

SAP Implementation Project At Government of Andhra Pradesh



Project CFMS (Comprehensive Financial Management System)

Report Usage Guide **BILL STATUS SELF SERVICE**

Document Version: 1.0
Document Release Date :

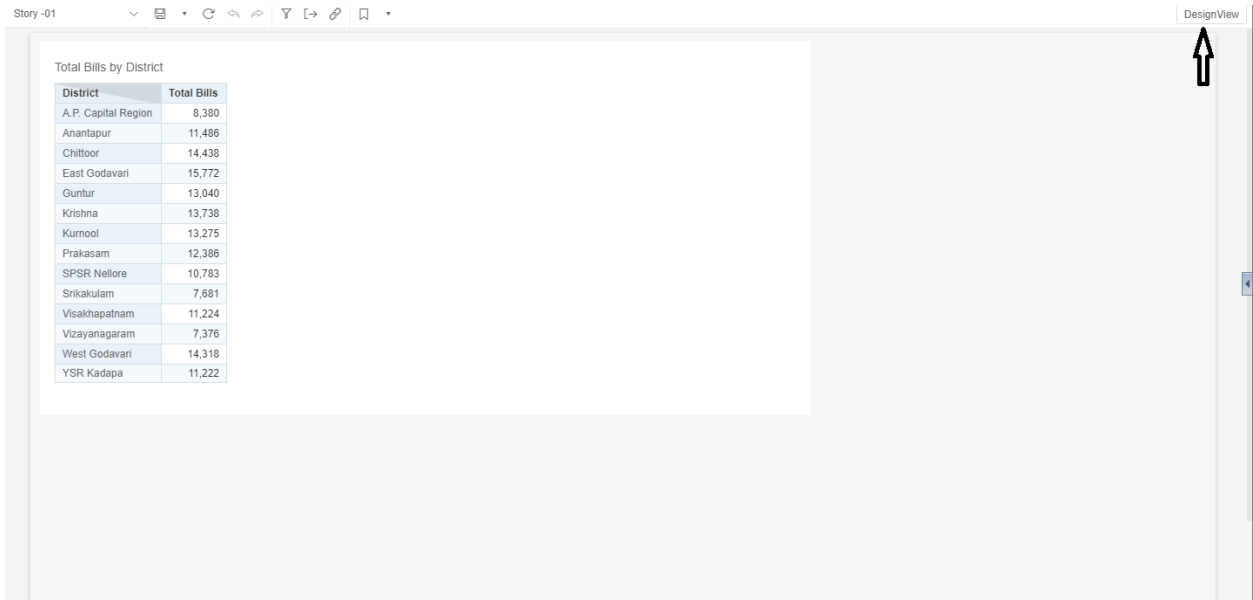
Only for internal use

Report Usage Guide

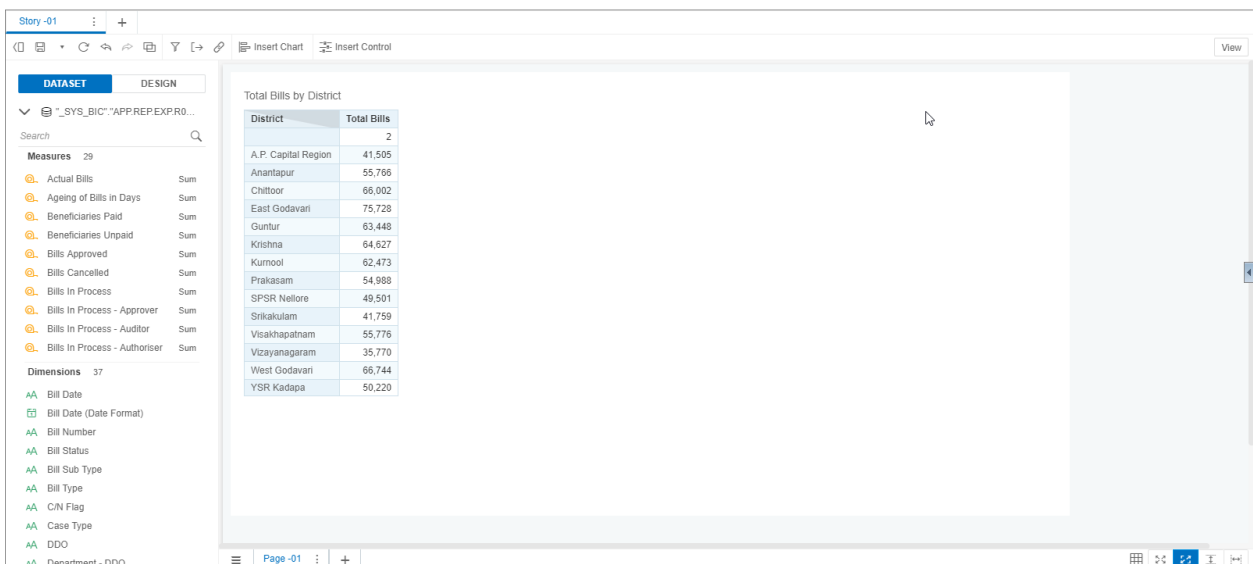
