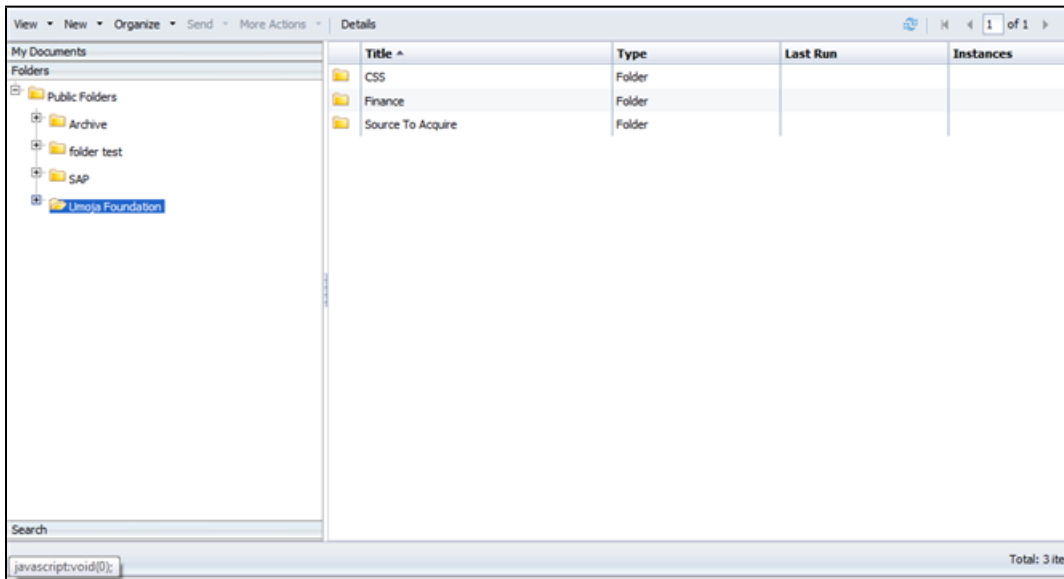


View_a_Web_Intelligence_BI_Report

Procedure

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

Listing



Title	Type	Last Run	Instances
CSS	Folder		
Finance	Folder		
Source To Acquire	Folder		

2. Click **Umoja Foundation**.



In this simulation, you will learn how to view a web intelligence BI Report in Umoja BI.

The data used in this simulation is illustrative only.

3. Click **Finance**.



The Umoja Enterprise Role assigned to an Umoja user dictates the level of access provided to the BI Portal. Some selected folders and reports may not display, based on your specified level of access.

4. Click **Funds Management**.

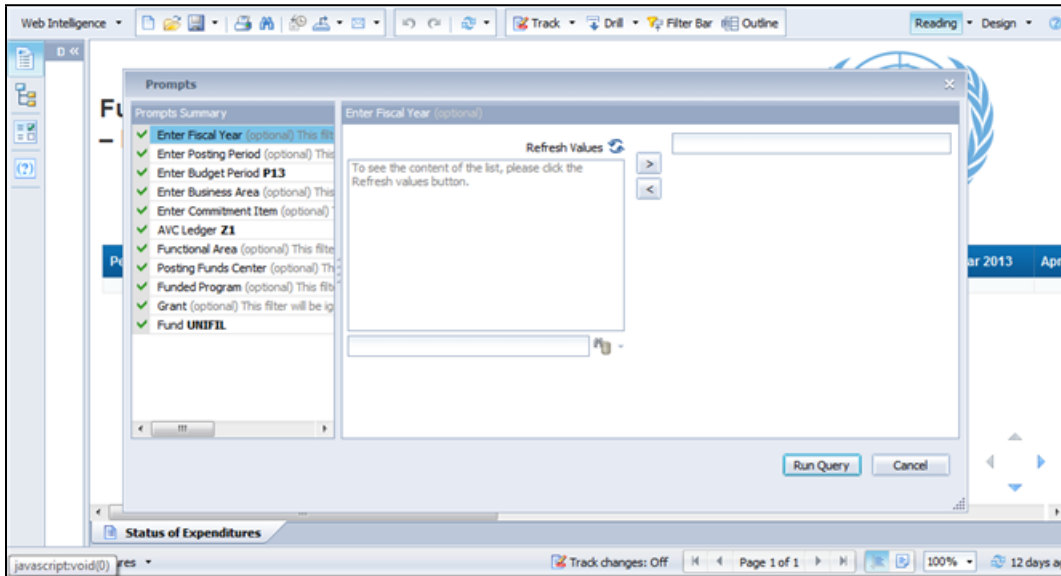
5. Double-click **ZZFM_M01_R0001-Funds Management Status of Expenditures FMT2 – Default View**. This is a WebI (Web Intelligence) BI Report.



