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Overview

This job aid documents how to generate the Business Intelligence (BI) report entitled "**Report 03 Effectiveness of Physical Accountability of Equipment Below Capitalization Threshold"**, which is intended to support the reporting of the quantity and value of Equipment not linked to Fixed Assets, distinguishing the moment in which their latest Physical Verification took place, if any.

Note: Equipment below capitalization threshold refers to serialised equipment records that are not associated with an Asset Master Record (Fixed Asset). For reporting on Fixed Assets, a separate report called "Effectiveness of Physical Accountability of P&E" is available.

For the purpose of this Job Aid, the term "Equipment" refers to serialized items below capitalization threshold.

End-users can run pre-formatted standard reports in UMOJA BI. The user can run those reports, export and save them in Excel, PDF or CSV formats 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.

* *

Objectives

This Job Aid will provide the step-by-step procedure on how to generate a report on **Effectiveness of Physical Accountability of Equipment Below Capitalization Threshold** during a certain time period by Business Area and Reporting Entity (formerly Mission in Galileo System) using the Umoja BI Web Intelligence application.

Enterprise Roles

RoleID	Role Name
BI.54	ROLE:ALL:BI:CS_SD_BASIC USER
BI.55	ROLE:ALL:BI:CS_SD_ANALYTIC USER
BI.56	ROLE:ALL:BI:CS_SD_POWER USER

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 → Property Management**. Double-click on the name of the Web Intelligence report to open it.

B. Prompts

1. As soon as you open the report, the Prompts window will display. For this report, **Period From (YYYYMM)**, **Period To (YYYYMM)**, **Business Area** and **Minimum Acquisition Value in USD** are required entries as denoted by the stars in front of them.

   Minimum Acquisition Value will be populated by default with a value of 0 (zero). This essentially retrieves all pieces of equipment, regardless of their acquisition value. However, this prompt may be changed to a greater value in order to restrict the result output to those pieces of equipment whose value is greater than or equal to the entered value.

Reporting Entity: This is an optional prompt. Reporting Entity addresses the need to report separately on various entities operating within the same Business Area or Planning Plant and to identify "ownership" of equipment records based on logistics and Cost Center information of an equipment. There are cases where Business Area does not allow for the segregation of reporting entities or does not correspond to the Business Area where it is physically located, and in some other cases, Planning Plant is not populated in an equipment record or Cost Center is empty or does not correlate with the Cost Center derived from Storage Location. For more information on Reporting Entity please refer to UMOJA_BI_Job_Aid_Analysis Workspace – Equipment.

- **Fixed Filters:** Although not visible as a prompt, the report will automatically retrieve equipment records that are **not** Fixed Assets (Equipment Type) since only non-Fixed Assets are relevant for this report. Similarly, the following filters are always applied: **Exclude Stock Currently Blocked? = Yes**
- **Exclude Equipment with System Status Out of Scope? = Yes**
- **Exclude Equipment with User Status Out of Scope? = Yes**
- **Exclude Equipment In Transit? = Yes**
- **Exclude Equipment Acquired In Period? = Yes**
- **Exclude Equipment Transferred in Period? = Yes**

The initial prompts screen looks as it is depicted below:

In this example, the report has been filtered to show Physical Verification Results in 2017 for Business Areas "S300" and "P015", considering only pieces of equipment which are not linked to fixed assets whose value is greater than or equal to 100 USD:

Tip: You may click on the button to choose the business areas you are interested in. The wildcard * may be useful to search broadly by Keys (e.g. *M0**) or by Descriptions (e.g. *MINUR**):

2. Bear in mind that it is also possible to include additional filters by **Cost Centre**, **Maintenance Plant**, **Planning Plant** and/or **Reporting Entity**.