Report : Bill Status Self Service

This Report gives information of Number of Bills, Total Bills, Bills in process , Bills Cancelled , Bills Approved, Ageing of bills, Net Amount, Gross Amount, Etc. Based on User selections like HOA & DDO.

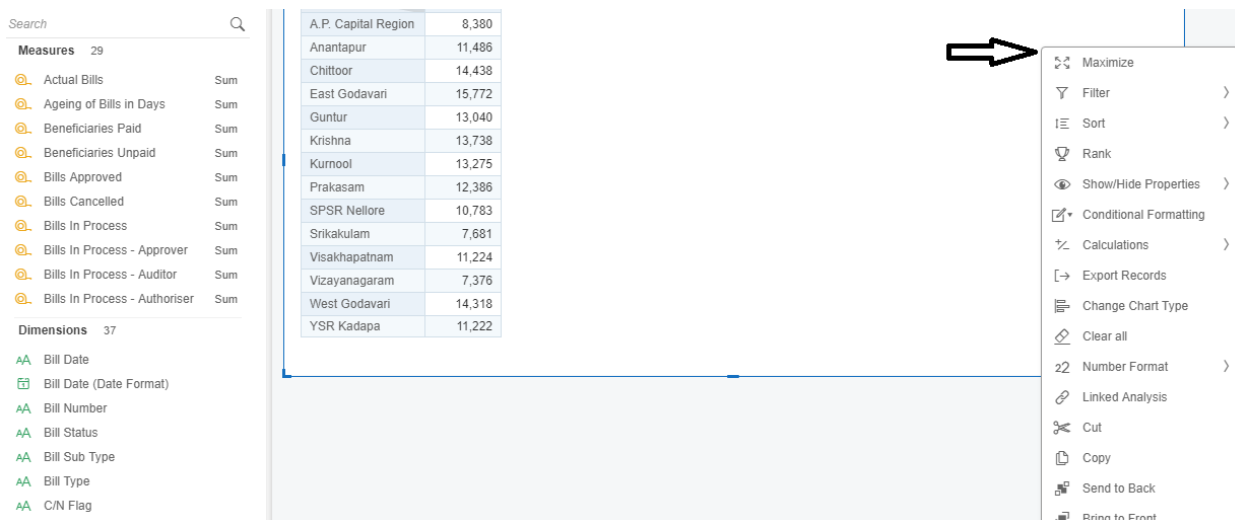
On opening the report , we can see the below Screen.



