

## Save, Print and Export an Umoja BI Report

### Procedure

1. Start the transaction using the menu path or transaction code.

### Listing

Title	Type
Consolidated and Cumulative Status of Expenditure	Web Intelligence
Consolidated and Cumulative Status of Expenditure by Month, Category and Type	Web Intelligence
<b>Status of Accounts by Commitment Item</b>	<b>Web Intelligence</b>
Status of Accounts by Commitment Item and Type of Expenditure	Web Intelligence
Status of Accounts with Appropriation by Commitment Item	Web Intelligence
Status of Expenditure by Commitment Item	Web Intelligence
Status of Expenditure by Commitment Item and Type of Expenditure	Web Intelligence
Status of Expenditure by Fund and Commitment Item Group	Web Intelligence
Status of Expenditure by Month and Fund	Web Intelligence
Status of Expenditure by Month, Fund and Category	Web Intelligence
Status of Expenditure for Umoja and IMS by Commitment Item	Web Intelligence
UNLB - Status of Allotment by Commitment Item	Web Intelligence
UNLB - Status of Expenditure by Budget Line Item	Web Intelligence
ZZFM_M01_R0001-Funds Management Analysis Area	Analysis Workspace
ZZFM_M01_R0002-Funds Management Budget Consumption Detail	Analysis Workspace
ZZFM_M01_R0003-Funds Management Budget Consumption Summary	Analysis Workspace

2. Double-click **Status of Accounts by Commitment Item** WebI report.



In this simulation, you will learn how to save, export and print a WebI or Analysis Area (OLAP) tool report.

The data used in this simulation is illustrative only.

The process to save, export and print either type of BI Report is similar.

In this scenario, you will save, print and export the WebI report, **Status of Accounting by Commitment Item**.

Save, Print and Export an Umoja BI Report

Pre-production R1B Umoja Business Intelligence/app1

Commitment Item	Commitment Item Key	(A) Consumable Budget	(B) Pre-commitment	(C) Commitment	(D) Actual
COMMITMENT ITEM HIERARCHY	COMMITMENT ITEM HIERARCHY	108,184,416,704	1,146,006	75,829,053	13,347,04
International Staff	FT20_CI_CLASS_010	5,500,368	0	0	24,77
National Staff	FT20_CI_CLASS_012	3,300,040			73,53
United Nations Volunteer	FT20_CI_CLASS_014	5,200,000			
General Temporary Assistance	FT20_CI_CLASS_016	4,200,000			
Government Provided Personnel	FT20_CI_CLASS_018	3,200,000			
Civilian Electoral Observers	FT20_CI_CLASS_020	5,100,000			
Consultants	FT20_CI_CLASS_025	9,400,000	0		50,09
Official Travel	FT20_CI_CLASS_105	3,200,000			
Facilities and Infrastructure	FT20_CI_CLASS_110	1,478,356,210	208,784	61,622,355	466,45

3. Click the icon to view the list.
4. Select the **Save As** list item.

Pre-production R1B Umoja Business Intelligence/app1

Filename:

Save As Type:

Buttons: Save, Cancel

5. As required, complete/review the following fields:

Field	R/O/C	Description
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Field	R/O/C	Description
Filename:	Required	<b>Example:</b> Status of Accounts by Commitment Item - July 30, 2013 Report

6. Click the **Save** button.

Pre-production R1B Umoja Business Intelligence/app1

Commitment Item	Commitment Item Key	(A) Consumable Budget	(B) Pre-commitment	(C) Commitment	(D) Actual
COMMITMENT ITEM HIERARCHY	COMMITMENT ITEM HIERARCHY	108,184,416,704	1,146,006	75,829,053	13,347,04
International Staff	FT20_CJ_CLASS_010	5,500,368	0	0	24,77
National Staff	FT20_CJ_CLASS_012	3,300,040			73,53
United Nations Volunteer	FT20_CJ_CLASS_014	5,200,000			
General Temporary Assistance	FT20_CJ_CLASS_016	4,200,000			
Government Provided Personnel	FT20_CJ_CLASS_018	3,200,000			
Civilian Electoral Observers	FT20_CJ_CLASS_020	5,100,000			
Consultants	FT20_CJ_CLASS_025	9,400,000	0		50,09
Official Travel	FT20_CJ_CLASS_105	3,200,000			
Facilities and Infrastructure	FT20_CJ_CLASS_110	1,478,356,210	208,784	61,622,355	466,45

