

Table of Contents

| | |
|--|----|
| Overview | 2 |
| <i>Objectives</i> | 2 |
| <i>Enterprise Roles</i> | 2 |
| Procedure | 3 |
| <i>A. Navigation</i> | 3 |
| <i>B. Report Prompts</i> | 5 |
| <i>C. Export to Excel and Analysis Example</i> | 7 |
| <i>D. Error Message</i> | 10 |

*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 Travel Requests by Budget Period”, which allows the user to generate a listing of Travel Requests 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 pending Travel Requests 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 pending Travel Request so that necessary action can be performed before the expiration of a budget period. Another BI report called, “Trips Pending Cancellation”, is also available to show Travel Requests that specifically have “Request for Cancellation (RCA)” as the latest status. 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.

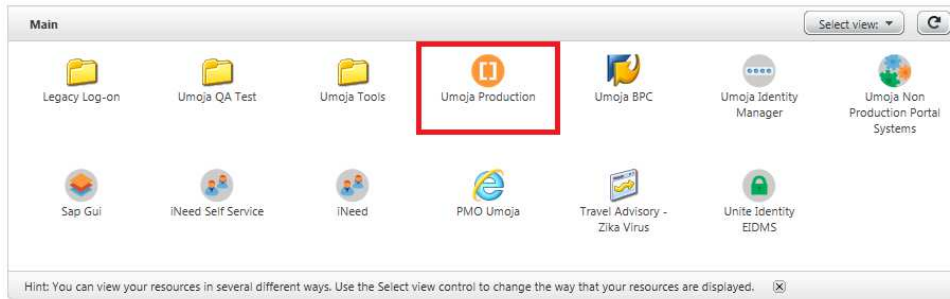
Enterprise Roles

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

Procedure

A. Navigation

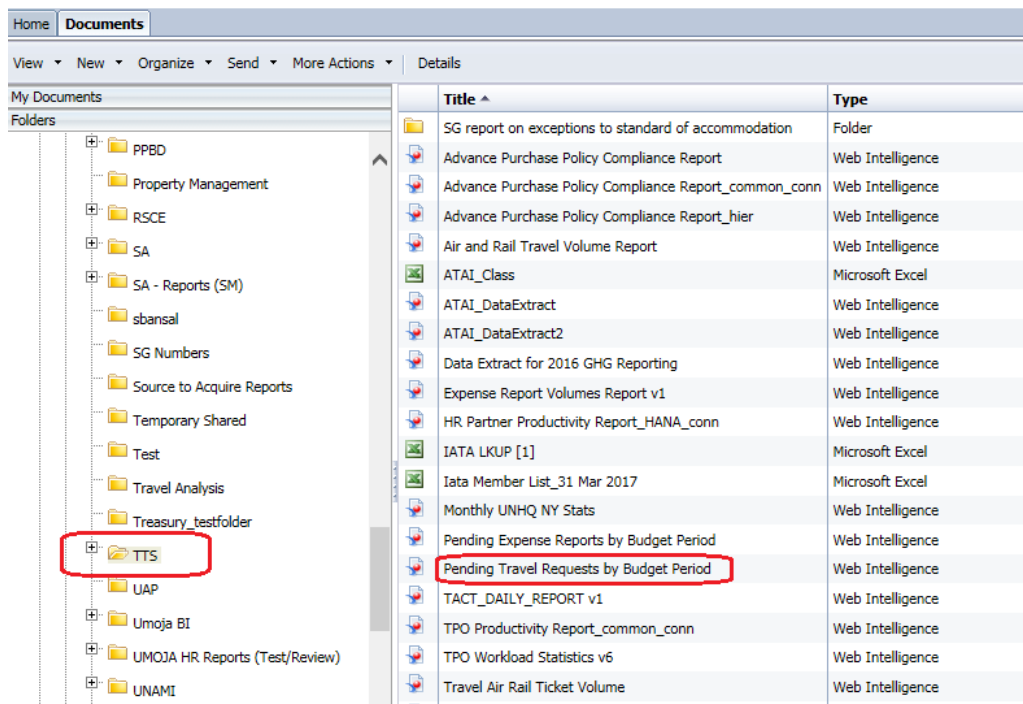
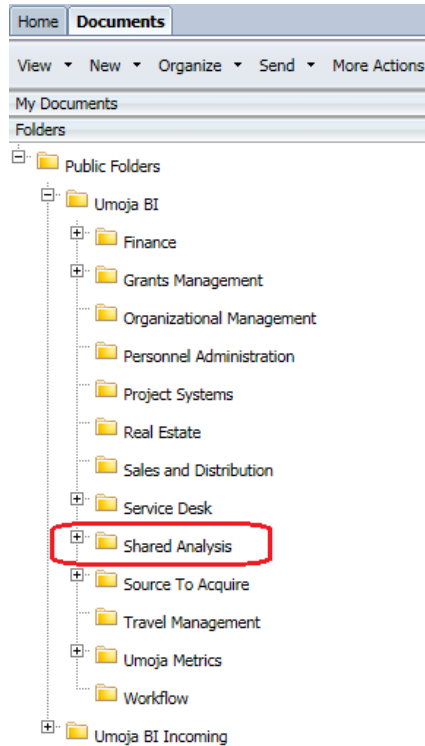
1. Log in to Citrix: <https://login.umoja.un.org/Citrix/SAPVA/site/default.aspx>
2. Go to the icon called "Umoja Production".



