



Finance  
Strategic  
Transformation

# Budget/Adaptive Transformation Preparation

How To's as of 6-22-22



UNIVERSITY  
of VIRGINIA





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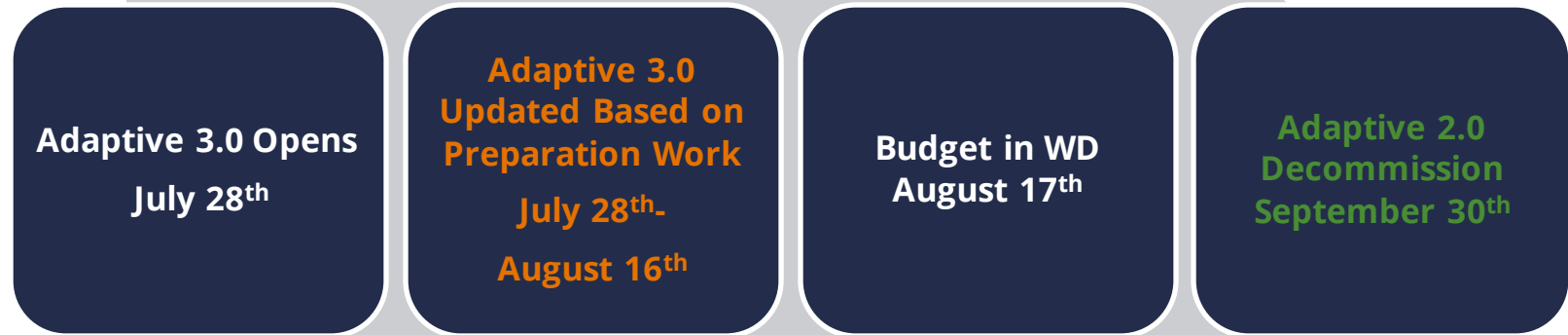
1. Timeline
2. How to use the UBI Qlik App
3. Excel Tips
4. What's New?
5. Looking to July 28th and Beyond: To-do's
6. Next Steps: Review Worktags & Initial Transformation



# Timeline



# Budget/Adaptive Transformation Timeline



# Adaptive Planning | Adaptive 3.0 Timeline

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- Now is the time to prepare for the opening of Adaptive 3.0.
  - Why now? Because the timeline is tight.
  - Adaptive 3.0 is expected to open July 28<sup>th</sup>.
  - The first Budget load to Workday is expected August 17<sup>th</sup>.
- Important reminders:
  - Not all folks who need to view a budget have access to Adaptive.
  - Adaptive 2.0 will be decommissioned September 30<sup>th</sup>.
  - ***Not everyone has all items as to-do's – be sure to review the to-do list for applicability.***



# How to use the UBI Qlik App



# Adaptive Planning | UBI Qlik App via UBI User Hub

- **Link to the UBI:** [UBI User Hub](#)
- **Choose this module:** UVAFST - Adaptive Budget Conversion - Input Sheet Format

Your Apps, UBI Field Mapping UBI

**App/Module**

- SIS\_SR\_Sources\_for\_Enrollment.qvw
- SIS\_SR\_Student Info.qvw
- SIS\_SR\_Term Active Reports.qvw
- SIS\_SR\_Test\_Transfer\_Credits.qvw
- SIS\_UGRAD\_Admission.qvw
- SR Veteran Benefits Report.qvw
- Student Accounts Dashboard
- Supplier Diversity Inclusive Excellence Reporting
- Travel\_Expense Card Profiles
- UBI Distribution
- UBI Field Mapping.qvw
- UBI Lineage
- UBI SIS Data Catalog
- UBI Training App - US Housing Characteristics Data
- UBI Usage
- UBI User Hub
- UFM and Budget Reporting for A&S.qvw
- UFM and Budget Reporting.qvw
- UFM Undergrad Enrollment Metrics
- UFM Undergrad Enrollment Metrics w Tuition
- Uncashed Check Recon
- UVAFST - Adaptive Budget Conversion - Input Sheet Format**
- UVAFST FDM Mapping Output
- UVAFST Fund Balance Realignment
- UVAFST People Map
- Vendor Reference.qvw


**Subject Area**

- Administration
- Admission
- AP - Accounts Payable
- AR - Accounts Receivable
- Audit

**App\_Owner**

- UBI Central
- Audit
- Batten School
- Facilities
- Career Center

**All applications are up to date.**



**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_Platform	Relo... Over...
<a href="#">UFM and Budget Reporting.qvw</a>	This module is for reporting on the University Financial Model (UFM) budgets and actuals by Activity Center, Line Item, and Fund Source. It includes allocations and adjustments that may happen external to Oracle EBS.	UBI Reporting	
<a href="#">UFM Undergrad Enrollment Metrics</a>	This module mirrors the logic used to calculate the credit hours used to allocate Undergraduate tuition revenue by school.	UBI Analytics	
<b><a href="#">UVAFST - Adaptive Budget Conversion - Input Sheet Format</a></b>	This app shows the FY23 budget submissions converted to FDM as they were extracted from the Adaptive Input Sheets.	UBI Analytics	
<a href="#">UVAFST FDM Mapping Output</a>	Provides output of the FDM Mapping tool and shows GA Actuals in both PTAO and new FDM Worktag mapping.	UBI Analytics	
<a href="#">UVAFST Fund Balance Realignment</a>	This app uses various crosswalks to convert the GL Cash Fund Balances from Oracle to FDM tags (Cost Center, DN/GF/GR, and Fund) to transform the initial GL Conversion to balances recognized by the Schools/Units.	UBI Analytics	
<a href="#">UVAFST People Map</a>	Assist with looking up the Workday ID (used for the Assignee worktag) for individuals by name or computing ID.	UBI Analytics	
<a href="#">Vendor Reference.qvw</a>	Data on Vendor Site addresses and payment amounts; includes Voucher and Supplier data for the current FY and two prior FY's.	UBI Reporting	
<a href="#">Work_Study_Module.qvw</a>	The Work-Study Analysis Module provides Work-Study amounts awarded to, and accepted by, a student, as well as the PTAE to which the work-study wages were charged.	UBI Reporting	

**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 Category	Accounts Receivable.qvw	Not Available
AR Letter Cust\$Sub Agency	Accounts Receivable.qvw	Not Available
AR Letter Customer	Accounts Receivable.qvw	Not Available
AR Letter Customer Category	Accounts Receivable.qvw	Not Available
AR Letter Customer Class	Accounts Receivable.qvw	Not Available
AR Letter Customer Location	Accounts Receivable.qvw	Not Available
AR Letter Customer Num	Accounts Receivable.qvw	Not Available
AR Letter Customer Profile Class	Accounts Receivable.qvw	Not Available

Click Here

Or, Click Here



# Adaptive Planning | UBI Qlik App via UBI User Hub

- FYI - The same link gets you to both New and Old UBI Apps. For example, you can find in the same location: "GL Cash Balance Summary".**

Your Apps, UBI Field Mapping
UBI

**App/Module**

- Accounts Receivable.qvw
- Adaptive Budget Conversion Tool
- AP Reporting.qvw
- Audit Kanban FY2022
- Batten Admissions Dashboard
- Batten Communications Dashboard
- Batten Enrollment Status
- Batten Monthly Budget Updates
- Budget Development.qvw
- BudgetUVA Audit.qvw
- Building Utility Costs
- Career Center Dashboard
- Career Services and Communications Student Fin...
- Charge Capture Audit
- COVID-19 Dashboard
- CTE Student Dashboard
- Curry EDHS Balances
- Curry Labor Distribution
- Curry Non-Sponsored Funds Dashboard
- Data Cookbook Statistics
- DCI-Budget
- Departmental Data Dashboard (Courses)
- Departmental Data Dashboard (Majors)
- Education School - UFM Actuals Extract
- Effort Report Payroll Detail
- EG Custodial Audits
- Faculty Account Dashboard
- Faculty Pipeline Dashboard
- Financial Aid Analytics App


**Subject Area**

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- AR - Accounts Receivable
- Audit

**App\_Owner**

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- Batten School
- Facilities
- Career Center

All applications are up to date.




