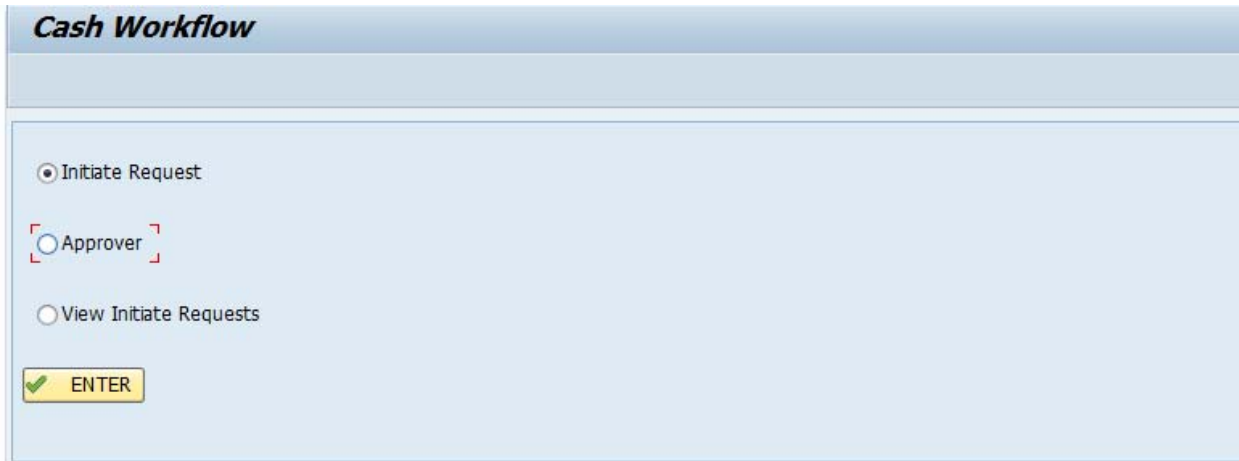


## CASH & BANK TRANSFERS

TCode: ZFFV50

### Initial Screen:



**Cash Workflow**

Initiate Request

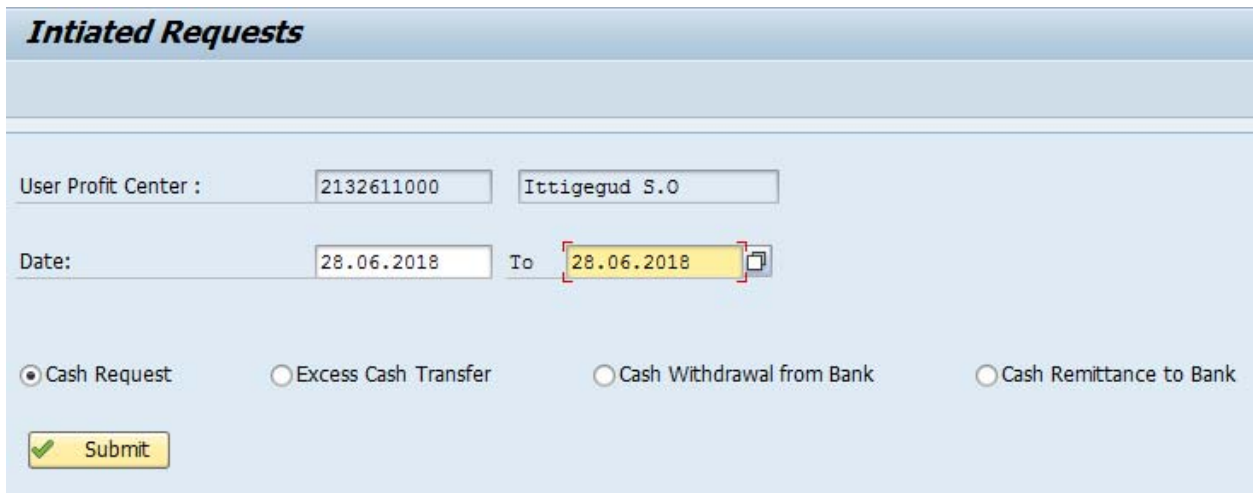
Approver

View Initiate Requests

✓ ENTER

Relevant option may be selected to continue.

### View Initiate Requests:



**Initiated Requests**

User Profit Center : 2132611000 Ittigegud S.O

Date: 28.06.2018 To: 28.06.2018

Cash Request     Excess Cash Transfer     Cash Withdrawal from Bank     Cash Remittance to Bank

✓ Submit

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

Substitute can be assigned during of Employee leave. Hence no changes in ZFWF workflow is required incase of temporary changes.

## CASH & BANK TRANSFERS

### CASH REQUEST:

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

**Cash Workflow**

User Profit Center : 2132611000 Ittigegud S.O

Amount: 2206

Posting Date: 28.06.2018

Cash Request  Excess Cash Transfer

**Information**  
Request Id has been generated FAZCR1213261100020180628161557

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

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

**Cash Request Approval or Reject Screen**

Check	Request Id	Profit Center	Cash Office	Request Received From	Amount	Approve/Reject	Remarks
<input type="checkbox"/>	FAZCR1213261100020180626105402	2132611000	2132610000	Cash Request Ittigegud ...	2606.00		
<input type="checkbox"/>	FAZCR1213261100020180626140144	2132611000	2132610000	Cash Request Ittigegud ...	2606.00		
<input type="checkbox"/>	FAZCR1213261100020180626140434	2132611000	2132610000	Cash Request Ittigegud ...	2606.00		
<input type="checkbox"/>	FAZCR1213261100020180626140633	2132611000	2132610000	Cash Request Ittigegud ...	1563.00		
<input checked="" type="checkbox"/>	FAZCR1213261100020180628161557	2132611000	2132610000	Cash Request Ittigegud ...	2206.00	APPROVE	CASH REQUEST
<input type="checkbox"/>	FAZCR1213261100020180621173741	2132611000	2132610000	Cash Request Ittigegud ...	1000.00		
<input type="checkbox"/>	FAZCR1213261100020180621173734	2132611000	2132610000	Cash Request Ittigegud ...	20000.00		
<input type="checkbox"/>	FAZCR1213261100120180621175018	2132611001	2132611000	Cash Request Chamundi ...	100.00		
<input type="checkbox"/>	FAZCR1213261100020180626184024	2132611000	2132610000	Cash Request Ittigegud ...	100.00		

Details of Approved/Rejected count will appear. Select Proceed to Continue Processing.