All Funds Management BI Reports display in the right of your screen.

View_a_Web_Intelligence_BI_Report

BI launch pad



6. Click Fund UNIFIL.

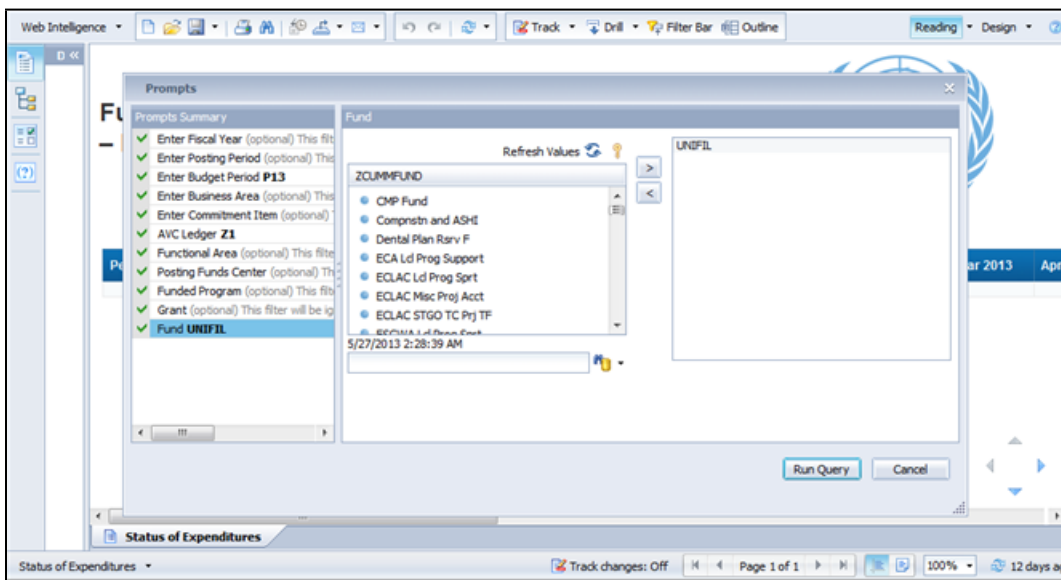


Since Web Reports are pre-formatted, filtering parameters are available to you for filtering purposes.


Within the Prompts pop-up display, you can add or remove appropriate report parameters.

Suppose you wanted to view FMT activity for UNIFIL and UNAMID, see the successive screens.

