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Overview

This job aid documents how to execute the Business Intelligence (BI) report called “**Delivery Requirements and Forwarding Orders**”. It is intended to facilitate the exploration of all information related to Delivery-based Transportation Requirement (**DTR**) documents and Forwarding Orders (**FWO**).

The aim of the report is to support the business with the assessment of Shipments from a wide variety of perspectives.

Business users can run Analysis Workspace reports and use them as a starting point to instantaneously create complex, ad-hoc queries by using features like “slice and dice”, “drill-down”, breakdown and “filtering”. In other words, the Analysis Workspace is a blank slate which provides users with the customised analysis and reports they need to build.

Users can run reports, export and save them in Excel, PDF or CSV format and even print them. When users run the report, the system generates it from the latest available data set loaded into SAP HANA from the Umoja transactional system. Data is refreshed in BI in real time mode from the Transportation Management transactional system.

Objectives

This Job Aid provides the step-by-step procedure on how to generate a report on Delivery Requirements and Forwarding Orders using the Umoja BI Analysis Workspace application.

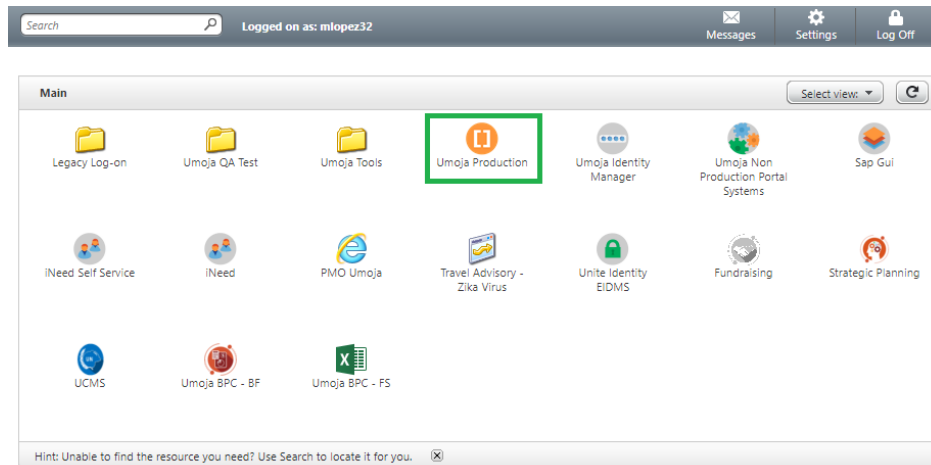
Enterprise Roles

BI.85 ROLE: ALL:BI:SC_TMEM_ANALYTIC_USER provides access to the TM Analysis Workspaces reports.

Procedure

A. Navigation

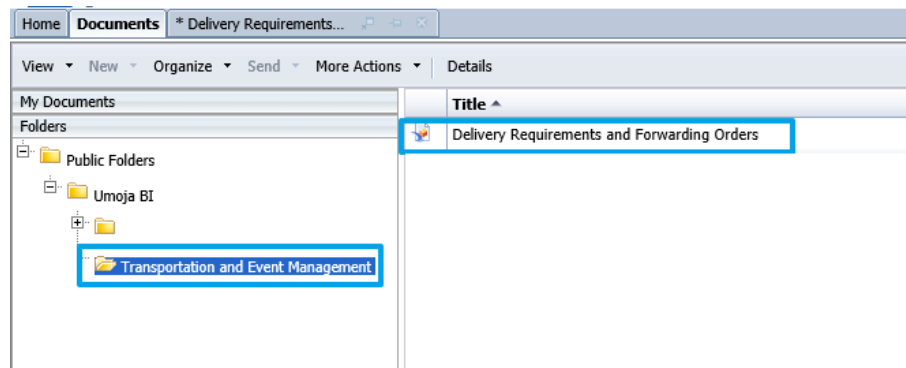
1. Log on to Citrix: <https://login.umoja.un.org>
2. Go to the icon called "Umoja Production".



