

SAP Implementation Project At Government of Andhra Pradesh



Project CFMS (Comprehensive Financial Management System)

Report Usage Guide EXPENDITURE SUMMARY SELF SERVICE

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Document Release Date :

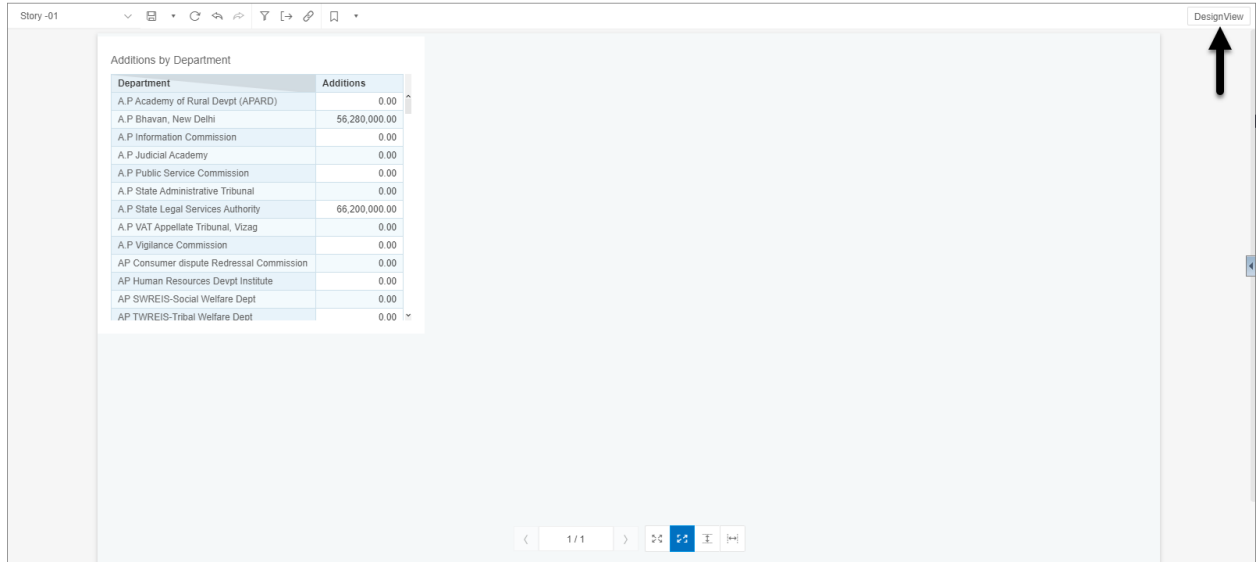
Only for internal use

Report Usage Guide

Report Name : Expenditure Summary Self Service

This Report gives information of Expenditure, Additions, Reappropriation, Surrender Amount, Total Provision, Department, Fiscal Year, HOA, HOA Class, HOA Type, Sector, Secretariat, Etc... Based on User selections like HOA & Department Combination user can see the report.

