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*Please note that this document does not contain an exhaustive list of possible error messages a user may encounter when running the report. Therefore, please ensure you have the latest version of the job aid as we will continually update content and document errors and performance issues. Users are also encouraged to check the Umoja status page to learn of any scheduled or developing BI system outages or other changes that may impact report performance and/or availability.

Overview

This job aid documents how to access and run the Business Intelligence (BI) report entitled “Pending Expense Reports by Budget Period”, which allows the user to generate a listing of Expense Reports that are in progress and pending action as of the current refresh date of the report.

BI users can run pre-formatted standard reports in the BI application. Users can run those reports, export and save them in Excel, PDF, CSV or text formats, and print them. When the user runs the report, the system generates the report from the latest available data set loaded in to SAP HANA from the Umoja transactional system. Data is refreshed in BI every 24 hours from ECC. Reports will display a time stamp indicating the date and time the data was last refreshed underneath the report title.

* * * * *

Objectives

This Job Aid will provide the step-by-step procedure on how to generate the report on trips with pending Expense Reports based on a user-defined set of parameters using the Umoja BI Web Intelligence application. The objective of the report is to provide a tool for offices and departments to check the most recent workflow status of each trip with a pending Expense Report so that necessary action can be performed before the expiration of a budget period. Based on paragraph 13.1, Section 13 of ST/AI/2013/3 on Official Travel, an Expense Report or travel reimbursement claim must be submitted within two calendar weeks (fourteen calendar days) after the completion of travel. Another BI report called, “Trips with Missing Expense Reports”, is also available to show Travel Requests for which an Expense Report has not been created yet. Please refer to a separate job aid that can be accessed through the following link: <https://www.unumoja.net/display/public/Travel+Job+Aids>

Please note that standard BI report functionalities, such as meaning of the icons in the tool bar, saving reports in Excel or PDF, printing reports, etc. are described in detail in the BI training courses and are therefore not fully reflected in this job aid. The job aid focuses on providing guidance to users on how to access the report and set the filters.

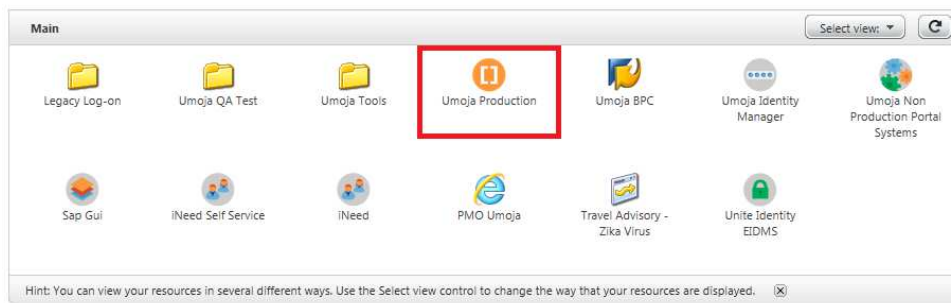
Enterprise Roles

BI Travel Basic User (BI.35)
BI Travel Analytical User (BI.34)
BI Power User (BI.33)