ON TIME


**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_Platf...	Reloa... Over...
GL_Balances.qvw	Provides the balance sheet values for all projects, including revenue projects, revenue/expenditure projects, and expanding projects. Other features include fixed asset and associated depreciation info, and investment balances. Contains data for the current FY and 4 previous FYs.	UBI Reporting	
GL_Cash_Balance_Summary_All Years.qvw	GL (General Ledger) data, providing a Cash Balance Summary by Award, Project, Revenue Project, Org, Fund Source, and Object Code. Also includes Operational and Non-operational cash balances for all revenue projects in deficit.	UBI Reporting	
<b>GL_Cash_Balance_Summary.qvw</b>	GL (General Ledger) data, providing a Cash Balance Summary by Award, Project, Revenue Project, Org, Fund Source, and Object Code. Also includes Operational and Non-operational cash balances for all revenue projects in deficit.	UBI Reporting	
GL_Details_All_Years.qvw	Resource for journal entry lines for all GL activity. Includes data from FY 2001 to the present.	UBI Reporting	
GL_Details_Recon.qvw	Provides a detailed transaction report for a specified period, for only those entries that were generated in the General Ledger (GL) module. Designed to be a resource for GL account reconciliations.	UBI Reporting	
GL_Details-Current.qvw	Resource for journal entry lines for all GL activity. Includes Gift & Endowment GL activity that would previously have been installed in Oracle and should now be budgeted through BudgetUVA.	UBI Reporting	
GL_Reference.qvw	Provides various Revenue Project metrics, with project and award attributes, GL Object Code, and GL Fund Source information.	UBI Reporting	
IIP Exceptions.qvw	Provides averages balances by quarter for the	UBI Reporting	

**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 Category	Accounts Receivable.qvw	Not Available
AR Letter Cust\$Sub Agency	Accounts Receivable.qvw	Not Available
AR Letter Customer	Accounts Receivable.qvw	Not Available
AR Letter Customer Category	Accounts Receivable.qvw	Not Available
AR Letter Customer Class	Accounts Receivable.qvw	Not Available
AR Letter Customer Location	Accounts Receivable.qvw	Not Available
AR Letter Customer Num	Accounts Receivable.qvw	Not Available
AR Letter Customer Profile Class	Accounts Receivable.qvw	Not Available
AR Letter Customer Site Business Purpose	Accounts Receivable.qvw	Not Available
AR Letter Customer Type	Accounts Receivable.qvw	Not Available
AR Letter Due Date	Accounts Receivable.qvw	Not Available





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This is how the App looks when it first opens:



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# UVAFST - Adaptive Budget Conversion – Access Other Sheets

Click into “Compensation Input” in the upper right corner to access the other Input sheets:

UVAFST - Adaptive Budget Conversion - Input Sheet Format

Analyze Sheet | Narrate Storytelling

Compensation Input

Sheets

Public sheets (10)

- About this App
- Compensation Input
- Non-Compensation ...
- Revenue Sheet
- Central Allocation Sources
- Central Allocation Uses
- Cross Funding
- Compensation Requests
- Non-Compensation ...
- Mapping of DN/GF

Compensation Input Sheet

Cost Center	Commitment Name
Totals	

Be sure to click into all the modules to see if there is data.

# UBI Qlik App: How to Filter when making a specific selection

1. Make a Selection (such as “Arts and Sciences”)
2. Click the green check mark
3. Notice the selections highlighted at the top

The screenshot shows the UBI Qlik App interface. At the top, there are two filter boxes: "Fiscal Year" with "FY2023" selected and "Activity Center ..." with "Arts and Sciences" selected. Below these, there is a "Compensation Input Sheet" section. On the left, there is a list of filters: "Fis...", "Activity Cente...", "PTA or Revenue Project", and "Designated". The "Activity Cente..." filter is expanded, showing a list of options: "Advancement", "Architecture", "Arts and Sciences" (highlighted with a green checkmark), "Audit", "Batten", and "Biocomplexity I...". The "PTA or Revenue Project" filter shows a list of project codes: "100140 AS-DRPR Scenery-101...", "100140 AS-DRPR Scenery-101...", "100345 AS-DRPR Office-101 St...", "100363 AS-DRPR Properties-1...", "100363 AS-DRPR Properties-1...", and "100370 AS-DRPR Photograph...". The "Designated" filter shows a list of codes: "DN000006 EN-F&A Indi", "DN000009 AS-F&A Indi", "DN000010 RS-F&A Indi", "DN000059 AS-Local Op", and "DN000060 IN-Cornerst".

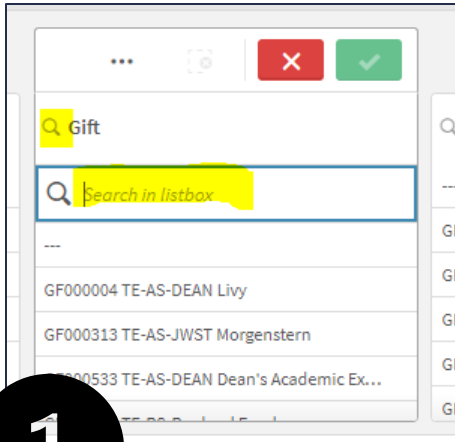
Click on the “x”  
if you want to  
remove a filter.

Please note that until you clear the filters, they are applied to any Sheet you select.

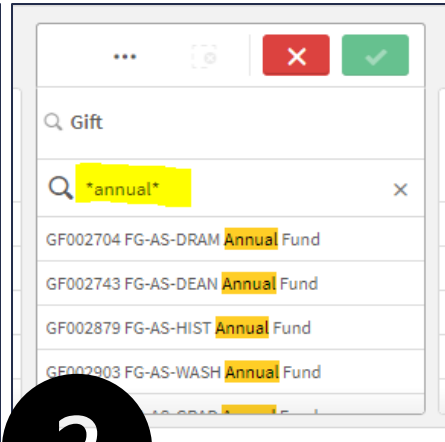


# UBI Qlik App: How to do a Wild Card Search (\*Text\*)

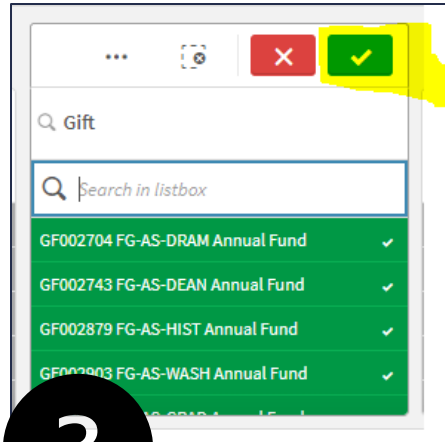
1. Click into the magnifying glass and the "Search in listbox" will appear
2. To search for any gifts that have the word "Annual" in them, you will need to use the \* word \* format. So, you will need to type \*annual\*. Once highlighted items appear, hit enter on the keyboard.
3. Then, you will need to click on the green check mark in order to confirm your selection.
4. Your selections are confirmed when the red X and green check box disappear and you see only your selections highlighted in green.



