

PROCEDURE TO MONITOR CASH BALANCE HELD IN POST OFFICES AND POS CASH

OBJECTIVE:

- a) Divisional Heads to monitor the excess cash held by post offices on daily basis beyond the authorised cash limit
- b) To view the Cash held by post offices over a month (Either a single post office or all post offices in the division)
- c) The daily account of the post offices will tally only when the POs cash balance of the post office is “Zero”. To monitor POs Cash balance of post offices, which are “non-zero” on the previous day or over a period of one month.

SCOPE:

This provision exists for two GL Heads

DOP Cash - 4867100010

POs Cash - 4867100011

1. How to view the cash balance of single post office for a month?

- Use menu zfi_cashbal
- Input 1 – either DOP Cash GL or POs Cash GL mentioned above
- Input 2 – posting period – Fiscal year (Ex. March , 2019) (12 /2018)
- Input 3 - Profit Centre
- Execute the menu
- This report will display the details of DOP cash / POs cash balance held by the profit centre for the month*, with closing cash balance of each day throughout the month

*Here fiscal month represent 1-12 starting from April to March of the following year

Program Edit Goto System Help

4867100010

Selection type
Posting Date ☐ Posting Period ☒

Enter details
Posting Period 12 Fiscal year 2018

Select Criteria
Profit Centre ☒ Division Office ID ☐

Enter details
Profit Center 2942210100 to

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The following is the report:

List Edit Goto Settings System Help

4867100010

DOP Cash Opening and Closing balances

Opening and Closing balances for DOP Cash from 01/03/2019 to 31/03/2019

Circle Name	Division Name	Profit Center	Profit Centre text	Posting Date	Opening Balance	Closing Balance	Max limit	Minimum Cash Limit
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	01.03.2019	4,154,795.00	4,154,795.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	02.03.2019	4,154,795.00	4,154,795.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	03.03.2019	4,154,795.00	4,154,795.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	04.03.2019	4,154,795.00	4,154,795.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	05.03.2019	4,154,795.00	4,154,795.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	06.03.2019	4,154,795.00	4,154,795.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	07.03.2019	4,154,795.00	4,154,795.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	08.03.2019	4,154,795.00	4,200,795.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	09.03.2019	4,200,795.00	4,200,795.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	10.03.2019	4,200,795.00	4,200,795.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	11.03.2019	4,200,795.00	4,206,795.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	12.03.2019	4,206,795.00	4,206,795.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	13.03.2019	4,206,795.00	4,206,795.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	14.03.2019	4,206,795.00	4,206,295.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	15.03.2019	4,206,295.00	4,201,295.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	16.03.2019	4,201,295.00	4,201,295.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	17.03.2019	4,201,295.00	4,201,295.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	18.03.2019	4,201,295.00	4,209,295.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	19.03.2019	4,209,295.00	4,233,295.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	20.03.2019	4,233,295.00	4,233,295.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	21.03.2019	4,233,295.00	4,233,295.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	22.03.2019	4,233,295.00	4,233,295.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	23.03.2019	4,233,295.00	4,233,295.00	150,000.00	100,000.00

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Menu: List Edit Goto Settings System Help

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DOP Cash Opening and Closing balances

Opening and Closing balances for DOP Cash from 01/03/2019 to 31/03/2019

Circle Name	Division Name	Profit Center	Profit Centre text	Posting Date	Opening Balance	Closing Balance	Max limit	Minimum Cash Limit
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	09.03.2019	4,200,795.00	4,200,795.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	10.03.2019	4,200,795.00	4,200,795.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	11.03.2019	4,200,795.00	4,206,795.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	12.03.2019	4,206,795.00	4,206,795.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	13.03.2019	4,206,795.00	4,206,795.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	14.03.2019	4,206,795.00	4,206,295.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	15.03.2019	4,206,295.00	4,201,295.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	16.03.2019	4,201,295.00	4,201,295.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	17.03.2019	4,201,295.00	4,201,295.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	18.03.2019	4,201,295.00	4,209,295.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	19.03.2019	4,209,295.00	4,233,295.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	20.03.2019	4,233,295.00	4,233,295.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	21.03.2019	4,233,295.00	4,233,295.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	22.03.2019	4,233,295.00	4,233,295.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	23.03.2019	4,233,295.00	4,233,295.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	24.03.2019	4,233,295.00	4,233,295.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	25.03.2019	4,233,295.00	4,233,295.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	26.03.2019	4,233,295.00	4,261,295.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	27.03.2019	4,261,295.00	4,261,295.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	28.03.2019	4,261,295.00	4,267,795.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	29.03.2019	4,267,795.00	4,267,295.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	30.03.2019	4,267,295.00	4,267,295.00	150,000.00	100,000.00

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2. How to view the DOP Cash / POs Cash balance for multiple offices in a division for 1 month?

