

What is the UBI User Hub?


The **UBI User Hub** is a centralized location for accessing the UBI modules and applications. From the User Hub, you can access *any* module you have security to access whether it resides in the UBI Reporting (QlikView AccessPoint) or UBI Analytics (Qlik Sense Hub) platform.

You can also view the fields that are available in each selected module or search for a field to see where it is used. Plus, there's a sheet to **view** a list of *all* the UBI apps/modules, allowing you to see what else is available and being used, and another sheet to review general statistics for UBI usage.

Where do I access it?

Open and bookmark this link: <https://ubihub.admin.virginia.edu/>

The above link takes you directly to the **Your Apps, UBI Field Mapping** sheet within the Hub. From here, you can open any module or app you have the security to access.



You can also access the User Hub through the **UBI Qlik Sense Hub** in the **Everyone** Stream.

- Open the [UBI Qlik Sense Hub](#).
- Select the **Everyone** Stream.
- Click the **UBI User Hub** thumbnail.

How do I use it?

Search for your app/module here

Use these filters to narrow the list of links to a specific group of apps/modules

Check for app/module status

Select the Data Cookbook flag

Your Apps, UBI Field Mapping

App/Module

- Accounts Receivable.qvw
- AP Reporting.qvw
- App Metadata Analyzer
- Batten Admissions Dashboard
- Batten Communications Dashboard
- Batten Enrollment Status
- Batten Program Cost
- Budget Dev - OFP&A
- Budget Development.qvw
- BudgetUVA Audit.qvw
- Building Utility Costs
- Career Services and Communications Student Fin...
- Connector Logs Analyzer
- COVID-19 Dashboard
- Curry EDHS Balances
- Curry Labor Distribution
- Curry Non-Sponsored Funds Dashboard

Subject Area

Admission

AP - Accounts Payable

App_Owner

UBI Central

Arts & Sciences

Refresh Status

The refresh of a few modules is delayed this morning. Please check the Last Updated date before opening any module.

DELAYED

Cookbook Flag

Available

Not Available

All UBI Modules/Apps that you can access

Click on Link to open UBI module in new tab

Link (Use App/Module filter to Search)	Description	App_Platt...	Relos... Overn...
Accounts Receivable.qvw	Aging Reports show balances due on all invoices/transactions, broken down by age as the invoices/transactions move through the	UBI Reporting	
AP Reporting.qvw	Allows users to review invoice & voucher details and payments, as well as limited vendor information	UBI Reporting	
Budget Development.qvw	Review Original and/or Revised budget development entries as well as Budget Cross Funding detail and various UFM mapping tables.	UBI Reporting	
BudgetUVA Audit.qvw	Review entries made to the BudgetUVA webform, for audit purposes.	UBI Reporting	
Building Utility Costs	Provides a monthly overview and trends of utility commodity use and costs for every building on Grounds. These	UBI Analytics	
Career Services and Communications Student Finder	This app pulls from the Batten School's Salesforce instance to enable easy searching of Student, Alumni, and Faculty contact	UBI Analytics	
Data Cookbook Statistics	Provide Usage Statistics and WIP analysis for all Data Cookbook definitions (data excludes	UBI Analytics	

UBI Fields and Definitions



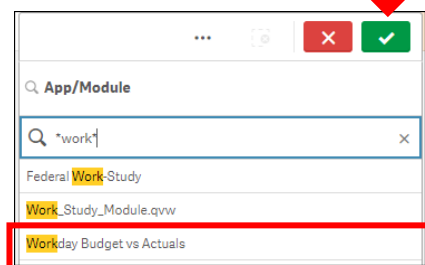
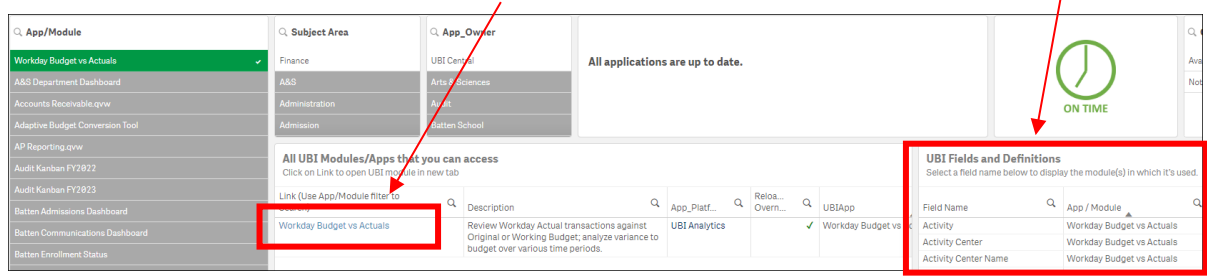



Select a field name below to display the module(s) in which it's used.