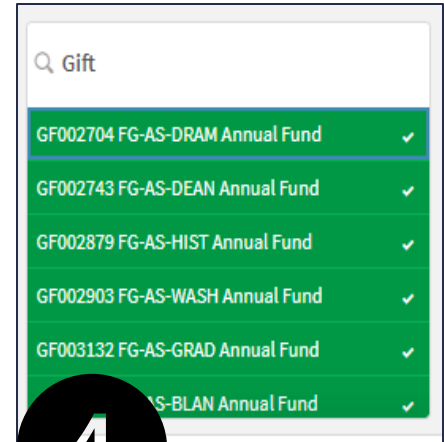
1



2



3



4

# Adaptive Planning | UBI Qlik App Reminders

- **Reminders:**

- **Notes are only available in Adaptive 2.0.** There are no notes in the UBI Qlik App.
- UBI does not include fringe benefits.
- Grants are defaulted to GR099999 in the UBI Qlik App.
- Items that could not be transformed are mapped to DN999999 and GF099999.
- Please remember that Adaptive 2.0 will be decommissioned September 30<sup>th</sup>. We suggest that you export the data from all the input sheets where you have data so that you have a record of the Adaptive 2.0 data.
- **The FY23 Original Budget cannot be changed.** The goal of this exercise is to help you accumulate a list of known changes that will be made to the version called “Working Budget”.

Working Budget ▼

- **Special Note for Adaptive 3.0 UER participants:**

- Please do not try to use the Adaptive 3.0 UER sandbox for this exercise. The sandbox contains long since stale data and is not being updated. Please use the UBI Qlik App.

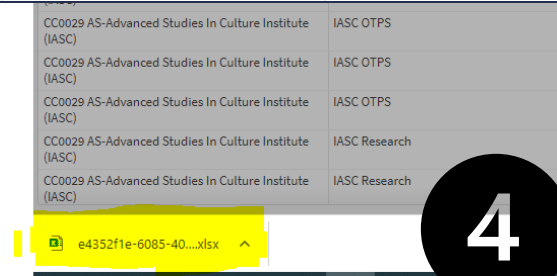
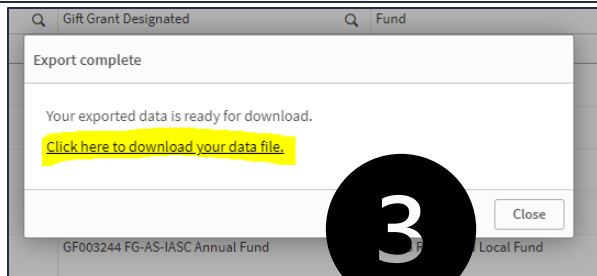
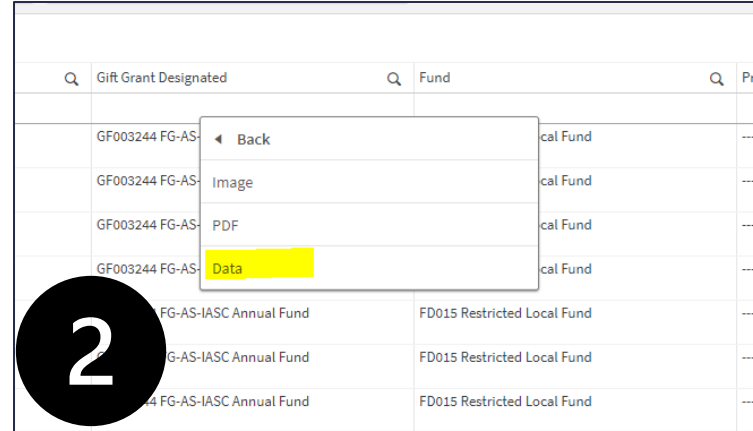
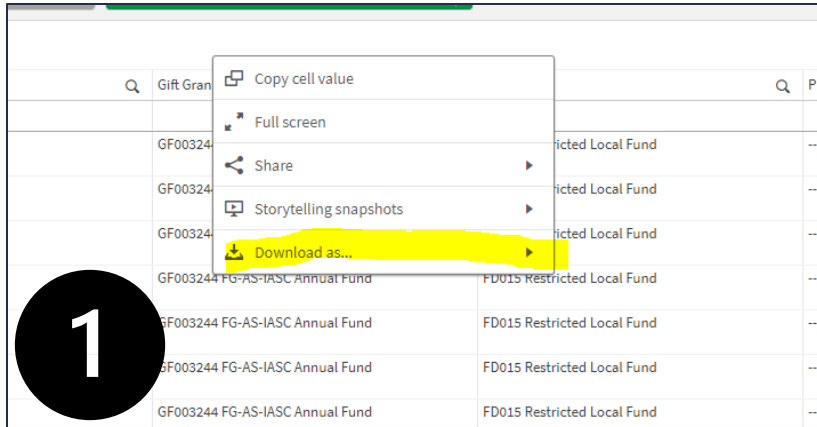
## Excel Tips