- Use zfi_cashbal
- Input-1 : GL code (Either DOP cash or POs Cash)
- input-2: Period – Fiscal year
- Input -3: Divisional Facility ID which starts with DV
- Execute the menu

- The report output contains, cash balance held by post offices including branch offices in a division, office wise date wise.
- This report can be exported to excel for any kind of analysis

Program Edit Goto System Help

31 ms BTECCTV1 OVR 3:21 PM 09-May-19

DOP Cash Opening and Closing balances

Day wise G/L Balance

G/L Account

Selection type
☐ Posting Date ☒ Posting Period

Enter details
 Posting Period Fiscal year

Select Criteria
☐ Profit Centre ☒ Division Office ID

Enter details
 Office ID

The following is the report:

List Edit Goto Settings System Help

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DOP Cash Opening and Closing balances

Opening and Closing balances for DOP Cash from 01/03/2019 to 31/03/2019

Circle Name	Division Name	Profit Center	Profit Centre text	Posting Date	Opening Balance	Closing Balance	Maximim Cash Limit	Minir
Tamilnadu Circle	Mayiladuthurai Division	2942210000	Mayiladuthurai H.O	22.03.2019	48,000.00	48,000.00	1,500,000.00	
Tamilnadu Circle	Mayiladuthurai Division	2942210000	Mayiladuthurai H.O	23.03.2019	48,000.00	48,000.00	1,500,000.00	
Tamilnadu Circle	Mayiladuthurai Division	2942210000	Mayiladuthurai H.O	24.03.2019	48,000.00	48,000.00	1,500,000.00	
Tamilnadu Circle	Mayiladuthurai Division	2942210000	Mayiladuthurai H.O	25.03.2019	48,000.00	48,000.00	1,500,000.00	
Tamilnadu Circle	Mayiladuthurai Division	2942210000	Mayiladuthurai H.O	26.03.2019	48,000.00	48,000.00	1,500,000.00	
Tamilnadu Circle	Mayiladuthurai Division	2942210000	Mayiladuthurai H.O	27.03.2019	48,000.00	48,000.00	1,500,000.00	
Tamilnadu Circle	Mayiladuthurai Division	2942210000	Mayiladuthurai H.O	28.03.2019	48,000.00	49,050.00	1,500,000.00	
Tamilnadu Circle	Mayiladuthurai Division	2942210000	Mayiladuthurai H.O	29.03.2019	49,050.00	49,050.00	1,500,000.00	
Tamilnadu Circle	Mayiladuthurai Division	2942210000	Mayiladuthurai H.O	30.03.2019	49,050.00	49,050.00	1,500,000.00	
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	01.03.2019	4,154,795.00	4,154,795.00	150,000.00	
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	02.03.2019	4,154,795.00	4,154,795.00	150,000.00	
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	03.03.2019	4,154,795.00	4,154,795.00	150,000.00	
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	04.03.2019	4,154,795.00	4,154,795.00	150,000.00	
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	05.03.2019	4,154,795.00	4,154,795.00	150,000.00	
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	06.03.2019	4,154,795.00	4,154,795.00	150,000.00	
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	07.03.2019	4,154,795.00	4,154,795.00	150,000.00	
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	08.03.2019	4,154,795.00	4,200,795.00	150,000.00	
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	09.03.2019	4,200,795.00	4,200,795.00	150,000.00	
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	10.03.2019	4,200,795.00	4,200,795.00	150,000.00	
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	11.03.2019	4,206,795.00	4,206,795.00	150,000.00	
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	12.03.2019	4,206,795.00	4,206,795.00	150,000.00	
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	13.03.2019	4,206,795.00	4,206,795.00	150,000.00	