3. Open the downloaded file (normally called "launch.ica").
4. Click on "BI Portal".

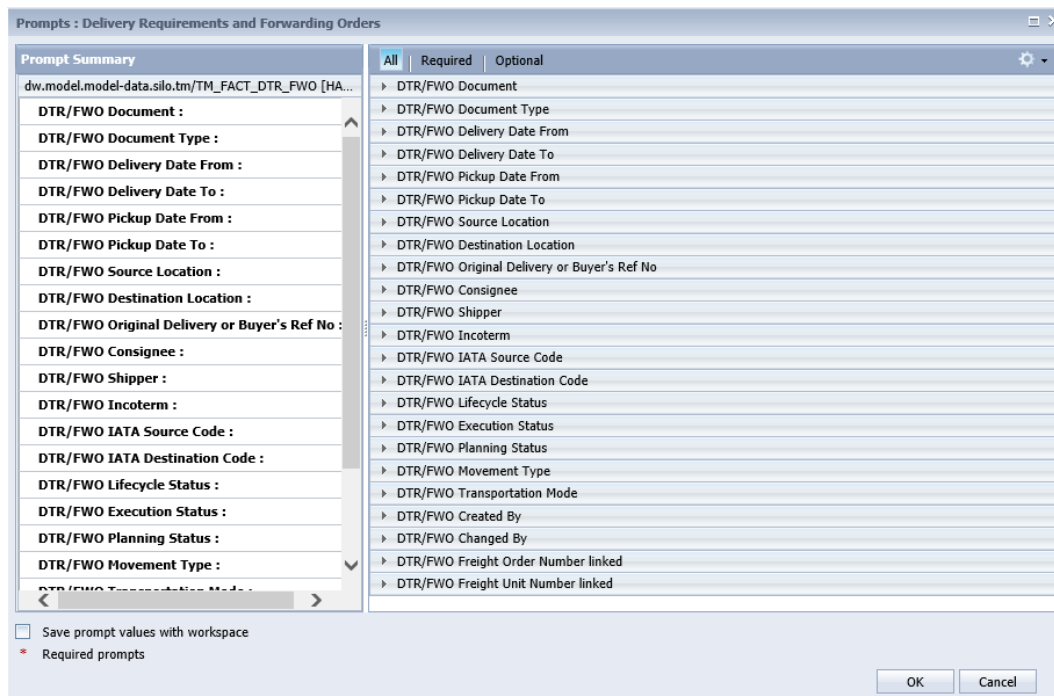


5. Open the public folder **Umoja BI** → **Transportation and Event Management**. Double-click on the name to open it.



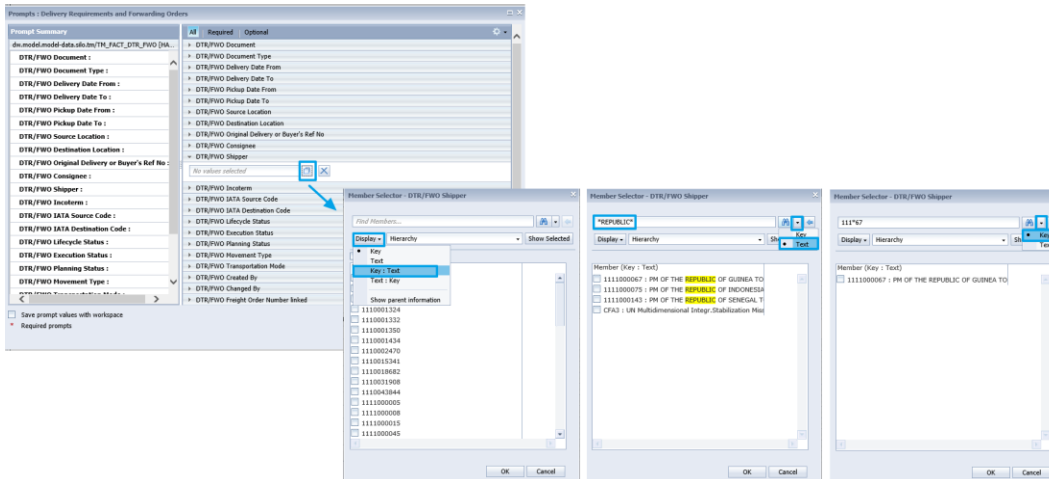
B. Prompts

1. As soon as you open the report, the Prompts window will display. All prompts are optional entries



Transportation Management BI Report Delivery Requirements and Forwarding Orders

Tip: You may click on the button to choose the values you are interested in any of the prompts. The wildcard * may be useful to search broadly by Keys (e.g. 111*67) or by Descriptions (e.g. *REPUBLIC*):

