UVAFinance

Workday NACUBO Function Analysis Module Overview

This Quick Reference Guide (QRG) is designed to help employees navigate the UBI module, Workday NACUBO Functional Analysis. Function is a worktag that is used to categorize activities by mission or purpose. UVA Finance is required to report to NACUBO (National Association of College and University Business Officers) and other agencies based on Function. The Workday NACUBO Functional Analysis module allows you to see variance from previous fiscal year to current fiscal year. It is important to understand how your area is using the function worktag. The Function worktag is setup to default for most spend transactions. It is important to make sure those defaults are correct. The default may be correct for most of use cases for that Gift/Designated, but not all. In those cases, it is important to make sure those entering transactions understand when to change the function worktag. One important area to review and make sure is set up correctly is employee payroll costing allocations.

This report contains filter boxes and tables with different views to see the data in relation to the selected filters.

Month filter:
Select the most recent completed month.

MBU Level filter:
Select your MBU. The school/non-school filter will automatically be selected.

Institutional Support table:
Schools should NOT be using Institutional support function codes. This table shows the amount of money spent using this Function code. This should be fixed immediately to ensure no transactions hit Institutional Support function codes in the future.

Fund filter:
Optional filter. Fund Level 3 allows you to filter between Operational and Non-Operational. Fund Level 2 allows you to filter between State and Local.

Comparison by Function table:
This table allows you to compare your PYTD (previous) spend by Function compared to your current YTD spend by Function that has happened thus far in Workday. This can help you see where change in Function usage is happening.

Comparison by MBU table:
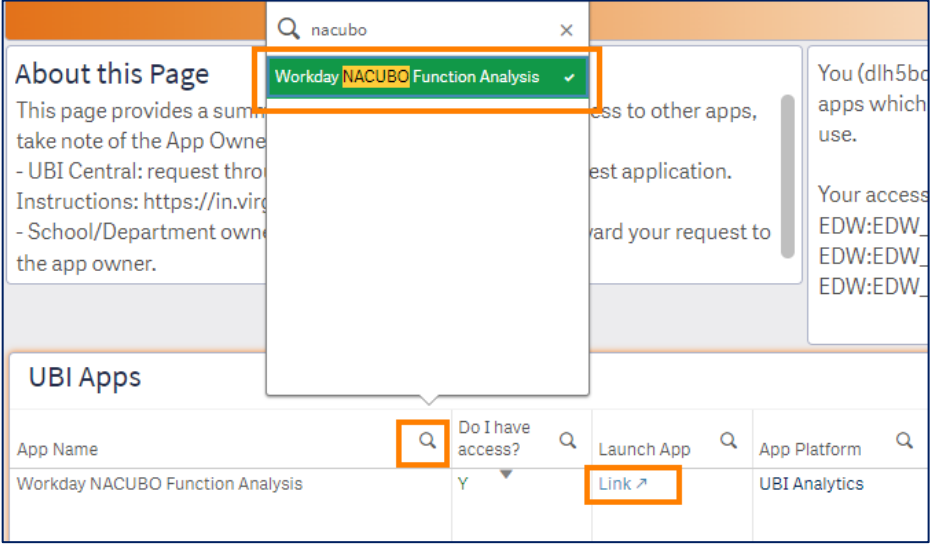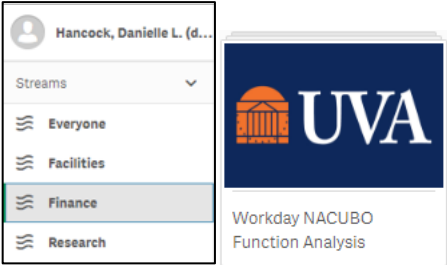This will mostly be used by central finance for comparison across MBUs.

Function filter:
Optional filter. Function Level 2 allows you to filter by the highest level of Function hiearchy. Function Level 1 is the next level down in the Function hiearchy. Function allows you to filter at the individual Function level.

Procedure: Workday NACUBO Function Analysis (UBI)

Do one of the following to gain access to UBI. For more UBI Portal navigation tips, See UBI Portal QRG.

1.

| To access by the...	Do this...
UBI Portal (centralized hub that provides access to *all* the modules you have access to regardless of platform)	• Go to this link: https://ubihub.admin.virginia.edu/ *If link doesn't work – copy & paste into browser. • Search for "NACUBO" in the **App Name** field. • Select **Workday NACUBO Function Analysis** • In the Launch App Column, click the link to open the app.
UBI Analytics Hub (provides access to the streams and apps you have access to on the UBI Analytics platform)	• Go to: https://qsenseprod.admin.virginia.edu/hub/ *If link doesn't work – copy & paste into browser. • Select **Finance** under *Streams*. • Click the top part of the **Workday NACUBO Function Analysis** thumbnail.