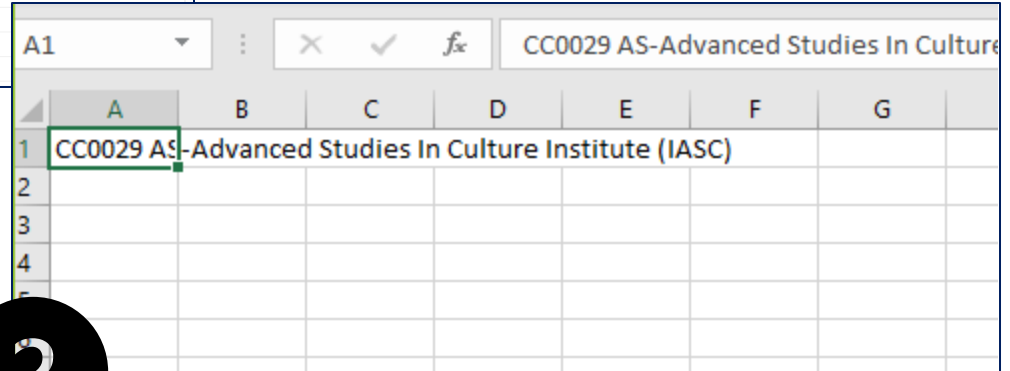
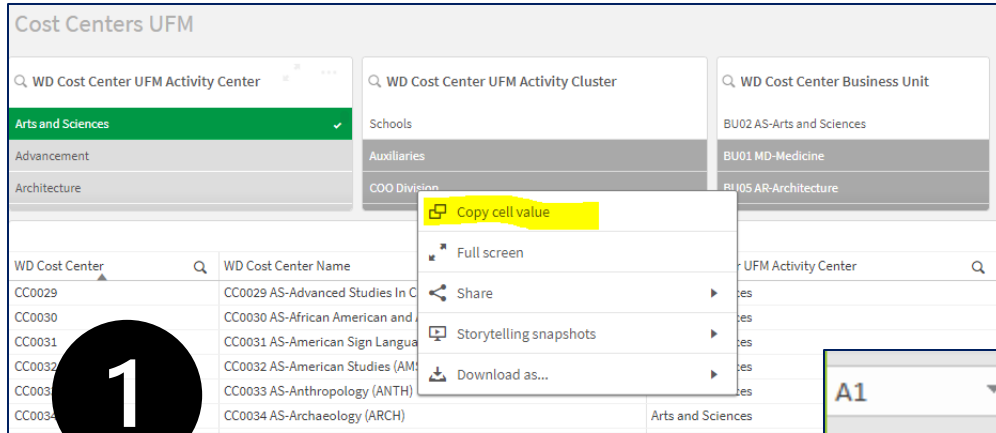
# UBI Qlik App: How to Export Qlik Data to Excel

1. Right click anywhere in the Sheet and select "Download as..."
2. Select "Data"
3. Click "Click here to download your data file."
4. The file will download and appear in the lower left corner of the screen. Click on it to open the file.



# Quick Tip: How to Copy a Cell from Qlik to Excel

1. Right click in the Cell that you want to Copy and select "Copy cell value". It will not be obvious that the Cell is Selected.
2. Go to Excel and Ctrl+V to Paste



# Excel Tips: Format Titles and Set up Freeze Frame

1. Highlight Row 1 by clicking on the number 1
2. Ctrl + B to Bold the Title Row number 1
3. Select the Row and Column intersection for the Freeze Frame. In this example, click into the Row 2 cell underneath Fund (this will allow the Fund to move when scrolling to the right and keep Row 1 always visible). Under View, Select "Freeze Panes" under the Freeze Panes menu.

The screenshot shows an Excel worksheet with the following data:

1	Cost Center	Commitment Name	Gift Grant Designation	Fund	Project (WD)	Program	Function	Assignee	Ac
2	CC0029 AS-Advanc	IASC THR OTPS	GF003244 FG-AS-IA	FD015 Restricted L	---	PG00188 AS-Hedge	FN005 Community	---	AC
3	CC0029 AS-Advanc	IASC THR OTPS	GF003244 FG-AS-IA	FD015 Restricted L	---	PG00188 AS-Hedge	FN005 Community	---	AC
4	CC0029 AS-Advanc	IASC THR OTPS	GF003244 FG-AS-IA	FD015 Restricted L	---	PG00188 AS-Hedge	FN005 Community	---	AC
5	CC0029 AS-Advanc	IASC THR OTPS	GF003244 FG-AS-IA	FD015 Restricted L	---	PG00188 AS-Hedge	FN005 Community	---	AC
6	CC0029 AS-Advanc	IASC THR OTPS	GF003244 FG-AS-IA	FD015 Restricted L	---	PG00188 AS-Hedge	FN005 Community	---	AC

The 'View' tab is active, and the 'Freeze Panes' menu is open. The 'Freeze Top Row' option is selected, which keeps the top row visible while scrolling through the rest of the worksheet. A large black circle with the number '3' is overlaid on the 'Freeze Top Row' option.

Below the screenshot, there is a text box that says: "It's good practice to Bold the title row and to Freeze Panes."



# Excel Tips: Set Up Filter

1. Highlight Row 1 by clicking on the number 1
2. Under Data, click on Filter
3. Click on any of the Drop Down Carets to access the check box selectors and the filter choices

The screenshot shows the Microsoft Excel interface with the Data tab selected. The 'Filter' button in the Sort & Filter group is highlighted with a red box and a large black circle with the number 2. Row 1 of the worksheet is highlighted with a red box and a large black circle with the number 1. The 'Assignee' dropdown menu is open, showing filter options, and is highlighted with a red box and a large black circle with the number 3.

1	Cost Center	Commitment N	Gift Grant Desig	Fund	Project (WD)	Program	Function	Assignee	Activity
2	CC0029 AS-Advanc	IASC THR OTPS	GF003244 FG-AS-IA	FD015 Restricted L	---	Sort A to Z	---	---	AC04348 AS-Custo
3	CC0029 AS-Advanc	IASC THR OTPS	GF003244 FG-AS-IA	FD015 Restricted L	---	Sort Z to A	---	---	AC04348 AS-Custo
4	CC0029 AS-Advanc	IASC THR OTPS	GF003244 FG-AS-IA	FD015 Restricted L	---	Sort by Color	---	---	AC04348 AS-Custo
5	CC0029 AS-Advanc	IASC THR OTPS	GF003244 FG-AS-IA	FD015 Restricted L	---	Sheet View	---	---	AC04348 AS-Custo
6	CC0029 AS-Advanc	IASC THR OTPS	GF003244 FG-AS-IA	FD015 Restricted L	---	Clear Filter From "Function"	---	---	AC04348 AS-Custo
7	CC0029 AS-Advanc	IASC THR OTPS	GF003244 FG-AS-IA	FD015 Restricted L	---	Filter by Color	---	---	---
8	CC0029 AS-Advanc	IASC Temp	GF003244 FG-AS-IA	FD015 Restricted L	---	Text Filters	---	---	---
9	CC0029 AS-Advanc	IASC OTPS	GF003244 FG-AS-IA	FD015 Restricted L	---	Search	---	---	---
10	CC0029 AS-Advanc	IASC OTPS	GF003244 FG-AS-IA	FD015 Restricted L	---	<input checked="" type="checkbox"/> (Select All)	---	---	---
11	CC0029 AS-Advanc	IASC OTPS	GF003244 FG-AS-IA	FD015 Restricted L	---	<input checked="" type="checkbox"/> FN005 Community Education	---	---	AC00237 AS-Exterr
12	CC0029 AS-Advanc	IASC OTPS	GF003244 FG-AS-IA	FD015 Restricted L	---	<input checked="" type="checkbox"/> FN009 Research Projects & Individu	---	---	AC00237 AS-Exterr
13	CC0029 AS-Advanc	IASC OTPS	GF003244 FG-AS-IA	FD015 Restricted L	---	<input checked="" type="checkbox"/> FN011 Community Service	---	---	AC00237 AS-Exterr
14	CC0029 AS-Advanc	IASC Research	GF003244 FG-AS-IA	FD015 Restricted L	---				
15	CC0029 AS-Advanc	IASC Research	GF003244 FG-AS-IA	FD015 Restricted L	---				
16	CC0029 AS-Advanc	IASC Research	GF003244 FG-AS-IA	FD015 Restricted L	---				
17									
18									
19									

# Excel Tips: Add a Column at the End and reset the Filter

1. Identify the first open column – in this case Select Row 1, Column Q.
2. Type a Header – for example, “Notes”.
3. To reset the Filter, Select the Title Row (Row 1 in this case) and click on the Filter button two times. The first click clears the Filter and the second click resets the Filter to include the new Column.