Procedure

A. Navigation

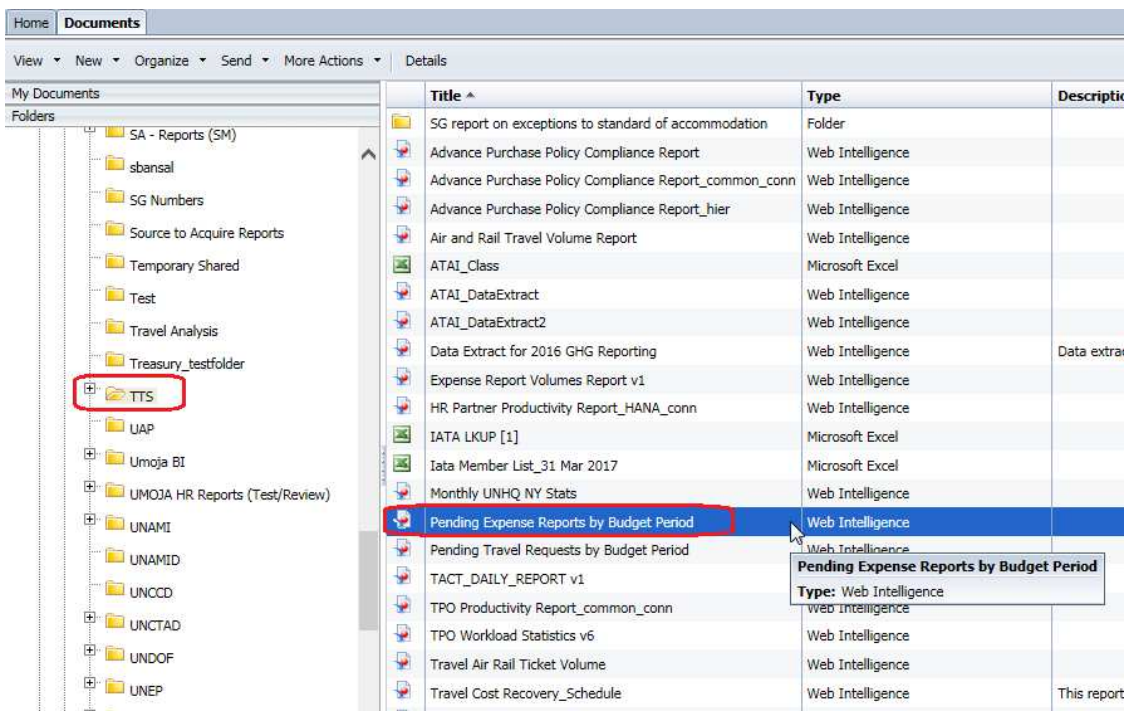
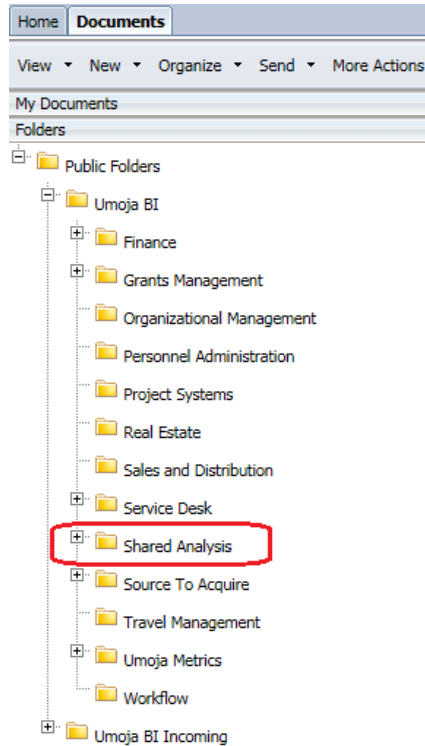
1. Log in to Citrix: <https://login.umoja.un.org/Citrix/SAPVA/site/default.aspx>
2. Go to the icon called "Umoja Production".



3. Click on the BI Portal.



4. Navigate to the “Shared Analysis” folder located within Public Folders/Umoja BI and double-click to open the folder. Next, locate the “TTS” folder and double-click. On the right-hand side, you can access the report, “Pending Expense Reports by Budget Period”. Double-click to open it.



B. Report Prompts

1. Upon opening the report, the “Prompts” window will display. For this report, there are two required prompts and ten optional prompts as listed below. *In addition to the “Budget Period” and “Business Area (Description)”*, it is strongly recommended that the user select one or more elements to filter the report such as the “Travel Processing Office” in order to ensure optimal report processing.

REQUIRED:

- Budget Period*
- Business Area (Description)

OPTIONAL:

- Trip Request Number
- Trip Start Date (enter date range)
- Trip End Date
- Travel Category
- Travel Processing Office
- Index
- Fund*
- Cost Center*
- Funds Center*
- Functional Area*

