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*Please note that this is not 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. TTS/UNHQ will endeavor to keep users informed on scheduled or sudden BI system outages or other changes that may impact report performance and/or availability.

Overview

This job aid documents how to generate the Business Intelligence (BI) report entitled “Travel Request Volumes”, which gives the user a list of all approved travel requests on a certain date or during a certain time period by a Travel Processing Office (TPO) as of the given refresh date of the document. These travel requests include trips that have already been completed, as well as those pending and in progress.

BI users can run pre-formatted standard reports in BI. The user 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.

Objectives

This Job Aid will provide the step-by-step procedure on how to generate a report on all workflow actions performed on a certain date or during a certain time period by a TPO using the Umoja BI Web Intelligence application.

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. is 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.

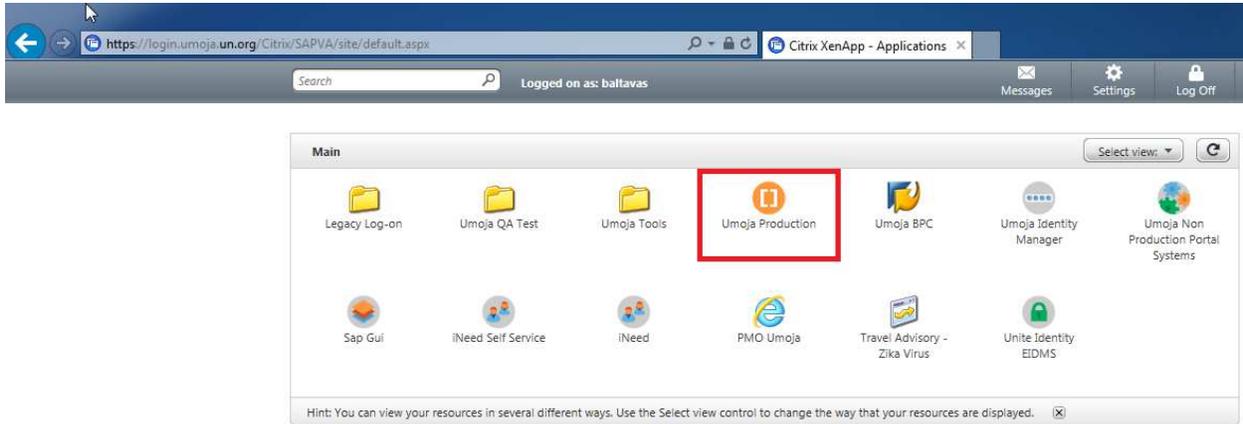
Enterprise Roles

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

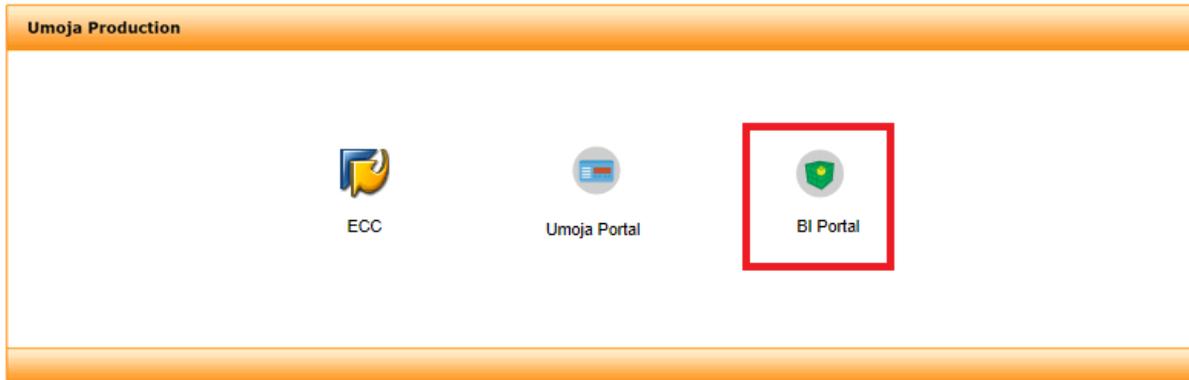
Procedure

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. Open the *Travel Management* folder.