7. Click the **Documents** tab.



You can review where this report can be later accessed by visiting the Favorites folder within the **Documents** tab.

## Save, Print and Export an Umoja BI Report

### Listing

Title	Type
Consolidated and Cumulative Status of Expenditure	Web Intelligence
Consolidated and Cumulative Status of Expenditure by Month, Category and Type	Web Intelligence
<b>Status of Accounts by Commitment Item</b>	<b>Web Intelligence</b>
Status of Accounts by Commitment Item and Type of Expenditure	Web Intelligence
Status of Accounts with Appropriation by Commitment Item	Web Intelligence
Status of Expenditure by Commitment Item	Web Intelligence
Status of Expenditure by Commitment Item and Type of Expenditure	Web Intelligence
Status of Expenditure by Fund and Commitment Item Group	Web Intelligence
Status of Expenditure by Month and Fund	Web Intelligence
Status of Expenditure by Month, Fund and Category	Web Intelligence
Status of Expenditure for Umoja and IMIS by Commitment Item	Web Intelligence
UNLB - Status of Allotment by Commitment Item	Web Intelligence
UNLB - Status of Expenditure by Budget Line Item	Web Intelligence
ZZFM_M01_R0001-Funds Management Analysis Area	Analysis Workspace
ZZFM_M01_R0002-Funds Management Budget Consumption Detail	Analysis Workspace
ZZFM_M01_R0003-Funds Management Budget Consumption Summary	Analysis Workspace

8. Click the **My Documents** tab.

### Listing

Title	Type	Last Run	Insta
~\WebIntelligence	Folder		
Status of Accounts by Commitment Item - July 30, 2013 Report	Web Intelligence		0
ZZSC_M01_R0001 Solicitations Analysis Area autc			

9. Double-click **Status of Accounts by Commitment Item - July 30, 2013Report**.



Within the **My Favorites** folder, you can view the WebI report, **Status of Accounts by Commitment Item - July 30, 2013 Report**. This is a static copy of the report saved off to your local Favorites folder. Data within this report is not updated over time and is a snapshot in time.

## Save, Print and Export an Umoja BI Report

### Pre-production R1B Umoja Business Intelligence/app1

umojja [R1B] Welcome: Jason Vercamer | Applications | Preferences Help Menu | Log Off

Home Documents Status of Accounts by ... Status of Accounts... Web Intelligence

United Nations / Umoja BI / Report: ZZFM\_M01\_Q004\_R0007  
Data Source: ZZFM\_M01\_Q004  
Last Refreshed: 18 Jul 2013 13:58 UTC

Commitment Item	Commitment Item Key	(A) Consumable Budget	(B) Pre-commitment	(C) Commitment	(D) Actual
COMMITMENT ITEM HIERARCHY	COMMITMENT ITEM HIERARCHY	108,184,416,704	1,146,006	75,829,053	13,347,04
International Staff	FT20_CI_CLASS_010	5,500,368	0	0	24,77
National Staff	FT20_CI_CLASS_012	3,300,040			73,53
United Nations Volunteer	FT20_CI_CLASS_014	5,200,000			
General Temporary Assistance	FT20_CI_CLASS_016	4,200,000			
Government Provided Personnel	FT20_CI_CLASS_018	3,200,000			
Civilian Electoral Observers	FT20_CI_CLASS_020	5,100,000			
Consultants	FT20_CI_CLASS_025	9,400,000	0		50,09
Official Travel	FT20_CI_CLASS_105	3,200,000			
Facilities and Infrastructure	FT20_CI_CLASS_110	1,478,356,210	208,784	61,622,355	466,45

ZZFM\_M01\_Q004\_R0007

Track changes: Off Page 1 of 1 100% 12 days ago

10. Click the icon to close the report.



The locally saved copy of the Webi BI report, **Status of Accounts by Commitment Item - July 30, 2013 Report** displays on the screen.