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



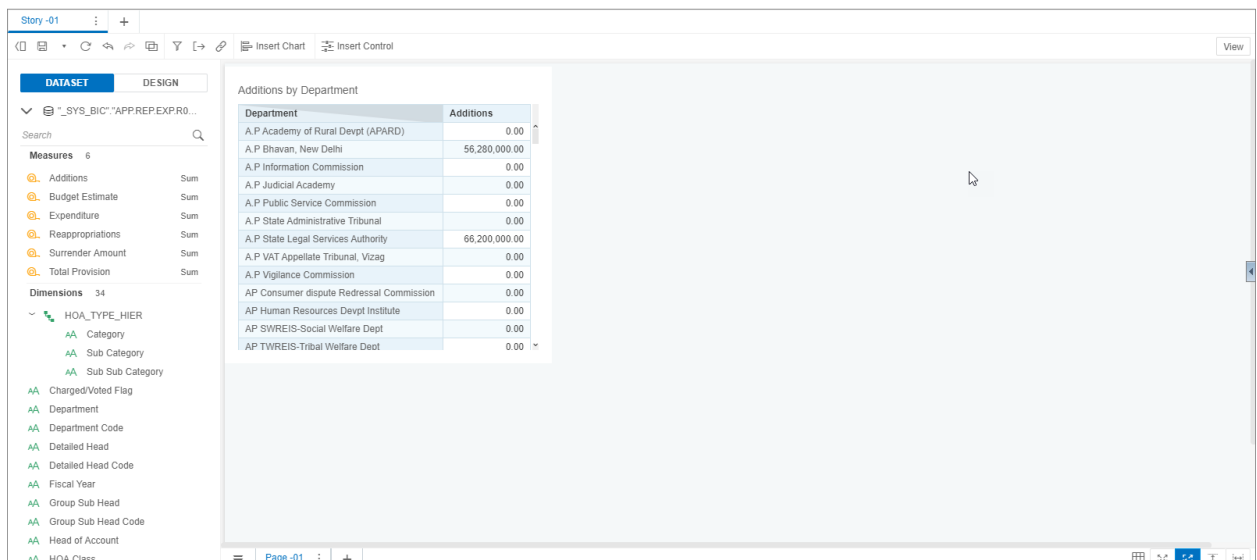
Story -01

DesignView

Department	Additions
A.P Academy of Rural Devpt (APARD)	0.00
A.P Bhavan, New Delhi	56,280,000.00
A.P Information Commission	0.00
A.P Judicial Academy	0.00
A.P Public Service Commission	0.00
A.P State Administrative Tribunal	0.00
A.P State Legal Services Authority	66,200,000.00
A.P VAT Appellate Tribunal, Vizag	0.00
A.P Vigilance Commission	0.00
AP Consumer dispute Redressal Commission	0.00
AP Human Resources Devpt Institute	0.00
AP SWREIS-Social Welfare Dept	0.00
AP TWREIS-Tribal Welfare Dept	0.00

1/1

When user click on Design View (Arrow Symbol) report gets on design pane and below screen will displayed.



Story -01

View

Insert Chart

Insert Control

DATASET DESIGN

Search

Measures 6

- Additions Sum
- Budget Estimate Sum
- Expenditure Sum
- Reappropriations Sum
- Surrender Amount Sum
- Total Provision Sum

Dimensions 34

- HOA_TYPE_HIER
 - AA Category
 - AA Sub Category
 - AA Sub Sub Category
- AA Charged/Voted Flag
- AA Department
- AA Department Code
- AA Detailed Head
- AA Detailed Head Code
- AA Fiscal Year
- AA Group Sub Head
- AA Group Sub Head Code
- AA Head of Account
- AA HOA Class

Additions by Department

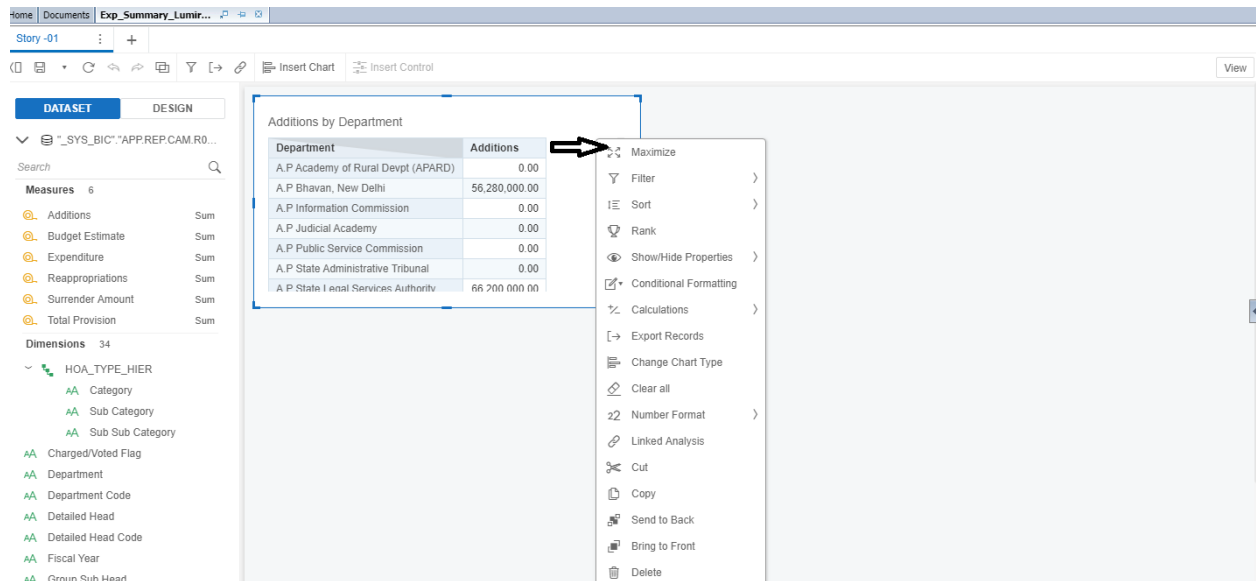
Department	Additions
A.P Academy of Rural Devpt (APARD)	0.00
A.P Bhavan, New Delhi	56,280,000.00
A.P Information Commission	0.00
A.P Judicial Academy	0.00
A.P Public Service Commission	0.00
A.P State Administrative Tribunal	0.00
A.P State Legal Services Authority	66,200,000.00
A.P VAT Appellate Tribunal, Vizag	0.00
A.P Vigilance Commission	0.00
AP Consumer dispute Redressal Commission	0.00
AP Human Resources Devpt Institute	0.00
AP SWREIS-Social Welfare Dept	0.00
AP TWREIS-Tribal Welfare Dept	0.00