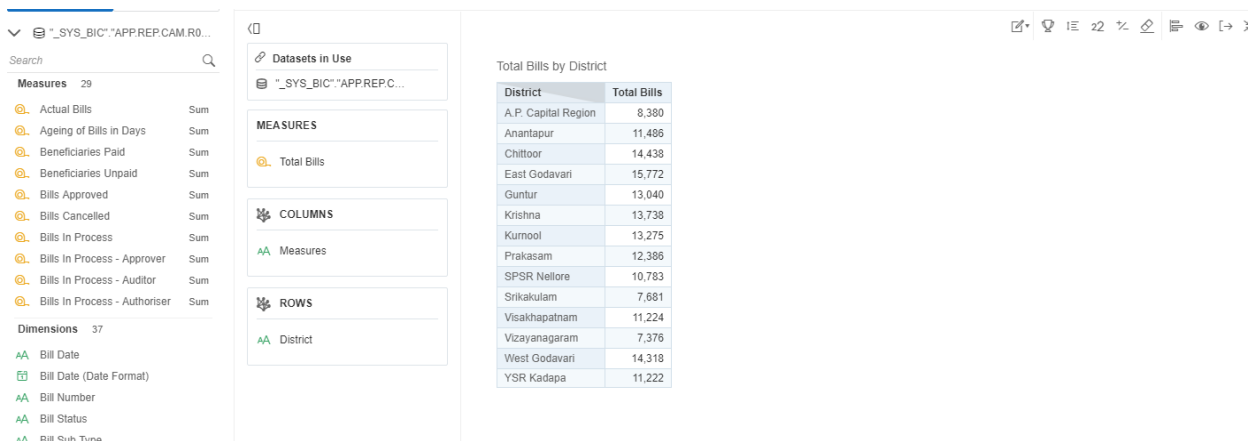
When user click on Design View (Arrow Symbol) on the top right corner, report switches to design pane and below screen gets displayed.



Now if User right clicks on the table(CrosTab in this case), user gets the context menu displayed as shown below:



Now click on Maximize option (Arrow Symbol) to see the detailed view of the report element(CrosTab here).



In the above image, you can see the Measures, Columns, Rows and Datasets in use for the selected report element.

Now user can drag and drop the dimensions/measures. Measures into Measures & Dimension into Rows.

If user want to apply Filters, please minimize the report element view. click on Filter Pane as shown in the below screen

Note: Filter can only be applied on Dimensions and cannot be applied on Measures.

The screenshot shows the SAP report design tool interface. On the left, there is a list of Measures (29) and Dimensions (37). The 'Measures' list includes items like 'Actual Bills', 'Ageing of Bills in Days', 'Beneficiaries Paid', etc. The 'Dimensions' list includes 'Bill Date'. The main area shows a report titled 'Total Bills by District' with a table of data. A black box highlights the filter icon (a blue 'Y' with a plus sign) and the dimension 'DISTRICT'. A pink arrow points from the filter icon to the dimension name.

District	Total Bills
	14
A.P. Capital Region	34,768
Anantapur	45,112
Chittoor	54,797
East Godavari	61,726
Guntur	51,668
Krishna	51,768
Kurnool	50,944
Prakasam	44,866
SPSR Nellore	40,008
Srikakulam	33,782
Visakhapatnam	44,888
Vizayanagaram	28,425

Bill Number is used as a filter as shown in the below screen: Likewise multiple filters can be added to the report,

The screenshot shows the SAP report design tool interface with a filter applied. The filter is 'Bill Number (1) =2018-100035'. The report title is 'Actual Bills, Bills Approved, Bills Paid, Total Gross Amount and Total Bills by District and Bill Number'. The table shows data for District 'Krishna' and Bill Number '2018-100035'.

District	Bill Number	Total Bills	Actual Bills	Bills Approved	Bills Paid	Total Gross Amount
Krishna	2018-100035	1	1	1	1	2,488.00

Note: When ever the user doesnt see the latest values, he can click on Refresh button and see the latest result set as shown in the below screen. Brown box indicates refresh button

The screenshot shows the SAP Fiori report interface. At the top, there is a toolbar with various icons. A brown box highlights the refresh icon (a circular arrow). Below the toolbar, there are tabs for 'DATASET' and 'DESIGN'. The main area displays a report titled 'Actual Bills, Bills Approved, Bills Paid, Total Gross Amount and Total Bills by District and Bill Number'. The report shows a table with columns: District, Bill Number, Total Bills, Actual Bills, Bills Approved, Bills Paid, and Total Gross Amount. The data row shows: Krishna, 2018-100035, 1, 1, 1, 1, 2,488.00.

