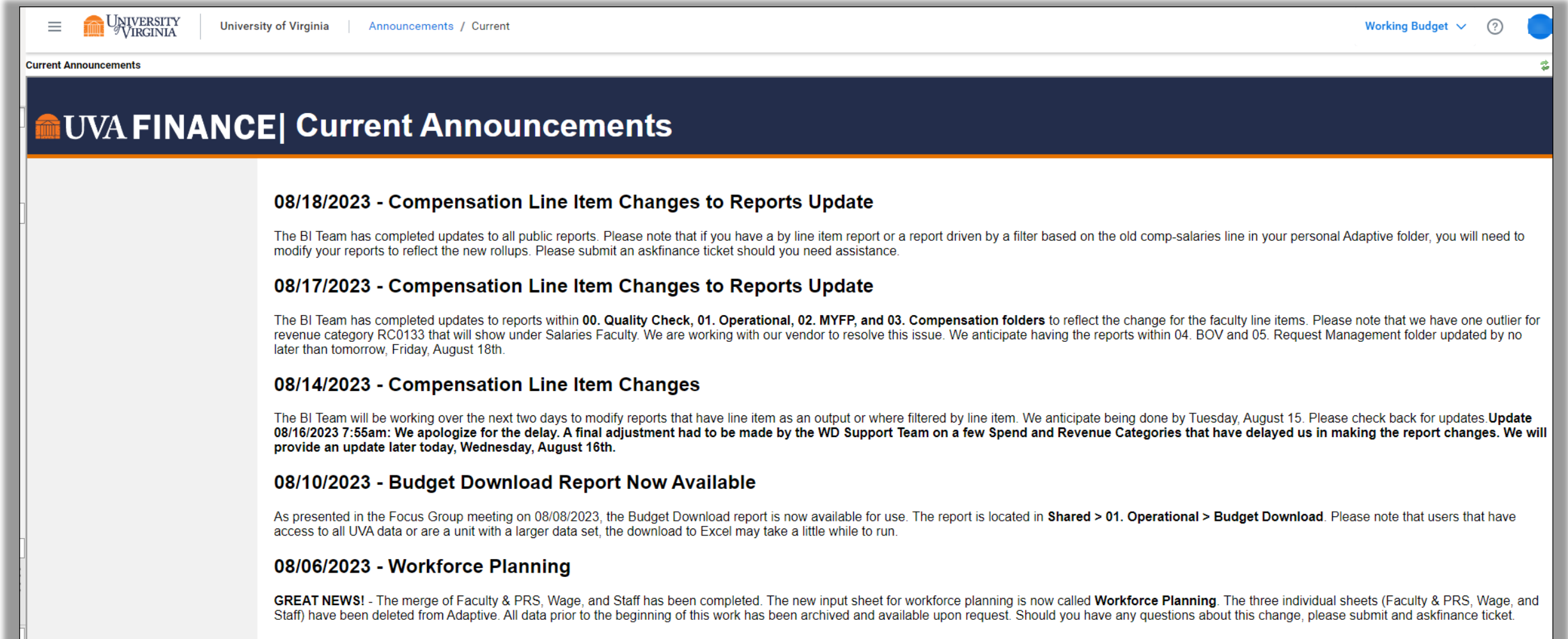
List all the Cost Centers/Cost Center Hierarchies to which you need to be given access.

For instructions on submitting a System Access Request, click on the Resources link in the upper right corner of the screen and then select the Quick Reference Guide.

Workday Role: **Finance Reporting Viewer**

Should be automatic if you have another Finance Role in Workday.

Introduction | Security and Access



The screenshot shows the top navigation bar of the UVA Finance website. On the left, there is a hamburger menu icon, the UVA logo, and the text "University of Virginia | Announcements / Current". On the right, there is a "Working Budget" dropdown menu, a help icon, and a blue profile icon. Below the navigation bar, the page title "UVA FINANCE | Current Announcements" is displayed in a dark blue header. The main content area lists several announcements with dates and titles, each followed by a brief description.

University of Virginia | Announcements / Current Working Budget ?

Current Announcements

UVA FINANCE | Current Announcements

08/18/2023 - Compensation Line Item Changes to Reports Update

The BI Team has completed updates to all public reports. Please note that if you have a by line item report or a report driven by a filter based on the old comp-salaries line in your personal Adaptive folder, you will need to modify your reports to reflect the new rollups. Please submit an askfinance ticket should you need assistance.

08/17/2023 - Compensation Line Item Changes to Reports Update

The BI Team has completed updates to reports within **00. Quality Check, 01. Operational, 02. MYFP, and 03. Compensation folders** to reflect the change for the faculty line items. Please note that we have one outlier for revenue category RC0133 that will show under Salaries Faculty. We are working with our vendor to resolve this issue. We anticipate having the reports within 04. BOV and 05. Request Management folder updated by no later than tomorrow, Friday, August 18th.

08/14/2023 - Compensation Line Item Changes

The BI Team will be working over the next two days to modify reports that have line item as an output or where filtered by line item. We anticipate being done by Tuesday, August 15. Please check back for updates. **Update 08/16/2023 7:55am: We apologize for the delay. A final adjustment had to be made by the WD Support Team on a few Spend and Revenue Categories that have delayed us in making the report changes. We will provide an update later today, Wednesday, August 16th.**

08/10/2023 - Budget Download Report Now Available

As presented in the Focus Group meeting on 08/08/2023, the Budget Download report is now available for use. The report is located in **Shared > 01. Operational > Budget Download**. Please note that users that have access to all UVA data or are a unit with a larger data set, the download to Excel may take a little while to run.

