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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.

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## *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.
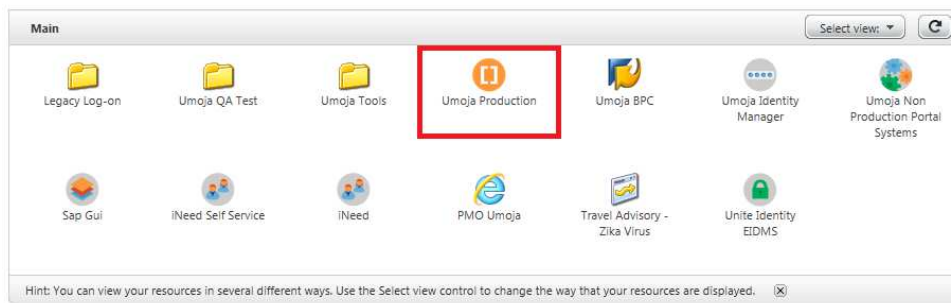
## *Enterprise Roles*

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.
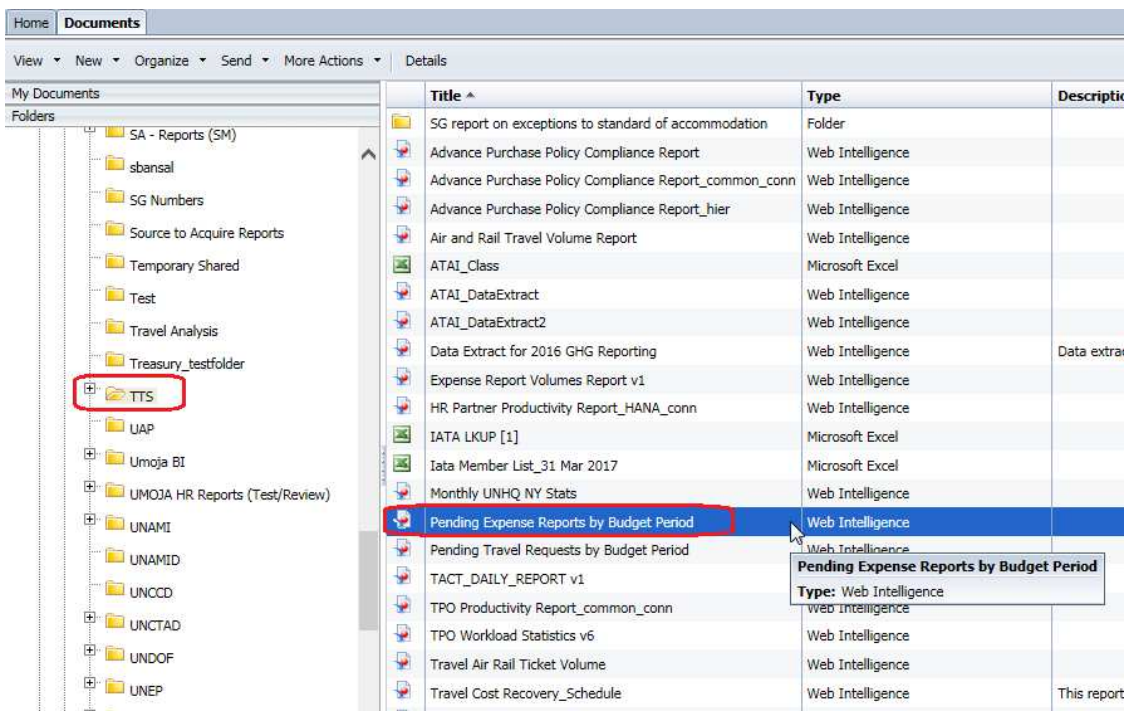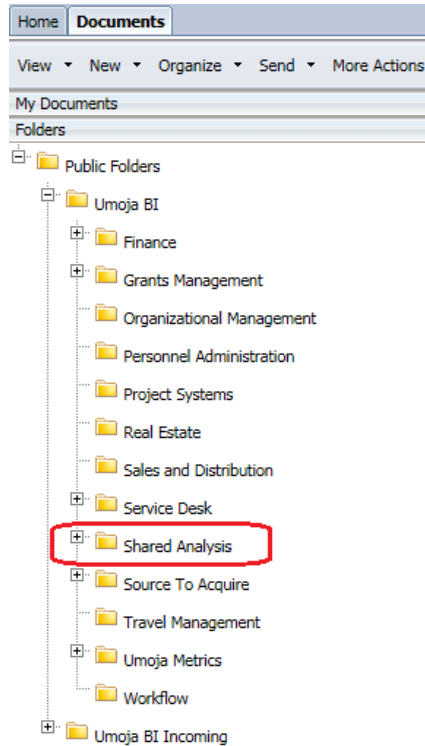
## B. Report Prompts

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).