Note : For more options like Totals, Percentage, Bookmarks, Data downloads in CSV & Microsoft Excel Sheets. please refer below.

When user clicks on Maximize option, below options are displayed

Totals :

When user clicks on eye symbol it shows Totals (Arrow Symbol) as per below screen.

The screenshot shows the SAP Fiori report interface with a dropdown menu open. The menu has options: 'Show Title', 'Show Background', and 'Show Totals'. An arrow points to the 'Show Totals' option. The main report area displays a table titled 'Actual Bills by Bill Status and District'. The table has columns: District | Bill Status, Approver, Auditor, Authoriser, Cancelled, Checker, In Draft, Maker, Paid, Prechecker, and two columns for Totals. The data rows include districts like A.P. Capital Region, Anantapur, Chittoor, East Godavari, Guntur, Krishna, Kurmool, Prakasam, SPSR Nellore, Srikakulam, Visakhapatnam, Vizayanagaram, West Godavari, and YSR Kadapa.

Percentage, Average, Difference & Custom Calculations :

If user wants to see Percentage, Average, Difference & create Custom Calculations, please click on +/- symbol as shown below.

The screenshot shows the SAP report interface for 'Actual Bills by Bill Status and District'. The table displays columns for District, Bill Status, Approver, Auditor, Authoriser, Cancelled, Checker, In Draft, Maker, Paid, Prechecker, and Unpaid. A dropdown menu is open over the table, showing options for calculations: Counter..., Running Calculations..., Moving Average..., Percentage Of..., Difference From..., and Custom Calculation... An arrow points to the +/- icon in the top right of the table area.

District Bill Status	Approver	Auditor	Authoriser	Cancelled	Checker	In Draft	Maker	Paid	Prechecker	Unpaid
A.P. Capital Region	366	1,164		0	146	375	416	28,281	1	4
Anantapur	925	1,703	5	0	229	931	269	35,667	119	2,035
Chittoor	356	1,552		0	219	899	336	45,458	31	1,885
East Godavari	1,042	2,154		0	237	1,371	481	48,241	1	3,089
Guntur	632	1,529		0	175	1,018	339	42,059	44	2,201
Krishna	490	1,597		0	267	774	405	42,694	17	2,441
Kurnool	1,017	2,074		0	257	902	381	40,213	3	2,553
Prakasam	324	1,086		0	212	624	310	37,387	2	1,857
SPSR Nellore	296	1,064		0	244	755	360	32,816	9	1,563
Srikakulam	222	1,187	2	0	67	533	158	28,452	10	1,411
Visakhapatnam	604	1,292		0	146	730	222	36,498	2	1,781
Vizayanagaram	510	1,978		0	94	563	164	22,653	1	1,384
West Godavari	527	1,762		0	256	901	365	46,639	4	1,993
YSR Kadapa	837	1,043	17	0	175	901	278	33,180	87	1,669

Sort :

If user wants to sort , he can select the option as shown below:

The screenshot shows the SAP report interface for 'Actual Bills by Bill Status and District'. The table displays columns for District, Bill Status, Approver, Auditor, Authoriser, Cancelled, Checker, In Draft, Maker, Paid, Prechecker, Submitter, and Unpaid. A dropdown menu is open over the table, showing the option 'Actual Bills' selected. A red box highlights the dropdown menu.