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 six optional prompts as listed below. *In addition to the “Budget Period” and “Travel Processing Office (Description)”*, it is strongly recommended that the user select one or more elements to filter the report such as the “Business Area” in order to ensure optimal report processing.

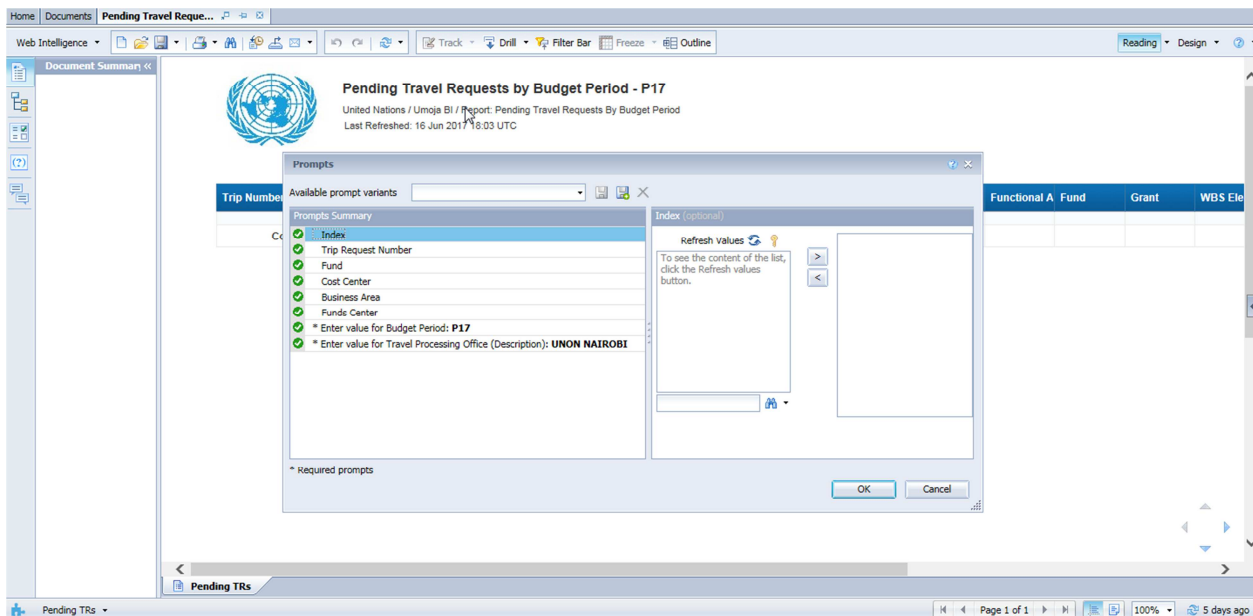
REQUIRED:

- Budget Period*
- Travel Processing Office (Description)

OPTIONAL:

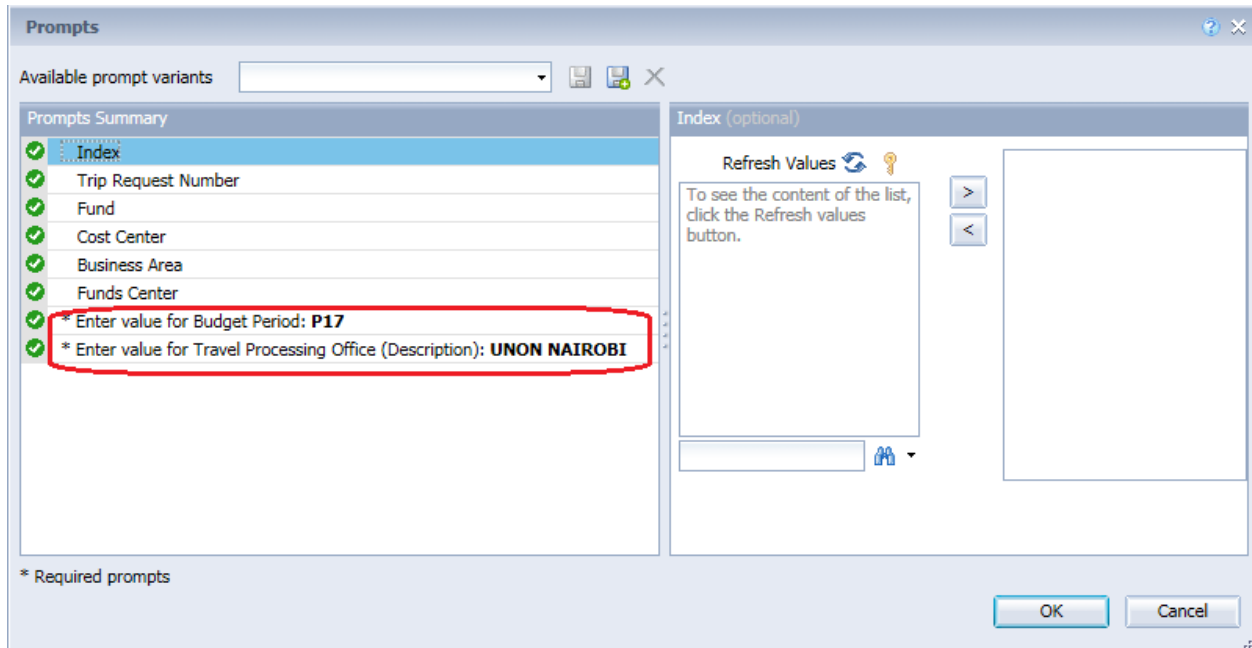
- Trip Request Number
- Index
- Business Area*
- Fund*
- Cost Center*
- Funds Center*

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



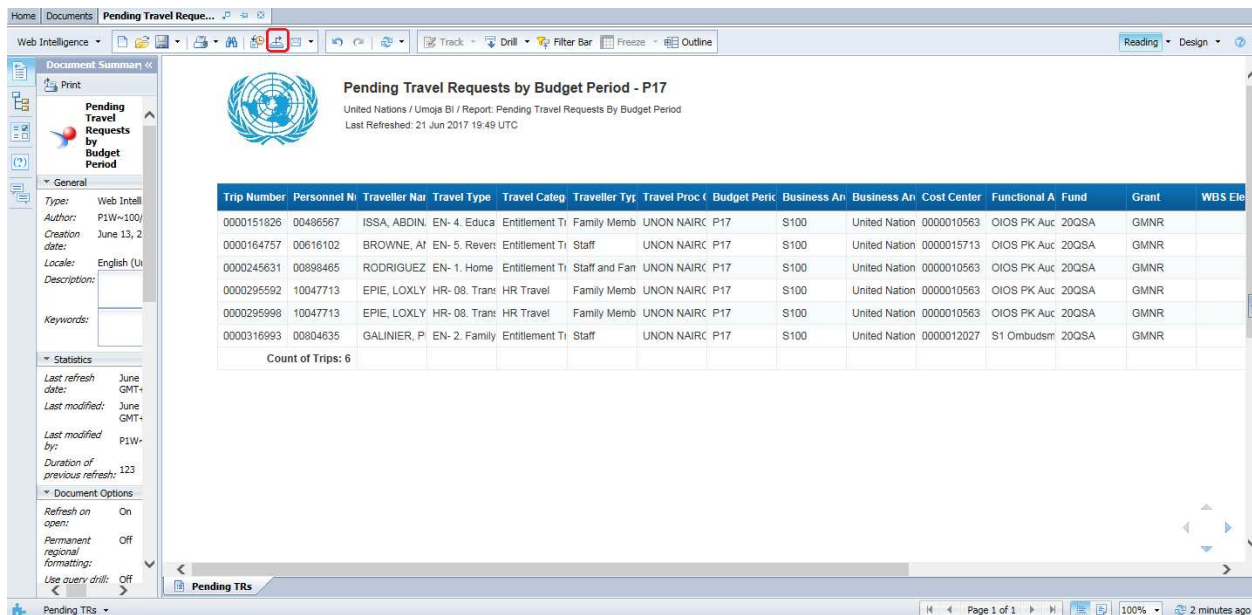
2. After entering values for any or all of the prompts, click “OK” and the report will run. Depending on the extent of report filtering selected in the Prompts and Umoja system performance, the report may take some time to compile. By default, a report will be generated to view trips with pending Travel