Title ^	Type
Advance Purchase Policy Compliance Report	Web Intelligence
HR Partner Productivity Report	Web Intelligence
TPO Productivity Report	Web Intelligence
Travel Air Rail Ticket Volume (under testing - do not use)	Web Intelligence
Travel Cost Recovery (under testing - do not use)	Web Intelligence
Travel Request Volumes Report	Web Intelligence
Trip History Report	Web Intelligence
Trips Pending Cancellation	Web Intelligence
TSA Productivity Report	Web Intelligence

6. Choose the Travel Request Volumes Report and double-click on the link to open it.

Title ^	Type
Advance Purchase Policy Compliance Report	Web Intelligence
HR Partner Productivity Report	Web Intelligence
TPO Productivity Report	Web Intelligence
Travel Air Rail Ticket Volume (under testing - do not use)	Web Intelligence
Travel Cost Recovery (under testing - do not use)	Web Intelligence
Travel Request Volumes Report	Web Intelligence
Trip History Report	Web Intelligence
Trips Pending Cancellation	Web Intelligence
TSA Productivity Report	Web Intelligence

Travel Request Volumes Report
Type: Web Intelligence

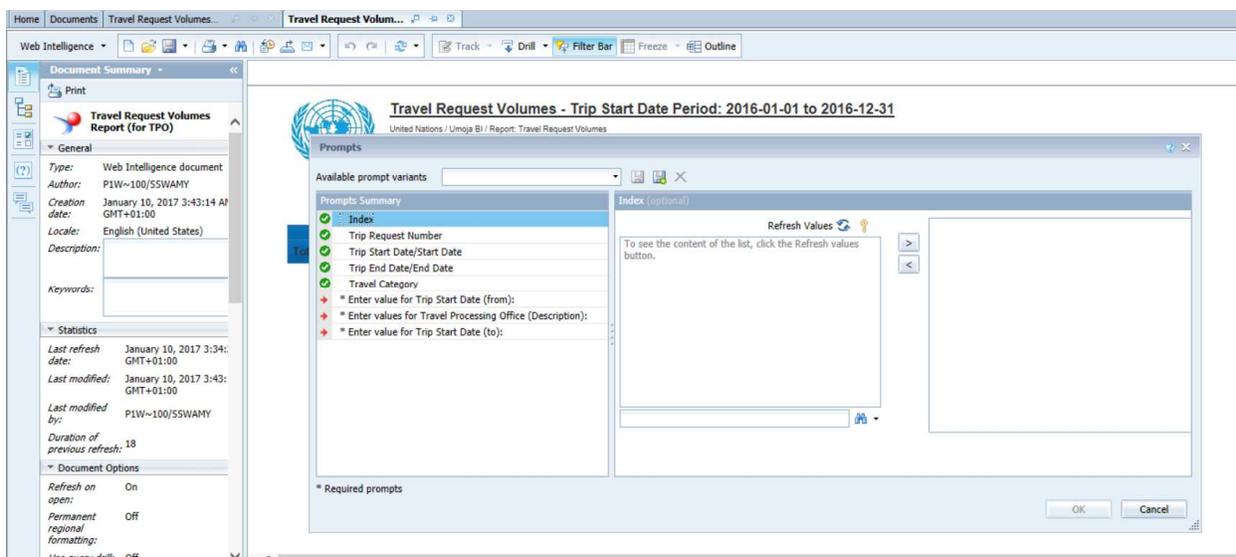
B. Prompts – First Level of Filtering

1. As soon as you open the report, the Prompts window will display. For this report there are three required prompts: “Enter value for Trip Start Date (from)”, “Enter values for Travel Processing Office (description)” and “Enter value for Trip Start Date (to)” as denoted by the asterisks in front of these fields.