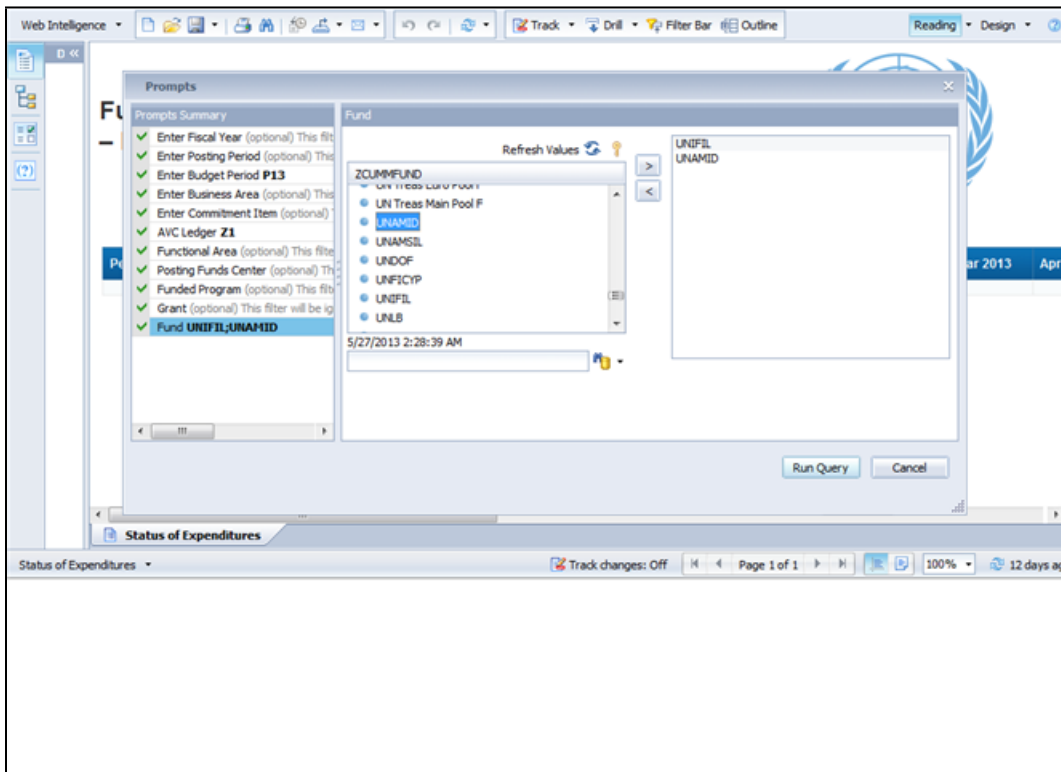
BI launch pad



View_a_Web_Intelligence_BI_Report

7. Click the **Scroll Down**  icon.
8. Double-click **UNAMID**.

BI launch pad



9. Click the **Run Query** button.



The result of double-clicking a parameter is equivalent to clicking the **Add** icon.

You can click the **Remove** icon to remove a parameter.

View_a_Web_Intelligence_BI_Report

BI launch pad

Peacekeeping	Appropriation	Jul 2012	Aug 2012	Sep 2012	Oct 2012	Nov 2012	Dec 2012
Peacekeeping	5,733,421,641.31	30	964,908.99	971,700.06	28,318,454.79	900,324.55	56,120
Not Assigned Commitment Item (s)	518,777,792.09	1,259,512.8	10,757,914.92	7,797,804.18	256,456,701.08	28,269,362.14	501,882

10. If the initial report view is too large to display and review on screen , click the drop-down to resize the text size.


BI launch pad

Peacekeeping	Appropriation	Jul 2012	Aug 2012	Sep 2012	Oct 2012	Nov 2012	Dec 2012
Peacekeeping	5,733,421,641.31	30	964,908.99	971,700.06	28,318,454.79	900,324.55	56,120
Not Assigned Commitment Item (s)	518,777,792.09	1,259,512.8	10,757,914.92	7,797,804.18	256,456,701.08	28,269,362.14	501,882

View_a_Web_Intelligence_BI_Report

11. Select the **75%** list item to reduce the text size by 25%.





BI launch pad



The screenshot displays a SAP BusinessObjects Web Intelligence report. The report title is "Funds Management Status of Expenditures FMT2 - Default View". The report content includes a table with the following data:

Peacekeeping	Appropriation	Jul 2012	Aug 2012	Sep 2012	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013
Peacekeeping	5,733,421,841.31	30	964,508.99	971,700.06	28,318,454.79	900,324.55	56,120,546.46	967,051.15	785,734.22	(4,...
NotAssigned Commitment Item (s)	518,777,792.09	1,259,012.8	10,757,914.92	7,797,804.18	256,456,701.08	28,269,362.14	50,188,247.01	32,190,488.97	12,768,899.06	


The browser window shows the URL 'http://unsapq1b.umoja.un...' and the user 'Jason Vercamer'. The report is displayed at a zoom level of 75%.

12. Click  to expand the **Peacekeeping** tree item.
13. Click  to expand the **Peacekeeping Militart & Police Personnel** tree item.
14. Click  to expand the **Peacekeeping Civilian Personnel** tree item.
15. Click  to expand the **Peacekeeping Operational Costs** tree item.