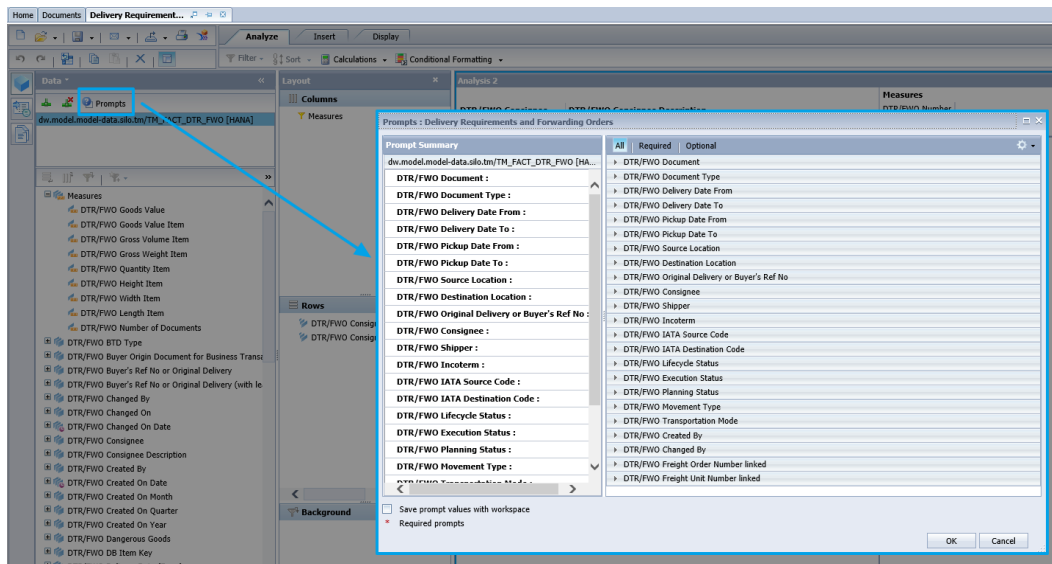


2. After entering the required filters, click **OK** and the report will run:

DTR/FWO Consignee	DTR/FWO Consignee Description	DTR/FWO Number of Documents
	#	41
AF10	UN Asst Mission in Afghanistan	8
AFA1	UN Assistance Mission in Afghanistan	8
CD10	UN Mission in DR. of the Congo	85
CDA1	MONUSCO MONUSCO - UN Mission in the DR of Congo	9
CDC1	MONUSCO FAO OFFICE AIRPORT	3
CDD3	MONUSCO FAO OFFICE LOGBASE	1
CF10	UN Mult.Int.Stab.M. in the CAR	47
CFA3	UN Multidimensional Integr.Stabilization Mission in the Central African Republic	7
IT01	UN Logistics Base	2
ITA2	UNGSC UNGSC - UN Logistics Base	12
LB10	UN Interim Force in Lebanon	19
LBA1	UNIFIL HQ UN Interim Force in Lebanon	41
ML10	UN Interim Force in Mali	115
MLA1	UN Interim Force in Mali	33
MLA2	MINUSMA Director of Mission Support	3
MLA3	Director of Missions, MINUSMA Receiving & Inspections Unit (R & I)	13
SD10	AfricanUnion-UN Mission Darfur	2
SS10	UN Mission Rep. of South Sudan	411
SSA1	UNMISS United Nations	11
SSA2	UNMISS United Nations	3
SSA6	UNMISS UNMISS - UN Mission Rep. of South Sudan	39
SY10	UN Disengagementt Observer Force	2
US00	UN Headquarters New York	2
Total Result	Result	917

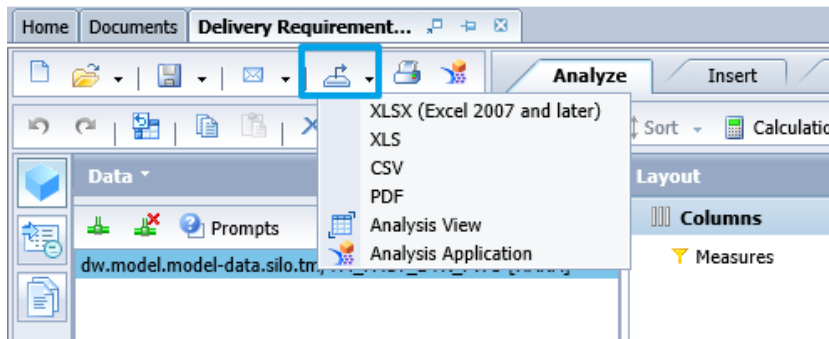
C. Refreshing the report

Once the report has been opened, you can decide to change the already selected filter values using the “Prompts” button:

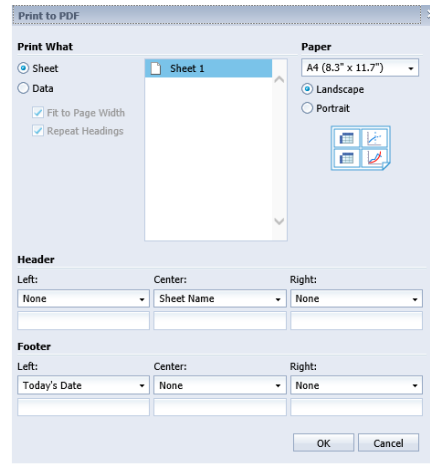
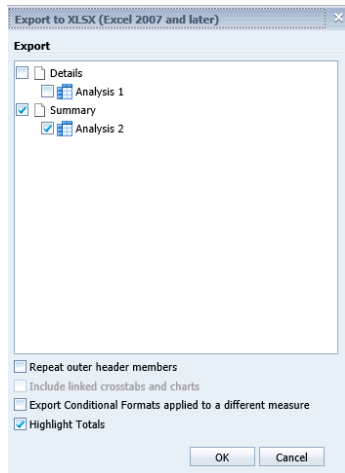


D. Export Report

1. You can export the report to Excel, PDF or CSV (text format) by clicking on the Export icon as seen below:



2. When the Export dialog box opens, make sure you select the required data to export using the available options, depending on the chosen export format. Furthermore, by clicking on “Repeat outer header members”, each row of data will contain the header information for that data element. This is useful for exporting flat tables for further analysis in Excel.