Select individual trip start date values for the period (from/to) you want to run the report for. For the TPO field, it is recommended to select one TPO but you are able to select more than one as well.

The other 5 fields in the Prompts window are optional. You may or may not select any values for the following fields and it is *not recommended for the “Trip Start Date/Start Date” and “Trip End Date/End Date” fields be used:*

- Index
- Trip Request Number
- *Trip Start Date/Start Date (do not use)*
- *Trip End Date/End Date (do not use)*
- Travel Category



2. After entering the required and any optional values, click OK and the report will run. In this example, the report will be pulling in all approved travel requests processed by TPO UNHQ New York having trip start dates from 2016-10-01 through to 2016-12-31.

The screenshot shows a 'Prompts' dialog box with the following details:

- Available prompt variants:** A dropdown menu.
- Prompts Summary:**
 - Index (checked)
 - Trip Request Number (checked)
 - Trip Start Date/Start Date (checked)
 - Trip End Date/End Date (checked)
 - Travel Category (checked)
 - * Enter value for Trip Start Date (from): **2016-10-01** (checked)
 - * Enter values for Travel Processing Office (Description): **UNHQ NEW YORK** (checked)
 - * Enter value for Trip Start Date (to): **2016-12-31** (checked)
- Enter value for Trip Start Date (to):** A text box containing '2016-12-31'.
- TV_DEPDATE List:**
 - 2016-12-29
 - 2016-12-30
 - 2016-12-31 (highlighted)
 - 2017-01-01
 - 2017-01-02
 - 2017-01-03
 - 2017-01-04
 - 2017-01-05
 - 2017-01-06
 - 2017-01-07
 - 2017-01-08
 - 2017-01-09
- Timestamp:** January 10, 2017 4:19:34 AM GMT+01:00
- Buttons:** OK, Cancel

Note that data is refreshed in BI every 24 hours from ECC. This report displays a time stamp indicating the date and time data was last refreshed just underneath the title.

C. Report Layout and Input Controls

1. This report is comprised of two tabs, “Travel Request Volumes” and “Travel Request Detail” respectively as highlighted by the red rectangles in the screen shot below. The first tab gives an overview of the approved travel request volumes for the parameters selected in the prompts in both tabular and graphical formats.

The screenshot displays a BI report interface. On the left is a 'Document Summary' pane with sections for General, Statistics, and Document Options. The main report area features a title 'Travel Request Volumes - Trip Start Date Period: 2016-10-01 to 2016-12-31' and a table of data. Below the table is a bar chart. At the bottom, two tabs are visible: 'Travel Request Volumes' and 'Travel Request Detail', both highlighted with red rectangles.

	UNHQ NEW YORK	UNHQ NEW YORK	UNHQ NEW YORK
	October	November	December
Entitlement Travel	19	19	182
HR Travel	92	40	48
Official Travel	1,324	1,269	521
Totals by TPO:	1,435	1,328	751

2. The second tab contains the details of all the actual travel requests that fall within the selected parameters, including name of traveler, travel type, purpose of travel, and actual travel dates among others.