08/06/2023 - Workforce Planning

GREAT NEWS! - The merge of Faculty & PRS, Wage, and Staff has been completed. The new input sheet for workforce planning is now called **Workforce Planning**. The three individual sheets (Faculty & PRS, Wage, and Staff) have been deleted from Adaptive. All data prior to the beginning of this work has been archived and available upon request. Should you have any questions about this change, please submit an askfinance ticket.

Introduction | Security and Access

Select Prompting Parameters

MYFP Parameters and CAGR

FPA Manager: FPA Manager

FPA Analyst: FPA Analyst

Activity Group: Activity Group

Activity Cluster: Activity Cluster

Activity Center: Activity_Center

Level (CC): Top Level

FD Source Group

Budget thru Time

Base Budget

Budget for Forecast

FD

GF GR DN

Search

Name
▶ CH20359 WS-Student Recruitment and Re...
▶ CH20364 WS-Data, Policy, and Accreditati...
▼ CH20365 WS-Departmental Support
▼ CH10685 WS-Math and Computer Sc...
CC1350 WS-Math and Computer...
CC1806 WS-Mathematics Lab
CC1875 WS-Applied Data Analyti...
CH10685 WS-Math and Comput...
▶ CH10686 WS-Natural Sciences
▶ CH10687 WS-Nursing
▶ CH10699 WS-Social Sciences
▶ CH10700 WS-Software Engineering

Run Report Cancel

Adaptive Planning Sheets



Adaptive Planning | Input Sheets

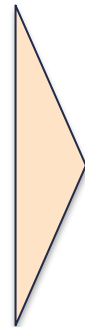
-----Input Sheets-----
Workforce Planning
Non-Compensation Input
Revenue Input
Transfers
Recovery Management
-----MYFP and Scenario Planning-----
Fund Balance
Unit MYFP and Scenario Analysis Spend and Revenue Parameters
Scenario Planning - Out Year Expense Activity
Scenario Planning - Out Year Revenue Activity
-----Requests-----
Compensation Requests
Non-Comp Requests
Revenue Requests
-----Reference Sheets-----
Central Allocations (OFP&A)
DNU - Foundation Data
Fundriver Data
HCM Reference Data
Internal Debt Service Payments



Sheet Name	Purpose
Workforce Planning	Personnel related expenses (Faculty, University and Classified Staff, and Wage employees)
Non-Compensation Input	All non-personnel related expenses
Revenue Input	All revenue planning
Transfers	All transfers data
Recovery Management	Manage recoveries

Adaptive Planning | MYFP and Scenario Planning Sheets

-----Input Sheets-----
Workforce Planning
Non-Compensation Input
Revenue Input
Transfers
Recovery Management
-----MYFP and Scenario Planning-----
Fund Balance
Unit MYFP and Scenario Analysis Spend and Revenue Parameters
Scenario Planning - Out Year Expense Activity
Scenario Planning - Out Year Revenue Activity
-----Requests-----
Compensation Requests
Non-Comp Requests
Revenue Requests
-----Reference Sheets-----
Central Allocations (OFF&A)
DNU - Foundation Data
Fundriver Data
HCM Reference Data
Internal Debt Service Payments



Sheet Name	Purpose
Fund Balance	Calculation sheet for beginning and ending balances
Unit MYFP and Scenario Analysis Spend and Revenue Parameters	Sheet to enter in university parameter overrides. Option to enter in scenario modeling parameters
Scenario Planning – Out Year Expense Activity	Dollar adjustments to budget for expenses
Scenario Planning – Out Year Revenue Activity	Dollar adjustments to budget for revenues

Adaptive Planning | Request Sheets

-----Input Sheets-----
Workforce Planning
Non-Compensation Input
Revenue Input
Transfers
Recovery Management
-----MYFP and Scenario Planning-----
Fund Balance
Unit MYFP and Scenario Analysis Spend and Revenue Parameters
Scenario Planning - Out Year Expense Activity
Scenario Planning - Out Year Revenue Activity
-----Requests-----
Compensation Requests
Non-Comp Requests
Revenue Requests
-----Reference Sheets-----
Central Allocations (OFF&A)
DNU - Foundation Data
Fundriver Data
HCM Reference Data
Internal Debt Service Payments



Sheet Name	Purpose
Compensation Requests	Request sheet for compensation expenses
Non-Comp Requests	Request sheet for non-compensation expenses
Revenue Requests	Request sheet for revenue

Adaptive Planning | Reference Sheets

-----Input Sheets-----
Workforce Planning
Non-Compensation Input
Revenue Input
Transfers
Recovery Management
-----MYFP and Scenario Planning-----
Fund Balance
Unit MYFP and Scenario Analysis Spend and Revenue Parameters
Scenario Planning - Out Year Expense Activity
Scenario Planning - Out Year Revenue Activity
-----Requests-----
Compensation Requests
Non-Comp Requests
Revenue Requests
-----Reference Sheets-----
Central Allocations (OFF&A)
DNU - Foundation Data
Fundriver Data
HCM Reference Data
Internal Debt Service Payments