District Bill Status	Approver	Auditor	Authoriser	Cancelled	Checker	In Draft	Maker	Paid	Prechecker	Submitter	Unpaid
A.P. Capital Region	366	1,164		0	146	375	416	28,281		599	1,684
Anantapur	925	1,703	5	0	229	931	269	35,667	119	2,035	2,622
Chittoor	356	1,552		0	219	899	336	45,458	31	1,885	3,266
East Godavari	1,042	2,154		0	237	1,371	481	48,241	1	3,089	3,713
Guntur	632	1,529		0	175	1,018	339	42,059	44	2,201	2,756
Krishna	490	1,597		0	267	774	405	42,694	17	2,441	2,619
Kurnool	1,017	2,074		0	257	902	381	40,213	3	2,553	2,619
Prakasam	324	1,086		0	212	624	310	37,387	2	1,857	2,279
SPSR Nellore	296	1,064		0	244	755	360	32,816	9	1,563	1,933
Srikakulam	222	1,187	2	0	67	533	158	28,452	10	1,411	1,916
Visakhapatnam	604	1,292		0	146	730	222	36,498	2	1,781	2,842
Vizayanagaram	510	1,978		0	94	563	164	22,653	1	1,384	1,206
West Godavari	527	1,762		0	256	901	365	46,639	4	1,993	2,791
YSR Kadapa	837	1,043	17	0	175	901	278	33,180	87	1,669	2,068

Number Format :

If user wants Number Formatting, he can click on the icon shown in the red box in the below screen.

The screenshot shows the SAP report interface for 'Actual Bills by Bill Status and District'. The main table displays data for various districts including A.P. Capital Region, Anantapur, Chittoor, East Godavari, Guntur, Krishna, Kurmool, Prakasam, SPSR Nellore, Srikakulam, Visakhapatnam, Vizayanagaram, West Godavari, and YSR Kadapa. The table columns include District | Bill Status, Approver, Auditor, Authoriser, Cancelled, Checker, In Draft, Maker, Paid, Prechecker, Submitter, and Unpaid. A sidebar on the left contains 'MEASURES' (Actual Bills) and 'ROWS' (District). A red box highlights the 'Number Format' icon in the top right corner of the report area.

Rank :

If user wants Ranking, please click on the icon in the red box as shown below:

The screenshot shows the SAP report interface for 'Actual Bills by Bill Status and District', identical to the one above. A red box highlights the 'Ranking' icon in the top right corner of the report area.

Change Chart Type :

If user wants to change the Chart type, Green Box indicates Change chart Type option.

The screenshot shows the SAP report interface for 'Actual Bills by Bill Status and District'. On the left, there are panels for 'MEASURES' (Actual Bills) and 'ROWS' (District). The main area displays a table with columns: District | Bill Status, Approver, Auditor, Authoriser, Cancelled, Checker, In Draft, Maker, Paid, Prechecker, Submitter, and Unpaid. A green box highlights the 'Change Chart Type' icon in the top right toolbar.

District Bill Status	Approver	Auditor	Authoriser	Cancelled	Checker	In Draft	Maker	Paid	Prechecker	Submitter	Unpaid
					10			1		4	
A.P. Capital Region	366	1,164		0	146	375	416	28,281		599	1,684
Anantapur	925	1,703	5	0	229	931	269	35,667	119	2,035	2,622
Chittoor	356	1,552		0	219	899	336	45,458	31	1,885	3,266
East Godavari	1,042	2,154		0	237	1,371	481	48,241	1	3,089	3,713
Guntur	632	1,529		0	175	1,018	339	42,059	44	2,201	2,756
Krishna	490	1,597		0	267	774	405	42,694	17	2,441	2,619
Kurnool	1,017	2,074		0	257	902	381	40,213	3	2,553	2,619
Prakasam	324	1,086		0	212	624	310	37,387	2	1,857	2,279
SPSR Nellore	296	1,064		0	244	755	360	32,816	9	1,563	1,933
Srikakulam	222	1,187	2	0	67	533	158	28,452	10	1,411	1,916
Visakhapatnam	604	1,292		0	146	730	222	36,498	2	1,781	2,842
Vizayanagaram	510	1,978		0	94	563	164	22,653		1,384	1,206
West Godavari	527	1,762		0	256	901	365	46,639	4	1,993	2,791
YSR Kadapa	837	1,043	17	0	175	901	278	33,180	87	1,669	2,068

Export the records :

If user wants to download the data in CSV or Microsoft XLS, Blue Box indicates Export the records option.