Travel Req #	Index	Employee Name	Travel Processing Office	Travel Category (Description)	Traveler Type (Description)	Travel Type (Description)	Travel Purpose/Reason	Trip Start Date	Trip End Date	Trip Month
3000197892	00714173	TILLENS, RENAUD	UNHQ NEW YORK	Official Travel	Staff	OT-02. Training	IT CONFERENCE PASS SUMI	2016-10-01	2016-10-06	October
3000173563	00710686	AZAB, LAMA	UNHQ NEW YORK	Official Travel	Staff	OT-01. Official business	WAE TRAVEL TO UNHQ TO SI	2016-10-01	2016-10-01	October
3000173570	00089035	ZRIBI, RADHIA	UNHQ NEW YORK	Official Travel	Staff	OT-01. Official business	WAE NL TRAVEL TO UNHQ TO	2016-10-01	2016-10-14	October
3000178129	00000055	TANG, YUANYUAN	UNHQ NEW YORK	Official Travel	Staff	OT-01. Official business	NL WAE TO SERVICE MEETIN	2016-10-01	2016-10-14	October
3000179170	00579919	GAUCHAT, PATRICK	UNHQ NEW YORK	Official Travel	Staff	OT-01. Official business	DPK/DPA REGIONAL ANALY	2016-10-01	2016-12-26	October
3000182157	00443690	STEPHEN, CRISPIN	UNHQ NEW YORK	Official Travel	Staff	OT-01. Official business	MEETING ON PEACE OPS IN	2016-10-01	2016-12-20	October
3000183287	00602052	DUE, PETER	UNHQ NEW YORK	Official Travel	Staff	OT-01. Official business	COCHAIR OF THE WORKSHO	2016-10-01	2016-12-26	October
3000183390	10047553	HEFEKAEUSER, SUSANNE	UNHQ NEW YORK	HR Travel	Staff	HR-03. Appointment Post	TRAVEL ON APPOINTMENT	2016-10-01	2016-10-06	October
3000186184	00742991	CRAWFORD, LEIGH SCOTT	UNHQ NEW YORK	Official Travel	Staff	OT-01. Official business	PARTICIPATION IN UN WOR	2016-10-01	2016-12-26	October
3000192061	00467601	FITZSIMONS, ANGELA	UNHQ NEW YORK	Official Travel	Staff	OT-01. Official business	ATTEND MEETING ON VIOLE	2016-10-01	2016-11-07	October
3000193639	00518808	GERMAIN, LOUIS	UNHQ NEW YORK	Official Travel	Staff	OT-01. Official business	TO VISIT UNMIK KOSOVO AN	2016-10-01	2016-11-07	October
3000193255	00001315	SANCHEZ CANTILLO, MARCI	UNHQ NEW YORK	Official Travel	Staff	OT-01. Official business	PARTICIPATE IN TRAINING W	2016-10-01	2016-11-15	October
3000194792	00037790	EL KHOURY, NICOLE	UNHQ NEW YORK	Official Travel	Staff	OT-01. Official business	JOINT MEETING OF UNAMI AT	2016-10-01	2016-11-28	October
3000197516	00478763	FOUNAT, FRANCOIS	UNHQ NEW YORK	Official Travel	Non staff	OT-01. Official business	ABHS 19TH SESSION, 2528/10	2016-10-01	2016-11-15	October
3000197556	00402923	KOVACIC, MATJAZ	UNHQ NEW YORK	Official Travel	Non staff	OT-01. Official business	ABHS.19TH SESSION,2528/10	2016-10-01	2016-11-15	October
3000199758	00619262	HANSEN, OLE	UNHQ NEW YORK	Official Travel	Staff	OT-01. Official business	JOIN AND FACILITATE AT UN	2016-10-01	2016-10-17	October
3000201106	00558373	SEIF EL-DAWLA, AHMED	UNHQ NEW YORK	Official Travel	Staff	OT-01. Official business	FOLLOW UP METNGS WITH II	2016-10-01	2016-11-28	October
3000201208	00109677	SCHNEIDER, BENU	UNHQ NEW YORK	Official Travel	Staff	OT-01. Official business	FFDOUNDESA STUDY GROU	2016-10-01	2016-11-28	October
3000201243	00421348	FUSTIER, NATHALIE	UNHQ NEW YORK	Official Travel	Staff	OT-01. Official business	WORKSHOP IN GVA AND RCJ	2016-10-01	2016-10-31	October

3. The report provides an additional level of filtering in the form of input controls. You can access these defined input controls by selecting the “Input Controls” button on the very left-hand side of the application as seen in the screen shot below.