2. The **Function Usage Pivot by Function** sheet displays by default when you open the module. Otherwise, select this sheet from the **Sheets** drop-down (click top of the thumbnail).
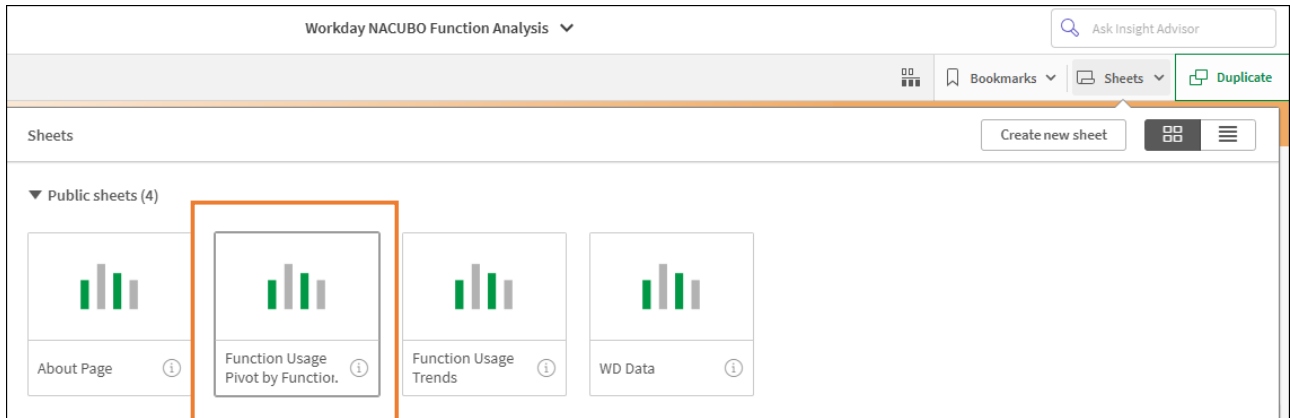
3. Select the most recent completed month in the **As of Period** filter box. Click the **Confirm Selection** check mark.
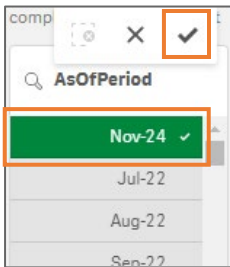
4. Select your MBU in the **MBU Level** filter box. Click the **Confirm Selection** check mark.
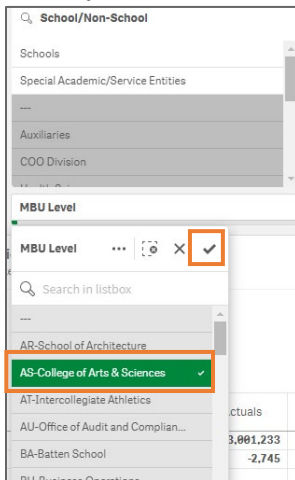
NOTE	The **School/Non-School** filter is selected automatically when you select the MBU. You can also select School or Non-School to select all schools or non-school MBUs instead of selecting an MBU.

5. Select other optional filters.
   - **Fund** Filter Box
     - o **Fund Level 3** - Select Operational or Non-Operational hiearchy level
     - o **Fund Level 2 –** Select State or Local hiearchy level
     - o **Fund** - Select the individual Fund
   - **Function** Filter Box
     - o **Function Level 2 –** Select Function hiearchy level (highest level)
     - o **Function Level 1 –** Select Function hierarchy level (next level down)
     - o **Function –** Select the individual Function

6. Review the Tables based on the selections made in the filter boxes.

NOTE	You can review the filters you selected by looking at the top of the UBI screen above the orange title bar.

Institutional Support $ in Schools Table

NOTE	Schools should not use an Institutional Support Function code. This table is designed to quickly show schools if they have used an Institutional Support Function code. To see more information, select the plus sign next to FNH098 Institutional Support, in the Comparison by Function table. This will show you the breakdown of which specific Function(s) in the Institutional Support hiearchy you have spent against, so you can find those transactions. If you are in a school, please make sure to update any Payroll Costing Allocations that are associated with an Institutional Support Function code.

Comparison by Function Table

Totals:
The total for each column can found in the top row under the column header.

Function Filters:
You can set the Function filters to those specific ones you want to view in the Function Filter box in the module or using the Function filter boxes in this table.