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.
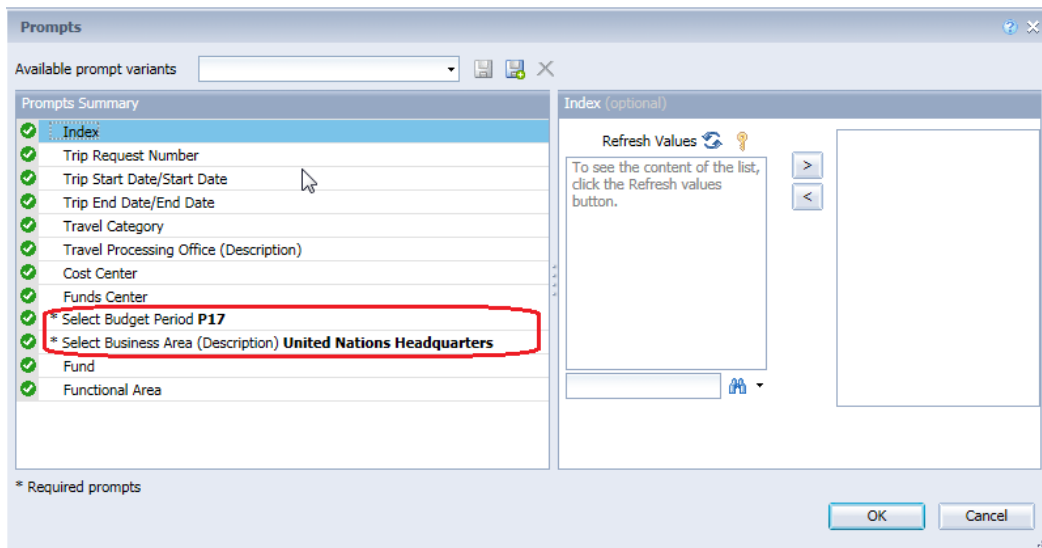


## C. Export to Excel and Analysis Example

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.
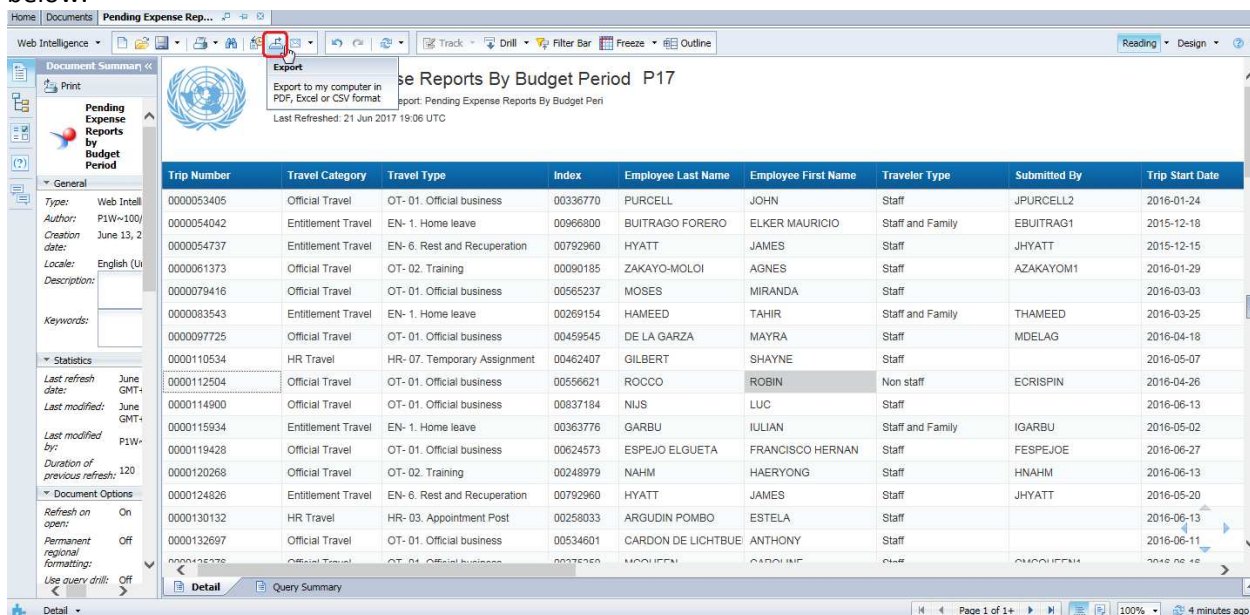
2. In the Export dialog box that opens, make sure the "Reports" radio button is selected and then choose the desired File Type format. Note that as this report contains three tabs, all will be exported as separate worksheets within one workbook. If you do not need to export all sheets you may uncheck 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".
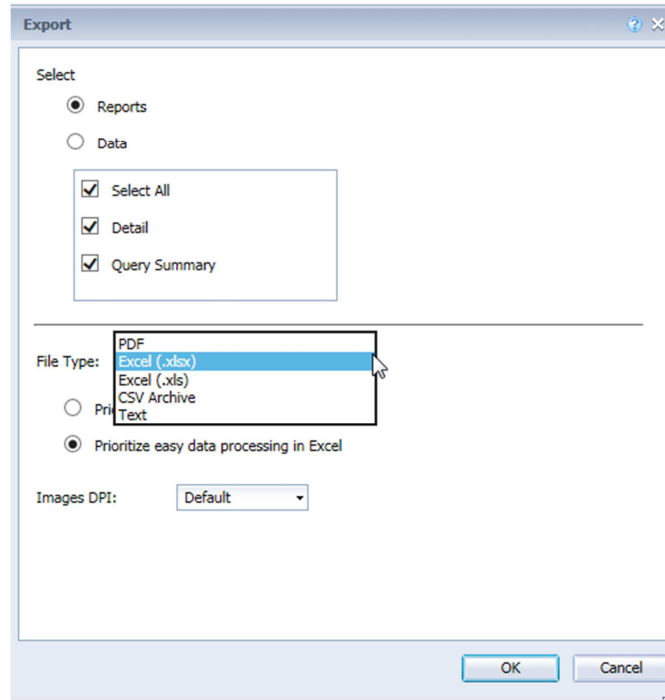


3. After pressing OK, click Open or Save to your computer from the bottom dialog pop-up window.

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.



5. In sample pivot table below, users can assess the number 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.

## 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.