	UNHQ NEW YORK	UNHQ
10/2016		
Entitlement Travel		19
HR Travel		92
Official Travel		1,324

For this report, the “TPO”, “Trip Month-Year” and “Travel Category” input controls are available. Check on the boxes desired to have the report update for only those data points you are interested in (by default all will be selected). Note that input control “Trip Month-Year” refers to the month and year of the trip start date.

D. Export Report and Analysis Example

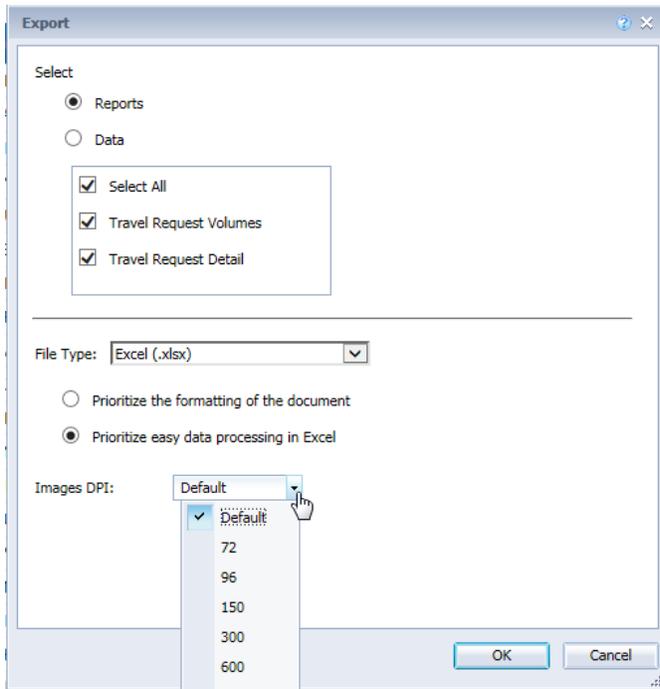
1. You can export the report to Excel, PDF, CSV for text formats by clicking on the Export icon as seen below.



The screenshot shows a web application interface with a toolbar containing an 'Export' icon. An 'Export' dialog box is open, displaying the text 'Export to my computer in PDF, Excel or CSV format'. The background shows a report titled 'Travel Request Detail - Trip' with a table of data.

Travel Req.#	Index	Employee Name
0000167892	00714173	TILLEN, RENAUD

2. In the Export dialog box that opens, make sure “Reports” radio button is selected and then choose the desired File Type format. 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. Click open or save to your computer from the bottom dialog pop-up.

Travel Request Detail - Trip Start Date Period: 2016-10-01 to 2016-12-31
 United Nations / Umoja BI / Report: Travel Request Detail
 Last Refreshed: 10/01/2017 18:20:30 GMT+01:00