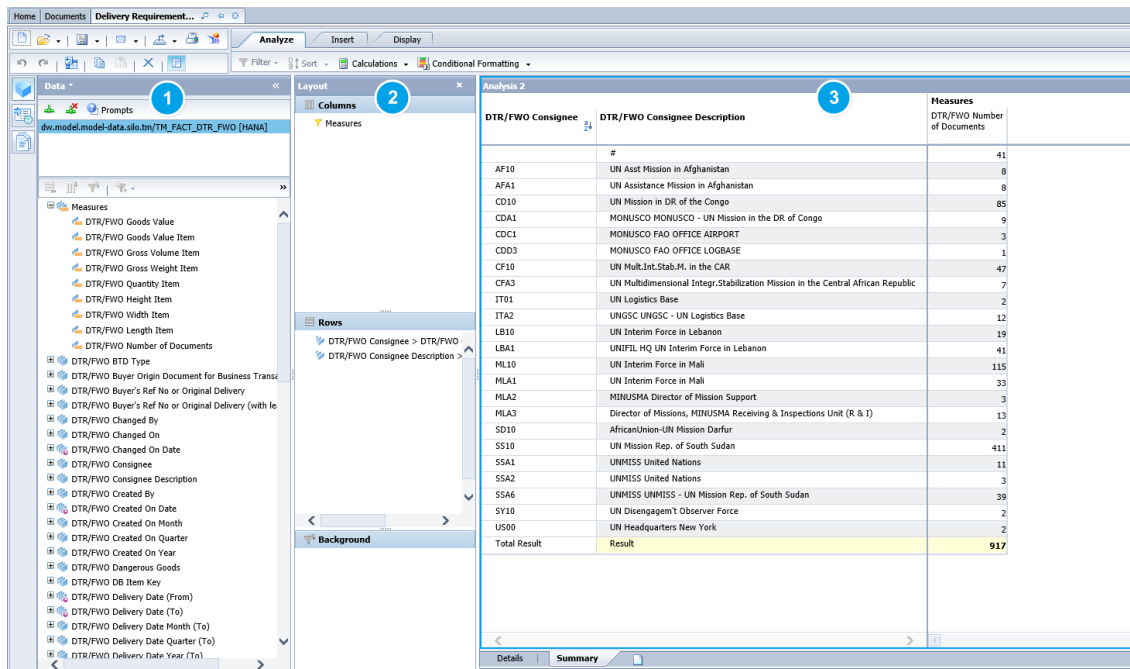


- A pop-up dialog will appear, where the option to open or save the file needs to be chosen.

Overview of the Report

A. Structure of Analysis Workspace

The screenshot below highlights the main different navigational elements of an Analysis Workspace:



1. Data Panel

The data panel displays the *Measures* and *Characteristics* available to use in the report. The data panel is used to select the required information to perform navigation functions, such as adding characteristics to rows or columns or including new background filters.

Measures and Characteristics are the main components of an Analysis Workspace:

- **Measure** 📊: Numerical values or metrics which are measured in the analysis (e.g. *DTR/FWO Quantity Item*).
- **Characteristic** 🏷️: Fields in Umoja that are used to differentiate and analyse measures under different perspectives (e.g. *DTR/FWO Consignee*).

2. Layout Panel

The *Layout panel* is the panel adjacent to the *Data panel* and here you can:

- Drag and drop different characteristics and measures into the Rows or Columns of your analysis, as with Pivot tables in Excel.
- Drag and drop one or more measures or characteristics as Background Filters to your analysis.
- Perform navigational operations on characteristics and measures including filtering, re-ordering and swapping objects.

3. Analysis Panel

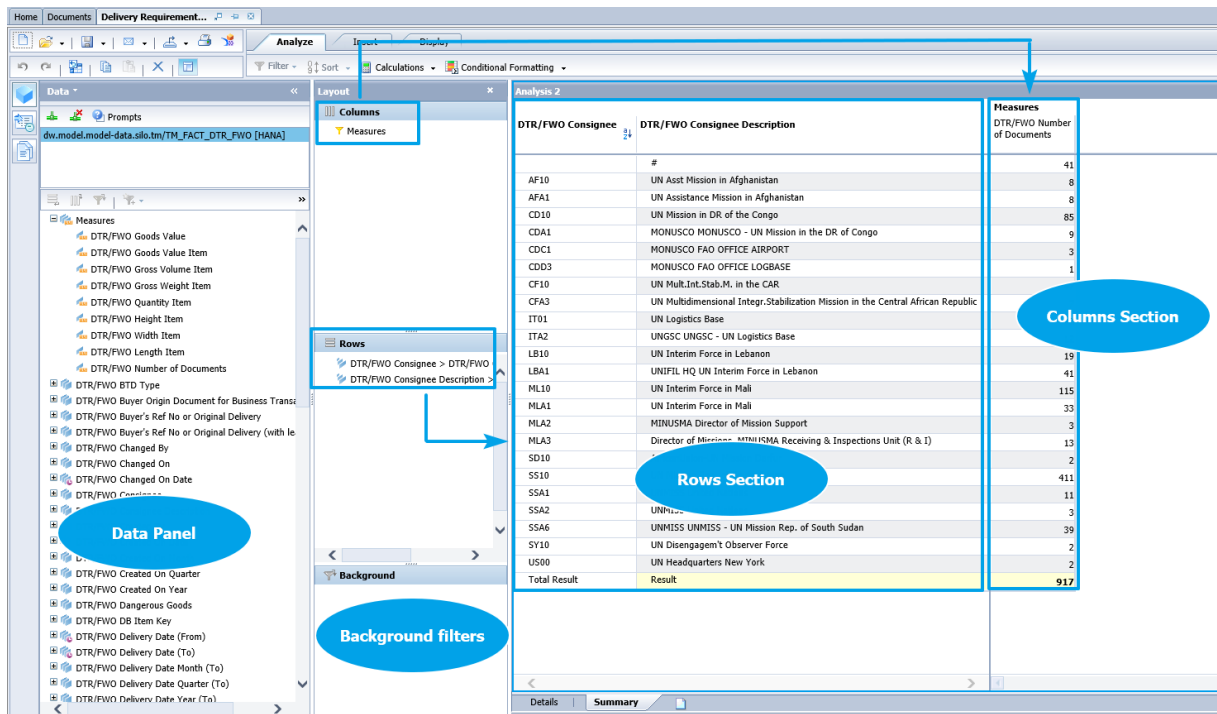
The Analysis window is the primary part of the screen displaying the rows and columns in a spreadsheet form for the selected data. It is located on the right of the *Layout panel*. This window displays the core components of the Analysis Workspace report.