The image illustrates the process of adding a new column and resetting filters in Excel through three sequential screenshots, each marked with a large black circle containing a white number.

**Step 1:** The first screenshot shows an Excel spreadsheet with columns A through Q. Column Q is highlighted in yellow, indicating it is the first open column to be added.

**Step 2:** The second screenshot shows the same spreadsheet, but now column Q has a header "Notes" in the first row. The "Filter" button in the "Sort & Filter" group of the ribbon is highlighted in yellow.

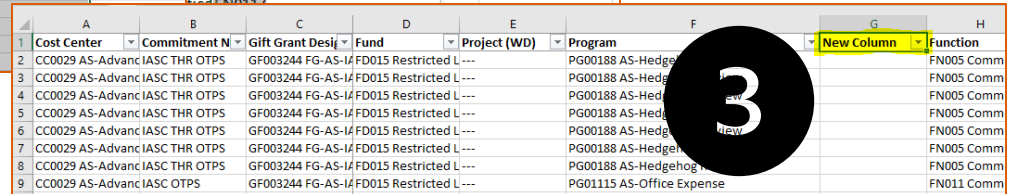
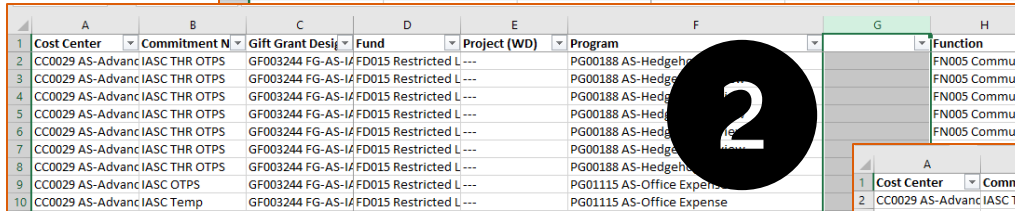
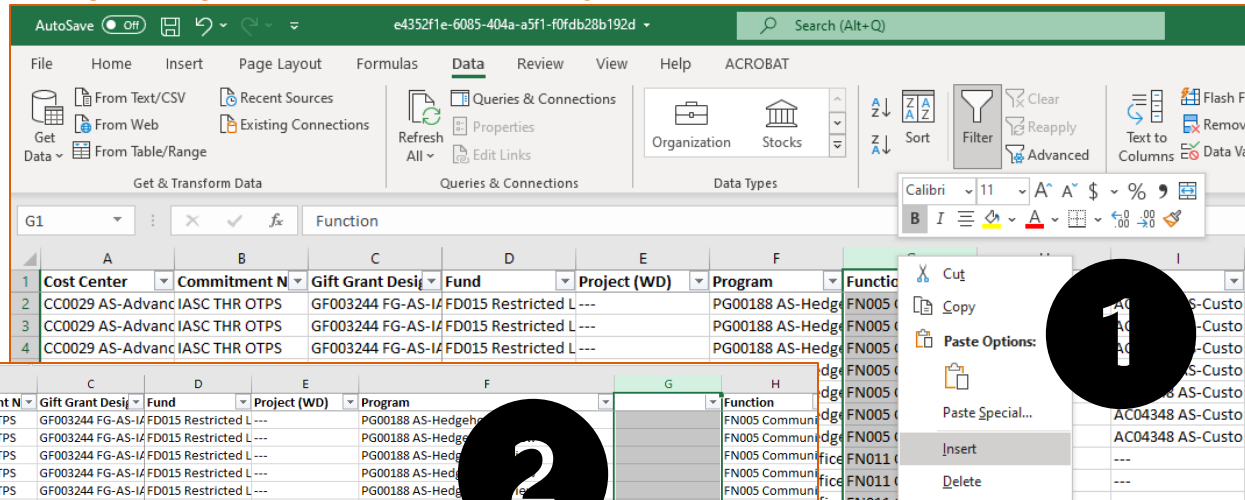
**Step 3:** The third screenshot shows the spreadsheet after the filter has been reset. The "Filter" button is highlighted in yellow, and the "Notes" column is now included in the filtered data.

The spreadsheet data is as follows:

Cost Center	Commitment N	Gift Grant Desig	RC or SC Catego	UFM Line Item	Smartsheet Num	PTA or Revenue	Level	3.0 Input Sheet	Notes
CC0029 AS-Advanc	IASC THR OTPS	GF003244 FG-AS-IA	Services Skilled O	OTPS-Services	---	120360 AS-IASC He	31830 - AS-Inst-Ad	Non-Compensation	
CC0029 AS-Advanc	IASC THR OTPS	GF003244 FG-AS-IA	Travel Employee T	OTPS-Other	---	120360 AS-IASC He	31830 - AS-Inst-Ad	Non-Compensation	
CC0029 AS-Advanc	IASC THR OTPS	GF003244 FG-AS-IA	Equip NonCapital	OTPS-Equipment	---	120360 AS-IASC He	31830 - AS-Inst-Ad	Non-Compensation	
CC0029 AS-Advanc	IASC THR OTPS	GF003244 FG-AS-IA	eVA Fee Complian	OTPS-Services	---	120360 AS-IASC He	31830 - AS-Inst-Ad	Non-Compensation	
CC0029 AS-Advanc	IASC THR OTPS	GF003244 FG-AS-IA	Honoraria Other (S	OTPS-Other	---	120360 AS-IASC He	31830 - AS-Inst-Ad	Non-Compensation	
CC0029 AS-Advanc	IASC THR OTPS	GF003244 FG-AS-IA	Supplies Office (S	OTPS-Supplies	---	120360 AS-IASC He	31830 - AS-Inst-Ad	Non-Compensation	

# Excel Tips: Insert a New Column in the middle

1. Determine where to insert a new column. Click on the Column where you want a new Column to appear to the Left. Right Click and select "Insert" from the drop down list.
2. The new Column (in this case, G), appears to the Left.
3. Type a header for the new column. When inserting a new column in the middle of a filtered section, the new column picks up the filter automatically.





What's New?



# Adaptive Planning 3.0 | What's New?

- We are excited to see the evolving **FDM!** The cumbersome GL/GA structure will soon be a distant memory.
- **HCM reference data** provides valuable HCM data to help **inform** budgeting. HCM data is available within Adaptive for information purposes only. There will not be an integration from Adaptive to HCM or to Payroll.
- **Transfers** now have their own input sheet with “Transfer To/From Cost Center” information, so transfers can be balanced within a Unit and across the University.
- **Compensation** is now separated into three input sheets: (1) Faculty & PRS Workforce Planning, (2) Staff Workforce Planning, and (3) Wage Planning. In addition to Employee ID, Workday Positions are now included on the input sheets and have been preliminarily mapped (and might need updates after July 28th).
- **New spend categories for faculty compensation and wages** allows for more granularity and hopefully gets us out of the use of at least one back up spreadsheet (for example, PRS now has its own Spend Category).
- **MYFP** now has option to override University parameters with unit parameters and gives us the ability to model two scenarios.
- **Years open into Months.** This provides the **option** of additional granularity through budgeting at a Month level.
- **Requests Sheets** provide the **option** for collecting internal request information for both compensation and non-compensation.