### Pre-production R1B Umoja Business Intelligence/app1

umojja [R1B] Welcome: Jason Vercamer | Applications | Preferences Help Menu | Log Off

Home Documents Status of Accounts by ... Status of Accounts... Web Intelligence


United Nations / Umoja BI / Report: ZZFM\_M01\_Q004\_R0007  
Data Source: ZZFM\_M01\_Q004  
Last Refreshed: 18 Jul 2013 13:58 UTC

Commitment Item	Commitment Item Key	(A) Consumable Budget	(B) Pre-commitment	(C) Commitment	(D) Actual
COMMITMENT ITEM HIERARCHY	COMMITMENT ITEM HIERARCHY	108,184,416,704	1,146,006	75,829,053	13,347,04
International Staff	FT20_CI_CLASS_010	5,500,368	0	0	24,77
National Staff	FT20_CI_CLASS_012	3,300,040			73,53
United Nations Volunteer	FT20_CI_CLASS_014	5,200,000			
General Temporary Assistance	FT20_CI_CLASS_016	4,200,000			
Government Provided Personnel	FT20_CI_CLASS_018	3,200,000			
Civilian Electoral Observers	FT20_CI_CLASS_020	5,100,000			
Consultants	FT20_CI_CLASS_025	9,400,000	0		50,09
Official Travel	FT20_CI_CLASS_105	3,200,000			
Facilities and Infrastructure	FT20_CI_CLASS_110	1,478,356,210	208,784	61,622,355	466,45

ZZFM\_M01\_Q004\_R0007

Track changes: Off Page 1 of 1 100% 12 days ago

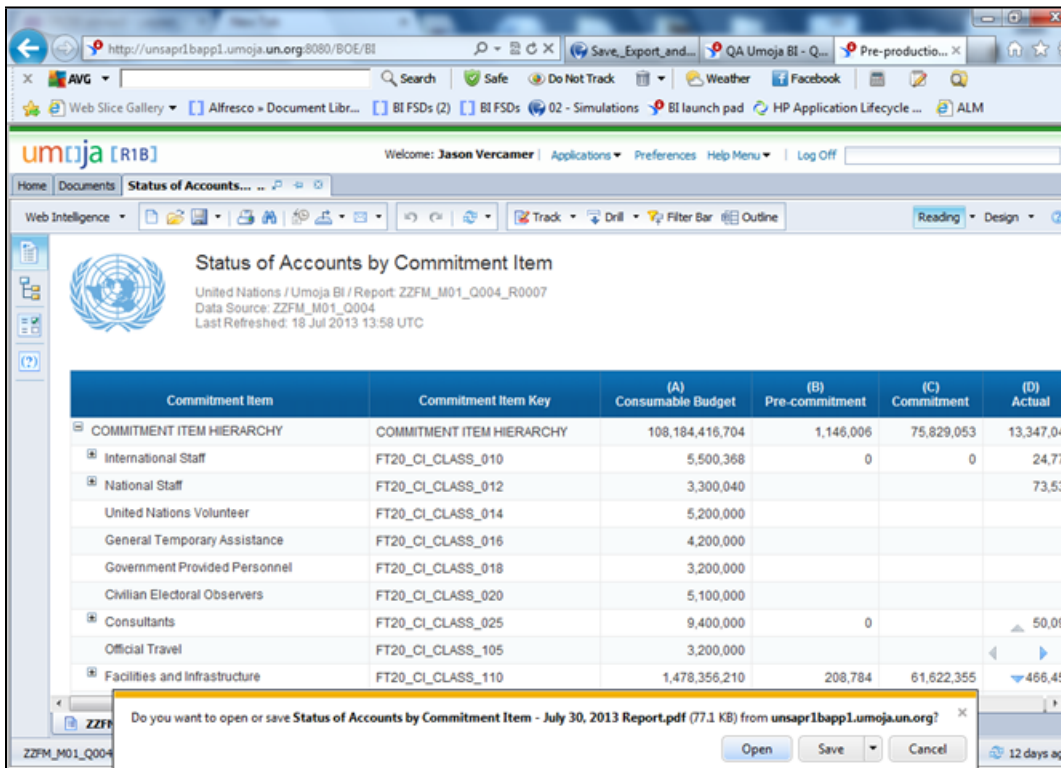
## Save, Print and Export an Umoja BI Report