**Cash Request Approval or Reject Screen**

Total Number of Request Id selected : 1

Total Number of Request Id Approved : 1

Total Number of Request Id Rejected : 0

CASH & BANK TRANSFERS

- ZFFV50-> Approver-> Cash Request-> Cash Office Postmaster

**Cash Request Approval or Reject Screen**

Check	Request Id	Profit Center	Cash Office ...	Request Received From ...	Amount	Approve/Reject	Remarks	Creation date
<input checked="" type="checkbox"/>	FAZCR1213261100020180628161557	2132611000	2132610000	Cash Request Ittigegud ...	2206.00	APPROVE	Approved	28.06.2018

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

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

**Cash Request Approval or Reject Screen**

Check	Request Id	Profit Center	Cash Office ...	Request Received From ...	Amount	Approve/Reject	Remarks	Creation date
<input checked="" type="checkbox"/>	FAZCR1213261100020180626140144	2132611000	2132610000	Cash Request Ittigegud ...	2606.00	APPROVE	CASH TO ITTIGEGUDU	26.06.2018

Cash Issue document number will display after clicking on Enter option. Treasurer may print cash slip through zfi\_cash\_deno

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

**Cash Request Approval or Reject Screen**

Check	Request Id	Profit Center	Cash Office ...	Request Received Fro...	Amount	Approve/Reject	Remarks	Creation date
<input checked="" type="checkbox"/>	FAZCR1213261100020180628161557	2132611000	2132610000	Cash Request Ittigegu...	2206.00	APPROVE	CASH FROM MYSURU HO	28.06.2018

Click on Enter to generate Cash Received Document number.

Check	Remarks	Creation date	Cash Received Document Number
<input checked="" type="checkbox"/>	CASH FROM MYSURU HO	28.06.2018	4100084361

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

## CASH & BANK TRANSFERS

### EXCESS CASH TRANSFER:

1. ZFFV50-> Initiate Request

**Cash Workflow**

User Profit Center : 2132611000 Ittigegud S.O

Amount: 2207

Posting Date: 28.06.2018

Cash Request  Excess Cash Transfer

ENTER

Information  
Request Id has been generated FAZCR2213261100020180628165324

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

**Excess Cash Request Approval**

Check	Request Id	Profit Center	Cash Office ...	Request Received From ...	Amount	Approve/Reject	Remarks	Creation date
<input type="checkbox"/>	FAZCR2213261100220180628150501	2132611002	2132611000	Excess Cash From Dudda...	82806.00			28.06.2018
<input checked="" type="checkbox"/>	FAZCR2213261100020180628165324	2132611000	2132611000	Excess Cash From Ittige...	2207.00	APPROVE	CASH SENT TO HO	28.06.2018

ENTER

Amount	Approve/Reject	Remarks	Creation date	Cash Disbursement Document Number
2207.00	APPROVE	CASH SENT TO HO	28.06.2018	4100085832

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**

Check	Request Id	Profit Center	Cash Office ...	Request Received From ...	Amount	Creation date	Cash Disbursement Docur
<input checked="" type="checkbox"/>	FAZCR2213261100020180628165324	2132611000	2132611000	Excess Cash From Ittige...	2207.00	28.06.2018	4100083954

ENTER

## CASH & BANK TRANSFERS

### CASH WITHDRAWAL FROM BANK:

1. ZFFV50-> Initiate Request

**Cash Workflow**

User Profit Center : 2132610000 Mysore HO

Amount: 556629

Posting Date: 26.06.2018

Cash Request     Excess Cash Transfer     Cash Withdrawal from Bank     Cash Remittance to Bank

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

**Drawing From Bank Approval**

Check Request Id	Profit Center	Cash Office	Request Received From	Amount	Approve/Reject	Remarks	Creation date
<input checked="" type="checkbox"/> FA-ZDB1213261000020180628155104	2132610000		Drawing From Bank for ...	556629.00	APPROVE		28.06.2018

Request Processed successfully information will be displayed along with Document number

Amount	Approve/Reject	Remarks	Creation date	Cash Disbursement Document Number
556629.00	APPROVE	DRAWING FROM BANK	28.06.2018	1500019054

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 & BANK TRANSFERS

**CASH REMITTANCE TO BANK:**

- 1. ZFFV50-> Initiate Request

**Cash Workflow**

User Profit Center : 2132610000 Mysore HO

Amount: 9964

Posting Date: 28.06.2018

Cash Request     Excess Cash Transfer     Cash Withdrawal from Bank     Cash Remittance to Bank

ENTER

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**

Check	Request Id	Profit Center	Cash Office	Request Received From	Amount	Approve/Reject	Remarks	Creation date
<input checked="" type="checkbox"/>	FZBR1213261000020180628161102	2132610000		Remittance to Bank Mys...	9964.00	APPROVE REJECT		28.06.2018

ENTER

Request Processed successfully information will be displayed along with Document number

Reject	Remarks	Creation date	Cash Disbursement Document Number
<input checked="" type="checkbox"/>	REMITTANCE TO BANK	28.06.2018	1500016678

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