Plus/Minus Sign:
Click on a Plus sign to open the hiearchy level listed to find a more granular look at spend for that Function hiearchy.
Click the minus sign to close the more granular look.

Comparison by Function
Changes >=5% are highlighted

Function Level 2 🔍

Function Level 1 🔍   Function 🔍

Values

	PYTD Actuals	YTD Actuals	Variance $	YoY % Change	PYTD %	YTD %	% Variance Actuals	Budget %	% Variance Budget
Totals	217,821,927	153,001,233	-64,820,694	-29.8%	100.0%	100.0%	0.0%	100.0%	0.0%
---	0	-2,745	-2,745		0.0%	0.0%	-0.0%	0.0%	-0.0%
FNH042 Independent Operations	0	20,705	20,705		0.0%	0.0%	0.0%	0.0%	0.0%
FNH046 Other	3,361	668	-2,693	-80.1%	0.0%	0.0%	-0.0%	0.0%	0.0%
FNH093 Instruction	77,490,892	80,397,056	2,906,164	3.8%	35.6%	52.5%	17.0%	45.2%	7.3%
FNH047 General Academic Instruction	76,702,197	79,587,312	2,885,114	3.8%	35.2%	52.0%	16.8%	44.8%	7.2%
FNH048 Vocational/Technical Instruction	11	436	425	3919.5%	0.0%	0.0%	0.0%	0.0%	0.0%
FNH049 Community Education	65,425	36,224	-29,201	-44.6%	0.0%	0.0%	-0.0%	0.0%	0.0%
FNH050 Preparatory/Remedial Instruction	0	441	441		0.0%	0.0%	0.0%	0.0%	0.0%
FNH051 Instructional Information Technology	723,259	772,644	49,385	6.8%	0.3%	0.5%	0.2%	0.4%	0.1%
FNH094 Research	35,798,810	40,440,582	4,641,772	13.0%	16.4%	26.4%	10.0%	15.6%	10.9%

PYTD Actuals:
In this column, you will find the amount of money spent in the previous fiscal year based on the filters selected (month, MBU, etc.).

Variance $:
In this column, you will see the difference in the amount of money from previous year to current year based on the filters selected.

PYTD %:
In this column, you will find the percentage of money spent in the previous fiscal year based on the filters selected (month, MBU, etc.).

% Variance Actuals:
In this column, you will see the difference in the percentage of money spent from previous to current FY (two columns to the left of this column) based on the filters selected. Anything equal to or greater than a 5% change is highlighted.

YTD Actuals:
In this column, you will find the amount of money spent in Workday this fiscal year based on the filters selected (month, MBU, etc.).

YOY % Change:
In this column, you will see the difference in the amount of money as a percentage Year over Year from previous to current year (the first two columns) based on the filters selected.

YTD %:
In this column, you will find the percentage of money spent in Workday this fiscal year based on the filters selected (month, MBU, etc.).

Comparison by MBU Table

This table uses the same columns as the **Comparison by Function** table listed above but was designed for central Finance use to show the MBU breakdown. If you are a school, these numbers should be the same as the total line in the **Comparison by Function** table.

Comparison by MBU
Changes >= 5% are highlighted

[VP/MBU Level N... 🔍]   Values

	PYTD Actuals	YTD Actuals	Variance $	YoY % Change	PYTD %	YTD %	% Variance Actuals	Budget %	% Variance Budget
Totals	**1,297,753,453**	**1,414,141,525**	**116,388,072**	**9.0%**	**100.0%**	**100.0%**	**-0.0%**	**100.0%**	**-0.0%**
---	-1,282	0	1,282	-100.0%	-0.0%	0.0%	0.0%	0.0%	0.0%
▓▓▓▓▓▓▓▓▓▓	12,327,960	9,991,129	-2,336,831	-19.0%	0.9%	0.7%	-0.2%	1.0%	-0.3%
▓▓▓▓▓▓▓▓▓▓	217,821,927	153,001,233	-64,820,694	-29.8%	16.8%	10.8%	-6.0%	15.5%	-4.7%
▓▓▓▓▓▓▓▓▓▓	90,321,971	63,873,043	-26,448,927	-29.3%	7.0%	4.5%	-2.4%	5.0%	-0.5%
▓▓▓▓▓▓▓▓▓▓	1,783,321	1,530,197	-253,124	-14.2%	0.1%	0.1%	-0.0%	0.2%	-0.1%
▓▓▓▓▓▓▓▓▓▓	11,533,814	10,924,236	-609,577	-5.3%	0.9%	0.8%	-0.1%	1.0%	-0.3%

NOTE	You can find more guidance on the Function worktag with definitions and example in the [Function Worktag Overview](#) document.