View_a_Web_Intelligence_BI_Report

BI launch pad

Peacekeeping	Appropriation	Jul 2012	Aug 2012	Sep 2012	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013
Peacekeeping	5,733,421,041.31	30	904,905.99	971,700.00	28,318,454.79	900,324.55	55,120,548.45	967,051.15	785
Peacekeeping Military & Police Personnel	3,120,030,893.05				27,025,505.00	5,170.00	45,958,161.09	376,968.99	
Military Contingents	2,823,045,300.00				27,025,505.00	5,170.00	45,958,161.09	376,968.99	
PK Appropriations & Allowments	296,183,593.05								
UN Formed Police Units	1,000.00								
Peacekeeping Civilian Personnel	936,300,300.00		598,228.48	767,195.78	463,981.40	335,124.24	213,419.12	227,499.34	141
International Staff	601,885,300.00		598,228.48	767,195.78	463,981.40	335,124.24	213,419.12	227,499.34	141
National Staff	334,415,000.00								
Peacekeeping Operational Costs	1,973,274,041.31	30	305,680.01	204,504.28	828,868.39	500,000.31	9,948,966.25	362,584.82	54
Temporary Assistance	5,087,500.00				41,888.32		18,883.74		
Facilities and Infrastructure	355,961,100.00						4,964,305.14	0.00	
Ground Transportation	613,512,901.00								

16.  Click the icon which is the first method of filtering WebI Reports.

View_a_Web_Intelligence_BI_Report

BI launch pad

The screenshot shows a Web Intelligence report interface. On the left, there are several input boxes for filtering: 'Enter Fiscal Year (optional)', 'Enter Posting Period (optional)', 'Enter Budget Period' (with 'P13' selected), and 'Enter Business Area (optional)'. Each box has a '--Show List Of Values--' link. The main report area displays a table with the following data:

Peacekeeping	Appropriation	Jul 2012	Aug 2012	Sep 2012	Oct 2012	Nov 2012	Dec 2012
Peacekeeping	5,733,421,841.31	30	964,908.99	971,700.06	28,318,454.79	900,324.55	56,120,548.4
Peacekeeping Military & Police Personnel	3,120,030,893.06				27,025,805.00	5,170.00	45,958,161.0
Military Contingents	2,823,848,300.00				27,025,805.00	5,170.00	45,958,161.0
PK Appropriations & Allowments	296,183,593.06						
UN Formed Police Units	1,000.00						
Peacekeeping Civilian Personnel	930,300,300.00		598,228.48	767,195.78	463,961.40	335,124.24	213,419.1
International Staff	601,885,300.00		598,228.48	767,195.78	463,961.40	335,124.24	213,419.1
National Staff	334,415,000.00						
Peacekeeping Operational Costs	1,973,274,041.31	30	366,680.51	204,504.28	828,858.39	560,030.31	9,948,966.2
Temporary Assistance	5,087,500.00				41,888.32		18,683.7
Facilities and Infrastructure	355,581,100.00						4,964,805.1
Ground Transportation	613,512,301.00						

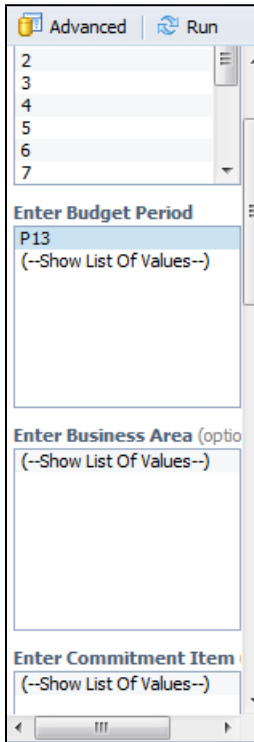
17. Click (--Show List of Values--).



Filtering options are displayed in the selection boxes.