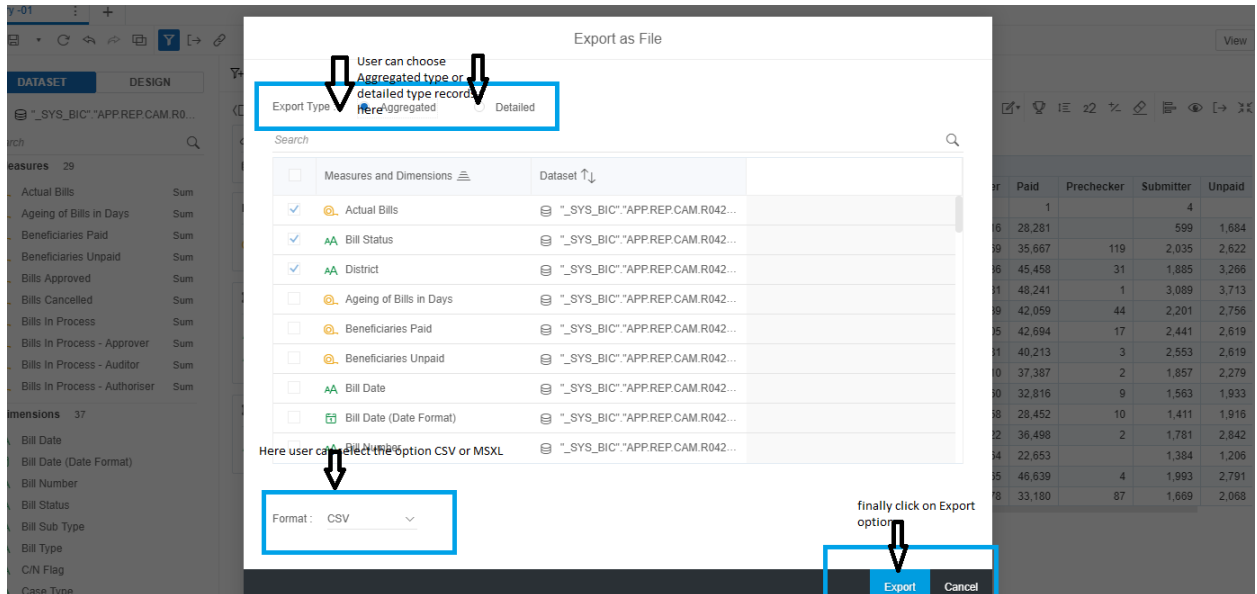
The screenshot shows the same SAP report interface as above. A blue box highlights the 'Export the records' icon in the top right toolbar.

District Bill Status	Approver	Auditor	Authoriser	Cancelled	Checker	In Draft	Maker	Paid	Prechecker	Submitter	Unpaid
					10			1		4	
A.P. Capital Region	366	1,164		0	146	375	416	28,281		599	1,684
Anantapur	925	1,703	5	0	229	931	269	35,667	119	2,035	2,622
Chittoor	356	1,552		0	219	899	336	45,458	31	1,885	3,266
East Godavari	1,042	2,154		0	237	1,371	481	48,241	1	3,089	3,713
Guntur	632	1,529		0	175	1,018	339	42,059	44	2,201	2,756
Krishna	490	1,597		0	267	774	405	42,694	17	2,441	2,619
Kurnool	1,017	2,074		0	257	902	381	40,213	3	2,553	2,619
Prakasam	324	1,086		0	212	624	310	37,387	2	1,857	2,279
SPSR Nellore	296	1,064		0	244	755	360	32,816	9	1,563	1,933
Srikakulam	222	1,187	2	0	67	533	158	28,452	10	1,411	1,916
Visakhapatnam	604	1,292		0	146	730	222	36,498	2	1,781	2,842
Vizayanagaram	510	1,978		0	94	563	164	22,653		1,384	1,206
West Godavari	527	1,762		0	256	901	365	46,639	4	1,993	2,791
YSR Kadapa	837	1,043	17	0	175	901	278	33,180	87	1,669	2,068

Report Usage Guide

Report : Bill Status Self Service

Note: Once user select Export the records option below screen will displayed where we have options: Aggregated and Detailed



Bookmark :

We can save the modifications done to the report as a Bookmark. Shown in below screen.