Field Name	App / Module	Link to Data Cookbook
Amt Applied	Accounts Receivable.qvw	Not Available
Amt Credited	Accounts Receivable.qvw	Not Available
Amt In Dispute	Accounts Receivable.qvw	Not Available
Amt Received	Accounts Receivable.qvw	Not Available
Amt Total Revenue Amt	Accounts Receivable.qvw	Not Available
AR Letter Address1	Accounts Receivable.qvw	Not Available
AR Letter Address2	Accounts Receivable.qvw	Not Available
AR Letter Address3	Accounts Receivable.qvw	Not Available
AR Letter Address4	Accounts Receivable.qvw	Not Available
AR Letter Base Currency Code	Accounts Receivable.qvw	Not Available
AR Letter City	Accounts Receivable.qvw	Not Available
AR Letter Country	Accounts Receivable.qvw	Not Available
AR Letter Currency Code	Accounts Receivable.qvw	Not Available
AR Letter Cust\$Agency	Accounts Receivable.qvw	Not Available
AR Letter Cust\$Attribute	Accounts Receivable.qvw	Not Available
AR Letter Cust\$Category	Accounts Receivable.qvw	Not Available



Select a link to open the app/module in a new tab

View the fields in a selected module or search for a field to display the modules where it's used

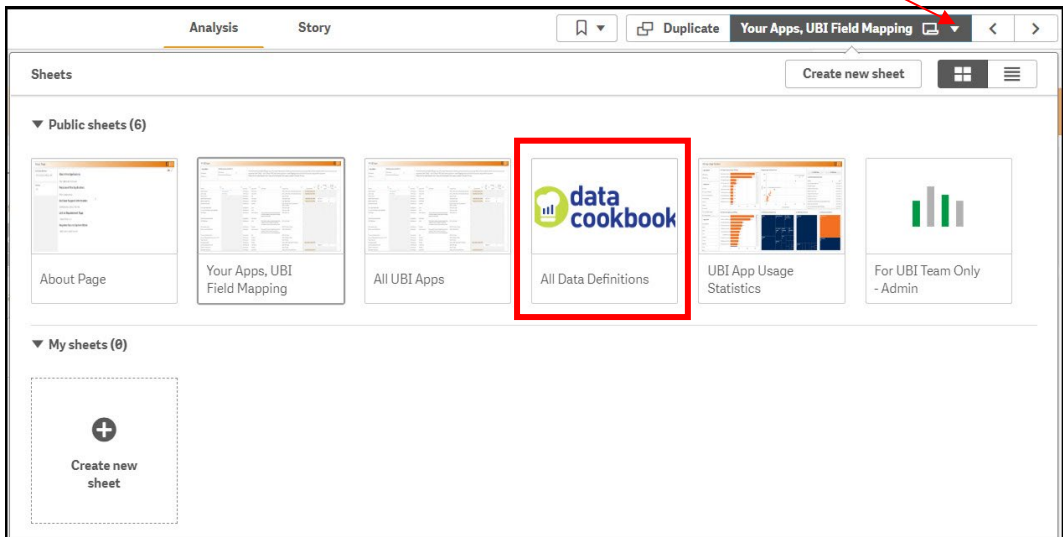


Search for and Open an app/module

Step	Action
1.	<p>From the <i>Your Apps</i>, <i>UBI Field Mapping</i> sheet, click the Search  icon in the App/Module field and enter your search text.</p> <p>As needed, add asterisks (wildcards) to each side of your search text to find <i>all</i> selections that contain those characters. This is helpful when you can't remember the exact module name.</p> <p>Select the desired module, then click the green check mark.</p> <p> HINT Use any of the other filters at the top of the sheet to narrow the list of app/module links to a specific subject area(s), app owner or platform.</p> 
2.	<p>The UBI App/Module links list and UBI Fields and Definitions list update.</p> <p>Scroll through the list of UBI fields on the right side of the table to view all of the fields available in the selected app/module. Click the link to open the app/module.</p> 
3.	<p>The app or module opens in a new tab and is ready for you to use. To return to the UBI User Hub, select the UBI User Hub tab at the top of your browser window.</p>
4.	<p>To clear the current selection and select another app/module, click the  next to the selection at the top of the sheet (in the Current Selections area), or the Clear all selections  button.</p> <p> NOTE To find all the modules that a specific field is used/available, clear the App/Module field, and then search for the field in the Field Name field under <i>UBI Fields and Definitions</i>.</p>