Sheet Name	Purpose
Central Allocations	Reference sheet for centrally loaded data
DNU – Foundation Data	Reference sheet for foundation data
Fundriver Data	Reference sheet for fundriver data
HCM Reference Data	HCM data loaded into Adaptive by position
Internal Debt Service Payments	Reference sheet with debt payments loaded from Treasury

Adaptive Planning | Overview of Sheets

-----Input Sheets-----
Workforce Planning
Non-Compensation Input
Revenue Input
Transfers
Recovery Management
-----MYFP and Scenario Planning-----
Fund Balance
Unit MYFP and Scenario Analysis Spend and Revenue Parameters
Scenario Planning - Out Year Expense Activity
Scenario Planning - Out Year Revenue Activity
-----Requests-----
Compensation Requests
Non-Comp Requests
Revenue Requests
-----Reference Sheets-----
Central Allocations (OFP&A)
DNU - Foundation Data
Fundriver Data
HCM Reference Data
Internal Debt Service Payments

Sheet Name	Purpose
Workforce Planning	All personnel related expenses
Non-Compensation Input	All non-personnel related expenses
Revenue Input	All revenue planning
Transfers	All transfers data
Fund Balance	Calculation sheet for beginning & ending balances
Unit MYFP and Scenario Analysis Spend and Revenue Parameters	Sheet to enter in university parameter overrides. Option to enter in scenario modeling parameters
Scenario Planning - Out Year Expense Activity	Dollar adjustments to budget for expenses
Scenario Planning - Out Year Revenue Activity	Dollar adjustments to budget for revenues
Compensation Requests	Request sheet for compensation expenses
Non-Comp Requests	Request sheet for non-compensation expenses
Revenue Requests	Request sheet for revenue
Central Allocations (OFP&A)	Reference sheet for centrally loaded data
DNU - Foundation Data	Reference sheet for foundation data
Fundriver Data	Reference sheet for fundriver data
HCM Reference Data	HCM data loaded into Adaptive by position
Internal Debt Service Payments	Reference sheet with debt payments loaded from Treasury

Adaptive Planning | Input Sheets: Compensation and Non-Compensation



Compensation Input Sheet (Workforce Planning):

- Faculty & PRS
- Staff
- Wage

Examples:

- An unfilled position
- A professor
- A University Staff Salary Increase
- Annual Work Periods for Faculty & PRS
- Compensation expenses to a spendable gift placeholder



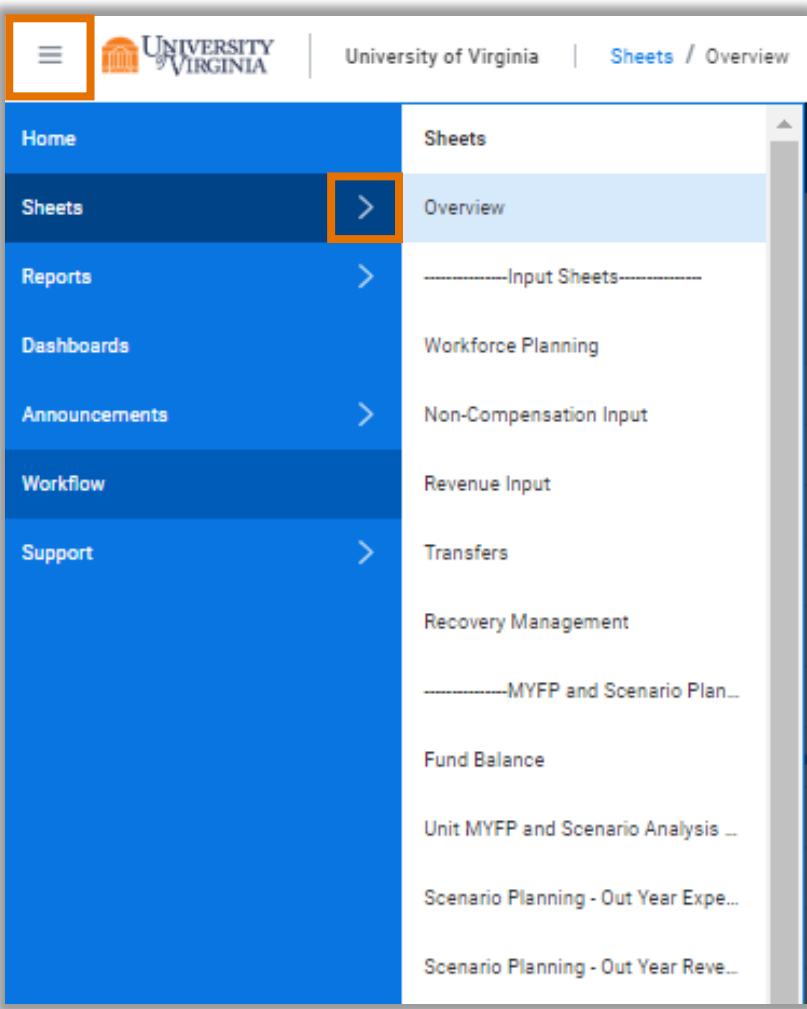
Non-Compensation Input Sheet:

Examples:

- OTPS
- Undergraduate Financial Aid
- Graduate Financial Aid
- Utilities

Adaptive Planning | Sheets Overview – Basic Navigation

 Menu:



The screenshot shows the University of Virginia Adaptive Planning interface. At the top, there is a header with the University of Virginia logo, the text "University of Virginia", and a breadcrumb trail "Sheets / Overview". Below the header is a navigation menu with a blue background. The menu items are: Home, Sheets, Reports, Dashboards, Announcements, Workflow, and Support. The "Sheets" item is highlighted in a darker blue, and a right-pointing chevron icon is visible next to it. To the right of the menu is a list of sub-items: Sheets, Overview, -----Input Sheets-----, Workforce Planning, Non-Compensation Input, Revenue Input, Transfers, Recovery Management, -----MYFP and Scenario Plan..., Fund Balance, Unit MYFP and Scenario Analysis ..., Scenario Planning - Out Year Expe..., and Scenario Planning - Out Year Reve... The "Overview" item is highlighted in light blue.