3. How to see the cash balance of a particular profit centre for a single date?

- Input – Select GL required
- Posting date (as required)
- Enter the profit centre
- Execute
- The output contains the details of cash held for a particular date

The screenshot displays the SAP 'DOP Cash Opening and Closing balances' transaction. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. The main area is divided into several sections:

- Day wise G/L Balance:** A field for 'G/L Account' with the value '4867100010'.
- Selection type:** Two radio buttons, 'Posting Date' (selected) and 'Posting Period'.
- Enter details:** A field for 'Posting Date' with the value '01.05.2019'.
- Select Criteria:** Two radio buttons, 'Profit Centre' (selected) and 'Division Office ID'.
- Enter details:** A field for 'Profit Center' with the value '2942210100', followed by a 'to' field and a search icon.

The bottom of the screen shows the SAP logo, a status bar with '78 ms', 'BTECCVT1', 'OVR', and a system clock indicating '3:15 PM 09-May-19'.

The following is the report:

DOP Cash Opening and Closing balances							
Opening and Closing balances for DOP Cash as on 01/05/2019							
Division Name	Profit Center	Profit Centre text	Posting Date	Opening Balance	Closing Balance	Maximum Cash Limit	Minimum Cash Limit
Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti	01.05.2019	112,375.00	112,375.00	150,000.00	100,000.00

4. How to view the DOP Cash / POs Cash balance for multiple offices in a division for a single day?

- Use zfi_cashbal
- Input-1 : GL code (Either DOP cash or POs Cash)
- input-2: Posting date(required)
- Input -3: Divisional Facility ID which starts with DV
- Execute the menu
- The report output contains, cash balance held by post offices including branch offices in a division, office wise date wise.
- This report can be exported to excel for any kind of analysis

The screenshot shows the SAP interface for the 'DOP Cash Opening and Closing balances' report. The window title is 'Program Edit Goto System Help'. The report title is 'DOP Cash Opening and Closing balances'. The input fields are as follows:

- Day wise G/L Balance: G/L Account: 4867100010
- Selection type: Posting Date (selected), Posting Period
- Enter details: Posting Date: 01.05.2019
- Select Criteria: Profit Centre (selected), Division Office ID
- Enter details: Office ID: DV29404000000

The bottom status bar shows '31 ms', 'BTECCTV1', 'OVR', and the date '09-May-19'.

The following is the report:

DOP Cash Opening and Closing balances

Opening and Closing balances for DOP Cash as on 01/05/2019

Circle Name	Division Name	Profit Center	Profit Centre text	Posting Date	Opening Balance	Closing_bal	Max limit	Minimum Cash Limit
Tamilnadu Circle	Mayiladuthurai Division	2942210000	Mayiladuthurai H.O	01.05.2019	3,000.00	3,000.00	1,500,000.00	800,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210100	Akkur S.O (Nagapatti)	01.05.2019	112,375.00	112,375.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942210101	Kalamanaallur B.O	01.05.2019	1,000.00	1,000.00	7,500.00	5,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942220000	Sirkali H.O	01.05.2019	0.00	0.00	1,000,000.00	500,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942220100	Achalpuram S.O	01.05.2019	0.00	0.00	150,000.00	100,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942220101	Alakkudi B.O	01.05.2019	0.00	0.00	7,500.00	5,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942220102	Arapallam B.O	01.05.2019	0.00	0.00	7,500.00	5,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942220103	Kodakkaramoolai B.O	01.05.2019	0.00	0.00	7,500.00	5,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942220104	Kothandapuram B.O	01.05.2019	0.00	0.00	7,500.00	5,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942220105	Mahendrapalli B.O	01.05.2019	0.00	0.00	7,500.00	5,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942220106	Palaypalayam B.O	01.05.2019	0.00	0.00	7,500.00	5,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942220107	Palayar B.O	01.05.2019	0.00	0.00	7,500.00	5,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942220108	Pudupattinam B.O	01.05.2019	0.00	0.00	7,500.00	5,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942220109	Puliyanthurai B.O	01.05.2019	0.00	0.00	7,500.00	5,000.00
Tamilnadu Circle	Mayiladuthurai Division	2942220110	Thandavankulam B.O	01.05.2019	0.00	0.00	7,500.00	5,000.00