
**SAP Implementation Project
At
Government of Andhra Pradesh**



**Project CFMS
(Comprehensive Financial Management System)**

**Report Usage Guide
Bill Summary for STO/PAO**

Document Version: 1.0

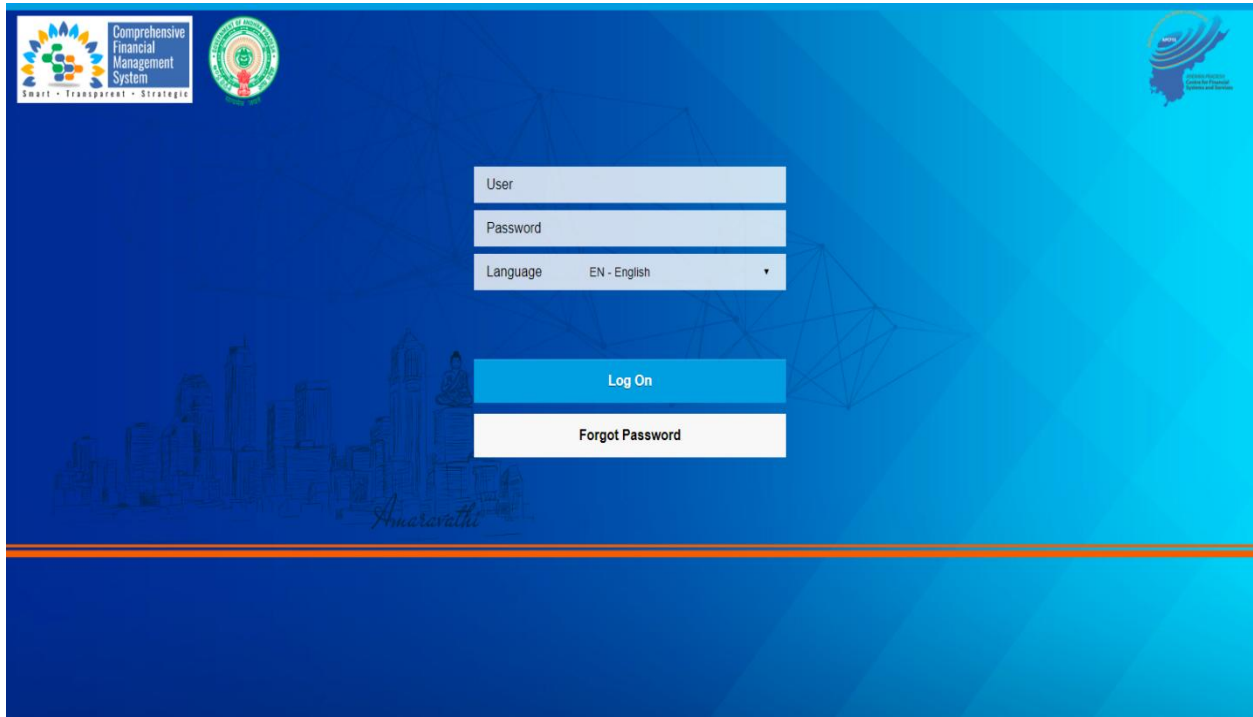
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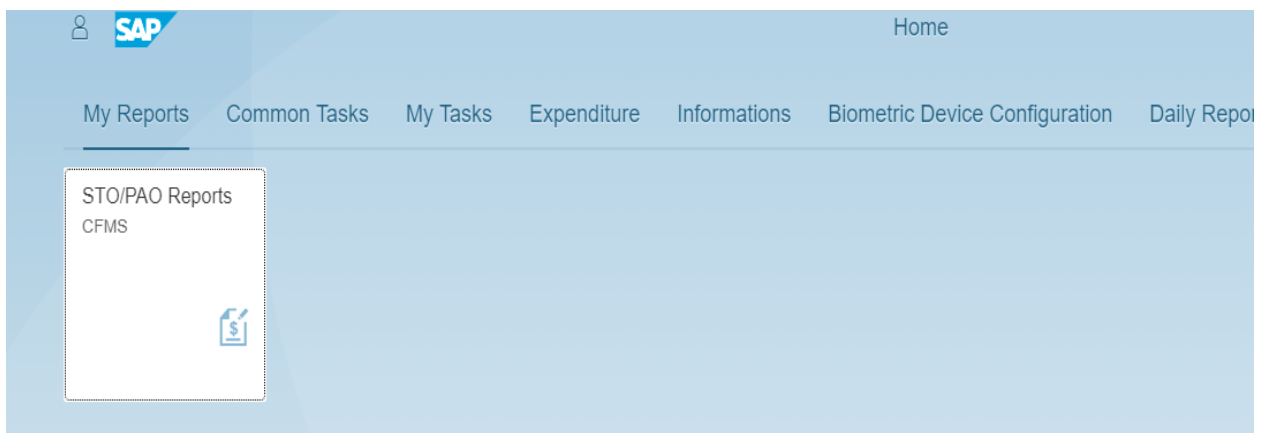
Report: Bills Summary for STO/PAO