Adaptive Planning | Sheets Overview – Basic Navigation



Version and Level:

The screenshot shows a navigation bar with two rows. The top row is white and contains the text 'Working Budget' followed by a dropdown arrow, a help icon (question mark in a circle), and a blue circular button with 'EP'. An orange arrow labeled 'Version' points to the 'Working Budget' text. The bottom row is blue and contains the text 'Levels CC1338 WS-Administration & Strategic Initiatives' followed by a dropdown arrow and a white button with a plus sign. An orange arrow labeled 'Level' points to the 'Levels' text.

Adaptive Planning | Sheets Overview – Basic Navigation



Version and Level:

The screenshot shows a navigation pane titled "Working Budget" with a search bar and a list of items. The items are organized as follows:

- Search
- Name
- Total Actuals (includes Obligations)
- Working Budget** (highlighted)
- Snapshots
 - FY2022
 - FY2022-0
 - FY2023
 - FY2023-Q2
 - FY2023-Q1
 - FY2023-0 DNU
 - FY2023-Q4
 - FY2024
 - FY2024-BOV

Adaptive Planning | Sheets Overview – Basic Navigation



Version and Level:

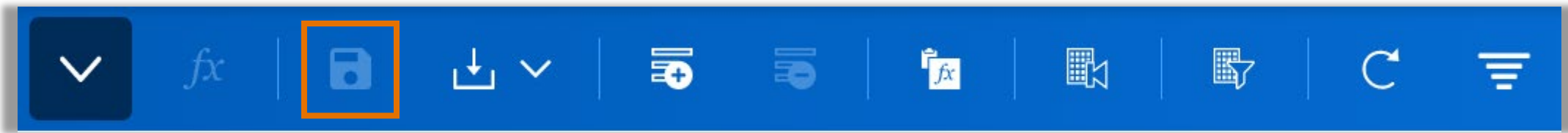
Levels CC1338 WS-Administration & Strategic Initiatives

Search

Name
▶ CH50012 WS-Chancellor
▶ CH50013 WS-VC for Student Affairs
▼ CH50014 WS-Admin/Gov't Relations/Strategic Initiatives
▼ CH40053 WS-Admin/Gov't Relations/Strategic Initi...
▶ CH30104 WS-Human Resources
▼ CH30115 WS-Admin/Gov't Relations/Strategic...
▶ CH20292 WS-Economic Development
▼ CH20360 WS-Administration
▼ CH10647 WS-Administration
CC1338 WS-Administration & Str...
CH10647 WS-Administration (On...
CH20360 WS-Administration (Only)

Adaptive Planning | Sheets Overview – Basic Navigation

 **Toolbar icons:**



Adaptive Planning | Sheets Overview – Basic Navigation



Sheet Columns:

DESC	<input checked="" type="checkbox"/> EMP ID AND NAME	<input checked="" type="checkbox"/> POS ID	EMPLOYEE PLACEHOLDER	<input checked="" type="checkbox"/> GIFT GRANT DESIGNATED
------	---	--	----------------------	---

Adaptive Planning | Sheets Overview – Basic Navigation



Sheet Columns:

LINE_ITEM
Salaries University Staff

Adaptive Planning | Sheets Overview – Basic Navigation



Sheet Columns:

REF: EMP START	REF: EMP END	REF: HCM SALARY	REF: CURRENT YEAR ANNUAL SAL	REF: NEXT YEAR ADJ %	REF: NEXT YEAR SAL W ADJ
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Adaptive Planning | Sheets Overview – Basic Navigation



Sheet Columns:

NOTES
05.31.22-TRAINING-ESP

Adaptive Planning | Sheets Overview – Basic Navigation



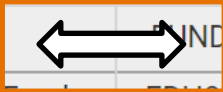
Sheet Columns:

FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
50,000	50,000					
50,000	50,000					

Adaptive Planning | Sheets Overview – Basic Navigation



Sheet Columns:

DESC	<input checked="" type="checkbox"/> GIFT GRANT DESIGNATED	FUND		FUND SOURCE GROUP 2	PROJECT	PROGRAM	<input checked="" type="checkbox"/> FUNC...
	DN001237 WS-Local Operations	FD002 Unrestricted Local Fund		FDH052 Private Unrestricted			FN005 Co...
Total							

Adaptive Planning | Sheets Overview – Basic Navigation

Sheet Columns

Display Options

Time Filter Rows **Hide Columns**

Select columns to hide them from view.