View all Available Apps

Step	Action
1.	From the <i>Your Apps</i> , <i>UBI Field Mapping</i> sheet, click the Next Sheet  button.
2.	The <i>All UBI Apps</i> sheet displays listing all of the available apps/modules and includes data such as, last updated, last opened, and number of logins in the past 90 days for each module.
3.	<p>Search on the desired filters to narrow the list of apps/modules.</p> <p> HINT You can see the UBI groups you belong to in the Groups you are a member of field at the top of the screen.</p>

Find and Review Data Definitions

Step	Action																																																						
1.	<p>From the <i>Your Apps, UBI Field Mapping</i> sheet, click the Sheets drop-down arrow, then select the All Data Definitions sheet.</p> 																																																						
2.	<p>The All Data Definitions sheet displays.</p> <p>Scroll through the list of fields to view their corresponding definitions or search for a specific field in the Field Name field.</p>  <table><tr><th>Field Name</th><th>Synonym</th><th>Definition</th><th>Link to Data Cookbook</th><th>Functional Area</th><th>Update Dt</th></tr><tr><td>Award</td><td>---</td><td>An Award represents a source of funds owned by a responsible organization (Award Owning Org). Award -></td><td>Click to see full definition in DataCookbook</td><td>Finance and Business Operations</td><td>02/22/2016</td></tr><tr><td>Award Close Date</td><td>Award Close Dt</td><td>Date representing the close of the administrative period to clean up and close out all postings to a...></td><td>Click to see full definition in DataCookbook</td><td>Finance and Business Operations</td><td>02/22/2016</td></tr><tr><td>Award End Date Active</td><td>Award End Active Dt</td><td>Date represents the end of the award activity. Transactions cannot be created if the Expenditure lte...></td><td>Click to see full definition in DataCookbook</td><td>Finance and Business Operations</td><td>02/22/2016</td></tr><tr><td>Award Name</td><td>---</td><td>Free form text field used to further identify an Award. The Award Name must be unique: it should be...></td><td>Click to see full definition in DataCookbook</td><td>Finance and Business Operations</td><td>02/22/2016</td></tr><tr><td>Award Number</td><td>Award Num</td><td>A seven digit alpha-numeric field in the University's Integrated System (but not the Medical Center)...></td><td>Click to see full definition in DataCookbook</td><td>Finance and Business Operations</td><td>02/22/2016</td></tr><tr><td>Award Number Name</td><td>Award Num Name</td><td>A derived field: concatenation of Award Number and Award Name...></td><td>Click to see full definition in DataCookbook</td><td>Finance and Business Operations</td><td>02/22/2016</td></tr><tr><td>Award Prefix</td><td>Award Prefix Code</td><td>Two character code that indicates the source of funding, and potentially including broad restriction...></td><td>Click to see full definition in DataCookbook</td><td>Finance and Business Operations</td><td>02/22/2016</td></tr><tr><td>Award Project ID</td><td>AW.AWARD_PROJECT_ID</td><td>Unique Oracle system Identifier to link the Awards to Projects for cost burdening (note: this is NOT...></td><td>Click to see full definition in DataCookbook</td><td>Finance and Business Operations</td><td>02/22/2016</td></tr></table>	Field Name	Synonym	Definition	Link to Data Cookbook	Functional Area	Update Dt	Award	---	An Award represents a source of funds owned by a responsible organization (Award Owning Org). Award ->	Click to see full definition in DataCookbook	Finance and Business Operations	02/22/2016	Award Close Date	Award Close Dt	Date representing the close of the administrative period to clean up and close out all postings to a...>	Click to see full definition in DataCookbook	Finance and Business Operations	02/22/2016	Award End Date Active	Award End Active Dt	Date represents the end of the award activity. Transactions cannot be created if the Expenditure lte...>	Click to see full definition in DataCookbook	Finance and Business Operations	02/22/2016	Award Name	---	Free form text field used to further identify an Award. The Award Name must be unique: it should be...>	Click to see full definition in DataCookbook	Finance and Business Operations	02/22/2016	Award Number	Award Num	A seven digit alpha-numeric field in the University's Integrated System (but not the Medical Center)...>	Click to see full definition in DataCookbook	Finance and Business Operations	02/22/2016	Award Number Name	Award Num Name	A derived field: concatenation of Award Number and Award Name...>	Click to see full definition in DataCookbook	Finance and Business Operations	02/22/2016	Award Prefix	Award Prefix Code	Two character code that indicates the source of funding, and potentially including broad restriction...>	Click to see full definition in DataCookbook	Finance and Business Operations	02/22/2016	Award Project ID	AW.AWARD_PROJECT_ID	Unique Oracle system Identifier to link the Awards to Projects for cost burdening (note: this is NOT...>	Click to see full definition in DataCookbook	Finance and Business Operations	02/22/2016
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For additional help navigating the UBI User Hub, see the [UBI Analytics Quick Reference](#) on the UBI Community.