Page -01

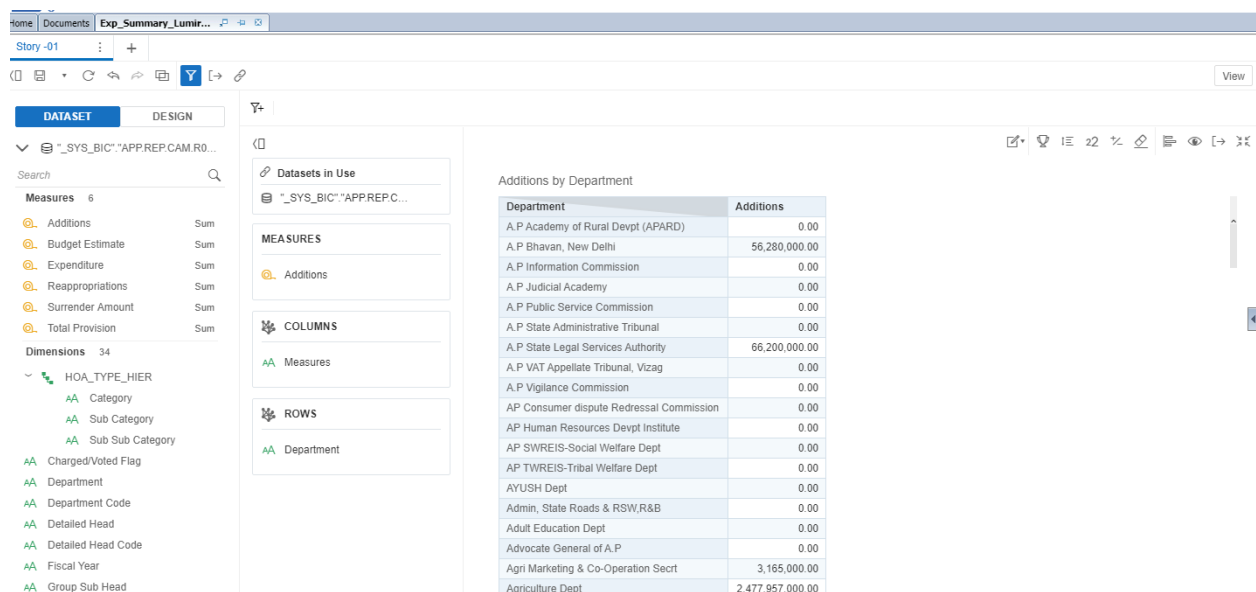
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Now if User right clicks on the table(CrosTab in this case), user gets the context menu displayed as shown below:



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



Now just drag & drop the fields, **Measures into Measures** (Key Fields or KPI's) & **Dimension into Rows**.