Hide Columns Selected

Q Search

	Name	Code
<input type="checkbox"/>	Desc	Desc
<input type="checkbox"/>	Fund	Fund
<input type="checkbox"/>	Fund Source Group 2	Fund Source Group 2
<input type="checkbox"/>	Project	Project
<input type="checkbox"/>	Program	Program
<input type="checkbox"/>	Assignee	Assignee
<input type="checkbox"/>	Activity	Activity

OK Cancel

Adaptive Planning | Sheets Overview – Basic Navigation



The screenshot shows a dialog box titled "Assumptions" with a search bar at the top. Below the search bar are two tabs: "Assumptions" and "Search". The "Assumptions" tab is active, displaying a table with two columns: "Name" and "Code". The table lists several assumptions, with "Summer Pay" selected. Below the table is a dropdown menu showing "Summer Pay". At the bottom of the dialog are "OK" and "Cancel" buttons.

Name	Code
Summer Pay	Summer_Pay
Academic Year	Academic_Year
Bi-Weekly Pay Period	Bi_Weekly
Endowment Payout %	Payout
Endowment Growth %	Growth

Adaptive Planning | Sheets Overview – Basic Navigation



Sheet Rows:

#	<input checked="" type="checkbox"/> LE...	DESC
1	CC1858 WS	
2	CC1856 WS	
3	CC1856 WS	
4	CC1855 WS	
5	CC1	
6	CC1	
7	CC1	
8	CC1	
9	CC1	
10	CC1	
11	CC1	
12	CC1	
13	CC1	
14	CC1502 WS	

Clear

Add 4 Rows

Copy 4 Rows

Delete 4 Rows

Adaptive Planning | Sheets Overview – Basic Navigation



Adjusting Cell Values:

FY2023
10,000
5,000
5,000
12,101

Adjust

Increase or decrease the overall value of a range of cells. Adjusting replaces formulas.

Distribute adjustment proportionally

Distribute adjustment evenly

Apply adjustment individually

Increase Percent...





Budget Reports

Adaptive Planning | Reports Navigation



Menu:

		University of Virginia	Reports
Home		Reports	
Sheets >		Overview	
Reports >			
Dashboards			
Announcements >			
Workflow			
Support >			

Adaptive Planning | Reports Navigation



Menu:

Reports

[Add New](#)