View_a_Web_Intelligence_BI_Report

BI launch pad



The screenshot shows a software interface titled "BI launch pad". At the top, there are two buttons: "Advanced" (with a document icon) and "Run" (with a refresh icon). Below these is a list of numbers from 2 to 7. Underneath is a section titled "Enter Budget Period" with a dropdown menu showing "P13" and the text "(--Show List Of Values--)". Below that is a section titled "Enter Business Area (optio" with a dropdown menu showing "(--Show List Of Values--)". At the bottom is a section titled "Enter Commitment Item" with a dropdown menu showing "(--Show List Of Values--)". The interface has a scroll bar on the right side.

18. Click **(--Show List Of Values--)** to add additional filtering options to the WebI Report.

19. Double-click **P12**.




You will now choose to filter (refine) the FMT Report to only display items related to Budget Period P12.

20. Click the **Run** button. The WebI Report applies the filter(s) selected.

View_a_Web_Intelligence_BI_Report

BI launch pad

Funds Management Status of Expenditures FMT2 – Default View



Peacekeeping	Appropriation	Jul2011	Aug2011	Sep2011	Oct2011	Nov2011	Dec2011
Peacekeeping	5,488,788,778.00	1,188,272.17	14,056,966.70	826,347.90	30,248,848.09	1,111,436.95	73,090.00
Peacekeeping Military & Police Personnel	2,970,558,800.00	124,613.35	12,701,464.49	142,784.00	29,892,742.00	104,827.12	60,142.00
Military Contingents	2,970,558,800.00	124,613.35	12,701,464.49	142,784.00	29,892,742.00	104,827.12	60,142.00
PK Appropriations & Allotments	0.00						
Peacekeeping Civilian Personnel	893,824,800.00	140,365.43	891,898.84	159,395.97	305,834.02	149,962.24	692.00
International Staff	571,135,900.00	140,365.43	891,898.84	159,395.97	305,834.02	149,962.24	692.00
National Staff	322,688,900.00						
Peacekeeping Operational Costs	1,804,405,178.00	923,293.39	463,803.57	524,167.93	50,272.07	856,847.59	12,255.00
Temporary Assistance	5,094,500.00						19,000.00
Consultants			0.00		0.00		
Facilities and Infrastructure	375,931,808.00	10,800.00			0.00		1,086.00
Ground Transportation	559,427,670.00	364,750.00					

21. Click the **Scroll Right** icon.

BI launch pad

Web Intelligence - SAP BusinessObjects

Track - Drill - Filter Bar - Outline - Reading - Design

2012	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Jun 2013	%pert
971,700.06	283,184,547.9	900,324.55	56,120,546.46	967,051.15	785,734.22	(4.00)	257,375.31	1,932,316.08		1.59%
	27,025,605.00	5,170.00	45,958,161.09	378,966.99			8,952.00	1,300.00		2.36%
	27,025,605.00	5,170.00	45,958,161.09	378,966.99			8,952.00	1,300.00		2.60%
							(40.00)			-40.00%
767,195.78	483,981.40	335,124.24	213,419.12	227,499.34	141,380.82		16,633.47	500.00		0.30%
767,195.78	483,981.40	335,124.24	213,419.12	227,499.34	141,380.82		1,000.00	500.00		0.46%
							16,633.47			0.00%
204,504.28	828,806.39	560,030.31	9,948,966.25	362,584.82	644,353.6	(4.00)	20,400.84	1,930,516.08		0.76%
	41,888.32		18,663.74				3,500.00			1.26%
			4,964,305.14	0.00		(4.00)	156,450.09	1,648,294.84		1.90%
							(59,811.28)	(4,691.92)		-0.01%
	512,984.40	224,700.00	879,907.00	248,215.80	224,700.00			13.35		3.47%
7,751.81	51.45	3,288.39	2,014,901.95	6,782.77	135.58		(78,721.06)	(12,100.00)		0.72%

Status of Expenditures - Track changes: Off - Page 1 of 1 - 75% - 1 minute ago

View_a_Web_Intelligence_BI_Report

22. Click the **Filter Bar** button which is second method of filtering a WebI report.



The WebI report is updated with information only relevant to Budget Period P12.

Now, let's try another method of filtering.