If user wants apply Filters please close the maximum option then click on Filter Pane like below screen

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Note: Filter should be applied on Dimension only not on Measures.

The screenshot shows the SAP Lumira interface. The main view displays a table titled "Additions by Department". The table has two columns: "Department" and "Additions". The data rows are as follows:

Department	Additions
A.P Academy of Rural Devpt (APARD)	0.00
A.P Bhavan, New Delhi	56,280,000.00
A.P Information Commission	0.00
A.P Judicial Academy	0.00
A.P Public Service Commission	0.00
A.P State Administrative Tribunal	0.00
A.P State Legal Services Authority	66,700,000.00

The left sidebar shows a list of measures and dimensions. The "Measures" section includes: Additions (Sum), Budget Estimate (Sum), Expenditure (Sum), Reappropriations (Sum), Surrender Amount (Sum), and Total Provision (Sum). The "Dimensions" section includes: HOA_TYPE_HIER (Category, Sub Category, Sub Sub Category), Charged/Voted Flag, Department, Department Code, Detailed Head, Detailed Head Code, Fiscal Year, Group Sub Head, and Group Sub Head Code.

Expenditure , HOA or Department likewise for details below screen tells you on HOA Expenditure Filters.

The screenshot shows the SAP Lumira interface. The main view displays a table titled "Expenditure by Department and Head of Account". The table has three columns: "Department", "Head of Account", and "Expenditure". The data row is as follows:

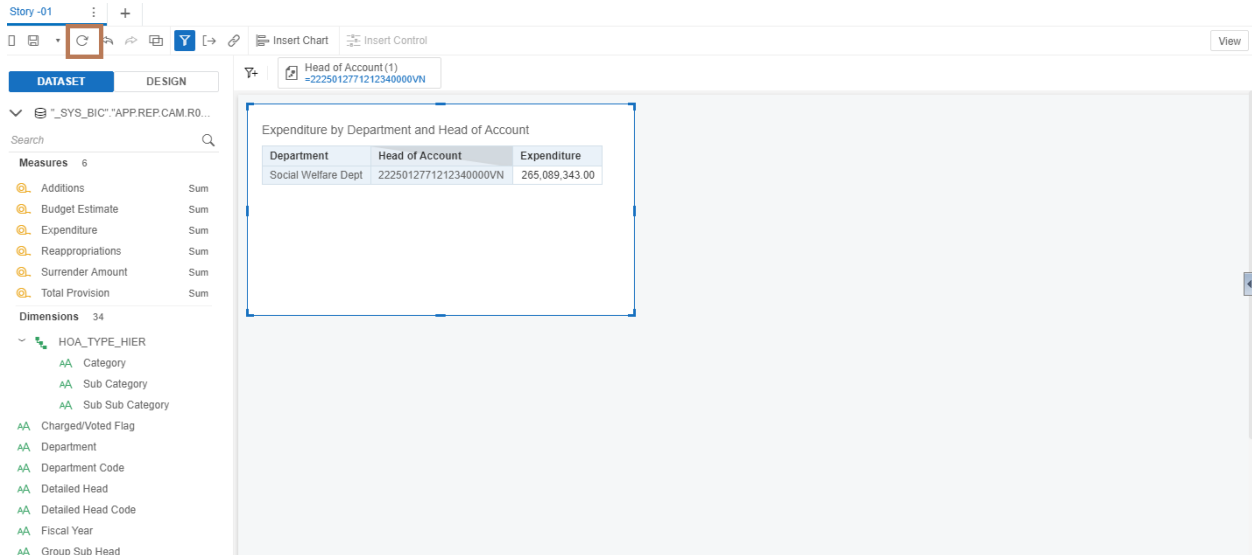
Department	Head of Account	Expenditure
Social Welfare Dept	2225012771212340000VN	265,089,343.00

The left sidebar shows a list of measures and dimensions. The "Measures" section includes: Additions (Sum), Budget Estimate (Sum), Expenditure (Sum), Reappropriations (Sum), Surrender Amount (Sum), and Total Provision (Sum). The "Dimensions" section includes: HOA_TYPE_HIER (Category, Sub Category, Sub Sub Category), Charged/Voted Flag, Department, Department Code, Detailed Head, Detailed Head Code, Fiscal Year, Group Sub Head, Group Sub Head Code, and Head of Account.

