TCode: ZFFV50

Initial Screen:

Relevant option may be selected to continue.

View Initiate Requests:

Note that From & To dates are mandatory to see Request report.

Substitute can be assigned during of Employee leave. Hence no changes in ZWF workflow is required incase of temporary changes.
CASH REQUEST:

1. ZFFV50-> Initiate Request  *(Requesting Office Initiates)*

   ![Cash Workflow Screen](image1)

   - User Profit Center: 2132611000
   - Amount: 2206
   - Posting Date: 28.06.2018

   Select Cash Request, Enter Details of Approved/Rejected, Select Proceed to Continue Processing.

2. ZFFV50-> Approver-> Cash Request-> Office Postmaster *(Requesting Office Postmaster)*

   ![Cash Request Approval or Reject Screen](image2)

   Select Check Box, Approve/Reject option and Fill remarks, Select Enter

Details of Approved/Rejected count will appear. Select Proceed to Continue Processing.
3. ZFFV50-> Approver-> Cash Request-> Cash Office Postmaster

Select Check Box, approve/Reject with remarks and Click on Enter. Count of approvals will be displayed. Click on Proceed to continue.

4. ZFFV50-> Approver-> Cash Request-> Cash Office Treasurer

Cash Issue document number will display after clicking on Enter option. Treasurer may print cash slip through zfi_cash_deno

5. ZFFV50-> Approver-> Cash Request-> Cash received **(Cash request Office)**

Click on Enter to generate Cash Received Document number.

This process will generate all required postings; entries will be reflected in Daily account instantly.
EXCESS CASH TRANSFER:

1. ZFFV50-> Initiate Request

![Cash Workflow]

2. ZFFV50-> Approver-> Excess cash Transfer-> Office Postmaster
   Select Check Box, Approve/Reject option and Fill remarks, Click on Enter

![Excess Cash Request Approval]

Note down the excess cash transfer Document number, Treasurer may print cash slip through zfi_cash_deno

3. ZFFV50-> Approver-> Excess cash Transfer-> Cash Office Treasurer
   Select Check Box, Select Enter to generate Cash received document

![Excess Cash Request Approval]
CASH & BANK TRANSFERS

CASH WITHDRAWL FROM BANK:

1. ZFFV50-► Initiate Request

   *Cash Workflow*

   Initiate request for required amount by pressing Enter Key. Request ID will be generated.

2. ZFFV50-► Approver-► Cash Withdrawal From Bank-► Office Postmaster
   Select Check Box, Approve/Reject option and Fill remarks, Select Enter

Request Processed successfully information will be displayed along with Document number

This entry must be available as Drawing from Bank Clg HEAD in Daily account

**Note:** Request can be rejected which will not post any document in F&A
CASH REMITTANCE TO BANK:

1. ZFFV50-> Initiate Request

   - **Cash Workflow**

     Initiate request for required amount by pressing Enter Key. Request ID will be generated.

2. ZFFV50-> Approver-> Cash Remittance to Bank-> Office Postmaster
   Select Check Box, Approve/Reject option and Fill remarks, Select Enter

   **Remittance to Bank Approval**

   Request Processed successfully information will be displayed along with Document number

   **Note:** Request can be rejected which shall not post any document in F&A