UMOJA REPORTING – SEE THE SECRETARIAT IN A NEW LIGHT

The new Umoja Reporting page is live! One of the transformative benefits of Umoja is the ability to conduct complex and real-time analysis of key data. Umoja reports allow UN staff to search, view and analyse a variety of metrics to improve work efficiency as well as support strategic planning and decision-making.

Transactional reports (ECC/SRM) enable real-time data reporting. They are comprised of lists, which allow aggregation, drill-down capabilities and are usually function specific.

Business Intelligence (BI) is a separate system devoted to reporting, where data is organized in a way that allows faster generation of reports. It enables information aggregation, trend analysis with drill-down capabilities, self-service reporting, KPI tracking and provides numerous tools and outputs.

The new Reporting page on the Umoja website presents an inventory of commonly used reports, available in the Umoja transactional system "Enterprise Core Component" (ECC). An inventory of Business Intelligence reports is also available. Visit the Reporting page on the Umoja website to learn more.

UMOJA REPORTING RESOURCES

Interested in learning more about Business Intelligence? Please review the following resources:
- BI Training in Inspira: Umoja Business Intelligence Foundation (LMS-2241) and Umoja Business Intelligence Advanced (LMS-2242)
- Unite Business Intelligence portal to view sample reports.
- Join the Umoja BI Unite Connections sub-community

REMINDER ON TIME MASS APPROVAL

Approving multiple leave requests just got easier! Whether you have multiple requests from one colleague or a group of staff members, you can now select one, some or all requests and approve them with a single click. To ease the process even further, the Time Mass Approval function allows you to sort and filter the list of pending requests to make the steps of identification, review, selection and approval more efficient.

Please see the new Tutorial and Quick Guide in the ESS/MSS page.

JOB AIDS

Travel job aid
Are you still experiencing difficulties processing expense reports for previous budget periods? Take a look at the updated Create Expense Report (Expired Funds) job aid with easier to follow instructions.

Funds and Cost Management job aid
The updated Upload Statistical Key Figures for Cost Allocation job aid provides guidance on recording services consumed by internal clients, for cost recovery purposes.

RELEASE NOTES

The latest Release Notes feature updates to Funds Management: the budget availability check for Official Travel and Consultants, used by all Peacekeeping funds, has been removed from the operational class (FT20_100) and will now have an individual check for each class. Take a look here for more details and to learn about other system enhancements.

The Umoja News and Updates is available 24/7 online.