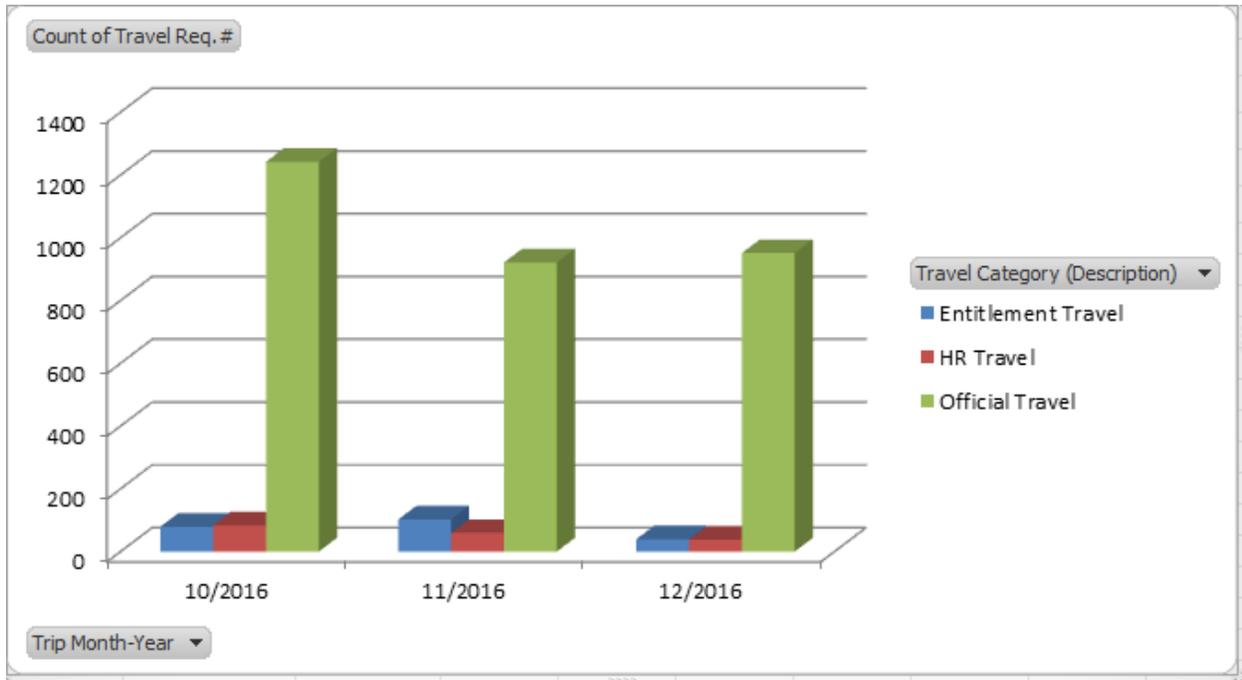
Travel Req.#	Index	Employee Name	Travel Processing Office	Travel Category (Description)	Traveler Type (Description)	Travel T
0000167892	00714173	TILLENS, RENAUD	UNHQ NEW YORK	Official Travel	Staff	OT- 02. 1
0000173563	00710686	AZAB, LAMA	UNHQ NEW YORK	Official Travel	Staff	OT- 01. 0
0000173570	00089035	ZRIBI, RADHIA	UNHQ NEW YORK	Official Travel	Staff	OT- 01. 0
0000178129	00000055	TANG, YUANYUAN	UNHQ NEW YORK	Official Travel	Staff	OT- 01. 0
0000179170	00579919	GAUCHAT, PATRICK	UNHQ NEW YORK	Official Travel	Staff	OT- 01. 0
0000182157	00443696	STEPHEN, CRISPIN	UNHQ NEW YORK	Official Travel	Staff	OT- 01. 0
0000183287	00050252	DUE, PETER	UNHQ NEW YORK	Official Travel	Staff	OT- 01. 0
0000183390	10047553	HEFEKAEUSER, SUSANNE	UNHQ NEW YORK	HR Travel	Staff	HR- 03. /
0000186184	00742991	CRAWFORD, LEIGH SCOTT	UNHQ NEW YORK	Official Travel	Staff	OT- 01. 0
0000192061	00467601	FITZSIMONS, ANGELA	UNHQ NEW YORK	Official Travel	Staff	OT- 01. 0
0000193639	00518808	GERMAIN, LOUIS	UNHQ NEW YORK	Official Travel	Staff	OT- 01. 0
0000193825	00001315	SANCHEZ CANTILLO, MARCO	UNHQ NEW YORK	Official Travel	Staff	OT- 01. 0
0000194762	00037760	EL KHOURY, NICOLE	UNHQ NEW YORK	Official Travel	Staff	OT- 01. 0
0000197516	00478763	FOUINAT, FRANCOIS	UNHQ NEW YORK	Official Travel	Non staff	OT- 01. 0
0000197556	00402923	KOVACIC, MATJAZ	UNHQ NEW YORK	Official Travel	Non staff	OT- 01. 0
0000199758	00619262	HANSEN, OLE	UNHQ NEW YORK	Official Travel	Staff	OT- 01. 0
0000201106	00558373	SEIF EL-DAWLA, AHMED	UNHQ NEW YORK	Official Travel	Staff	OT- 01. 0
0000201208	00169677	SCHNEIDER, BENU	UNHQ NEW YORK	Official Travel	Staff	OT- 01. 0