3. After entering the required values, click OK and the report will run.

Report 03 Effectiveness of Physical Accountability of NEP Below Threshold

Period From 201701 to 201712

United Nations / Umoja BI / Report: Physical Accountability - Summary
Data source: GDP_FACT_PHYSICAL_VERIFICATION
Last Refresh 18 Feb 2019 16:14 UTC

KPI on 100% Accountability	%KPI on Accountability	Number of All Equipment	Acquisition Value
100% Accountability	78.62%	26,066	$61,120,258.83
Inspected Out of Period	11.09%	3,676	$7,352,158.43
Never Inspected	10.30%	3,414	$4,956,407.01
	100.00%	33,156	$73,428,824.27

Accountability	%KPI on Accountability	Number of All Equipment	Acquisition Value
Inspected In Period	78.62%	26,066	$61,120,258.83
Reported as Not Located			
Inspected Out of Period	11.09%	3,676	$7,352,158.43
Never Inspected	10.30%	3,414	$4,956,407.01
	100.00%	33,156	$73,428,824.27

	Number of All Equipment	Value
Identified as Potential Loss	1	$437.33

*** Query Name:Effectiveness of Physical Accountability ***

Cost Centre (Optional)
Maintenance Plant (Optional)
Planning Plant (Optional)
Reporting Entity (Optional)
Period From (YYYYMM) 201701
Period To (YYYYMM) 201712
Business Area P015; S300
Minimum Acquisition Value in USD 100

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Report 03 Effectiveness of Physical Accountability of NEP Below Threshold

Date From 201701 to 201712
United Nations / Umoja BI / Report: Physical Accountability Activity for Period
Data source: GDP_FACT_PHYSICAL_VERIFICATION
Last Refresh 18 Feb 2019 16:14 UTC

All Equipment	Inspected In Period	Value Inspected In Period	Inspected In Period %	Inspected Out Period	Value Inspected Out Period	Inspected Out of Period %	Never Inspected	Value Never Inspected	Never Inspected %	Reported as Not Located	Value Not Located	Not Located %
33,156	26,066		78.62%	3,676	$7,352,158.43	11.09%	3,414	$4,956,407.01	10.30%			

Business Area	Reporting Entity	All Equipment	Inspected In Period %	Not Located %	Inspected Out of Period %	Never Inspected %
P015 - UNAMID	UNAMID	29,742	87.64%		12.36%	
S300 - UN Office at Nairobi	DGACM	972				100.00%
S300 - UN Office at Nairobi	DPI	17				100.00%
S300 - UN Office at Nairobi	DSS	695				100.00%
S300 - UN Office at Nairobi	EOSG	28				100.00%
S300 - UN Office at Nairobi	MJR	14				100.00%
S300 - UN Office at Nairobi	Not assigned	69				100.00%
S300 - UN Office at Nairobi	OAJ	32				100.00%
S300 - UN Office at Nairobi	OIOS	29				100.00%
S300 - UN Office at Nairobi	OMBUDSMAN	2				100.00%
S300 - UN Office at Nairobi	OSLA	1				100.00%
S300 - UN Office at Nairobi	UNEP	1				100.00%
S300 - UN Office at Nairobi	UNHABITAT	15				100.00%
S300 - UN Office at Nairobi	UNON	1,539				100.00%

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Note that data is refreshed in BI every 24 hours from ECC.

C. Refreshing the report

Once the report has been refreshed with data, you can decide to change the already filtered values using the following options:

Once the report has been refreshed with data, you can decide to change the already filtered values by clicking on the Refresh button to reopen the prompts window:

D. Export Report

1. You can export the report to Excel, PDF or CSV formats by clicking on the Export icon as seen below.

2. In the Export dialog box that opens, make sure “Reports” radio button is selected and then choose the desired File Type format from the drop-down menu. For exporting to Excel (.xlsx or .xls formats) the default is to prioritize data processing in Excel. You can also select image resolution from the drop-down for “Images DPI”.

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

Overview of the Report

A. Layout of the Report

The report contains two tabs and each of them are divided into 3 sections: Report Header, Main Body and Prompts Summary:

Report 03 Effectiveness of Physical Accountability of NEP Below Threshold

Period From 201701 to 201712

United Nations / Umoja BI / Report: Physical Accountability - Summary
Data source: GDP_FACT_PHYSICAL_VERIFICATION
Last Refresh 18 Feb 2019 20:36 UTC

Report Header

Main Body

KPI on 100% Accountability	%KPI on Accountability	Number of All Equipment	Acquisition Value
100% Accountability	78.41%	26,140	$61,126,526.79
Inspected Out of Period	11.08%	3,695	$7,353,798.65
Never Inspected	10.50%	3,501	$4,956,591.42
	100.00%	33,336	$73,436,916.86