- All
- Personal
- Shared**
- Favorites
- Reusable

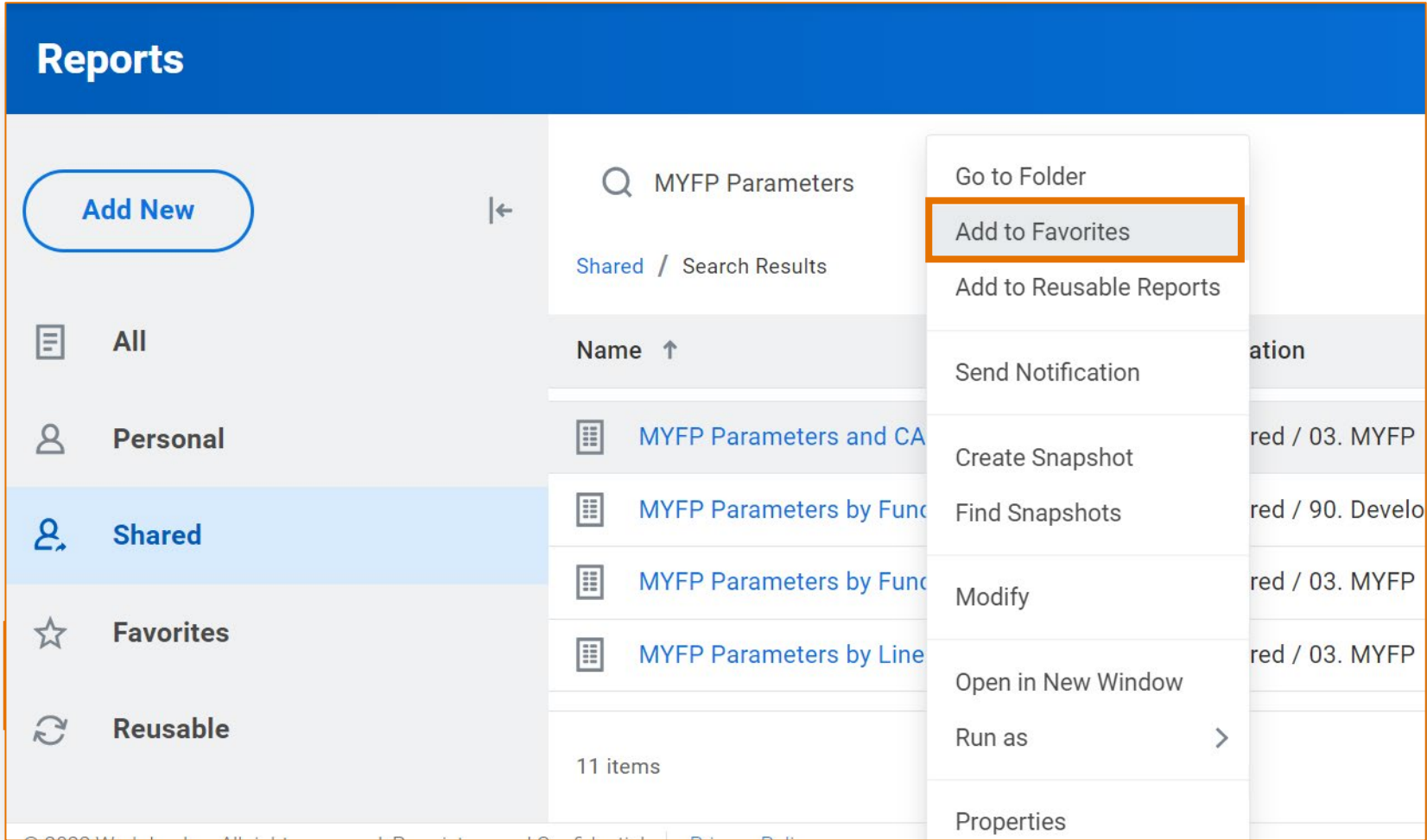
Search

Name ↑

- 00. Quality Check
- 01. Operational
- 02. MYFP
- 03. Compensation
- 04. BOV
- 05. Request Management
- 06. System Resources
- 07. Budget Development Resources
- 90. Development

Adaptive Planning | Reports - Navigation

 Adding to Favorites:



The screenshot shows the 'Reports' interface with a search for 'MYFP Parameters'. A context menu is open over the search results, with 'Add to Favorites' highlighted. The interface includes a left sidebar with navigation options: 'Add New', 'All', 'Personal', 'Shared' (selected), 'Favorites', and 'Reusable'. The main area shows search results for 'MYFP Parameters' with a table of items. The context menu options are: 'Go to Folder', 'Add to Favorites', 'Add to Reusable Reports', 'Send Notification', 'Create Snapshot', 'Find Snapshots', 'Modify', 'Open in New Window', 'Run as', and 'Properties'.

Name	...
MYFP Parameters and CA	...
MYFP Parameters by Func	...
MYFP Parameters by Func	...
MYFP Parameters by Line	...

Adaptive Planning | Reports Navigation





Running a Report:


Select Prompting Parameters


Activity Cluster: Activity Cluster


Activity Center: Activity_Center


Level (CC): CC1350 WS-Math and Compu... 


FD Source Group: 


Budget thru Time: 

Base Budget: 

Budget for Forecast: 

FD: 

GF GR DN: 

PJ: Project 

Gift Type: Gift Type

PG: Program

AC: Activity

Run Report Cancel

Search

Name

- CH40054 WS-Provost
 - CH30116 WS-Provost Office
 - CH20328 WS-Information and Instruction...
 - CH20359 WS-Student Recruitment and Re...
 - CH20364 WS-Data, Policy, and Accreditati...
 - CH20365 WS-Departmental Support
 - CH10685 WS-Math and Computer Sc...
 - CC1350 WS-Math and Computer...**
 - CC1806 WS-Mathematics Lab
 - CC1875 WS-Applied Data Analyti...
 - CH10685 WS-Math and Comput...
 - CH10686 WS-Natural Sciences

Adaptive Planning | Reports - Navigation

 **Toolbar Icons:**



Adaptive Planning | Reports - Navigation



Drillable Fields:

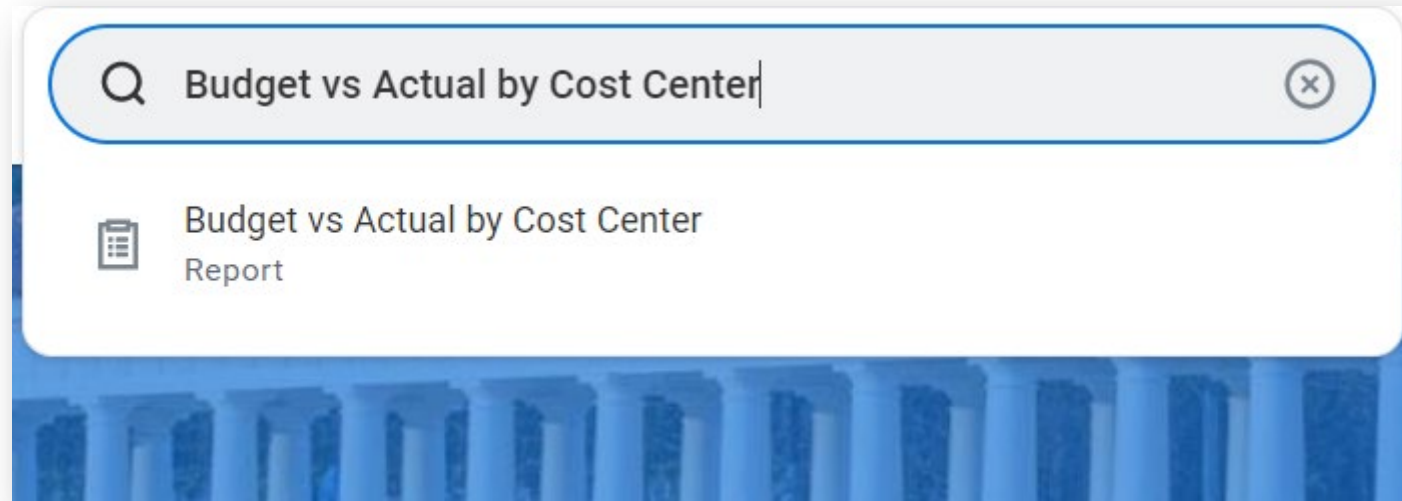
OTPS (Rollup)													
OTPS (Uncategorized)	-	-	-	-	-	-	-	-	-	-	-	-	-
OTPS-Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-
OTPS-Lease and Rents	-	-	-	-	-	-	-	-	-	-	-	-	-
OTPS-Other	-	-	-	-	-	-	-	2,500	2,500	-	2,500	2,500	-
OTPS-Services	-	-	-	-	-	-	-	-	-	-	-	-	-
OTPS-Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-
OTPS-Travel	-	-	-	-	-	-	-	-	-	-	-	-	-
Total OTPS (Rollup)	-	-	-	-	-	-	-	2,500	2,500	-	2,500	2,500	-