11. Click the **Print**  icon.



Now, you will print an Umoja BI report.

## Pre-production R1B Umoja Business Intelligence/app1 - Windows Internet Explorer



The screenshot shows a web browser window displaying a report from the Umoja system. The report title is "Status of Accounts by Commitment Item" and it includes a table with the following data:

Commitment Item	Commitment Item Key	(A) Consumable Budget	(B) Pre-commitment	(C) Commitment	(D) Actual
COMMITMENT ITEM HIERARCHY	COMMITMENT ITEM HIERARCHY	108,184,416,704	1,146,006	75,829,053	13,347,04
International Staff	FT20_CI_CLASS_010	5,500,368	0	0	24,77
National Staff	FT20_CI_CLASS_012	3,300,040			73,53
United Nations Volunteer	FT20_CI_CLASS_014	5,200,000			
General Temporary Assistance	FT20_CI_CLASS_016	4,200,000			
Government Provided Personnel	FT20_CI_CLASS_018	3,200,000			
Civilian Electoral Observers	FT20_CI_CLASS_020	5,100,000			
Consultants	FT20_CI_CLASS_025	9,400,000	0		50,09
Official Travel	FT20_CI_CLASS_105	3,200,000			
Facilities and Infrastructure	FT20_CI_CLASS_110	1,478,356,210	208,784	61,622,355	466,45

A dialog box is open at the bottom of the browser window, asking: "Do you want to open or save Status of Accounts by Commitment Item - July 30, 2013 Report.pdf (77.1 KB) from unsapr1bapp1.umoja.un.org?" with buttons for "Open", "Save", and "Cancel".

12. Click the **Open** button.



Clicking the **Open** button re-open the Umoja BI report in Adobe PDF format. You can then print the BI report using your local printer.

Save, Print and Export an Umoja BI Report

Pre-production R1B Umoja Business Intelligence/app1

Commitment Item	Commitment Item Key	(A) Consumable Budget	(B) Pre-commitment	(C) Commitment	(D) Actual
COMMITMENT ITEM HIERARCHY	COMMITMENT ITEM HIERARCHY	108,184,416,704	1,146,006	75,829,053	13,347,04
International Staff	FT20_CI_CLASS_010	5,500,368	0	0	24,77
National Staff	FT20_CI_CLASS_012	3,300,040			73,53
United Nations Volunteer	FT20_CI_CLASS_014	5,200,000			
General Temporary Assistance	FT20_CI_CLASS_016	4,200,000			
Government Provided Personnel	FT20_CI_CLASS_018	3,200,000			
Civilian Electoral Observers	FT20_CI_CLASS_020	5,100,000			
Consultants	FT20_CI_CLASS_025	9,400,000	0		50,09
Official Travel	FT20_CI_CLASS_105	3,200,000			
Facilities and Infrastructure	FT20_CI_CLASS_110	1,478,356,210	208,784	61,622,355	466,45

13. Click the **Export** icon to view the list.

Now, you will save an Umoja BI report.