Request for Budget Period, “P17” processed by Travel Processing Office, “UNON Nairobi”. It is possible for a user to select multiple Business Areas and/or Travel Processing Offices.

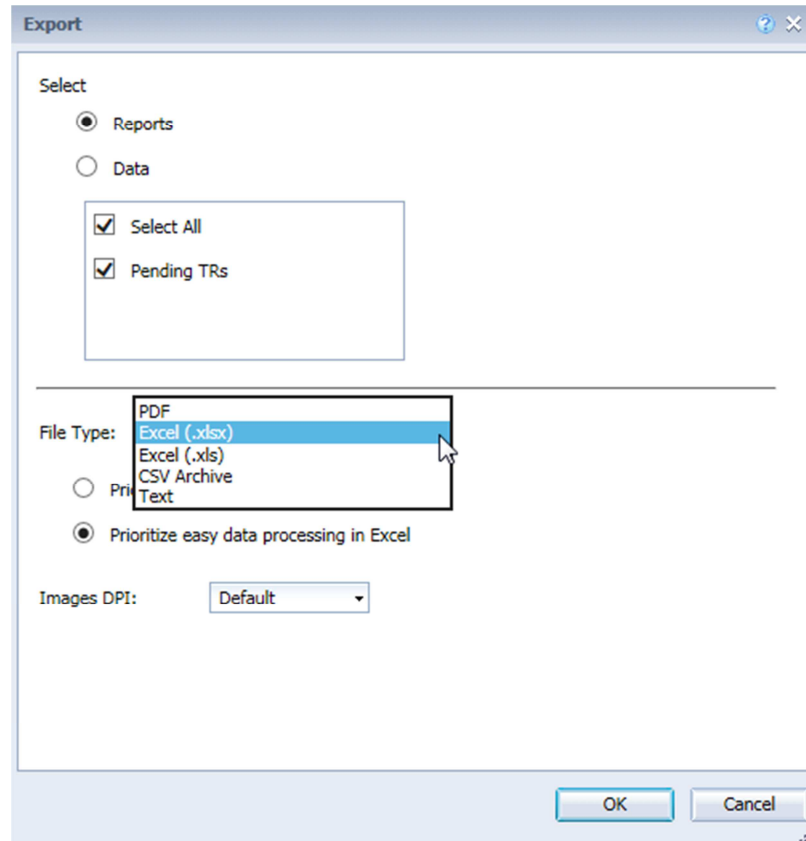


C. Export to Excel and Analysis Example

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.

Pending Travel Requests by Budget Period - P17
 United Nations / Umoja BI / Report: Pending Travel Requests By Budget Period
 Last Refreshed: 21 Jun 2017 19:49 UTC