Program
Project
Request Number
Revenue Category
Scenario
Spend Category
Spend_and_Revenue_Category
Supervisory Organization
Transfer Cost Center

Workday | Budget Reports Overview

Workday Report	Purpose
Budget FDM Report	This report provides Line Item Detail of Financial or Position Plan Budgets.
Budget vs Actual by Cost Center	This report summarizes Budget vs. Actuals data by Cost Center. Data is provided for Commitments + Obligations + Actuals as well as the Original + Working Budget. This report provides Cost Center, Gift/Grant/Designated and accounting worktags. This report can be filtered by worktags and the data is drillable.
Fund Balance by Assignee	This report shows beginning, current, and projected Fund Balance as well as a variance to budget by Assignee. Data is provided for FYTD Actuals, Commitments + Obligations as well as the Original or Working Budget. This report provides Assignee, Gift/Grant/Designated and accounting worktags. This report can be filtered by worktags and the data is drillable.
Fund Balance by Cost Center	This report provides a beginning year balance (Ledger 3999) and a roll-forward projected ending balance based on FYTD Actuals, Obligations, and Commitments. It also includes the budget for FY variance analysis. It includes Fund, Gift, Grant, and Designated detail.
Position Budget vs Actual	This report provides Budget vs. Actual data by Position for both Job Management and Position Management compensation expenses. This report does not include revenue or non-compensation expenses. This report includes an expansion hierarchy that allows drill-through by Cost Center, Employee and Spend Category.
Position Employee Budget vs Actual	This report provides Budget vs. Actual data by Employee. This report does not include revenue or non-compensation expense data. This report can be filtered by worktag (i.e. Cost Center) to see all Employees or filtered by a specific Employee. This report includes additional employee attributes such as Academic Track Type.
Sources and Uses Budget vs Actual with Balances	This report summarizes Budget vs. Actuals data by Sources and Uses Line Items. Data is provided for Commitments + Obligations + Actuals as well as the Original + Working Budget. This report can be filtered by Worktags and the data is drillable.

Workday | Report Navigation



Workday | Report Navigation

Budget vs Actual by Cost Center

Company *

Plan Structure *

Time Period *

Period *

Cost Center

Ledger Accounts and Summaries

Worktags

Filter Name

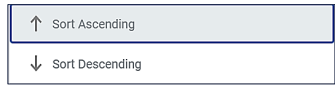
Manage Filters 0 Saved Filters

Search

- Annual Budget by Period - Original Budget
- Annual Budget by Period - Working Budget
- Position Budget (Hierarchy) - Original
- Position Budget (Hierarchy) - Working
- Position Budget (Job Management) - Original
- Position Budget (Position Management) - Original
- Position Budget (Position Management) - Working

Workday | Report Navigation

Below are the key report functionalities in Workday:



Sort - Sorting is a process of arranging data in a meaningful order (i.e., in Ascending or Descending order) to analyze information more effectively.



Filter - Filters can be used to narrow down data and view only required information in the report.



Prompt - Prompt is the filter criteria that displays when you run a report. It allows you to choose the filter criteria by which you would like to narrow down the information.



Charts - Charts icon can be used to convert a data from a table format to a chart format or vice-versa. You can reset the data displayed as per your requirements.



Download/Print - Download a report in a PDF or an Excel format. Once you export a report in a PDF, you can print it easily using the print command.