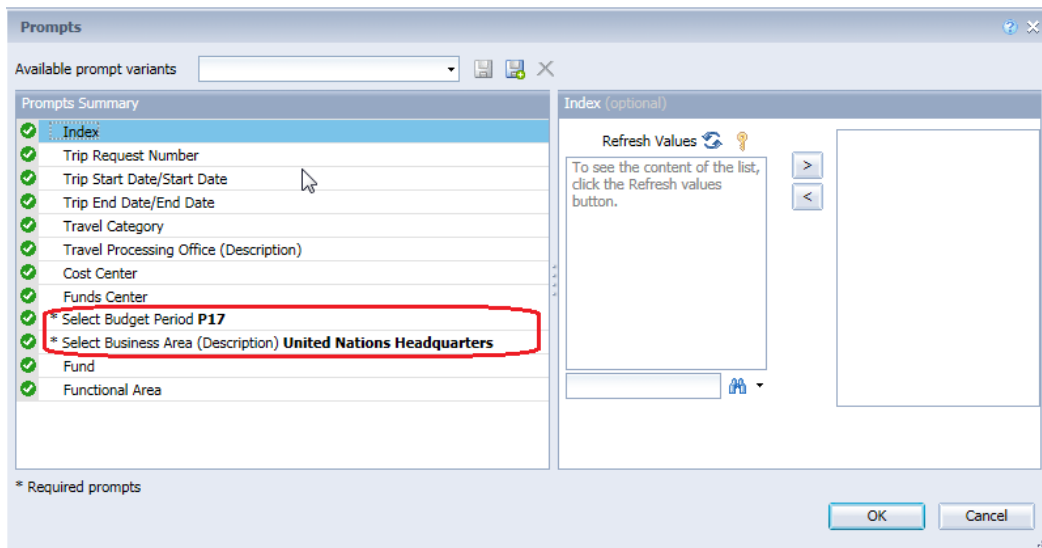
*Note that these fields pertain to the cost assignment of the trip(s).

The screenshot displays the 'Prompts' dialog box in a BI reporting tool. The dialog box is titled 'Prompts' and contains a list of 'Available prompt variants'. The list includes:

- Index
- Trip Request Number
- Trip Start Date/Start Date
- Trip End Date/End Date
- Travel Category
- Travel Processing Office (Description)
- Cost Center
- Funds Center
- Fund
- * Select Budget Period P17
- * Select Business Area (Description) United Nations Headquarters
- Functional Area

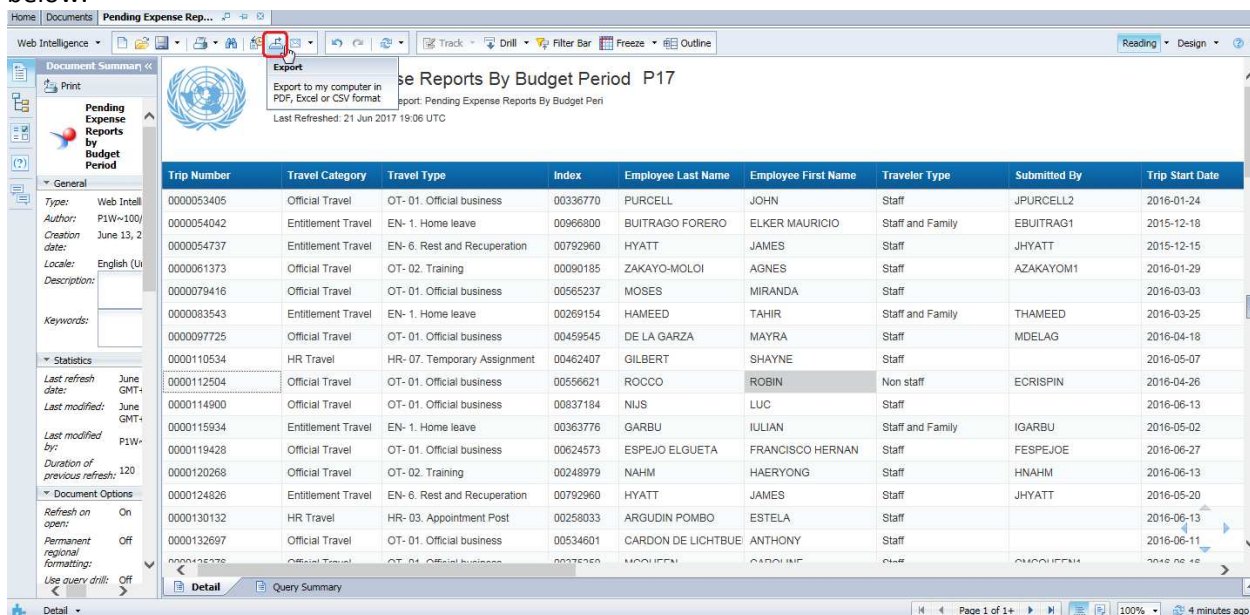
Below the list, there is a section for 'Required prompts' and a 'Refresh Values' button. The background of the screenshot shows the report interface with the title 'Pending Expense Reports By Budget Period' and a table with columns 'Submitted By' and 'Trip Start Date'.