Normally, the measures for a specific Analysis Workspace are set in the *Columns Section* of the analysis, while characteristics are placed in the *Rows section*.

The Analysis Panel can contain more than one Tab with different analysis or charts.

B. Layout of the Report

Analysis Workspaces have the following structure:



DTR/FWO Consignee	DTR/FWO Consignee Description	Measures DTR/FWO Number of Documents
#	#	41
AF10	UN Asst Mission in Afghanistan	8
AFA1	UN Assistance Mission in Afghanistan	8
CD10	UN Mission in DR of the Congo	85
CD41	MONUSCO MONUSCO - UN Mission in the DR of Congo	9
CD1	MONUSCO FAO OFFICE AIRPORT	3
CD3	MONUSCO FAO OFFICE LOGBASE	1
CF10	UN Mult.Int.Stab.H. in the CAR	
CF3	UN Multidimensional Integr.Stabilization Mission in the Central African Republic	
IT01	UN Logistics Base	
ITA2	UNGSC UNGSC - UN Logistics Base	
LB10	UN Interim Force in Lebanon	19
LBA1	UNIFIL HQ UN Interim Force in Lebanon	41
ML10	UN Interim Force in Mali	115
MLA1	UN Interim Force in Mali	33
MLA2	MINUSMA Director of Mission Support	3
MLA3	Director of Mission - MINUSMA Receiving & Inspections Unit (R & I)	13
SD10		2
SS10		411
SSA1		11
SSA2		3
SSA6		
SY10	UNMISS UNMISS - UN Mission Rep. of South Sudan	39
US10	UN Disengagement Observer Force	2
US00	UN Headquarters New York	2
Total Result	Result	917

- **Data Panel**

It contains all the Characteristics and Measures that users may add to their ad-hoc analyses.

- **Measures:**

- **DTR/FWO Gross Volume Item:** Total Gross volume of items included in the shipment
 - **DTR/FWO Gross Weight Item:** Total Gross weight of items included in the shipment
 - **DTR/FWO Quantity Item:** Total Delivery Quantity of items included in the shipment
 - **DTR/FWO Height Item:** Height of the item
 - **DTR/FWO Width Item:** Width of the item
 - **DTR/FWO Length Item:** Length of the item



- **DTR/FWO Number of Documents:** Counter of Delivery-based Transportation Requirement (DTR) and Forwarding Orders (FWO) documents.
 - **DTR/FWO Goods Value Item:** Value of Goods at item level in document currency
 - **DTR/FWO Goods Value Item [USD]:** Value of Goods at item level expressed in USD dollars
-
- **Characteristics:**
 - **DTR/FWO Buyer's Ref No or Original Delivery:** Original Inbound or Outbound Delivery number for DTR or MOU description for FWO.
 - **DTR/FWO Buyer's Ref No or Original Delivery (with leading zeroes):** Original Inbound or Outbound Delivery number for DTR or MOU description for FWO with leading zeroes in the delivery numbers.
 - **DTR/FWO Changed By:** User who last changed the document
 - **DTR/FWO Changed On:** Timestamp of last change to document expressed as YYYYMMDDHHMMSS
 - **DTR/FWO Changed On Date:** Date of last change to document
 - **DTR/FWO Consignee:** Consignee
 - **DTR/FWO Consignee Description**
 - **DTR/FWO Created By:** User who created the document
 - **DTR/FWO Created On Date:** Date when the document was created
 - **DTR/FWO Created On Month:** The month when the document was created
 - **DTR/FWO Created On Quarter:** The quarter when the document was created
 - **DTR/FWO Created On Year:** The year when the document was created
 - **DTR/FWO Dangerous Goods:** the Dangerous Goods flag indicator in the Freight Unit
 - **DTR/FWO Delivery Date (From):** The delivery date (From) at destination expressed in UTC time zone
 - **DTR/FWO Delivery Date (To):** The delivery date (To) at destination expressed in UTC time zone
 - **DTR/FWO Delivery Date Month (To):** The month of the delivery. It is derived from the Delivery date (To) or Delivery Date (From) if empty.
 - **DTR/FWO Delivery Date Quarter (To):** The quarter of the delivery. It is derived from the Delivery date (To) or Delivery Date (From) if empty.
 - **DTR/FWO Delivery Date Year (To):** The year of the delivery. It is derived from the Delivery date (To) or Delivery Date (From) if empty.

