Requesting UBI Responsibilities in ESHARP

Access to UBI data requires the appropriate level of permission. Several different responsibilities grant access to certain modules in UBI. Responsibilities can be requested through ESHARP through the following process:

- Log in to ESHARP
- Select University Business Intelligence from the Application List
- Click Request Add/Remove Access.
- Click New Request and follow the prompts to request the appropriate responsibility(ies) for your desired module(s), according to the charts below.

FINANCE RESPONSIBILITY

MODULE(S)

EDW_P_Finance *

- All GA
- All GL
- All LD
- OSP Summary of Proposals & Awards
- OSP Post Award
- Work_Study_Module
- Conflict of Interest
- UFM and Budget Reporting
- Accounts Receivable
- Oracle Responsibilities
- Fixed Assets
- Fixed Assets_History
- AP Reporting
- PO Reporting
- IIP Exceptions
- BudgetUVA Audit
TRAVEL & EXPENSE RESPONSIBILITIES

SIS – STUDENT FINANCE RESPONSIBILITIES

SIS – FINANCIAL AID RESPONSIBILITIES
Associated Discoverer reports can be identified with the Discoverer-to-UBI Report Mapping Document, available in the UBI Community.
# SIS – ADMISSIONS RESPONSIBILITIES

**Note:** The SIS_Admission module access is granted on a per case basis. If you need access to graduate admission data, please email a request to [ubi@virginia.edu](mailto:ubi@virginia.edu) and copy an appropriate supervisor. Please specify the school or application center whose graduate admission data access is needed.

## UBI to IS/SIS Responsibility Mapping

<table>
<thead>
<tr>
<th>Area</th>
<th>UBI Responsibility</th>
<th>Corresponding IS/SIS Responsibility</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance *</td>
<td>EDW_P_Finance</td>
<td>N/A</td>
<td>Grants access to finance reports.</td>
</tr>
<tr>
<td>Travel &amp; Expense</td>
<td>EDW_P_Travel_Expense</td>
<td>N/A</td>
<td>Grants access to travel and expense reports that contain fully approved expense report data from the ExpenseUVA (Chrome River) app.</td>
</tr>
<tr>
<td>Student Finance</td>
<td>EDW_P_Student_Finance</td>
<td>UV SF Department Reporting</td>
<td>Information about Student Accounts, such as Tuition and Fees and other Charges and Payments.</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>EDW_P_FAID_Department</td>
<td>UV FA Department Reporting</td>
<td>Used by individuals who do Financial Aid awarding at the departmental or school level (other than Law, Darden and Medicine). Includes SAFM data.</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>EDW_P_FAID_Prof_School</td>
<td>UV FA School Reporting</td>
<td>Used by the professional schools (Law, Darden, Medicine) who have their own Financial Aid Offices. Includes all data from EDW_P_FAID_Department</td>
</tr>
<tr>
<td>Student Records</td>
<td>EDW_P_SR_Non_Student</td>
<td>UV SR Unrestricted Reporting</td>
<td>Contains Course, Class, Instructor information primarily. No student-identifiable information.</td>
</tr>
<tr>
<td>Student Records</td>
<td>EDW_P_SR_Ltd_Student</td>
<td>UV SR Non Acad User Reporting</td>
<td>Includes all data from EDW_P_SR_Non_Student and some student-identifiable data. Typically used by auxiliaries and other offices that have a need for some information about students, but no need for such things as grades and GPA.</td>
</tr>
<tr>
<td>Student Records</td>
<td>EDW_P_SR_Full_Student</td>
<td>UV SR Acad User Reporting</td>
<td>Will include all Student Records data and reports that are created in UBI.</td>
</tr>
<tr>
<td>Admissions</td>
<td>EDW_P_Admissions</td>
<td>UV AD Applicant Reporting</td>
<td>Contains data from the SIS Admission module and used by the Undergraduate Admission Office. Access to graduate admission data for the different application centers is granted on a per case basis. See note above on this page.</td>
</tr>
</tbody>
</table>

* Access to data is now only granted through UBI.