14. Select the **Export Current Report As → Excel 2007** menu item.

You may export the Umoja BI report in several formats. However, you should export the BI report in Microsoft Excel 2007 to remove any risks and compatiability issues in case your system has older versions of Excel installed.

Save, Print and Export an Umoja BI Report

Pre-production R1B Umoja Business Intelligence/app1 - Windows Internet Explorer

The screenshot shows a web browser window displaying a report from the Umoja system. The report title is "Status of Accounts by Commitment Item" and it includes a table with the following data:

Commitment Item	Commitment Item Key	(A) Consumable Budget	(B) Pre-commitment	(C) Commitment	(D) Actual
COMMITMENT ITEM HIERARCHY	COMMITMENT ITEM HIERARCHY	108,184,416,704	1,146,006	75,829,053	13,347,04
International Staff	FT20_CI_CLASS_010	5,500,368	0	0	24,77
National Staff	FT20_CI_CLASS_012	3,300,040			73,53
United Nations Volunteer	FT20_CI_CLASS_014	5,200,000			
General Temporary Assistance	FT20_CI_CLASS_016	4,200,000			
Government Provided Personnel	FT20_CI_CLASS_018	3,200,000			
Civilian Electoral Observers	FT20_CI_CLASS_020	5,100,000			
Consultants	FT20_CI_CLASS_025	9,400,000	0		50,09
Official Travel	FT20_CI_CLASS_105	3,200,000			
Facilities and Infrastructure	FT20_CI_CLASS_110	1,478,356,210	208,784	61,622,355	466,45

A file download dialog box is open at the bottom of the browser, asking: "Do you want to open or save Status of Accounts by Commitment Item - July 30, 2013 Report.xlsx (9.82 KB) from unsapr1bapp1.umoja.un.org?". The dialog has "Open", "Save", and "Cancel" buttons.

15. Click the **Open** button.



You can either open or save the exported report as required by clicking the **Open** or **Save** button respectively.



## Save, Print and Export an Umoja BI Report

XXXX

Microsoft Excel window: Status of Accounts by Commitment Item - July 30, 2013 Report.xlsx [Protected View] [Repaired] - Microsoft Excel

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

Report Title: Status of Accounts by Commitment Item - July 30, 2013 Report

United Nations / Umoja BI / Report: ZZFM\_M01\_Q004\_R0007  
 Data Source: ZZFM\_M01\_Q004  
 Last Refreshed: 18 Jul 2013 13:58 UTC

Commitment Item	Commitment Item Key	(A) Consumable Budget	(B) Pre-commitment	(C) Commitment	(D) Actual	(E) Total
COMMITMENT ITEM HIERARCHY	COMMITMENT ITEM HIERARCHY	108,184,416,704	1,146,006	75,829,053	13,347,048	
International Staff	FT20_CI_CLASS_010	5,500,368	0	0	24,773	
National Staff	FT20_CI_CLASS_012	3,300,040			73,537	
United Nations Volunteer	FT20_CI_CLASS_014	5,200,000				
General Temporary Assistance	FT20_CI_CLASS_016	4,200,000				
Government Provided Personnel	FT20_CI_CLASS_018	3,200,000				
Civilian Electoral Observers	FT20_CI_CLASS_020	5,100,000				
Consultants	FT20_CI_CLASS_025	9,400,000	0		50,091	
Official Travel	FT20_CI_CLASS_105	3,200,000				
Facilities and Infrastructure	FT20_CI_CLASS_110	1,478,356,210	208,784	61,622,355	466,457	
Ground Transportation	FT20_CI_CLASS_115	152,706,446	322,259	9,131,466	1,970,554	

16. Click the icon.



The exported BI report displays on the screen. You have successfully completed the process to save, print and export the WebI report, **Status of Accounts by Commitment Item - July 30, 2013 Report**.