BI launch pad

The screenshot shows a SAP BusinessObjects Web Intelligence report. The title is "Funds Management Status of Expenditures FMT2 - Default View". The report is displayed in a table format with the following columns: Appropriation, Jul 2012, Aug 2012, Sep 2012, Oct 2012, Nov 2012, Dec 2012, Jan 2013, and Feb 2013. The rows include categories such as Peacekeeping, Peacekeeping Military & Police Personnel, Military Contingents, PK Appropriations & Allotments, UN Formed Police Units, Peacekeeping Civilian Personnel, International Staff, National Staff, Peacekeeping Operational Costs, Temporary Assistance, Facilities and Infrastructure, and Ground Transportation. The "Filter Bar" button is located in the top toolbar of the report viewer.

23. Click the icon.

View_a_Web_Intelligence_BI_Report

BI launch pad

Peacekeeping	Appropriation	Jul 2012	Aug 2012	Sep 2012	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013
Peacekeeping	5,733,421,841.31	30	964,908.99	971,700.06	28,318,454.79	900,324.55	56,120,546.46	967,051.15	785,734.22
Peacekeeping Military & Police Personnel	3,120,030,893.06				27,025,005.00	5,170.00	45,958,161.09	376,966.99	
Military Contingents	2,823,848,300.00				27,025,005.00	5,170.00	45,958,161.09	376,966.99	
PK Appropriations & Allotments	296,183,593.06								
UN Formed Police Units	1,000.00								
Peacekeeping Civilian Personnel	936,300,300.00		596,228.48	767,195.78	463,981.40	335,124.24	213,419.12	227,499.34	141,380.62
International Staff	601,885,300.00		596,228.48	767,195.78	463,981.40	335,124.24	213,419.12	227,499.34	141,380.62
National Staff	334,415,000.00								
Peacekeeping Operational Costs	1,973,274,041.31	30	368,680.51	204,504.28	828,868.39	560,030.31	9,948,966.25	362,584.82	644,353.8
Temporary Assistance	5,087,500.00				41,888.32		18,683.74		
Facilities and Infrastructure	355,981,100.00						4,964,305.14	0.00	
Ground Transportation	613,512,901.00								

24. Click to expand **Others**.



When you select Filter, a new menu bar will display immediately on top of the WebI Report. You must select it once to activate the Filtering tool. Filter options will display in a sub menu. In this example, the sub-menu is **Others**. The sub-menu naming varies, depending on the WebI Report.

25. Select the **Fiscal year** list item to filter the WebI Report by Fiscal year.

View_a_Web_Intelligence_BI_Report

BI launch pad

The screenshot shows a SAP BusinessObjects BI launch pad interface. The main content area displays a report titled "Funds Management Status of Expenditures FM T2 - Default View". The report includes a table with the following data:

Peacekeeping	Appropriation	Jul 2012	Aug 2012	Sep 2012	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013
Peacekeeping	5,733,421,841.31	30	964,908.99	971,700.00	28,318,454.78	900,324.55	58,120,548.48	967,051.15	780
Peacekeeping Military & Police Personnel	3,120,030,893.08				27,025,805.00	5,170.00	45,958,161.09	376,968.99	
Military Contingents	2,823,848,300.00				27,025,805.00	5,170.00	45,958,161.09	376,968.99	
PK Appropriations & Allotments	296,183,593.08								
UN Formed Police Units	1,000.00								
Peacekeeping Civilian Personnel	906,300,300.00		598,228.48	767,195.78	463,981.40	335,124.24	213,419.12	227,499.34	141
International Staff	601,885,300.00		598,228.48	767,195.78	463,981.40	335,124.24	213,419.12	227,499.34	141
National Staff	334,415,000.00								
Peacekeeping Operational Costs	1,973,274,041.31	30	366,680.51	204,504.28	828,868.39	560,000.31	9,948,968.25	382,584.82	54
Temporary Assistance	5,087,500.00				41,888.32		18,683.74		
Facilities and Infrastructure	355,981,100.00						4,964,305.14	0.00	
Ground Transportation	613,512,901.00								

26. Click the **Scroll Right** icon.



You can add more filters, if required.

