

Table of Contents

Overview	2
<i>Objectives</i>	2
<i>Enterprise Roles</i>	2
Procedure	3
<i>A. Navigation</i>	3
<i>B. Prompts – First Level of Filtering</i>	5
<i>C. Filter Bar – Second Level of Filtering</i>	6
<i>D. Export to Excel</i>	7

Overview

This job aid documents how to generate a Business Intelligence (BI) report, titled “Trips Pending Cancellation”, which aims to assist users to view a listing of travel or shipment requests with the most recent workflow status, “Cancellation Requested (RCA)” as of last refreshed date.

BI users can run pre-formatted standard reports in BI. The user can run those reports, export and save them in excel or PDF format 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 data was last refreshed.

* * * * *

Objectives

This Job Aid will provide the step-by-step procedure on how to generate a report on trips pending cancellation using 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.

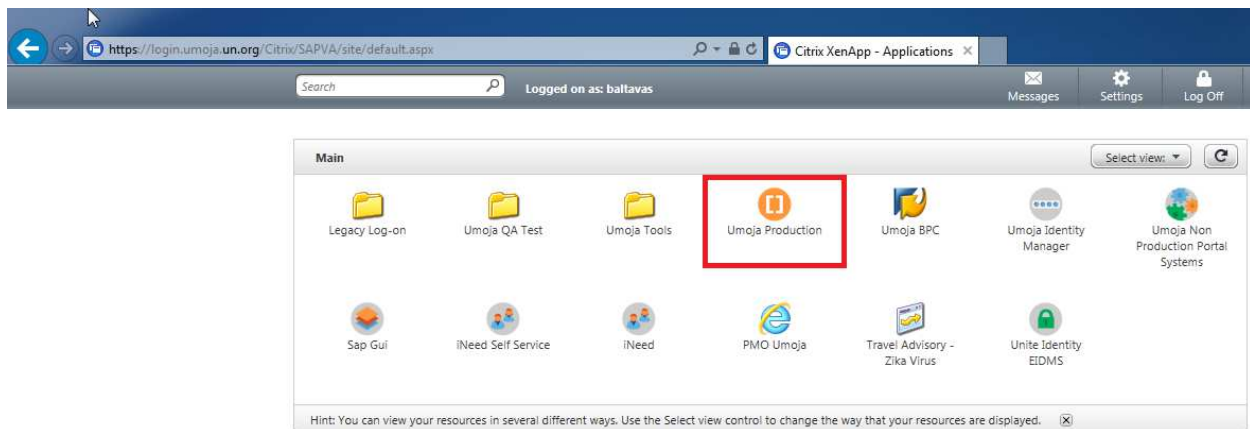
Enterprise Roles

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

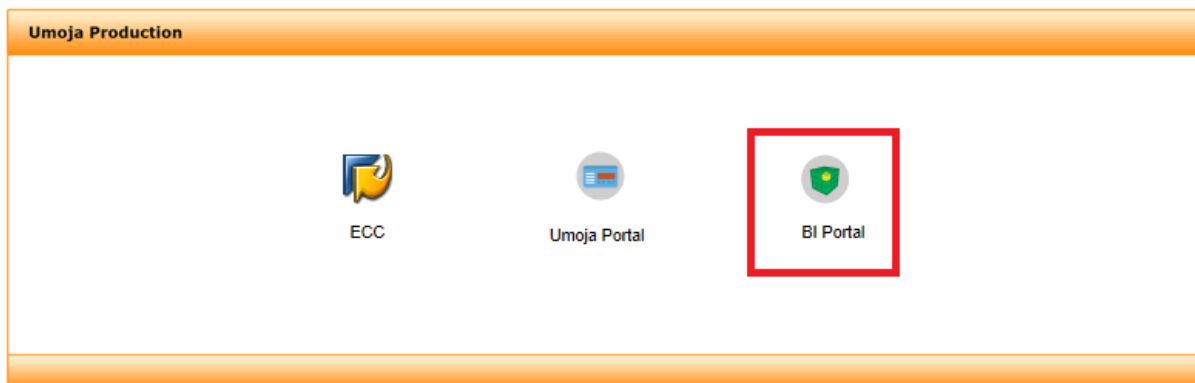
Procedure

A. Navigation

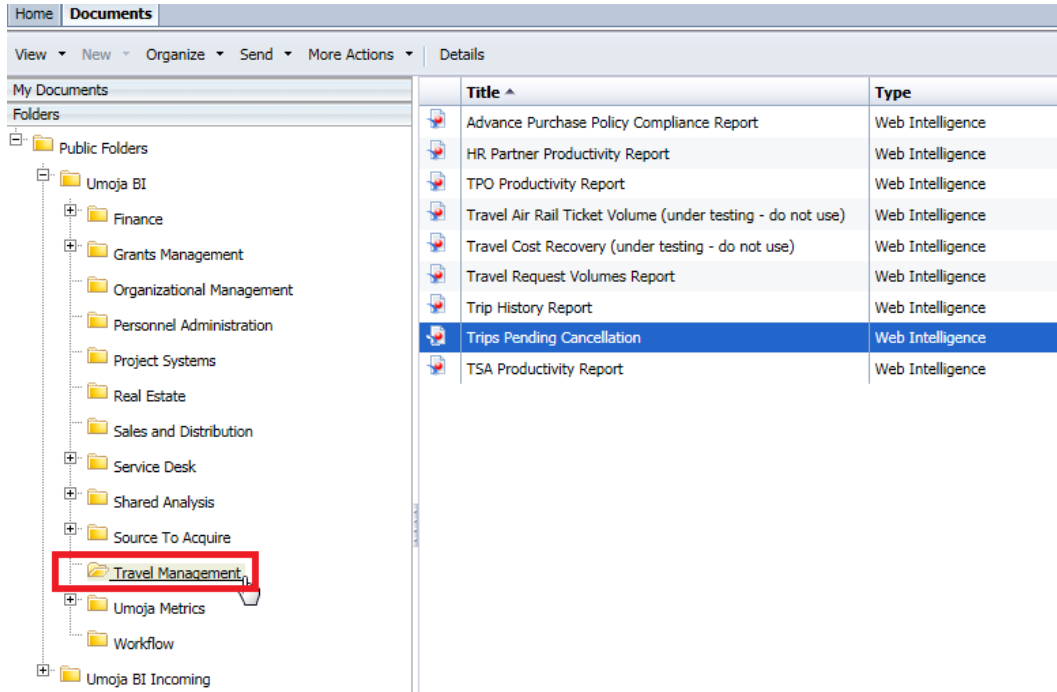
1. Log in to Citrix: <https://login.umoja.un.org/Citrix/SAPVA/site/default.aspx>
2. Go to the icon called "Umoja Production".