Accountability	%KPI on Accountability	Number of All Equipment	Acquisition Value
Inspected In Period	78.41%	26,140	$61,126,526.79
Reported as Not Located			
Inspected Out of Period	11.08%	3,695	$7,353,798.65
Never Inspected	10.50%	3,501	$4,956,591.42
	100.00%	33,336	$73,436,916.86

	Number of All Equipment	Value
Identified as Potential Loss	1	$437.33

*** Query Name:Effectiveness of Physical Accountability ***

Cost Centre (Optional)
Maintenance Plant (Optional)
Planning Plant (Optional)
Reporting Entity (Optional)
Period From (YYYYMM) 201701
Period To (YYYYMM) 201712
Business Area S300; P015
Minimum Acquisition Value in USD 0

Prompts Summary

- **Report Header**
  It provides the key information to Identify the Report name, the "From - To period", the data source and the date and time the report was refreshed by the user.

- **Prompt Summary**
  Located at the bottom of the page, shows the values selected by the user in the prompts screen.

- **Main Body**
  The main body contains two sections. The *Rows* Section and the *Columns* Section.
  The Rows Section contains the characteristics or dimension attributes.
  The Column Section contains the measures or key figures calculated.

The following bullet points describe each of these sections for the 2 tabs in the report:

i. **Physical Accountability – Summary:** In this tab, the report summarizes the Number, Value and percentage of Equipment (Equipment not linked to Fixed Assets) that are in scope for physical verification (please see the *Scope Determination* section of this document for more details about excluded equipment).
   - The rest of the Equipment are divided into 3 categories / rows:
     - 100% Accountability: Equipment inspected in the period or reported as not located (subdivided in a separate table).
     - Inspected out of period: Equipment whose latest Physical Verification took place before the start of the reporting period.
     - Never Inspected: Equipment that have never been counted before the end of the reporting period.
   - Equipment below capitalisation threshold identified as potential loss are shown in a separate table and are not taken into account for the percentage determination.

   Measures:
     - **% KPI on Accountability:** The proportion of the quantity of Equipment matching the condition on accountability over the total number of Equipment.
     - **Number of All Equipment:** Quantity of Equipment that match the condition on accountability.
     - **Value:** Total Acquisition value of the Equipment that match the condition on accountability.

ii. **Physical Accountability Activity for Period:** shows a summary table and a detailed one grouping the percentages for physical verification by Business Area and Reporting Entity (please see the *Scope Determination* section of this document for more details about excluded assets).

Report 03 Effectiveness of Physical Accountability of NEP Below Threshold

Date From 201701 to 201712
United Nations / Umoja BI / Report: Physical Accountability Activity for Period
Data source: GDP_FACT_PHYSICAL_VERIFICATION
Last Refresh 18 Feb 2019 20:36 UTC

All Equipment	Inspected In Period	Value Inspected In Period	Inspected In Period %	Inspected Out Period	Value Inspected Out Period	Inspected Out of Period %	Never Inspected	Value Never Inspected	Never Inspected %	Reported as Not Located	Value Not Located	Not Located %
33,336	26,140		78.41%	3,695	$7,353,798.65	11.08%	3,501	$4,956,591.42	10.50%			

Business Area	Reporting Entity	All Equipment	Inspected In Period %	Not Located %	Inspected Out of Period %	Never Inspected %
P015 - UNAMID	UNAMID	29,835	87.62%		12.38%	
S300 - UN Office at Nairobi	DGACM	981				100.00%
S300 - UN Office at Nairobi	DPI	17				100.00%
S300 - UN Office at Nairobi	DSS	715				100.00%
S300 - UN Office at Nairobi	EOSG	28				100.00%
S300 - UN Office at Nairobi	MJR	42				100.00%
S300 - UN Office at Nairobi	Not assigned	82				100.00%
S300 - UN Office at Nairobi	OAJ	32				100.00%
S300 - UN Office at Nairobi	OIOS	29				100.00%
S300 - UN Office at Nairobi	OMBUDSMAN	2				100.00%
S300 - UN Office at Nairobi	OSLA	1				100.00%
S300 - UN Office at Nairobi	UNEP	1				100.00%
S300 - UN Office at Nairobi	UNHABITAT	15				100.00%
S300 - UN Office at Nairobi	UNON	1,556				100.00%