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Note: When ever the user not get the correct values please click on Refresh button and see the result , in below screen brown box indicates refresh button

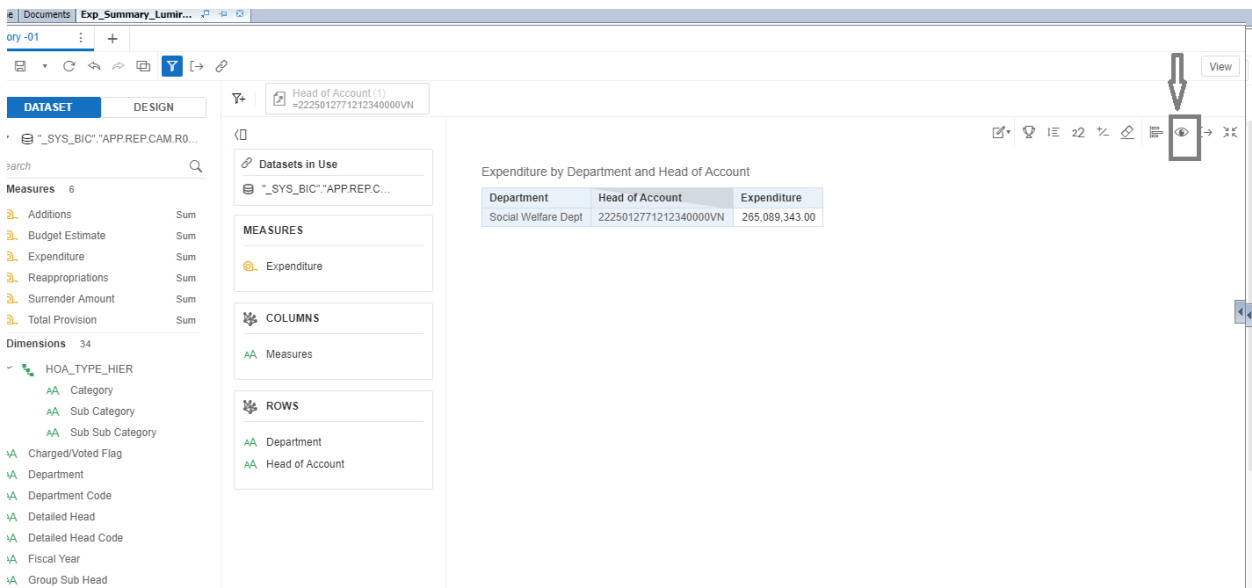


Note : For more options like Totals,Percentage,Data downloads in CSV & Microsoft XL Sheets & Bookmark, please refer below.