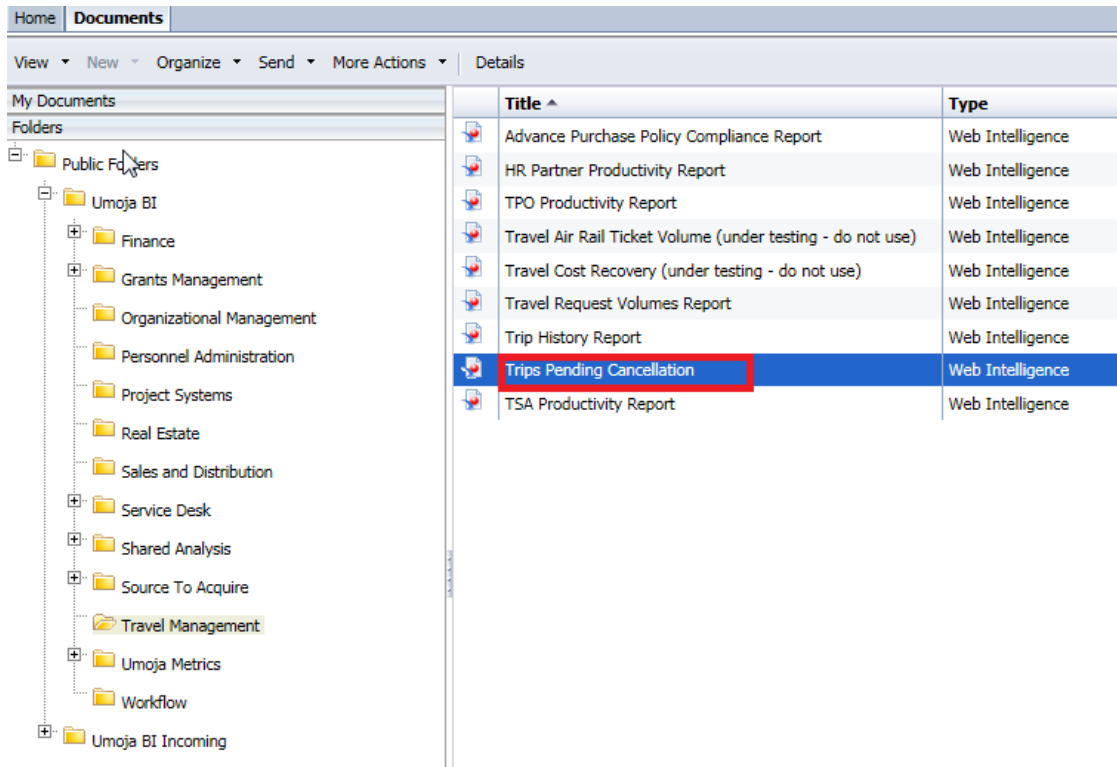
3. Click on the BI Portal.



4. Open the **Travel Management** folder.

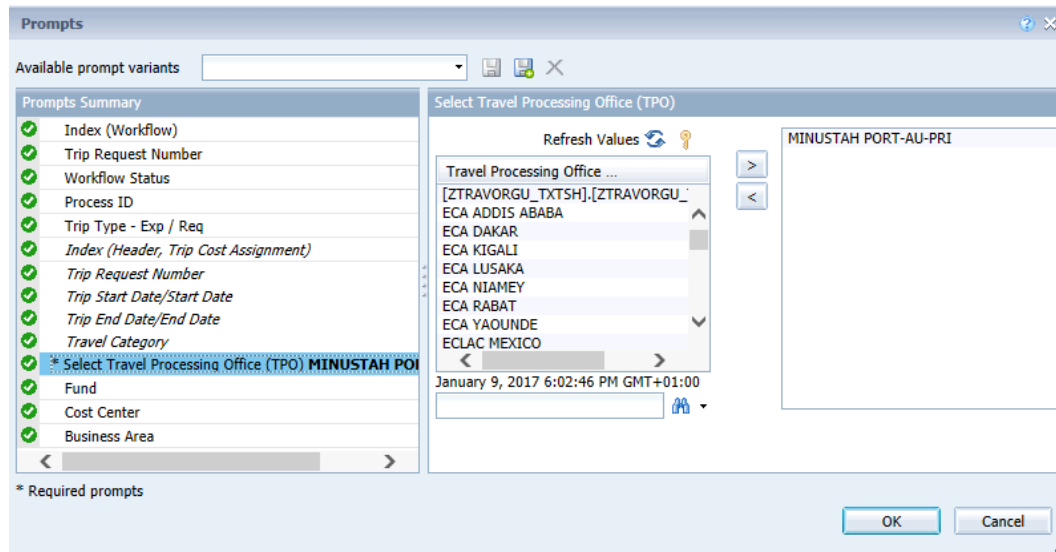


6. Choose Trips Pending Cancellation and double-click on the link to open it.



B. Prompts – First Level of Filtering

1. The document automatically refreshes upon opening. The “Travel Processing Office (TPO)” is set to default to “MINUSTAH” and can be changed in the Prompts window. You may select the relevant TPO and click OK.