Measures not depending on any dimension (summary table):

- **All Equipment:** Total quantity of Equipment.
- **Inspected in Period:** Quantity of Equipment inspected during the reporting period.
- **Value Inspected In Period**: Acquisition Value of Equipment inspected in the reporting period.
- **Inspected In Period %:** Quantity of Equipment inspected during the reporting period as a percentage of the total number of Equipment.
- **Inspected Out Period:** Quantity of Equipment whose latest Physical Verification took place before the start of the reporting period (in other words, before the "Period From" month).
- **Value Inspected Out Period:** Acquisition value of Equipment inspected before the reporting period.
- **Inspected Out Period %:** Quantity of Equipment inspected before the start of the reporting period as a percentage of the total number of Equipment.
- **Never Inspected:** Quantity of Equipment that have never been inspected before the end of the reporting period (in other words, the "Period To" month).
- **Value Never Inspected:** Acquisition value of Equipment never inspected before the end of the reporting period.
- **Never Inspected %:** Quantity of Equipment never inspected as a percentage of the total number of Equipment.

- **Reported as Not Located:** Quantity of Equipment inspected during the reporting period and marked with discrepancy type "01: NOT FOUND YET".
- **Value Not Located:** Acquisition value of those Equipment inspected during the reporting period and marked with discrepancy type "01: NOT FOUND YET".
- **Not Located %:** Quantity of not located Equipment as a percentage of the total quantity of Equipment.

Measures depending on Rows (Business Area and Reporting Entity):

- **All Equipment:** Total number of Equipment.
- **Inspected In Period %:** Count of Equipment inspected during the reporting period as a percentage of the total quantity of Equipment.
- **Not Located %:** Quantity of not located Equipment as a percentage of the total quantity of Equipment.
- **Inspected Out Period %:** Quantity of Equipment whose latest Physical Verification took place before the start of the reporting period as a percentage of the total quantity of Equipment.
- **Never Inspected %:** Quantity of Equipment which have never been inspected as a percentage of the total number of Equipment.

Scope determination

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

Reporting Period. Period interval delimited by "Period From" and "Period To" calendar months.

Key date. Last day of the "Period To" calendar month. For example, "*31/12/2018*" when "*Period To*" = "*201812*".

Equipment below capitalization threshold Equipment (NEPbT). Equipment records that are not associated with Asset Master Records (Fixed Assets in SAP ECC). **The scope of this report is limited to Equipment with "UNO1" serialization profile.** In accordance with Property Management policies, only "UN01" equipment records are subject to independent, physical verification for accountability purposes.

Equipment Out of Scope

Equipment subject to be verified in the reporting cycle excludes the following scenarios

as of the key date of the reporting period:

- System Status Out of Scope = 'X': Please see "Equipment Out of Scope?" field definition in document "*UMOJA_BI_Job_Aid_Analysis Workspace - Equipment*".
- User Status Out of Scope <> {'Write-off', 'Administrative Error'}: Please see "Equipment User Status Category" field definition in document "*UMOJA_BI_Job_Aid_Analysis Workspace - Equipment*".
- Equipment In Transit = if the equipment was in transit as of the last day of "Period To (YYYYMM)". Please see "Equipment In Transit" section in "*UMOJA_BI_Job_Aid_Report 01-03 Effectiveness of Physical Accountability Analysis Workspace*" for the technical underlying details.
- Equipment Acquired in Period: if the Equipment was acquired during the reporting period.
- Equipment Transferred in Period: if the Equipment Entry on Duty took place during the reporting period.
- Equipment Serialization Profiles other than UN01.

Document Revision History

Date	Version	Change	Prepared by	Reviewed by
November 2018	1.0	Initial Version	RDM Team	
February 2019	2.0	Reengineering of the report. Inclusion of Reporting Entity and Equipment additional dimensions.	Maximiliano Ariel López	Casimiro Garcia Kiril Serafimov