- **DTR/FWO Destination Location:** The destination location partner ID
- **DTR/FWO Destination Location Address:** The address of destination location.
- **DTR/FWO Destination Location City:** The city of destination location
- **DTR/FWO Destination Location City Postal Code:** The postal code of the destination city.
- **DTR/FWO Destination Location Country:** The country of destination.
- **DTR/FWO Destination Location House Number:** The house number of the destination address.
- **DTR/FWO Destination Location Region:** The region code of destination.
- **DTR/FWO Destination Location Region Description:** The description of the region of destination.
- **DTR/FWO Destination Location Street:** The street name of destination.
- **DTR/FWO Document Category:** The DTR/FWO document category identifier.
- **DTR/FWO Document Category Description:** The description of the document category

Document Category	Description
02	Delivery-Based Transportation Requirement
03	Forwarding Order

- **DTR/FWO Document Number**
- **DTR/FWO Document Number (with leading zeros)**
- **DTR/FWO Document Type:** The document type identifier
- **DTR/FWO Document Type Description:** The document type description.

Document Type	Description
ZD01	DTR for UNOE
ZD02	DTR for STO
ZFW1	Forwarding Order for COE
ZFW2	Forwarding Order for COE Troops
ZFW3	Forwarding Order for Troops Land and Sea
ZFW4	Forwarding Order for Wide Body (LTC)

- **DTR/FWO Execution Status:** The execution status of the delivery-based transportation requirement

Execution Status	Description
01	Execution Not Started
02	In Execution
03	Executed

When the status in “In Execution” the delivery-based transportation requirement is currently being executed. At least one of the planning documents assigned to the order-based transportation requirement is “In execution” process.

Once the execution of all planning documents assigned to the delivery-based transportation requirement is complete, the status changes to “Executed”.

- **DTR/FWO Execution Status Description**
- **DTR/FWO Goods Value Currency Item:** The currency in which “DTR/FWO Goods Value Item” is expressed.
- **DTR/FWO Gross Volume UoM Item:** The unit in which the “DTR/FWO Gross Volume Item” is expressed.
- **DTR/FWO Gross Weight UoM Item:** The unit in which the “DTR/FWO Gross Weight Item” is expressed.
- **DTR/FWO IATA Code Destination:** The IATA code of the destination airport in the FWO.
- **DTR/FWO IATA Code Source:** The IATA code of the source airport in the FWO.
- **DTR/FWO Incoterm:** The incoterm condition set in the DTR/FWO document. For example:

Incoterm	Description
CFR	Cost and Freight
CIF	Cost, Insurance & Freight
CIP	Carriage and Insurance Paid to
CPT	Carriage Paid To
DAP	Deliver to Place
DAT	Delivered at Terminal
DDP	Delivered Duty Paid
EXW	Ex Works
FAS	Free Alongside Ship
FCA	Free Carrier
FOB	Free on Board

- **DTR/FWO Incoterm Description**
- **DTR/FWO Incoterm Location**
- **DTR/FWO Item Number**
- **DTR/FWO Life Cycle Status**

The following statuses are available in the delivery-based transportation requirement:

Lifecycle Status	Description
01	New
02	In Planning

03	Planned
04	In Execution
07	Completed
10	Cancelled

Please note the following while analysing the different status values:

New: The delivery-based transportation requirement has been created. No freight units have been assigned to the delivery-based transportation requirement yet.

In Planning: The delivery-based transportation requirement is in planning process and at least one freight unit has been created for the transportation requirement.

Planned: All the freight units that are assigned to the delivery-based transportation requirement have been planned.

In Execution: The delivery-based transportation requirement is in the execution process. At least one follow-on document (not necessarily a freight unit) is in execution. For more information about the execution of a transportation requirement, see the Execution Status of the transportation requirement or of the follow-on documents

Completed: Processing of the delivery-based transportation requirement has been completed. Execution has finished.

Canceled: The delivery-based transportation requirement has been canceled.

- **DTR/FWO Life Cycle Status Description**
- **DTR/FWO Movement Type:** It is the Forwarding Order movement type, for example:

Movement Type	Description
ZDE	Deployment
ZFA	Air Main Leg
ZFG	DD Movement Type FWO PMC
ZFI	Positioning
ZFO	Depositioning
ZFR	Ferry
ZFW	Door to Door
ZRE	Repatriation
ZRO	Rotation
...	...