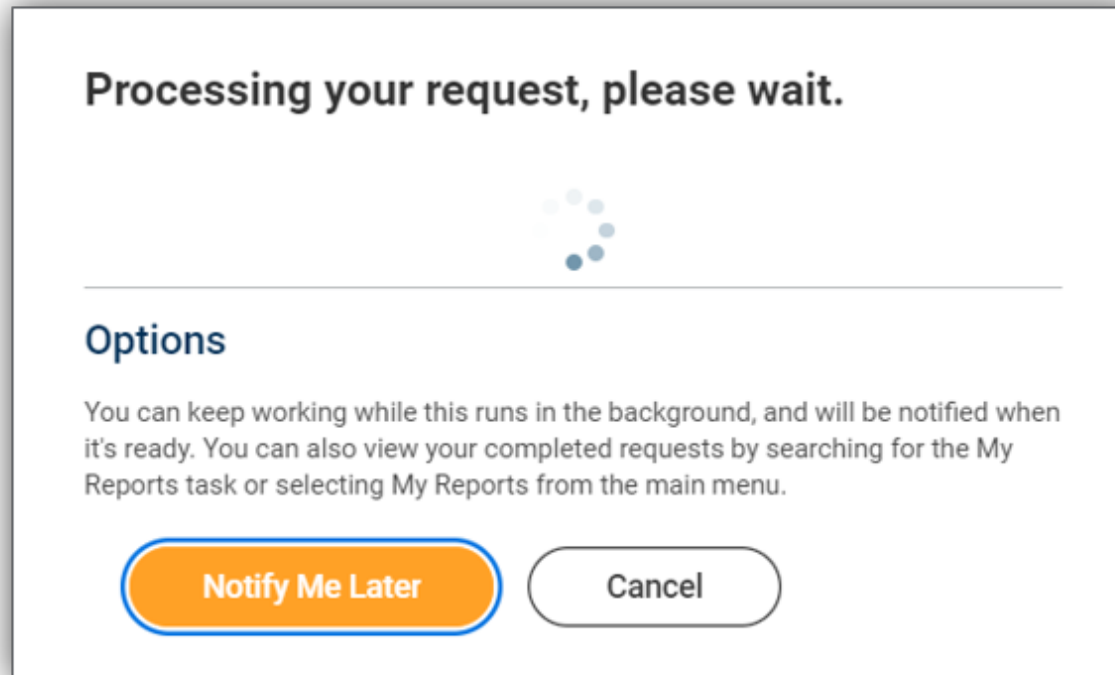


Change Selection - You can reset the initial parameters of the report. If you have converted your data to a chart, this icon will also appear in the top right corner of the chart, allowing you additional configuration options.

Workday | Report Notifications



- **Report Notification** – When your report includes a huge volume of data, it might take a while for Workday to generate the report.
 - You will see a **pop-up notification** asking you if you would like to be notified when the report is ready for you to view or if you would prefer to stay on the page and wait for the report results.
 - You can choose the **Notify me Later** option and continue with other work. Once the report is ready, you will receive a notification in Workday to view the report.



Qlik Sense | Budget Reports Overview

Workday Report	Purpose
Workday Budget vs Actuals	The Workday Budget vs Actuals app in UBI can be used to supplement the Adaptive and Workday budget reports. The app contains the financial budgets, obligations and commitments, and actuals. All will be updated nightly. UBI allows users more flexibility to customize reports to meet their units specific reporting needs and use of the various FDM worktags.

Qlik Sense | Budget Reports Overview

Data & Analytics

HOME / DATA & ANALYTICS / UNIVERSITY BUSINESS INTELLIGENCE / LOGIN/UBI PORTAL

The primary way to access UBI is through the UBI Portal. The Portal provides a central place for all modules and apps in UBI as well as basic information and approved data definitions on those modules.

UBI Portal

Information on UBI modules and apps.

[ACCESS UBI PORTAL](#)

Guidance on using the UBI Portal can be found in the [UBI Data and Analytics Community](#).

Access modules and apps through the individual system:

UBI Modules and Apps

UBI Reporting provides reporting in the QlikView platform. >	UBI Analytics provides reporting in the Qlik Sense platform. >
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****Note:** Proper access and provisioning is necessary to access modules and apps**

- University Data
 - University Business Intelligence
 - Login/UBI Portal**
 - Request Access
 - Support
 - Training
 - Survey Data
 - Data & Analytics Governance
 - Analytics Resources
 - CDS 2022-2023
 - CDS 2021-2022
 - CDS 2020-2021
 - University Organizational Chart
 - Find Data
 - Request Data or Analysis

Qlik Sense | Budget Reports Overview

UBI Portal
Analyze Sheet
Narrate Storytelling
Duplicate
UBI Apps

Subject Area Finance
Selections

About this Page

This page provides a summary of all UBI Apps. To request access to other apps, take note of the App Owner:

- UBI Central: request through Workday System Access Request application. Instructions: <https://in.virginia.edu/request-access>
- School/Department owned: email UBI Support; we will forward your request to the app owner.

[UBI Support Email](#)

You (lcb5t) will be able to launch apps which you are authorized to use.


Your access roles include:
 EDW:EDW_A_MRP_Team,
 EDW:EDW_P_Finance,
 EDW:EDW_P_SR_Non_Student

Domain

- Finance
- Administration
- Admission
- Audit
- Batten School
- CACS - Custom Applications & Cons...

Status

All overnight reload processes are complete.



ON TIME

UBI Apps

App Name	Do I have access?	Launch App	App Platform	Domain(s)	App Owner	Description	Required Role	Last Updated	Reloaded Overnight?
Federal Work-Study		Link	UBI Analytics	Finance	UBI Central	Federal Work-Study provides Work-Study	EDW_A_MRP_Team EDW_P_Finance	08-31-2023 06:05	✓
Payroll Earnings Detail		Link	UBI Analytics	Finance	UBI Central	Detailed Payroll Data from Workday HCM.	EDW_A_MRP_Team EDW_P_Finance	08-31-2023 06:01	✓
SIS-WD Reconciliation - Finance Version		Link	UBI Analytics	Finance	UBI Central	Student Finance detail for reconciliation with	EDW_A_MRP_Team EDW_P_FAID_Department EDW_P_Finance	08-31-2023 07:10	✓
Workday Account Certification Dashboard		Link	UBI Analytics	Finance	UBI Central	Used to monitor the status of Account	EDW_A_MRP_Team EDW_P_Finance	08-31-2023 06:01	✓
Workday AP Discounts		Link	UBI Analytics	Finance	VP Finance	Used by central accounting to create journal	EDW_A_MRP_Team EDW_P_Finance	08-31-2023 06:01	✓
Workday Budget vs Actuals		Link	UBI Analytics	Finance	UBI Central	Review Workday Actual transactions	EDW_A_MRP_Team EDW_P_Finance	08-31-2023 01:20	✓

Conclusion

