

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



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

**Report Usage Guide  
Receipts Summary Self Service**

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Document Release Date :

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**Only for internal use**

# Report Usage Guide

## Report: Receipts Summary Self Service

This Self Service report is for Project Users to know the Receipts received across the state.

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

The screenshot shows the report interface with a table titled "Total Provision, Receipt and Budget Estimate by Category". A green arrow points to the refresh icon in the top toolbar, labeled "1. Click Refresh on open, To get the updated data". A red arrow points to the "DesignView" button in the top right corner, labeled "2. Click to go to Edit View".

Category	Budget Estimate	Total Provision	Receipt
OTHERS	0.00	0.00	9,047,346,092,464.50
Public Account	35,640,156,000.00	15,914,314,000.00	2,495,784,491,835.65
Public Debt	884,926,400,000.00	334,610,600,000.00	1,161,322,893,998.00
Recovery of Loans	12,777,453,000.00	5,000,002,000.00	26,084,172,066.00
Revenue Receipts	3,903,028,996,000.00	1,555,072,298,000.00	3,475,862,087,822.10

The screenshot shows the report interface with a context menu open over the table. A green arrow points to the "Maximize" option in the menu, labeled "Right click in chart area, we can see the following options. Select Maximize".

Category	Budget Estimate	Total Provision	Receipt
OTHERS	0.00	0.00	9,047,346,092,464.50
Public Account	35,640,156,000.00	15,914,314,000.00	2,495,784,491,835.65
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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.

Measures

- Additions
- Budget Estimate
- Reappropriation (Net)
- Receipt
- Total Provision

Dimensions

- CAT\_ORDER
- Category
- Fiscal Year
- Month
- Quarter
- Revenue/PA Flag
- RH\_HIER\_SORT\_ORDER
- RH\_HOA\_CAT\_ORDER
- RH\_HOA\_SUB\_CAT\_ORDER
- RH\_HOA\_SUB\_SUB\_CAT\_ORDER
- RH\_HOA\_SUB\_SUB\_SUB\_CAT
- RH\_HOA\_SUB\_SUB\_SUB\_CAT\_O
- Sub Category
- Sub Sub Category
- Sub Sub Sub Category
- SUB\_SUB\_SUBCAT\_ORDER
- SUB\_SUBCAT\_ORDER
- SUBCAT\_ORDER

Category	Budget Estimate	Total Provision	Receipt
OTHERS	0.00	0.00	9,047,346,092,464.50
Public Account	35,640,156,000.00	15,914,314,000.00	2,495,784,491,835.65
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Revenue Receipts	3,903,028,996,000.00	1,555,072,298,000.00	3,475,862,087,822.10

Can Expand / collapse Shelves as shown in below screen.