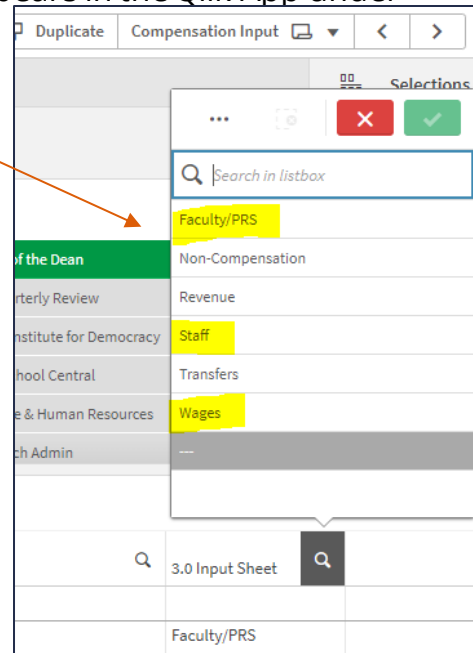
# Adaptive Planning 3.0 | A little more to know about Compensation

- **Compensation:**

- While Compensation is split into three Sheets in Adaptive 3.0, Compensation appears in the Qlik App under the Compensation Sheet. Within the Qlik App, you can view the 3.0 Input Sheet:

- The Qlik App preliminarily translates Employee to a Position. Due to the 1:Many relationships, Position will need to be reviewed and updated as necessary.

Emp ID	Position ID

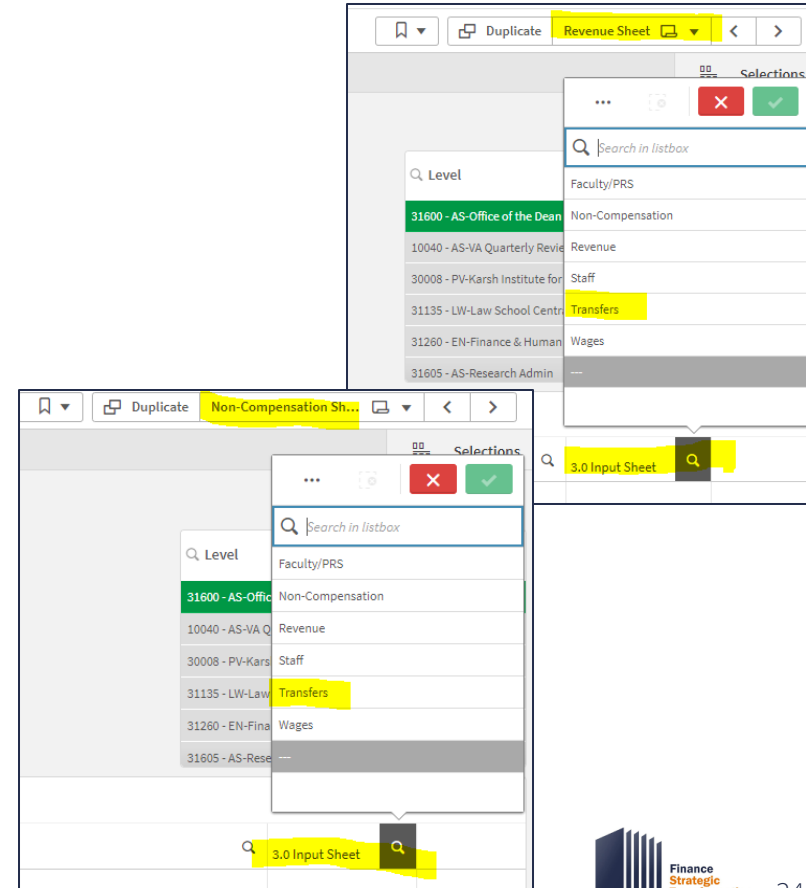


- Compensation might need clean-up in order to ensure accurate Spend Category and Position information.

# Adaptive Planning 3.0 | A little more to know about Transfers

- **Transfers:**

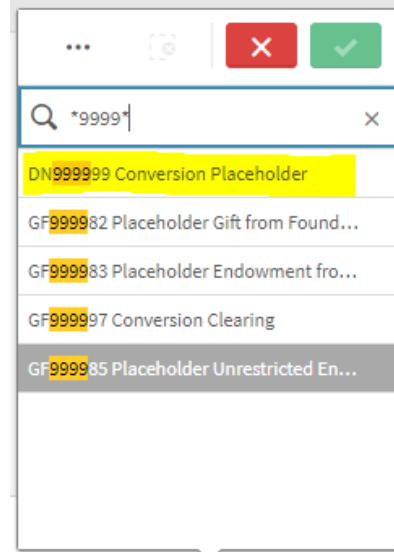
- While Transfers have their own Sheet in Adaptive 3.0, Transfers appear in the Qlik App either under the Non-Compensation Sheet (for example, current state Restricted, Internal, Alloc) or the Revenue Sheet (for example, current state GL Transfers and Endowment Distribution).
- Viewing Transfers in the FDM will take a little practice. In addition, due to 1:Many relationships, the Transfers are not always transformed correctly in the Qlik App.
- In general, Transfers IN are a Revenue Category and should be negative, while Transfers OUT are a Spend Category and should be positive.
- Unless a Transfer is something like an endowment distribution (Non-Mandatory Transfers-Endowment Distribution (RC01112)), we would generally expect **Transfers IN to be Non-Mandatory Transfers (RC0130)** and **Transfers OUT to be Non-Mandatory Transfers (SC0004)**.
- Transfers might need clean-up to get them into the new FDM structure.



# Gift/Grant/Designated Conversion Placeholder DN999999

- **Conversion Placeholders:**

- Adaptive 3.0 has placeholders for several potential funding sources. The Adaptive 3.0 placeholders are different than the Conversion Placeholder DN999999.
- DN999999 appears in the Qlik App is the default when none of the usual translation methods resulted in a match.
- For the DN999999 items, you will need to update the DN999999 to the correct Gift/Grant/Designated or use one of the legitimate placeholders. If a DN999999 is not updated correctly, it will not result in a correct Fund translation and the budget will be inaccurate.
- **Takeaway: Please update any DN999999 to a legitimate Gift/Grant/Designated or legitimate placeholder.**



Can't have DN999999 in Adaptive 3.0

GF999985	GF999985 Placeholder Unrestricted Endowment
GF999984	GF999984 Placeholder Unrestricted Gift
GF999983	GF999983 Placeholder Endowment from Foundation
GF999982	GF999982 Placeholder Gift from Foundation
GF999981	GF999981 Placeholder Endowment from R&V
GF999980	GF999980 Placeholder Gift from R&V

Legitimate Placeholders



Looking to July 28th and Beyond



# Adaptive Planning 3.0 | Updates to Make After July 28th

Items that MIGHT need to be updated within Adaptive 3.0 after July 28th:

- **Transfers:** Will need to add the "Transfer To/From Cost Center". Should also ensure that all transfers in/out are budgeted if known.
- **Faculty and Wages spend categories:** Will need to update your budget to reflect the new, more granular codes.
- **Function Worktag:** Might need to update Function (for a variety of reasons). Please note that Function is **REQUIRED** on Compensation, Non-Compensation, and IN/OUT for Transfers. Function is optional on Revenue. **Guiding principle with Function: trust but verify the default.**
- **1:Many Relationships:** If a 1:Many relationship in the current state did not all allow you to map to FDM prior to Freeze, then updates will need to be made in Adaptive 3.0.
- **Budget changes after original submission:** Units should maintain a list of known changes since the submission of the original budget (for example: hires, departures, new commitments, budget requests granted, items missed in original submission, etc.). After stabilization, Adaptive will remain open with snapshots taken throughout the year. ***Please note that individual Schools and Units might need to have some periods of time where access is limited to the School or Unit leadership. You will still have read-only access during these periods of time and School or Unit leadership will notify you when these times will occur.***
- **Position and Employee Worktags:** Will need to review initial conversion of Employee to Position and update your budget as necessary to reflect the correct Workday Position by Employee.
- **Check for DN999999:** Will need to update DN999999 for a legitimate placeholder or the correct Gift/Grant/Designated.



Next Steps: Review Worktags & Initial  
Transformation



# Adaptive Planning 3.0 | How do I find the list of Worktags?

- Return to Qlik:

### Your Apps, UBI Field Mapping

App/Module

SIS\_SR\_Sources\_for\_Enrollment.qvw

SIS\_SR\_Student Info.qvw

SIS\_SR\_Term Active Reports.qvw

SIS\_SR\_Test\_Transfer\_Credits.qvw

SIS\_UGRAD\_Admission.qvw

SR Veteran Benefits Report.qvw

Student Accounts Dashboard

Supplier Diversity Inclusive Excellence Reporting

Travel\_Expense Card Profiles

UBI Distribution

UBI Field Mapping.qvw

UBI Lineage

UBI SIS Data Catalog

UBI Training App - US Housing Characteristics Dat...

UBI Usage

UBI User Hub

UFM and Budget Reporting for A&S.qvw

UFM and Budget Reporting.qvw

UFM Undergrad Enrollment Metrics

UFM Undergrad Enrollment Metrics w/ Tution

Uncashed Check Recon

UVAFAST - Adaptive Budget Conversion - Input She...

UVAFAST FDM Mapping Output

UVAFAST Fund Balance Realignmet

UVAFAST People Map

Vendor Reference.qvw

Vintage Movies

What chart to use

Work\_Study\_Module.qvw

Subject Area

Administration

Admission

AP - Accounts Payable

AR - Accounts Receivable

Audit

App\_Owner

UBI Central

Audit

Batten School

Facilities

Career Center

All applications are up to date.

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...	Reloa... Over...
UFM and Budget Reporting.qvw	This module is for reporting on the University Financial Model (UFM) budgets and actuals by Activity Center, Line Item, and Fund Source. It includes allocations and adjustments that may happen external to Oracle EBS.	UBI Reporting	
UFM Undergrad Enrollment Metrics	This module mirrors the logic used to calculate the credit hours used to allocate Undergraduate tuition revenue by school.	UBI Analytics	
UVAFAST - Adaptive Budget Conversion - Input Sheet Format	This app shows the FY23 budget submissions converted to FDM as they were extracted from the Adaptive Input Sheets.	UBI Analytics	
UVAFAST FDM Mapping Output	Provides output of the FDM Mapping tool and shows GA Actuals in both PTAO and new FDM Worktag mapping.	UBI Analytics	
UVAFAST Fund Balance Realignment	This app uses various crosswalks to convert the GL Cash Fund Balances from Oracle to FDM tags (Cost Center, DNI/GF/GR, and Fund) to transform the initial GL Conversion to balances recognized by the Schools/Units.	UBI Analytics	
UVAFAST People Map	Assist with looking up the Workday ID (used for the Assignee worktag) for individuals by name or computing ID.	UBI Analytics	
Vendor Reference.qvw	Data on Vendor Site addresses and payment amounts; includes Voucher and Supplier data for the current FY and two prior FY's.	UBI Reporting	
Work_Study_Module.qvw	The Work-Study Analysis Module provides Work-Study amounts awarded to, and accepted by, a student, as well as the PTAEO to which the work-study wages were charged.	UBI Reporting	

#### 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 Category	Accounts Receivable.qvw	Not Available
AR Letter Cust\$Sub Agency	Accounts Receivable.qvw	Not Available
AR Letter Customer	Accounts Receivable.qvw	Not Available
AR Letter Customer Category	Accounts Receivable.qvw	Not Available
AR Letter Customer Class	Accounts Receivable.qvw	Not Available
AR Letter Customer Location	Accounts Receivable.qvw	Not Available
AR Letter Customer Num	Accounts Receivable.qvw	Not Available
AR Letter Customer Profile Class	Accounts Receivable.qvw	Not Available
AR Letter Customer Site Business Purpose	Accounts Receivable.qvw	Not Available
AR Letter Customer Type	Accounts Receivable.qvw	Not Available
AR Letter Days Late	Accounts Receivable.qvw	Not Available

# Adaptive Planning 3.0 | How do I find the list of Worktags?

- Modules will appear for each Worktag:

The screenshot shows the UVA FDM Mapping App interface. The top header includes the UVA FDM Mapping logo and a title bar 'UVAFST FDM Mapping Output' with metadata: 'Data last loaded: Jun 20, 2022, 3:20 AM', 'Published: May 27, 2022, 10:00 AM', and 'Published to: Finance'. Below this is a description: 'This app contains PTAO to FDM Mapping output. Users can view default and override mappings for GA data. App contains PTAO combos used in FY20, 21, 22. GA Actuals \$ are included to help illustrate the FDM mapping decisions.'

The main content area displays a grid of modules, each with a bar chart icon and a title. The 'Cost Centers' module is highlighted with a blue arrow pointing to a callout window titled 'Configuration for COST CENTER'. This callout shows a table with columns: 'WD Cost Center Name', 'WD Cost Center Business Unit', and 'WD Cost Center Department (Level)'. The table lists various cost centers, and a search filter is applied to the 'WD Cost Center Name' column, showing a list of results with checkboxes for selection. The results include 'CC0072 AS-History (HIST)', 'CC0088 AS-New Literary History (NLHI)', 'CC1870 AS-Nau Center for Civil War His...', 'CC0029 AS-Advanced Studies In Cultur...', 'CC0030 AS-African American and Africa...', 'CC0031 AS-American Sign Language (A...', 'CC0032 AS-American Studies (AMST)', and 'CC0033 AS-Anthropology (ANTH)'. The 'Cost Centers' module in the main grid is also highlighted with a blue arrow.

Use your new filtering skills!

The Qlik App is always the most up-to-date, but you can also find a list of A&S specific [Worktags](#) in Teams.



