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



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

**Report Usage Guide  
Challan Status Report Self Service**

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**Only for internal use**

# Report Usage Guide

## Report: Challan Status Report Self Service

This Self Service report is for Project Users to know the Challan Status as per dynamic needs.

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

1. Click Refresh On Open, To get the updated data

2. Click, to go to edit view

Department	Total Amount
A.P Academy of Rural Devpt (APARD)	1,000.00
A.P Bhavan, New Delhi	14,888,367.00
A.P Information Commission	410.00
A.P Public Service Commission	17,769,107.00
A.P State Administrative Tribunal	1,664,390.00
A.P State Legal Services Authority	38,937,026.00
A.P VAT Annullate Tribunal Vizian	325,323.00

Right click in chart area, we can see the following options. Select Maximize

Department	Total Amount
A.P Academy of Rural Devpt (APARD)	1,000.00
A.P Bhavan, New Delhi	14,888,367.00
A.P Information Commission	410.00
A.P Public Service Commission	17,769,107.00
A.P State Administrative Tribunal	1,664,390.00
A.P State Legal Services Authority	38,933,716.00
A.P VAT Annullate Tribunal Vizian	325,323.00

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Will get the below screen. Drag n Drop required Measures into MEASURES, Dimensions into ROWS. Table will be rendered as per selection.

The screenshot shows the SAP report designer interface. On the left, there are two shelves: 'Measures' (12 items) and 'Dimensions' (40 items). A red box highlights the 'Measures' shelf, and a red arrow points from 'Total Amount' in the Measures shelf to the 'MEASURES' shelf in the design area. Another red box highlights the 'Dimensions' shelf, and a red arrow points from 'Department' in the Dimensions shelf to the 'ROWS' shelf in the design area. The design area shows 'Total Amount' in the MEASURES shelf and 'Department' in the ROWS shelf. On the right, a table titled 'Total Amount by Department' is displayed.

Department	Total Amount
A.P Academy of Rural Devpt (APARD)	1,000.00
A.P Bhavan, New Delhi	14,888,367.00
A.P Information Commission	410.00
A.P Public Service Commission	17,769,107.00
A.P State Administrative Tribunal	1,664,390.00
A.P State Legal Services Authority	38,933,716.00
A.P VAT Appellate Tribunal, Vizag	325,323.00
AP Consumer dispute Redressal Commission	16,508,644.00
AP Human Resources Devpt Institute	50,002.00
AP SWREIS-Social Welfare Dept	11,441,631.00
AP TWREIS-Tribal Welfare Dept	60,500.00
AYUSH Dept	459,159.00
Accountant General, (A & E) AP.	419,398,402.00
Admin, State Roads & RSW,R&B	11,064,122,319.00
Adult Education Dept	121,887.00
Advocate General of A.P	1,800.00
Agri Marketing & Co-Operation Sect	5,731,490.00
Agriculture Dept	23,223,295,472.00
Animal Hus'dry, Dairy & Fish'ies Sect	37,762.00

Can Expand / collapse Shelves as shown in below screen.

The screenshot shows the SAP report designer interface with annotations. A red arrow points to the 'Filter' icon in the top right corner. Another red arrow points to the 'Expand / collapse Shelves' icon in the top right corner. The design area shows 'Total Amount', 'Reconciled Amount', and 'No. of Challans' in the MEASURES shelf and 'Department' in the ROWS shelf. On the right, a table titled 'No. of Challans, Total Amount and Reconciled Amount by Department' is displayed.

Department	Total Amount	Reconciled Amount	No. of Challans
A.P Academy of Rural Devpt (APARD)	1,000.00	0.00	1
A.P Bhavan, New Delhi	14,888,367.00	5,768,483.00	106
A.P Information Commission	410.00	410.00	2
A.P Public Service Commission	17,769,107.00	17,732,996.00	23
A.P State Administrative Tribunal	1,664,390.00	610,141.00	39
A.P State Legal Services Authority	38,933,716.00	30,002,471.00	1,491
A.P VAT Appellate Tribunal, Vizag	325,323.00	196,993.00	179
AP Consumer dispute Redressal Commission	16,508,644.00	13,651,511.00	351
AP Human Resources Devpt Institute	50,002.00	36,002.00	13
AP SWREIS-Social Welfare Dept	11,441,631.00	8,972,229.00	965
AP TWREIS-Tribal Welfare Dept	60,500.00	47,750.00	32
AYUSH Dept	459,159.00	293,704.00	89
Accountant General, (A & E) AP.	419,398,402.00	389,872,985.00	284
Admin, State Roads & RSW,R&B	11,064,122,319.00	36,454,261.00	1,868
Adult Education Dept	121,887.00	61,375.00	6
Advocate General of A.P	1,800.00	1,800.00	1
Agri Marketing & Co-Operation Sect	5,731,490.00	13,033.00	121
Agriculture Dept	23,223,295,472.00	67,006,875.00	11,356
Animal Hus'dry, Dairy & Fish'ies Sect	37,762.00	19,640.00	6



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**Filter:** It is a restriction imposed to limit the values displayed.