View_a_Web_Intelligence_BI_Report

BI launch pad

The screenshot shows the SAP BusinessObjects BI launch pad interface. The main content area displays a 'Status of Expenditures' report. The report includes a table with the following data:

	Nov 2011	Dec 2011	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	Jun 2012	%Spent
1,111,436.95	73,090,097.57	738,977.70	1,235,529.96	69,947,875.26	736,291.75	2,189,069.72	68,822,447.53	4.83%	
104,627.12	60,142,704.23	16,774.86		59,474,912.61		78,137.06	59,059,718.32	7.46%	
104,627.12	60,142,704.23	16,774.86		59,474,912.61		78,137.06	59,059,718.32	7.46%	
149,962.24	692,008.19	547,908.58	615,991.81	69,720.24	253,278.87	21,883.28	47,960.00	0.44%	
149,962.24	692,008.19	547,908.58	615,991.81	69,720.24	253,278.87	21,883.28	47,960.00	0.68%	
856,847.59	12,255,385.15	174,294.26	619,535.15	10,403,242.41	483,012.88	2,089,049.38	9,714,768.55	2.40%	
	19,065.13							0.37%	
	5,085,029.53		87,093.16	5,241,803.43	(400.00)		5,244,513.47	4.17%	
					911.00	0.00		0.07%	

27. Click the **Close** icon once you have fully reviewed, saved or printed the FMT WebI Report.

Message from webpage

The screenshot shows a 'Message from webpage' dialog box with the following text:

Message from webpage

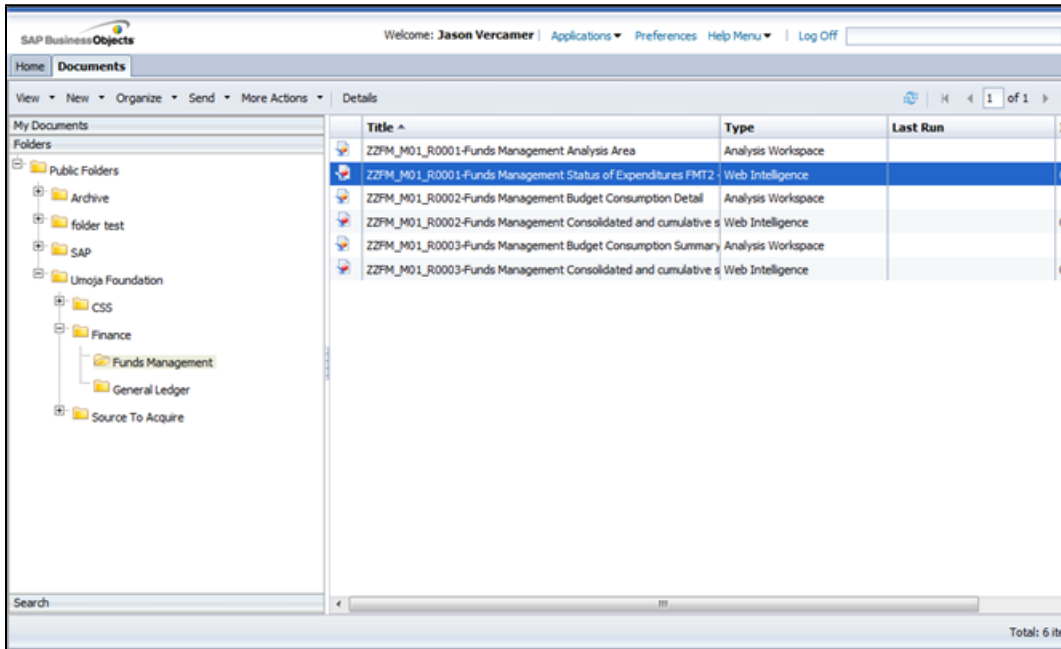
? You will lose any unsaved modifications to this document.

OK Cancel

28. Click the **OK** button. The report modifications will not be saved.

View_a_Web_Intelligence_BI_Report

End of simulation.



Once you close the WebI Report, you will return to the sub-folder from where you started.

From here, you may generate and view other BI Reports.

If you are a BI User, you may generate and view other WebI Reports.

If you are a BI Power User, you may view and generate WebI and Analysis Area (OLAP) Reports.