2. Only the TPO field is mandatory. All other fields in the Prompts window are optional. You may or may not select any value for the following fields:

- Index
- Trip request Number
- Workflow Status
- Process ID
- Trip Type- Expense/Request
- Trip Request Number
- Trip Start Date
- Trip End date
- Travel Category
- Fund
- Cost Center
- Business Area

C. Filter Bar – Second Level of Filtering

The report has 6 basic selection parameters available through the Filter Bar. You may click the desired value from the following fields.

- Business Area
- Travel Category
- Budget Period
- Traveler Type
- Travel Req.#
- Travel Type

Trips Pending Cancellation
 United Nations / Umoja BI / Report: Trips Pending Cancellation
 Last Refreshed: 9 Jan 2017 18:48 UTC

Index No.	First Name	Last Name	Business Area (Key)	Business Area (Description)	Functional Area	Travel Req.#	Travel Category
00019227	KHALID	ALZAWAHREH				0000004709	Group T
00048016	JOSEPH MAC CALLUN	LANAUZE	P012	MINUSTAH	PKM Engineering	0000000748	Official
00099296	MAMA	OUATTARA				0000192228	Group T
00099376	ABOUBAKARY	OUATTARA				0000192229	Group T
00099389	ARDIOUMA	SANON				0000192230	Group T
00098411	TEWENDE CONSTANTIN	SORGHO				0000192261	Group T
00099468	JEAN MARIE	SOULAMA				0000192262	Group T
00100351	STEPHEN	SULLIVAN				0000004845	Group T
00130682	FRANTZ	BAPTISTE	P012	MINUSTAH	PKM Transport Logistics	0000024693	Official
00136971	PIERRE MICHEL	THEOSIER	P012	MINUSTAH	PKM Transport Logistics	0000025639	Official
00160256	MATAR	DIOP	P012	MINUSTAH	PKM Exec Direct Mgt	0000042982	Entitled
00188444	MIRIAM	SANCHEZ PILARTE	P012	MINUSTAH	PKM Personnel	0000006618	Official
00190602	MARTHA	MAKITU	S100	United Nations Headquarters	Once-in-Umoja posts	0000005082	Entitled

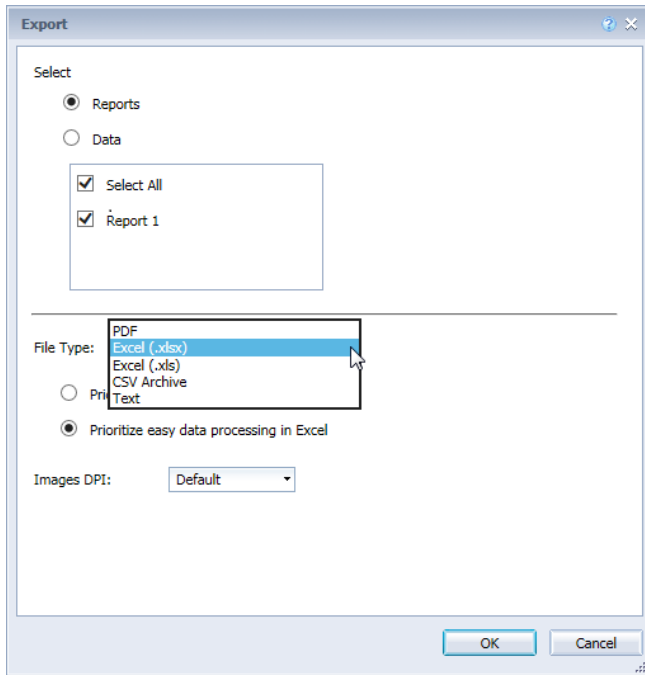
D. Export to Excel

1. Click the Export icon.

The screenshot shows the SAP Business Intelligence (BI) interface. The main window displays a report titled "Trips Pending Cancellation" with the following data:

Index No.	First Name	Last Name	Business Area (Key)	Business Area (Description)	Functional Area	Travel Req.#	Travel C
00019227	KHALID	ALZAWAHREH				0000004709	Group T
00048016	JOSEPH MAC CALLUN	LANAUZE	P012	MINUSTAH	PKM Engineering	0000000748	Official
00099296	MAMA	OUATTARA				0000192228	Group T
00099376	ABOUBAKARY	OUATTARA				0000192229	Group T
00099389	ARDIOUMA	SANON				0000192230	Group T
00099411	TEWENDE CONSTANTIN	SORGHO				0000192261	Group T
00099488	JEAN MARIE	SOULAMA				0000192262	Group T
00100351	STEPHEN	SULLIVAN				0000004845	Group T
00130682	FRANTZ	BAPTISTE	P012	MINUSTAH	PKM Transport Logistics	0000024693	Official
00136971	PIERRE MICHEL	THEOSIER	P012	MINUSTAH	PKM Transport Logistics	0000025639	Official
00160256	MATAR	DIOP	P012	MINUSTAH	PKM Exec Direct Mgt	0000042982	Entitled
00184444	MIRIAM	SANCHEZ PILARTE	P012	MINUSTAH	PKM Personnel	0000006618	Official
00190602	MARTHA	MAKITU	S100	United Nations Headquarters	Once-in-Umoja posts	0000005082	Entitled

2. Select Excel (.xlsx) and click OK.



3. Click open or save to your computer.

Trips Pending Cancellation
United Nations / Umoja BI / Report: Trips Pending Cancellation
Last Refreshed: 9 Jan 2017 18:52 UTC

Index No.	First Name	Last Name	Business Area (Key)	Business Area (Description)	Functional Area	Travel Req.#	Travel Category (Desc)
00019227	KHALID	ALZAWAHREH				0000004709	Group Travel
00048016	JOSEPH MAC CALLUN	LANAUZE	P012	MINUSTAH	PKM Engineering	0000000748	Official Travel
00099296	MAMA	OUATTARA				0000192228	Group Travel
00099376	ABOUBAKARY	OUATTARA				0000192229	Group Travel
00099389	ARDIOUMA	SANON				0000192230	Group Travel
00099411	TEWENDE CONSTANTIN	SORGHO				0000192261	Group Travel
00099468	JEAN MARIE	SOULAMA				0000192262	Group Travel
00100351	STEPHEN	SULLIVAN				0000004845	Group Travel
00130682	FRANTZ	BAPTISTE	P012	MINUSTAH	PKM Transport Logistics	0000024693	Official Travel
00136971	PIERRE MICHEL	THEOSIER	P012	MINUSTAH	PKM Transport Logistics	0000025639	Official Travel
00160256	MATAR	DIOP	P012	MINUSTAH	PKM Exec Direct Mgt	0000042982	Entitlement Travel
00188444	MIRIAM	SANCHEZ PILARTE	P012	MINUSTAH	PKM Personnel	0000006618	Official Travel
00190602	MARTHA	MAKITU	S100	United Nations Headquarters	Once-in-Umoja posts	0000005082	Entitlement Travel
00195275	AUTUMN ANDREA	WEBB	P012	MINUSTAH	MINUSTAH Secur and Stab	0000019926	Official Travel
00210058	ABDULRAZAK	AHMED	P012	MINUSTAH	PKM Safety and Security	0000195532	Official Travel
00217169	CHARLES	MENGALLE	P012	MINUSTAH	PKM Exec Direct Mgt	0000008668	Official Travel
00217169	CHARLES	MENGALLE	P012	MINUSTAH	PKM Exec Direct Mgt	0000015667	Official Travel

Do you want to open or save **Trips Pending Cancellation.xlsx** (2.70 MB) from **bi.umoja.un.org**?