2. After entering values for any or all of the prompts, click “OK” and the report will run. Depending on the extent of report filtering selected in the Prompts and Umoja system performance, the report may take some time to compile. By default, a report will be generated to view trips with pending Expense Reports for Budget Period, “P17”, wherein the trip cost assignment falls under Business Area, “United Nations Headquarters”. It is possible for a user to select multiple Business Areas and/or Travel Processing Offices.

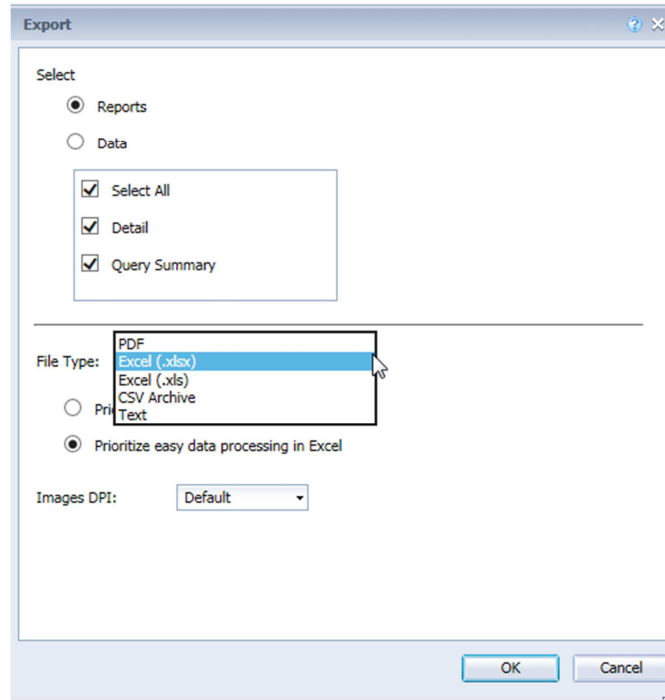


C. Export to Excel and Analysis Example

1. Users might be interested to work with the raw data in Excel. With the help of a pivot, users can drill down even further, for example, to see details such as count of pending expense reports by “Last Workflow Status”. To begin the export process, click on the export icon as seen in the screen shot below.



2. In the Export dialog box that opens, make sure the “Reports” radio button is selected and then choose the desired File Type format. Note that as this report contains three tabs, all will be exported as separate worksheets within one workbook. If you do not need to export all sheets you may uncheck it. For exporting to Excel (.xlsx or .xls formats) the default is to prioritize data processing in Excel. You can also select image resolution from the drop-down for “Images-DPI”.



3. After pressing OK, click Open or Save to your computer from the bottom dialog pop-up window.

Trip Number	Travel Category	Travel Type	Index	Employee Last Name	Employee First Name	Traveler Type	Submitted By	Trip Start Date
0000053405	Official Travel	OT-01. Official business	00336770	PURCELL	JOHN	Staff	JPURCELL2	2016-01-24
0000054042	Entitlement Travel	EN-1. Home leave	00966800	BUITRAGO FORERO	ELKER MAURICIO	Staff and Family	EBUITRAG1	2015-12-18
0000054737	Entitlement Travel	EN-6. Rest and Recuperation	00792960	HYATT	JAMES	Staff	JHYATT	2015-12-15
0000061373	Official Travel	OT-02. Training	00090185	ZAKAYO-MOLOI	AGNES	Staff	AZAKAYOM1	2016-01-29
0000079416	Official Travel	OT-01. Official business	00565237	MOSES	MIRANDA	Staff		2016-03-03
0000083543	Entitlement Travel	EN-1. Home leave	00269154	HAMEED	TAHIR	Staff and Family	THAMEED	2016-03-25
0000097725	Official Travel	OT-01. Official business	00459545	DE LA GARZA	MAYRA	Staff	MDELAG	2016-04-18
0000110534	HR Travel	HR-07. Temporary Assignment	00462407	GILBERT	SHAYNE	Staff		2016-05-07
0000112504	Official Travel	OT-01. Official business	00556621	ROCCO	ROBIN	Non staff	ECRISPIN	2016-04-26
0000114900	Official Travel	OT-01. Official business	00837184	NIJS	LUC	Staff		2016-06-13
0000115934	Entitlement Travel	EN-1. Home leave	00363776	GARBU	IULIAN	Staff and Family	IGARBU	2016-05-02
0000119428	Official Travel	OT-01. Official business	00624573	ESPEJO ELGUETA	FRANCISCO HERNAN	Staff	FESPEJOE	2016-06-27
0000120268	Official Travel	OT-02. Training	00248979	NAHM	HAERYONG	Staff	HNAHM	2016-06-13
0000124826	Entitlement Travel	EN-6. Rest and Recuperation	00792960	HYATT	JAMES	Staff	JHYATT	2016-05-20
0000130132	HR Travel	HR-03. Appointment Post	00258033	ARGUDIN POMBO	ESTELA	Staff		2016-06-13
0000132697	Official Travel	OT-01. Official business	00534601	CARDON DE LICHTBUE	ANTHONY	Staff		2016-06-11