When user clicks on Maximize option, below options are displayed

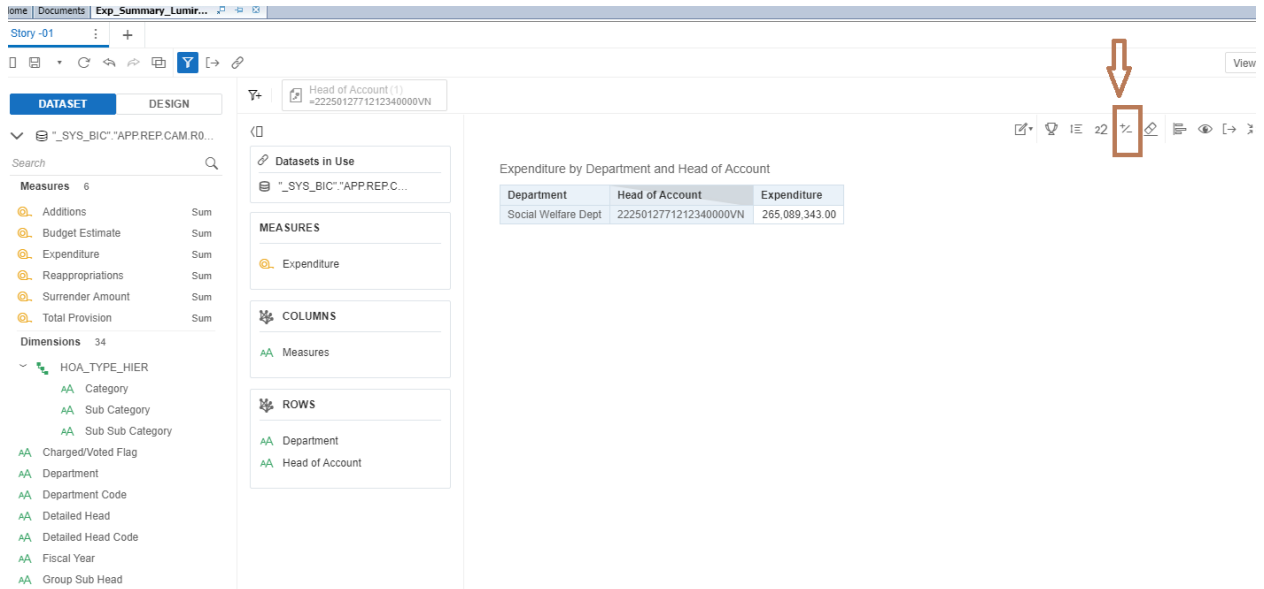
Totals :

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



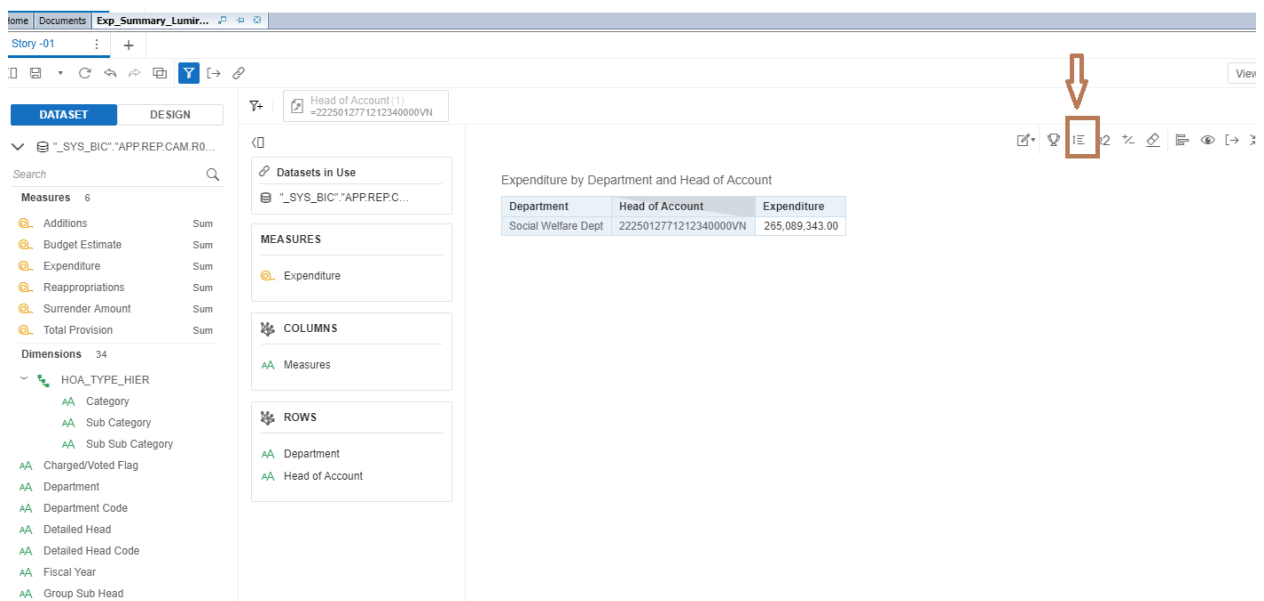
Percentage, Avarage,Difference & Custom Calculations :

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



Sort :

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



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Number Format :

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

The screenshot shows the SAP report interface for 'Expenditure by Department and Head of Account'. The main table displays the following data:

Department	Head of Account	Expenditure
Social Welfare Dept	2225012771212340000VN	265,089,343.00

In the top right corner of the report area, there is a toolbar with various icons. A brown box highlights the 'Number Format' icon (represented by the number '22' followed by a percentage sign), with a brown arrow pointing to it from above.