- **DTR/FWO Original Delivery Billing Status:** The Billing Status of the Inbound or Outbound Delivery Documents in the Delivery-based Transportation Requirement

Billing Status
Not Relevant
A - Not Processed Yet
B - Partially Processed
C - Completely Processed

- **DTR/FWO Original Delivery Distribution Status:** The Distribution Status of the Inbound or Outbound Delivery Documents in the Delivery-based Transportation Requirement

Billing Status
Not Relevant
A - Not Processed Yet
B - Partially Processed
C - Completely Processed

- **DTR/FWO Original Delivery Goods Movement Status:** The Goods Movement Status of the Inbound or Outbound Delivery Documents in the Delivery-based Transportation Requirement

Billing Status
Not Relevant
A - Not Processed Yet
B - Partially Processed
C - Completely Processed

- **DTR/FWO Original Delivery Packing Status:** The Packing Status of the Inbound or Outbound Delivery Documents in the Delivery-based Transportation Requirement

Billing Status
Not Relevant
A - Not Processed Yet
B - Partially Processed
C - Completely Processed

- **DTR/FWO Original Delivery Picking Status:** The Picking Status of the Inbound or Outbound Delivery Document in the Delivery-based Transportation Requirement

Billing Status
Not Relevant
A - Not Processed Yet

B - Partially Processed
C - Completely Processed

- **DTR/FWO Original Delivery Planning Status:** The Planning Status of the Inbound or Outbound Delivery in the Delivery-based Transportation Requirement

Billing Status
Not Relevant
A - Not Processed Yet
B - Partially Processed
C - Completely Processed

- **DTR/FWO Original Delivery Type:** Indicates if the Delivery-based Transportation Requirement is linked to an 'Inbound Delivery' or 'Outbound Delivery'.
- **DTR/FWO Original Order:** Shows the Purchase Order or Stock Transfer Order (STO) linked to the movement.
- **DTR/FWO Original Order (with leading zeros)**
- **DTR/FWO Pickup Date (From):** Indicates the Pickup (From) date in the source location
- **DTR/FWO Pickup Date (To):** Indicates the Pickup (To) date in the source location
- **DTR/FWO Planning Status:** The planning status of DTR or FWO

Planning Status	Description
01	Planning Not Started
02	In Planning
03	Planned
04	Partially Planned

- **DTR/FWO Planning Status Description**
- **DTR/FWO Product:** The Product ID detailed in the DTR/FWO item
- **DTR/FWO Product (with leading zeros)**
- **DTR/FWO Product Item Description**
- **DTR/FWO Quantity UoM Item:** The unit in which the "DTR/FWO Quantity Item" is expressed.
- **DTR/FWO Sales Group:** The Sales Group of DTR or FWO. For example:

Sales Group	Description
50000637	PD Field Supp Team
50000658	PD Reg Proc Office
50000710	STO - UNIFIL
50000947	MINUSMA Proc-1
...	...

- **DTR/FWO Sales Group Description**
- **DTR/FWO Sales Organization**
- **DTR/FWO Sales Organization Description**
- **DTR/FWO Shipper:** The Shipper in the Business Partner section of the document
- **DTR/FWO Shipper Description**
- **DTR/FWO Source Location:** The source location partner ID
- **DTR/FWO Source Location Address:** The address of the source location.
- **DTR/FWO Source Location City:** The city of source location
- **DTR/FWO Source Location City Postal Code:** The postal code of the source city.
- **DTR/FWO Source Location Country:** The country of the source.
- **DTR/FWO Source Location House Number:** The house number of the source address.
- **DTR/FWO Source Location Region:** The region code of source.
- **DTR/FWO Source Location Region Description:** The description of the source region.
- **DTR/FWO Source Location Street:** The street name of the source.
- **DTR/FWO Transportation Mode:** The mode of transportation used

Transportation Mode	Description
01	Road
02	Rail
03	Sea
04	Inland Waterway
05	Air
...	..

- **DTR/FWO Transportation Mode Description**
- **DTR/FWO Transportation Mode Category:** The category of the mode of transportation