Drag n Drop required dimension as shown in below figure.

DDO Code	Challan Status	Department	Total Amount	Challan Amount	No. of Challans
01010102001	Others	Agriculture Dept	88,900.00	88,900.00	6
	Pending	Agriculture Dept	3,850.00	3,850.00	8
		Horticulture Dept	128.00	128.00	1
	Reconciled	Agriculture Dept	126,014.00	126,014.00	32

Then will get the below screen.

1. Select required operator

2. Select Check boxes of DDO's

3. Or manually search required DDO

4. Select OK

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**Totals:** To get a summary of your data, you can add totals for dimensions on the rows or columns of the crosstab.

The below screen helps you to how to get totals.

The screenshot shows the SAP Lumira Discovery interface. On the left, there are panels for 'DATASET' and 'DESIGN'. The main area displays a table with the following data:

Department	Total Amount	No. of Challans	In Transit Challans	No. of Transactions
Agriculture Dept	218,764.00	46	0	44
Horticulture Dept	128.00	1	0	1
<b>Overall Result</b>	<b>218,892.00</b>	<b>47</b>	<b>0</b>	<b>45</b>

Annotations on the screenshot include:

- 1. Select Show/Hide Properties:** An arrow points to the 'Show/Hide Properties' icon in the top right toolbar.
- 2. Show Totals:** An arrow points to the 'Show Totals' checkbox in the properties menu that appears.
- 3. Can See Overall Results:** An arrow points to the 'Overall Result' row in the table.

**Export Records:** You can Export data in CSV or Microsoft Excel format to your local system from Lumira Discovery.

Select the Export Records icon.

The screenshot shows the SAP Lumira Discovery interface with a different report. The top toolbar has an 'Export' icon highlighted with a red box and labeled '1. Export as PDF'. The main area displays a table with the following data:

District	DDO Code	Bank Confirmed Amount	No. of Challans	Total Amount
	01010102001	125,564.00	45	218,692.00
Srikakulam	01010102004	176,430.00	184	241,470.00
	01010103002	3,956.00	3	11,868.00

Annotations on the screenshot include:

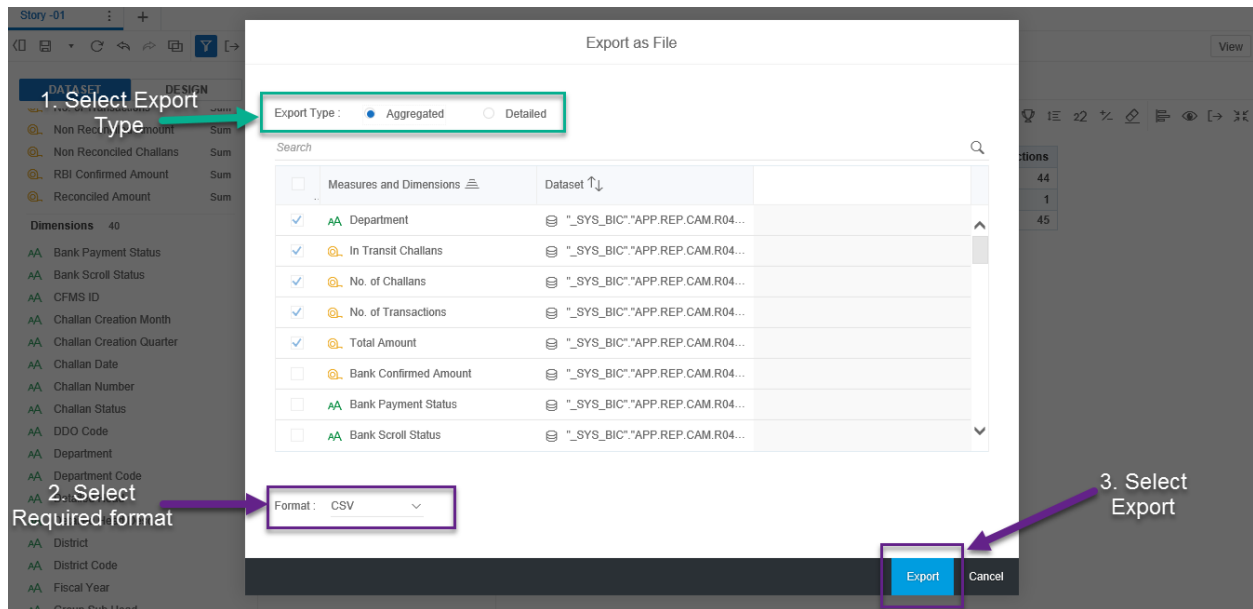
- 1. Export as PDF:** A red box highlights the 'Export' icon in the top toolbar.
- 2. Export as csv or xlsx:** A green arrow points to the 'Export as CSV or XLSX' option in the dropdown menu.



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## Report: Challan Status Report Self Service

The below screens helps you to Export records in csv or xlsx format.