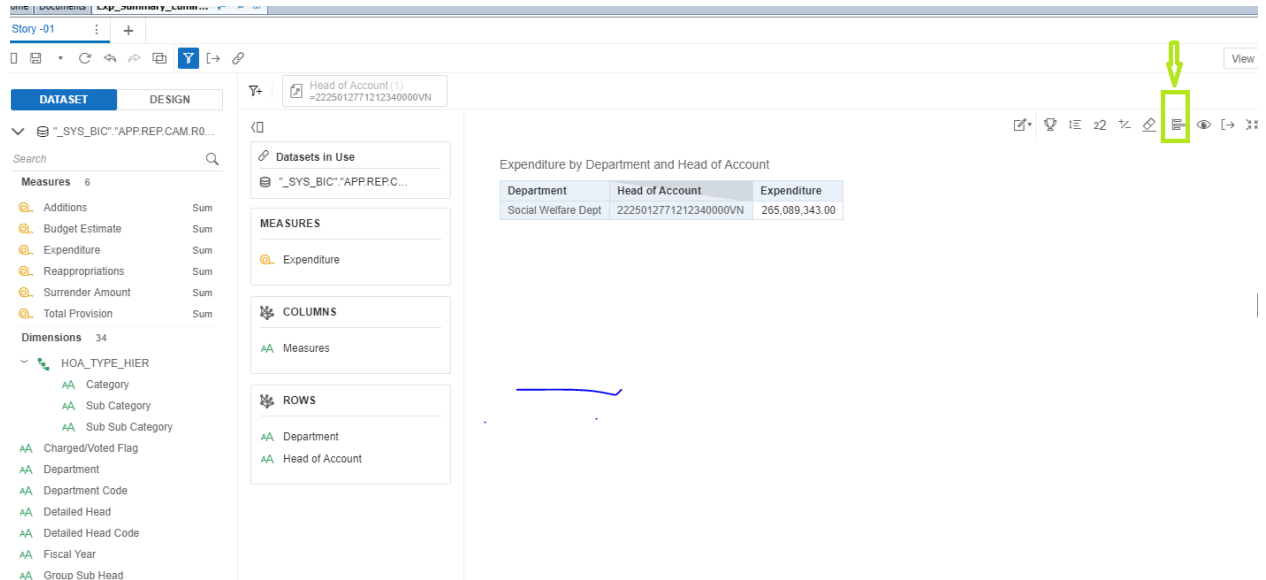
Rank :

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

The screenshot shows the same SAP report interface as above. In the top right corner of the report area, there is a toolbar with various icons. A brown box highlights the 'Ranking' icon (represented by a lightning bolt symbol), with a brown arrow pointing to it from above.