Expand / Collapse Shelves

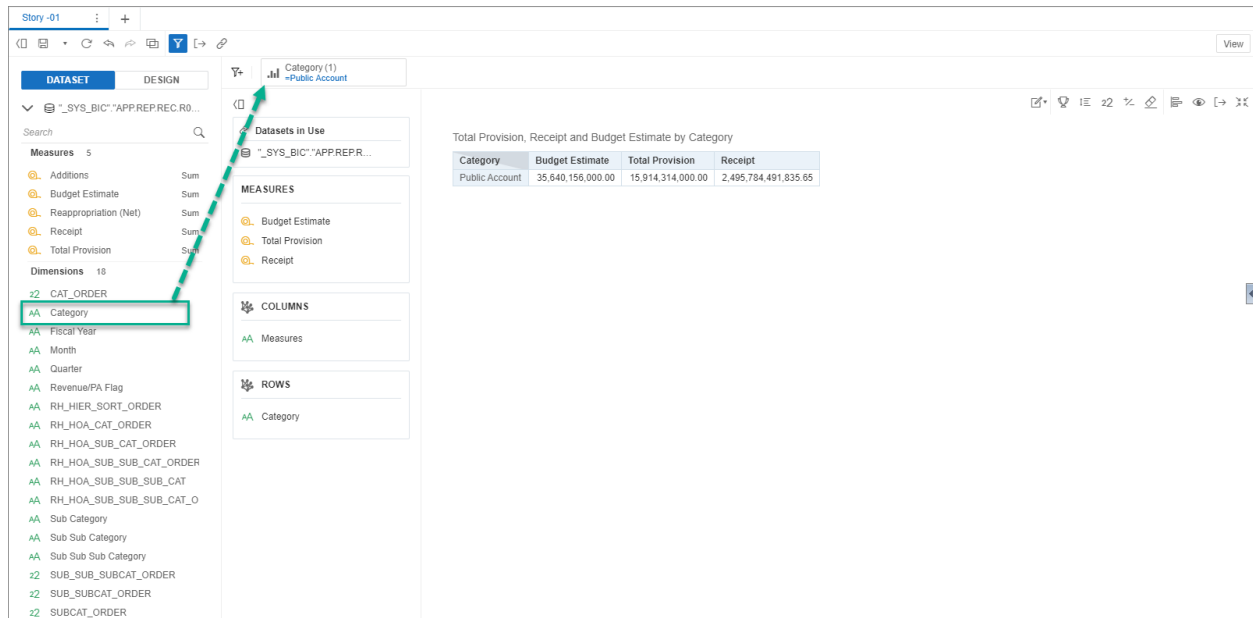
Category	Budget Estimate	Total Provision	Receipt
OTHERS	0.00	0.00	9,047,346,092,464.50
Public Account	35,640,156,000.00	15,914,314,000.00	2,495,784,491,835.65
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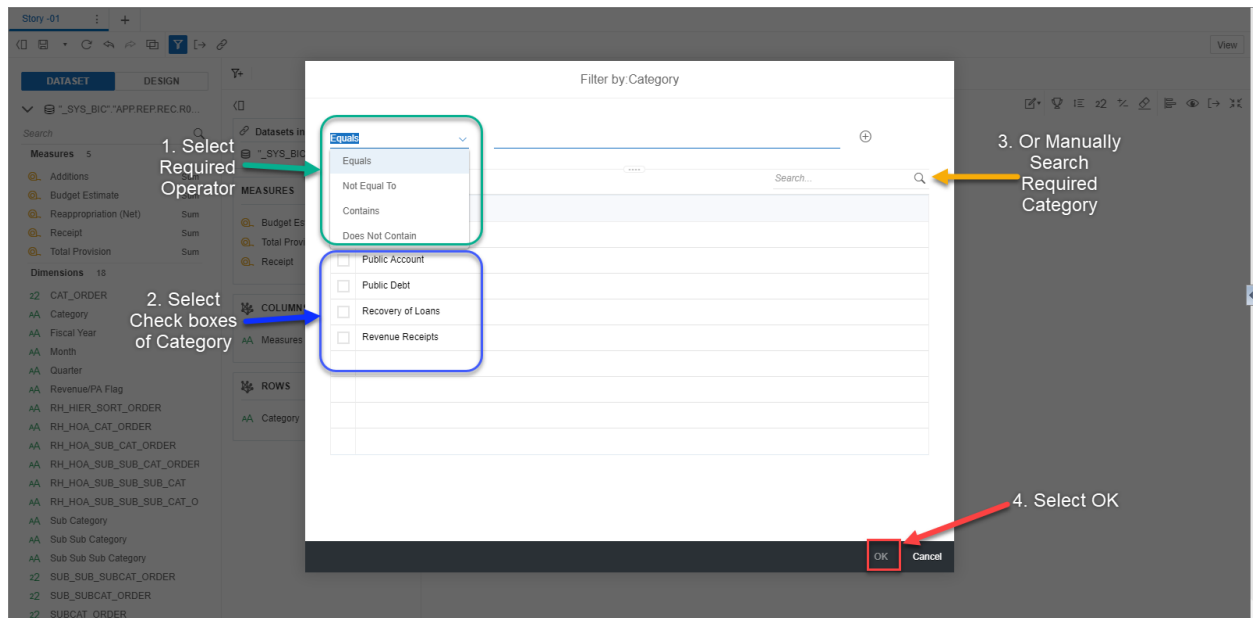
## Report: Receipts Summary Self Service

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

Drag n Drop required dimension as shown in below figure.



Then will get the below screen.