4. See example of export to Excel (.xlsx) of the subject report. Click “Enable Editing” and click on the “Insert” tab insert a pivot table. The count of trips is displayed at the last row of the report and should be removed before inserting a pivot table.

Trip Number	Travel Category	Travel Type	Index	Employee Last Name	Employee First Name	Traveler Type	Submitted By
0000053405	Official Travel	OT- 01. Official business	00336770	PURCELL	JOHN	Staff	JPURCELL2
0000054042	Entitlement Travel	EN- 1. Home leave	00966800	BUITRAGO FORERO	ELKER MAURICIO	Staff and Family	EBUITRAG1
0000054737	Entitlement Travel	EN- 6. Rest and Recuperation	00792960	HYATT	JAMES	Staff	JHYATT
0000061373	Official Travel	OT- 02. Training	00090185	ZAKAYO-MOLOI	AGNES	Staff	AZAKAYOM1
0000079416	Official Travel	OT- 01. Official business	00565237	MOSES	MIRANDA	Staff	
0000083543	Entitlement Travel	EN- 1. Home leave	00269154	HAMEED	TAHIR	Staff and Family	THAMEED
0000097725	Official Travel	OT- 01. Official business	00459545	DE LA GARZA	MAYRA	Staff	MDELAG
0000110534	HR Travel	HR- 0/. Temporary Assignment	00462407	GILBERTI	SHAYNE	Staff	
0000112504	Official Travel	OT- 01. Official business	00556621	ROCCO	ROBIN	Non staff	ECRISPIN
0000114900	Official Travel	OT- 01. Official business	00837184	NJUS	LUC	Staff	
0000115934	Entitlement Travel	EN- 1. Home leave	00363776	GARBU	IULIAN	Staff and Family	IGARBU
0000119428	Official Travel	OT- 01. Official business	00624573	ESPEJO ELGUETA	FRANCISCO HERNAN	Staff	FESPEJOE
0000120268	Official Travel	OT- 02. Training	00248979	NAHM	HAERYONG	Staff	HNAHM
0000124826	Entitlement Travel	EN- 6. Rest and Recuperation	00792960	HYATT	JAMES	Staff	JHYATT
0000130132	HR Travel	HR- 03. Appointment Post	00258033	ARGUDIN POMBO	ESTELA	Staff	
0000132697	Official Travel	OT- 01. Official business	00534601	CARDON DE LICHTBUER ANTHONY		Staff	
0000135376	Official Travel	OT- 01. Official business	00375350	MCQUEEN	CAROLINE	Staff	CMCQUEEN1
0000138400	Official Travel	OT- 01. Official business	00150492	COFFMAN	DOUGLAS	Staff	
0000143967	Entitlement Travel	EN- 4. Education Grant Travel	00726594	HLENGANE	NOMBUSO	Family Members Only	NHLENGANE
0000144896	Official Travel	OT- 01. Official business	00649306	TSEGAY	ADHANET	Staff	ATSEGAY1
0000146309	Entitlement Travel	EN- 1. Home leave	00615070	TARR	EMILY	Staff	ETARR
0000148559	Official Travel	OT- 01. Official business	00181667	GRIGNON	FRANCOIS	Staff	

5. In sample pivot table below, users can assess the expense of pending Expense Reports per “Last Workflow Status”. Double-clicking on the particular number of trips will allow users to see the details of only those trips narrowing the focus of their analysis.

Row Labels	Count of Trip Number
CAP	159
CRT	20
DFT	48
GRT	1
RSU	6
SUB	32
TAP	14
TRT	1
URT	79
(blank)	1
Grand Total	361

D. Error Message

1. When running the report, users may sometimes receive a “Query script generation failed” error as seen in the screen shot below. This error can usually be resolved by closing the report, and reopening it to run again. In case the error persists, please try running the report at a later time.