4. Example: export to Excel (.xlsx) of the report for TPO UNHQ New York for period Q4 2016.

Travel Req.#	Index	Employee Name	Travel Processing Office	Travel Category (Description)	Traveler Type (Description)	Travel Type (Description)	Travel Purpose/Reason	Trip Start Date	Trip End Date
0000167892	00714173	TILLENIS, RENAUD	UNHQ NEW YORK	Official Travel	Staff	OT- 02. Training	IT CONFERENCE PASS SUM	2016-10-01	2016-10-05
0000173563	00710686	AZAB, LAMA	UNHQ NEW YORK	Official Travel	Staff	OT- 01. Official business	WAE TRAVEL TO UNHQ TO SE	2016-10-01	2016-10-01
0000173570	00089035	ZRIBI, RADHIA	UNHQ NEW YORK	Official Travel	Staff	OT- 01. Official business	WAE NL TRAVEL TO UNHQ TO	2016-10-01	2016-10-14
0000176129	00000055	TANG, YUANYUAN	UNHQ NEW YORK	Official Travel	Staff	OT- 01. Official business	NL WAE TO SERVICE MEETIN	2016-10-01	2016-10-14
0000179170	00579919	GAUCHAT, PATRICK	UNHQ NEW YORK	Official Travel	Staff	OT- 01. Official business	DPKO/DPA REGIONAL ANALY	2016-10-01	2016-12-26
0000182157	00443696	STEPHEN, CRISPIN	UNHQ NEW YORK	Official Travel	Staff	OT- 01. Official business	MEETING ON PEACE OPS IN F	2016-10-01	2016-12-26
0000183287	00050252	DUE, PETER	UNHQ NEW YORK	Official Travel	Staff	OT- 01. Official business	COCHAIR OF THE WORKSHOI	2016-10-01	2016-12-26
0000183390	10047553	HEFEKAEUSER, SUSANNE	UNHQ NEW YORK	HR Travel	Staff	HR- 03. Appointment Post	TRAVEL ON APPOINTMENT	2016-10-01	2016-10-05
0000186184	00742991	CRAWFORD, LEIGH SCOTT	UNHQ NEW YORK	Official Travel	Staff	OT- 01. Official business	PARTICIPATION IN UN WORK	2016-10-01	2016-12-26

5. Following export as an Excel (.xlsx or .xls) file, you can conduct some analyses through the use of pivot tables and charts in Excel. As an example, create a pivot to view the volume of approved travel requests by travel category by month (note that Trip Month/Year is a hidden field in the WebI report for ease of viewing, and becomes visible upon export):

Trip Month/Year	Count of Travel Req.#
10/2016	1404
Entitlement Trave	79
HR Travel	83
Official Travel	1242
11/2016	1082
Entitlement Trave	102
HR Travel	59
Official Travel	921
12/2016	1028
Entitlement Trave	39
HR Travel	38
Official Travel	951
Grand Total	3514



E. Error Messages

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.

Track Drill Filter Bar Freeze Outline

TPO Productivity Report - Period: 2017-01-01 to 2017-01-11
United Nations / Umoja BI / Report: TPO Productivity Report
Last Refreshed: 1/12/17 3:21:13 PM GMT+01:00

Travel Req.#	TPO Name	Trip Type (R/E/S)	Sequence Number	Workflow Status (Description)	Agent	Approved Date	Approval Week	Approval Month	Approval Quarte	Ap
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Prompts

Query script generation failed. See your administrator. [ParameterService] [ParameterService::getMDXForHanaVariable Substitution] Cannot substitute Hana Variables. (Error: INF)

OK