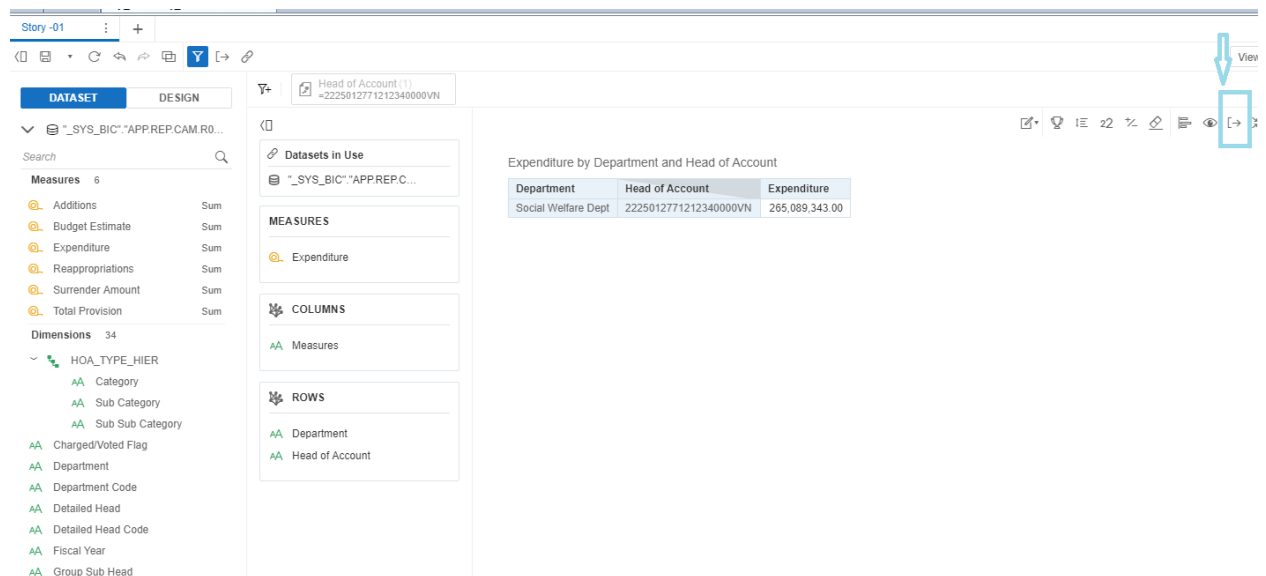
Change Chart Type :

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



Export the records :

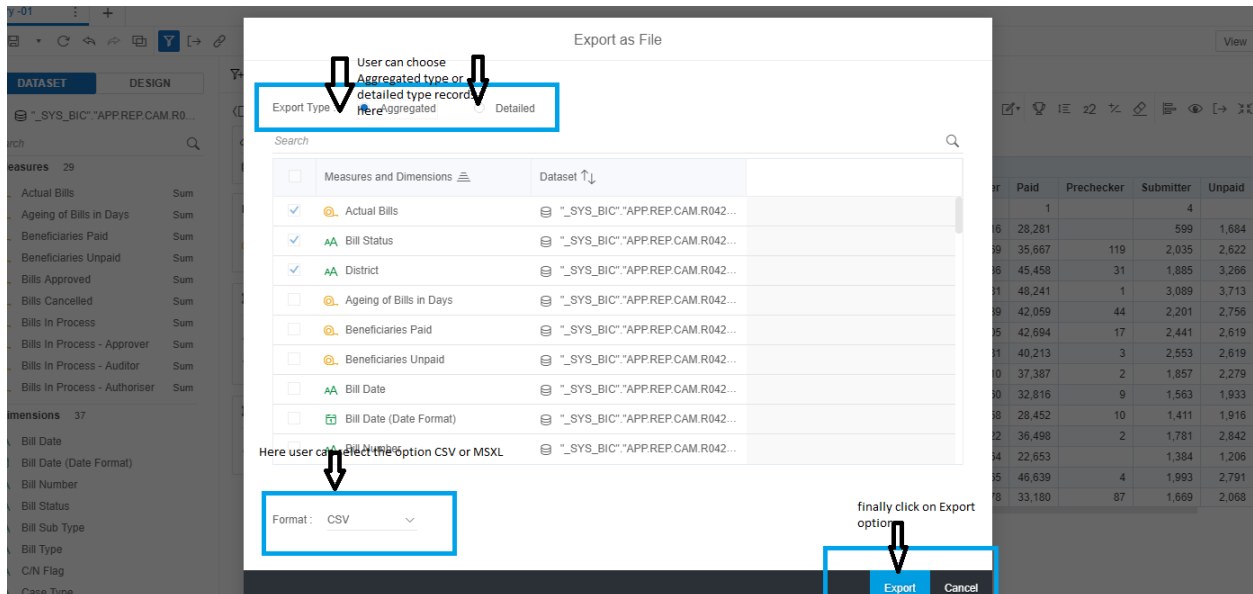
If user wants to download the data in CSV or Microsoft XLS, Blue Box indicates Export the records option.



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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.