| Trip Number | Personnel No | Traveller Name | Travel Type | Travel Category | Traveller Type | Travel Process | Budget Period | Business Area | Business Area | Cost Center | Functional Area | Fund | Grant | WBS Element |
|--------------------------|--------------|-----------------------------|----------------|-----------------|----------------|----------------|---------------|----------------|----------------|--------------|-----------------|-------|-------|-------------|
| 0000151826 | 00486567 | ISSA, ABDIN | EN- 4. Educa | Entitlement Tr | Family Memb | UNON NAIRO | P17 | S100 | United Nations | 0000010563 | OIOS PK Audi | 20QSA | GMNR | |
| 0000164757 | 00616102 | BROWNE, AN | EN- 5. Revers | Entitlement Tr | Staff | UNON NAIRO | P17 | S100 | United Nations | 0000015713 | OIOS PK Audi | 20QSA | GMNR | |
| 0000245631 | 00898465 | RODRIGUEZ, EN- 1. Home | Entitlement Tr | Staff and Fam | UNON NAIRO | P17 | S100 | United Nations | 0000010563 | OIOS PK Audi | 20QSA | GMNR | | |
| 0000295592 | 10047713 | EPIE, LOXLY IHR- 08. Trans | HR Travel | Family Memb | UNON NAIRO | P17 | S100 | United Nations | 0000010563 | OIOS PK Audi | 20QSA | GMNR | | |
| 0000295998 | 10047713 | EPIE, LOXLY IHR- 08. Trans | HR Travel | Family Memb | UNON NAIRO | P17 | S100 | United Nations | 0000010563 | OIOS PK Audi | 20QSA | GMNR | | |
| 0000316993 | 00804635 | GALINIER, PIE EN- 2. Family | Entitlement Tr | Staff | UNON NAIRO | P17 | S100 | United Nations | 0000012027 | S1 Ombudsm | 20QSA | GMNR | | |
| Count of Trips: 6 | | | | | | | | | | | | | | |

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.

Pending Travel Requests by Budget Period [Protected View] - Microsoft Excel

Protected View This file originated from an Internet location and might be unsafe. Click for more details. **Enable Editing**

| Trip Number | Personnel No | Traveller Name | Travel Type | Travel Category | Traveller Type | Travel Process | Budget Period | Business Area | Business Area | Cost Center | Functional Area | Fund | Grant | WBS Element |
|--------------------------|--------------|-----------------------------|----------------|-----------------|----------------|----------------|---------------|----------------|----------------|--------------|-----------------|-------|-------|-------------|
| 0000151826 | 00486567 | ISSA, ABDIN | EN- 4. Educati | Entitlement Tr | Family Membe | UNON NAIRO | P17 | S100 | United Nations | 0000010563 | OIOS PK Audi | 20QSA | GMNR | |
| 0000164757 | 00616102 | BROWNE, AN | EN- 5. Revers | Entitlement Tr | Staff | UNON NAIRO | P17 | S100 | United Nations | 0000015713 | OIOS PK Audi | 20QSA | GMNR | |
| 0000245631 | 00898465 | RODRIGUEZ, EN- 1. Home | Entitlement Tr | Staff and Fam | UNON NAIRO | P17 | S100 | United Nations | 0000010563 | OIOS PK Audi | 20QSA | GMNR | | |
| 0000295592 | 10047713 | EPIE, LOXLY IHR- 08. Trans | HR Travel | Family Membe | UNON NAIRO | P17 | S100 | United Nations | 0000010563 | OIOS PK Audi | 20QSA | GMNR | | |
| 0000295998 | 10047713 | EPIE, LOXLY IHR- 08. Trans | HR Travel | Family Membe | UNON NAIRO | P17 | S100 | United Nations | 0000010563 | OIOS PK Audi | 20QSA | GMNR | | |
| 0000316993 | 00804635 | GALINIER, PIE EN- 2. Family | Entitlement Tr | Staff | UNON NAIRO | P17 | S100 | United Nations | 0000012027 | S1 Ombudsm | 20QSA | GMNR | | |
| Count of Trips: 6 | | | | | | | | | | | | | | |

5. In sample pivot table below, users can assess the number of pending Travel Requests 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 |
|--------------------|----------------------|
| HAP | 1 |
| HRT | 1 |
| RES | 1 |
| SUB | 2 |
| TRT | 1 |
| Grand Total | 6 |

PivotTable Field List

Choose fields to add to report:

- Trip Number
- Personnel Number
- Traveller Name
- Travel Type
- Travel Category
- Traveller Type
- Travel Proc Ofc
- Budget Period
- Business Area
- Business Area (Description)
- Cost Center

Drag fields between areas below:

Report Filter: [Empty]

Column Labels: [Empty]

Row Labels: Latest Workflow Status

Values: Count of Trip Number

Defer Layout Update: [Checked]

Update

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.