# Adaptive Planning 3.0 | About Transfers

- **Transfers:**

- To-Do Now: Review Transfers in the Qlik App. In Adaptive 2.0, you budgeted Transfers as GL transfers and GA allocations. You will need to review the Transfers in the Qlik App for (1) the Spend Category and (2) the Transfer In contributing Cost Center and the Transfer Out destination Cost Center.
- After July 28<sup>th</sup> when Adaptive 3.0 opens: We will need to update the Transfers for the correct Spend Category and enter the Cost Centers into the To/From Cost Center column.
- Cost Center is a much stronger chart of account segment than the Oracle Org. Cost Center is on equal footing with all of the other Worktags. In Workday, you will be able to use Cost Center to pull all of the revenue and expense associated with a department, program, or center.
- *Special note re Cross-Funding: Cross-Funding was historically used to fund institutionally funded awards such as those beginning with EI, DI, and LC (there might be others). We expect that in most cases Cross-Funding will become Transfers. Items listed as Cross-Funding will be mapped to the Transfers line item. Cross-Funding applies to very few department examples.*



# Adaptive Planning 3.0 | Transfers: Steps

## Steps:

- **Go to the Revenue Input Sheet**, filter for Transfers, and export the data to Excel. The Revenue Transfers are most likely Transfers In.
- Insert a column at the end called “To/From Cost Center”.
- Insert another column to the right of “To/From Cost Center” and call it “Transformation Notes”.
- Review each Transfer and enter the To Cost Center for Transfers Out and enter the From Cost Center for Transfers In.
- Review the Worktags, **highlight in yellow** items that you would like to update and make a note in the “Transformation Notes” column of the new or change to Worktags. **We suggest not making changes to the downloaded data. Instead, either indicate the changes in the Notes or add additional columns.**
- Note: an updated list of commitments is not yet available. For now, you are working with what was originally budgeted.
- **Go to the Non-Compensation Input Sheet**, filter for Transfers, export the data to Excel, and follow the Steps a second time. The Non-Compensation Transfers are most likely Transfers Out.

# Adaptive Planning 3.0 | Non-Compensation: About & Steps

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- Non-Compensation includes OTPS, Utilities, Graduate Financial Aid, and Undergraduate Financial Aid. **Please note that Non-Compensation Transfers should be separated and reviewed per the instructions in the Transfer slides.**
- **Steps:**
  - **Go to the Non-Compensation Input Sheet**, filter for Non-Compensation, and export the data to Excel.
  - Insert a column to the right of the last row and call it “Transformation Notes”.
  - Review the Worktags, **highlight in yellow** items that you would like to update and make a note in the “Transformation Notes” column of the new or change to Worktags. **We suggest not making changes to the downloaded data. Instead, either indicate the changes in the Notes or add additional columns.**
  - Please note that Non-Compensation, especially OTPS, likely has 1:Many relationships. You now have the opportunity to separate the individual line into many lines.

# Adaptive Planning 3.0 | Revenue: About & Steps

- Revenue includes all types of income from all funding sources (including, Gifts, Endowments, Grants, Local, Sales and Services, and F&A). **Please note that Revenue Transfers should be separated and reviewed per the instructions in the Transfer slides.**
- Please review the Worktags that were created to replace current state Award detail.
- Gifts might need additional Worktags to separate co-mingled for funding for different purposes and/or from different donors. In these cases, Worktags can help keep track of the funds. For example, you might receive several small gifts into your Annual Fund. In order to separate the purposes, you might attach a Program and/or Activity Worktag.
- **Steps:**
  - **Go to the Revenue Input Sheet**, filter for Revenue, and export the data to Excel.
  - Insert a column to the right of the last row and call it “Transformation Notes”.
  - Review the Worktags, **highlight in yellow** items that you would like to update and make a note in the “Transformation Notes” column of the new or change to Worktags. **We suggest not making changes to the downloaded data. Instead, either indicate the changes in the Notes or add additional columns.**
  - Review all DN999999 and replace with a legitimate Gift/Grant/Designated or placeholder.
  - Please note that the Function Worktag is optional for Revenue.

# Adaptive Planning 3.0 | Compensation: About & Steps

## Compensation:

- Compensation is now separated into three Input Sheets: (1) Faculty & PRS, (2) Staff, and (3) Wages.
- There is a lot of new HCM information available in Adaptive. This information is for reference only. There is no automatic updates to budgets or integration with WD. This separation maintains appropriate checks and balances.

## Steps:

- **Go to the Compensation Input Sheet**, filter for Faculty & PRS, and export the data to Excel. Repeat for Staff and Wages.
- In each Excel file, insert a column to the right of the last row and call it “Transformation Notes”. Review the Worktags, **highlight in yellow** items that you would like to update and make a note in the “Transformation Notes” column of the new or change to Worktags. **We suggest not making changes to the downloaded data. Instead, either indicate the changes in the Notes or add additional columns.**
- Review Position number on Faculty & PRS and Staff sheets.
- Review the Spend Categories associated with each person, especially on the Faculty & PRS and Wages sheets.
- **Please note that once the updates have been made to Adaptive, there should be no one mapped to “Faculty T&R” or “Faculty Wages”.**



# Adaptive Planning 3.0 | New Spend Categories

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Salaries Faculty Administrative Supplements (SC0619)  
Salaries Faculty AGFM and Visiting FT (SC0616)  
Salaries Faculty AGFM and Visiting PT w/o Benefits (SC0618)  
Salaries Faculty AGFM and Visiting PT with Benefits (SC0617)  
Salaries Faculty T&R FT (SC0019)  
Salaries Faculty T&R PT w/o Benefits (SC0018)  
Salaries Faculty T&R PT with Benefits (SC0055)  
Salaries Faculty Tenure Track FT (SC0613)  
Salaries Faculty Tenure Track PT w/o Benefits (SC0615)  
Salaries Faculty Tenure Track PT with Benefits (SC0614)  
Salaries Faculty Tenured FT (SC0610)  
Salaries Faculty Tenured PT w/o Benefits (SC0612)  
Salaries Faculty Tenured PT with Benefits (SC0611)  
Salaries Professional Research Staff FT (SC0020)  
Salaries Professional Research Staff PT w/o Benefits (SC0022)  
Salaries Professional Research Staff PT with Benefits (SC0021)

Wages Faculty Administrative (SC0655)  
Wages Faculty Instructional (SC0653)  
Wages Faculty Lesson (SC0657)  
Wages Faculty Overload (SC0656)  
Wages Faculty Research (SC0654)

Bonuses & Incentives Faculty (SC0658)  
Bonuses & Incentives Information Technology (SC0061)  
Bonuses & Incentives Medical Center (SC0606)  
Bonuses & Incentives Other (SC0062)  
Bonuses & Incentives Professional Research Staff (SC0059)  
Bonuses & Incentives University Staff (SC0060)  
Bonuses & Incentives UPG (SC0753)

# A Note About Spend Categories and Payroll Costing

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## The Past

- Without a labor schedule, the expenditure type defaults to Salary, Class Staff FT
- Expenditure types can be changed manually through an adjustment
- It is difficult to catch disconnects between budget and actuals at the expenditure type

## Future State

- Spend Category is determined by HCM Data elements within Workday HCM (Activity Code, Job Profile, etc.)
- Expenditure types will not be changed manually during a payroll accounting adjustment
- Through monthly variance analysis, you will be able to catch disconnects between budget and actuals at the Spend Category