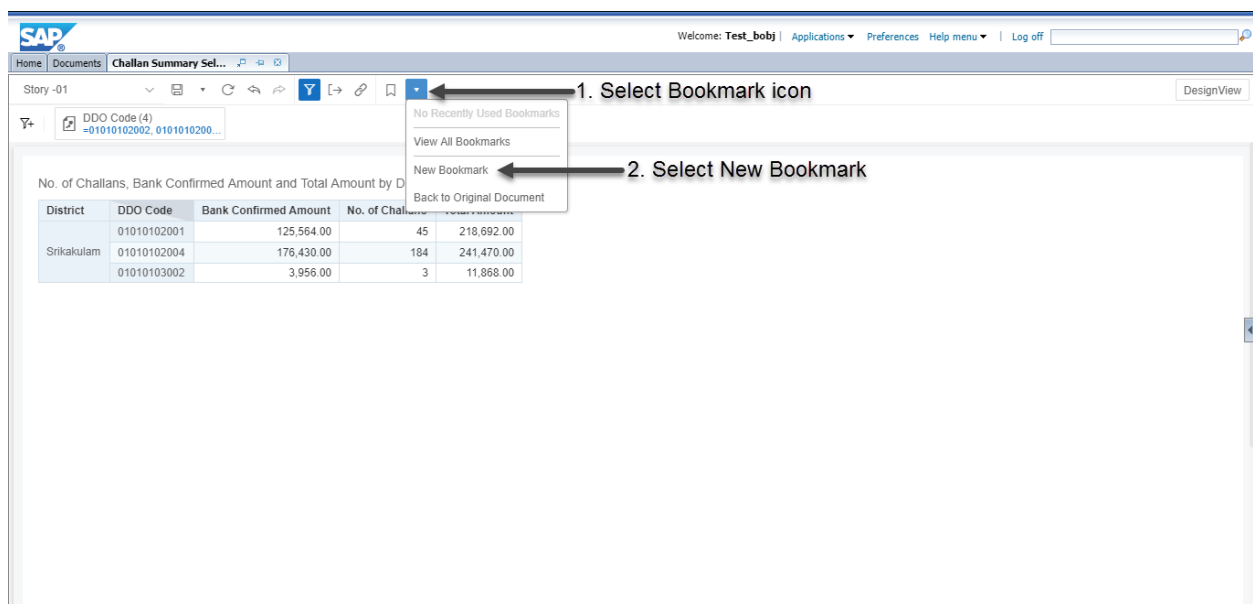


Go ahead with the option that you need.



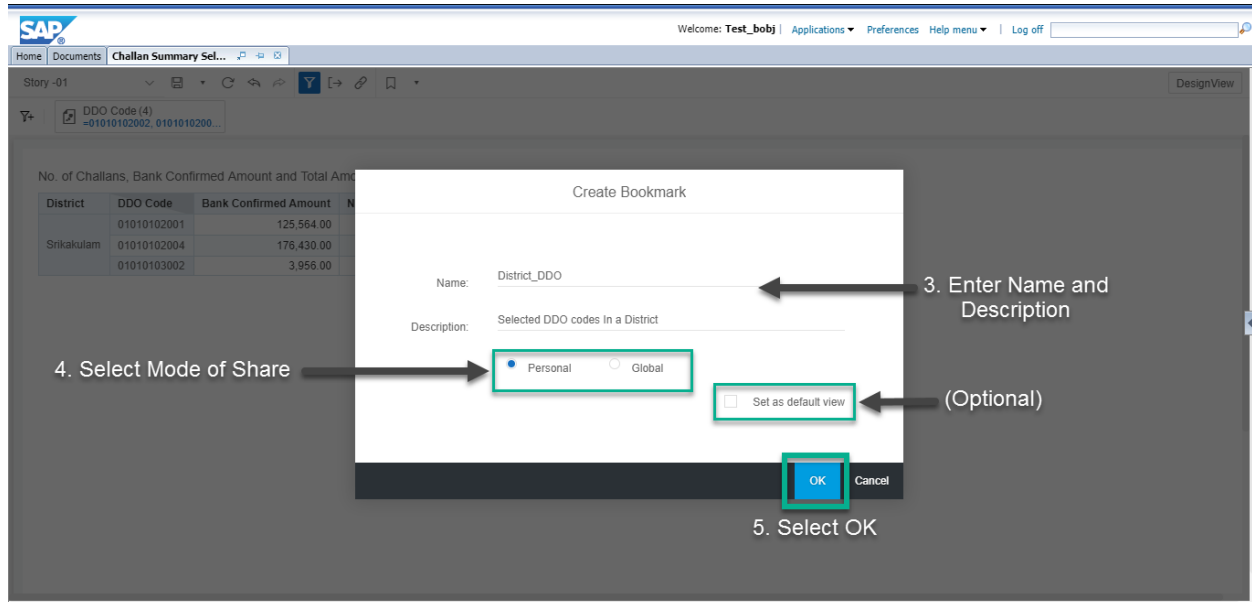
After completion of all the modifications of the report, click view at the top right corner.

**Bookmark:** We can save the modifications done to the report as a Bookmark. Shown in below screens.



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When we open the report again, can see the saved Bookmark.