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## Report: Receipts Summary Self Service

**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.

1. Select Show/Hide Properties

Category	Budget Estimate	Total Provision	Receipt
Public Account	35,640,156,000.00	15,914,314,000.00	2,495,784,491,835.65
Overall Result	35,640,156,000.00	15,914,314,000.00	2,495,784,491,835.65

2. Show Totals

3. Can See Overall Result

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

Select the Export Records icon.

1. Export as PDF

Category	Budget Estimate	Total Provision	Receipt
Public Account	35,640,156,000.00	15,914,314,000.00	2,495,784,491,835.65
Overall Result	35,640,156,000.00	15,914,314,000.00	2,495,784,491,835.65

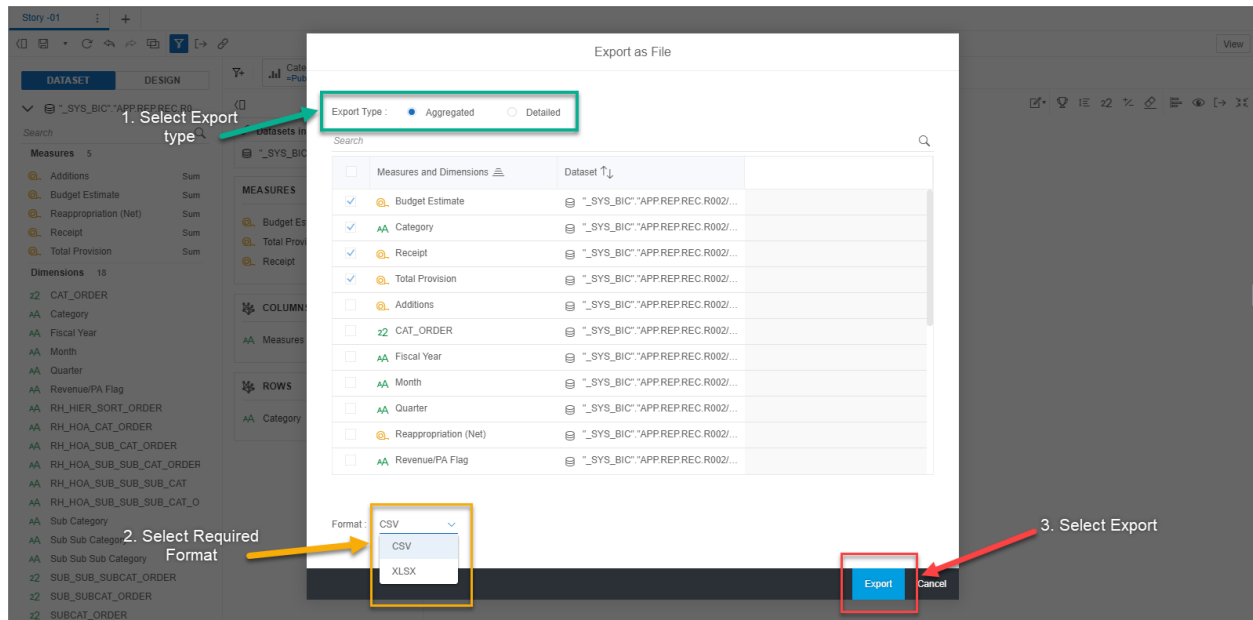
2. Export as csv or xlsx



# Report Usage Guide

## Report: Receipts Summary Self Service

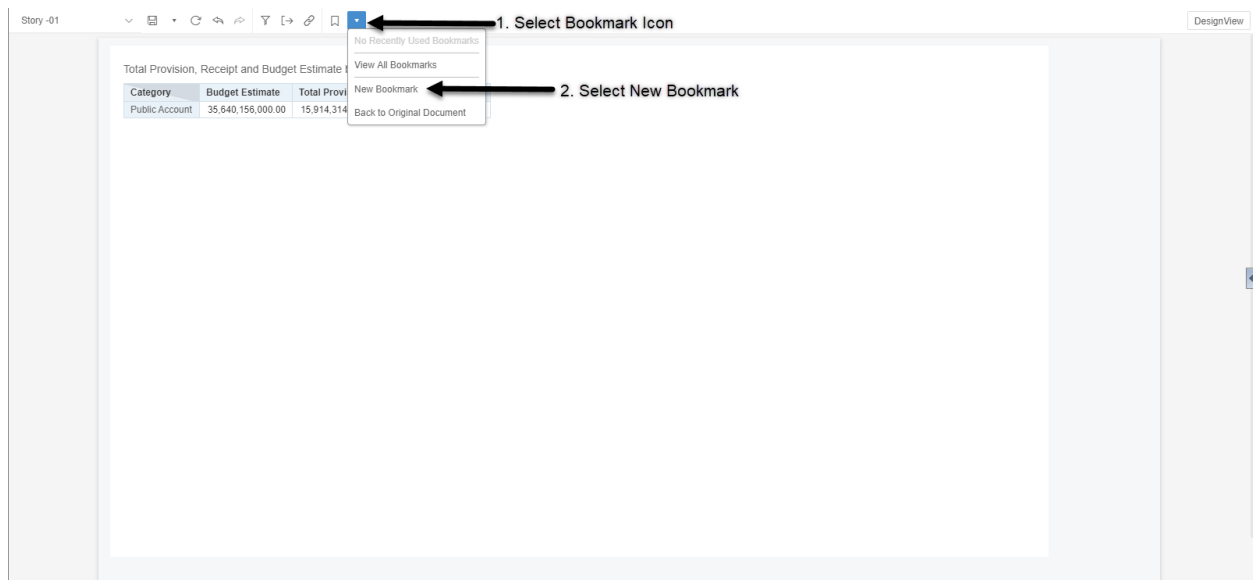
The below screens helps you to Export records in csv or xlsx format.



Go ahead with the option that you need.

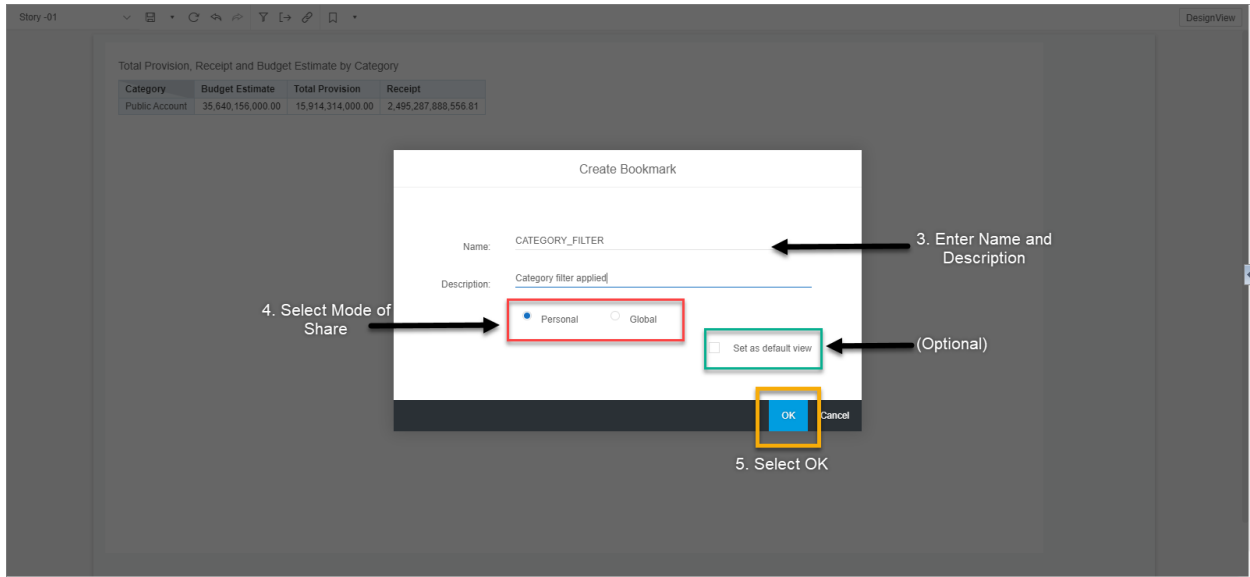
After completion of all the modifications of the report, click view at the top right corner.

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



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## Report: Receipts Summary Self Service



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