This Report gives information of Overall Bill Status, Gross, Net amount figures, and also gives actions for processing Bills at various stages for a particular STO/PAO. On click of hyperlink present in this report it opens “Bill Type Details” report, and “Bill Status”.

On Click on Login in <https://cfms.ap.gov.in/> will get the below screen.



Enter the User Id and Password and click on Log On. Will get the below screen.



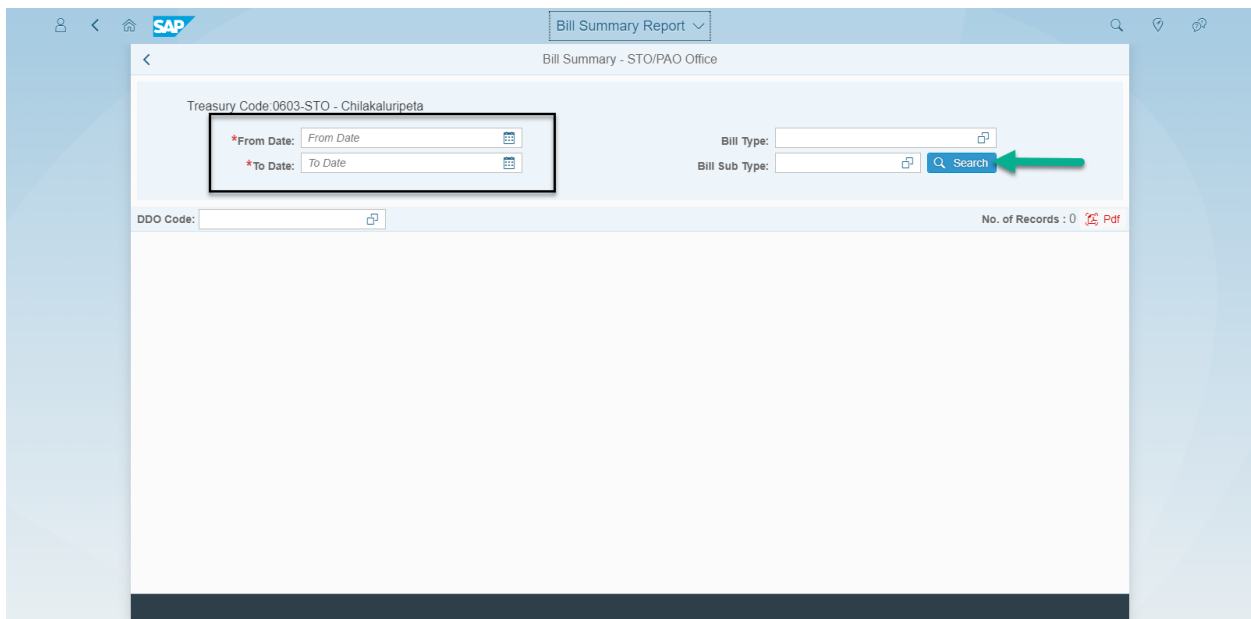
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Report: Bills Summary for STO/PAO

On Click on DTO/JDWA Reports, Will get the below screen.



Click on Bill Summary Report for STO/PAO (highlighted in red box), Will get the below screen.



Enter From Date, To Date (highlighted in black box), and hit search (highlighted with green arrow) in the above screen.

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Report: Bills Summary for STO/PAO

After entering From Date, To Date (highlighted in red box), {Select Bill Type, Bill sub Type (Optional)}, and hit search (highlighted with green arrow). {Select DDO Code (Optional) So that report will be rendered as per the selection}{highlighted in black box). Then will get the below screen. We can see the Bill Type, Bill Sub Type, DDO Code, DDO Description, Total Bills, Bills Created, and Net Bills.