Transportation Mode Category	Description
1	Road
2	Rail
3	Sea

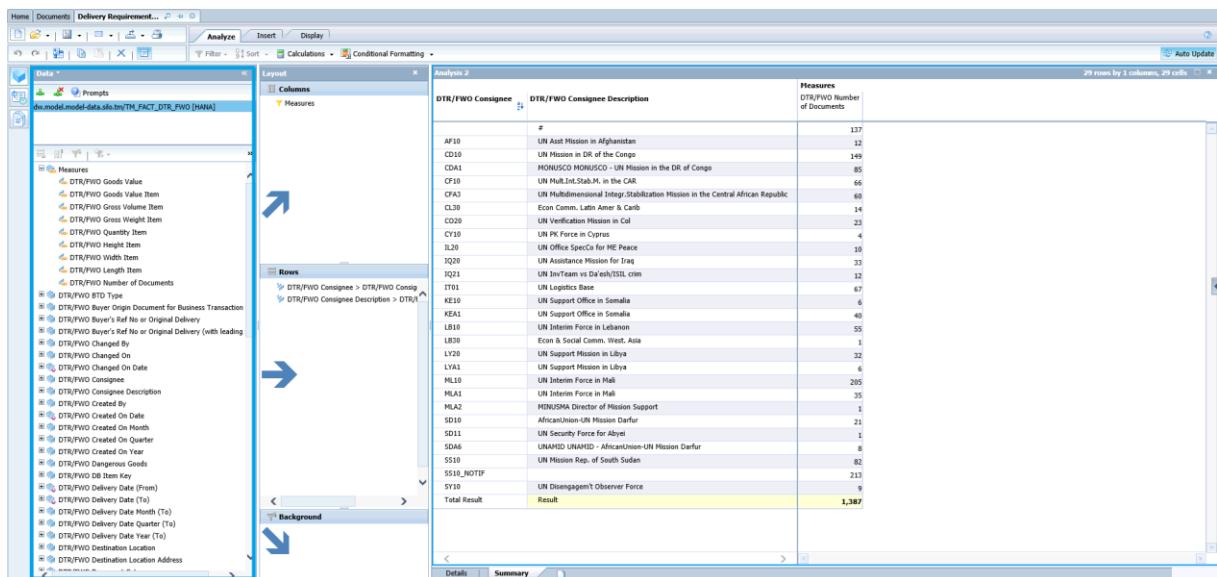
- **DTR/FWO Transportation Mode Category Description**
- **DTR/FWO Unit of Measure for length, width and height:** The unit in which the measures *DTR/FWO Height Item*, *DTR/FWO Width Item* and *DTR/FWO Length Item* are expressed.

Transportation Management BI Report

Delivery Requirements and Forwarding Orders

- **FWO Charter Type:** The charter type related to the Forwarding Orders. “Long-Term” in case the document type is “ZFW4”, Forwarding Order for Wide Body (LTC), and “Short-Term” in case the document type is “ZFW2” or “ZFW3”, Forwarding Order for COE Troops or Forwarding Order for Troops Land and Sea.
- **FWO LOA Non-LOA Type:** Indicates if the Forwarding Order has a letter of assist or not. “LOA” in case the document type is “ZFW1”, Forwarding Order for COE, and the incoterm is “DAP”, Delivery At Place. “NON-LOA” in case the document type is “ZFW1”, Forwarding Order for COE, and the incoterm is “EXW”, Ex-Works.

Note that any Measure or Characteristic can be added dynamically to the Rows, Columns or Background sections:



The report contains two tabs:

- **Summary tab**

- **Columns Section**

It provides the following Measures:

- **DTR/FWO Number of Documents:** Counter of Delivery-based Transportation Requirement (DTR) and Forwarding Order (FWO) documents.

- **Rows Section**

The Rows Section contains the characteristics or dimension attributes. In this tab, it contains the *DTR/FWO Consignee Area* and *DTR/FWO Consignee Description* as the default option to aggregate and visualize the measures.

- **Background Filters**
Background filters apply restriction of data to the entire Analysis, in this case there are no background filters applied by default.
- **Details tab**
 - **Columns Section**
It provides the following **Measures**:
 - **DTR/FWO Goods Value Item**: Value of Goods at item level in document currency
 - **DTR/FWO Gross Volume Item**: Total Gross volume of items included in the shipment
 - **DTR/FWO Gross Weight Item**: Total Gross weight of items included in the shipment
 - **DTR/FWO Quantity Item**: Total Delivery Quantity of items included in the shipment
 - **DTR/FWO Height Item**: Height of the item
 - **DTR/FWO Width Item**: Width of the item
 - **DTR/FWO Length Item**: Length of the item
 - **DTR/FWO Number of Documents**: Counter of Delivery-based Transportation Requirement (DTR) and Forwarding Order (FWO) documents.
 - **DTR/FWO Goods Value Item [USD]**: Value of Goods at item level expressed in USD dollars
 - **Rows Section**
The Rows Section contains the characteristics or dimension attributes. In this tab, it contains the *DTR/FWO Document Number*, *DTR/FWO Document Type*, *DTR/FWO Document Category Description*, *DTR/FWO Incoterm* and *DTR/FWO Incoterm Description* as the default option to aggregate and visualize the measures.
 - **Background Filters**
Background filters apply restriction of data to the entire Analysis, in this case there are no background filters applied by default.

Please refer to the next section Scope Determination to understand important concepts used in the background for the calculations.

Scope determination

The below **conditions** apply in the logic selected to retrieve the data for the report:

- The report selects all DTR and FWO records with no restrictions



Additional Resources

NV301 Umoja Advanced BI Navigation guide:

https://umoja.un.org/sites/umoja.un.org/files/nv301-umoja_advanced_bi_navigation_cbt_v9.pdf