The screenshot shows the SAP Bill Summary Report interface for STO/PAO Office. The search filters include:

- Treasury Code: 0603-STO - Chilakaluripeta
- *From Date: 01.11.2018
- *To Date: 08.11.2018
- Bill Type: (empty)
- Bill Sub Type: (empty)
- DDO Code: 06032303001
- No. of Records: 3

Bill Type	Bill Sub Type	DDO Code	DDO Description	Total Bills	Bills Cancelled	Net Bills	In Dr
HR Bill	47-Supplementary Pay Bill	06032303001	CTO CHILAKALURIPETA	2	0	2	0
Non-HR Bill	130-Office Expenses	06032303001	CTO CHILAKALURIPETA	9	0	9	2
Non-HR Bill	140-Rents	06032303001	CTO CHILAKALURIPETA	1	0	1	0

Summary statistics at the bottom:

- Total Bills : 12
- Bills Approved : 0
- Bills Cancelled : 0
- Bills Under Preparation : 4
- Bills Under Scrutiny : 8

On Horizontal scroll, we can see Bills under Preparation, Bills under Scrutiny, Bills Approved, Gross Amount Paid, Gross Amount to be paid, Net Amount Paid, Net Amount to be paid.

The screenshot shows the detailed financial data for the Bill Summary Report. The search filters are the same as in the previous screenshot.

Is Under Scrutiny			Bills Approved			Bills Amount(₹)			
Approver	Pre-Audit	Total	Paid	To be Paid	Total	Gross Amount(₹) Paid	Net Amount(₹) Paid	Gross Amount(₹) To be Paid	Net Amount(₹) To be Paid
0	0	2	0	0	0	0.00	0.00	0.00	0.00
0	0	6	0	0	0	0.00	0.00	0.00	0.00
0	0	0	0	0	0	0.00	0.00	0.00	0.00

Summary statistics at the bottom:

- Total Bills : 12
- Bills Approved : 0
- Bills Cancelled : 0
- Bills Under Preparation : 4
- Bills Under Scrutiny : 8

At the bottom we can see Total Bills, Bills Approved, Bills Created, Bills under Preparation, and Bills under Scrutiny (highlighted in red box). Click On any number in cyan color (highlighted in green box). So that we will get the next screen.



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Report: Bills Summary for STO/PAO

The screenshot shows the SAP Bill Summary Report interface. At the top, it displays 'Under Scrutiny-Bills Detail' with the following information:

- DDO Code: 06032303001
- DDO Description: CTO CHILAKALURIPETA
- Bill Type: HR Bill
- Bill Sub Type: 47-Supplementary Pay Bill
- Bill Status: Under Scrutiny

Below this, there is a table with 8 columns: S.No, Bill Number, No. of Beneficiaries, Beneficiaries Paid, Beneficiaries UnPaid, Gross Amount Paid(₹), Net Amount Paid(₹), and Gross Amount To Be Pa. The table contains two rows of data:

S.No	Bill Number	No. of Beneficiaries	Beneficiaries Paid	Beneficiaries UnPaid	Gross Amount Paid(₹)	Net Amount Paid(₹)	Gross Amount To Be Pa
1	2018-1451655	7	0	0	0.00	0.00	0.00
2	2018-1452588	16	0	0	0.00	0.00	0.00

At the bottom of the table, a summary row is highlighted in red, showing:

Total Beneficiaries : 23 Gross Amount Paid(₹) : 0.00 Net Amount Paid(₹) : 0.00 G.A To Be Paid(₹) : 0.00 N.A To Be Paid(₹) : 0.00

In the above screen we can see the Details of each bill and total amounts at the bottom (highlighted in red box). Click on any bill number (highlighted in black box). Will get the below screen.

The screenshot shows the SAP Bill Status interface. It displays the following details:

- *Year-BillNo: 2018 1451655
- Gross Amount: 38159.000
- Bill Status: In Process
- Net Amount: 28450.000
- DDO: 06032303001(CTO - CHILAKALURIPETA)
- Deduction: 9709.000
- District: 06(Guntur)
- Treasury Office: 0603(STO - Chilakaluripeta)
- HOA: 2040000010003010013VN

Below this, there is a section titled 'DETAIL FLOW OF BILL' with a 'Check List Log' button. The log table has 6 columns: Processors, Activity, Action, Status, Received Date, and Processed Date.

Processors	Activity	Action	Status	Received Date	Processed Date
CTO	Submission	Submitted	Completed	01.11.2018 17:10:45	03.11.2018 16:13:02
SENIOR ACCOUNTANT-A1	Auditor		Ready	03.11.2018 16:13:03	00.00.0000 00:00:00

At the bottom, there is a section titled 'BENEFICIARY DETAILS' with a summary row:

Beneficiary List(7) Gross Amount: ₹ 38159.00 Net Amount: ₹ 28450.00 Deduction: ₹ 9709.00

In the 1st page, and 2nd page of the report we can see the option of pdf Download.



On click of it, the report will be downloaded.

