User Guide On Process To Maintain The Workflow In CSI F&A Module

ZFWF T-code to be used for any kind of workflow like cash request, cash excess remittance ,Bank drawings, Bank remittance, Cheque request , third party payment from NCDDO

A. **Following types of Variants are created in ZFWF:**

sl No	Variant Name in ZFWF	Workflow Pattern
1	ZCR1	Cash Request workflow
2	ZCR2	Cash Excess Remittance Workflow
3	ZDB1	Bank Drawings workflow
4	ZBR2	Bank Remittance Workflow
5	ZP02	Cheque Request workflow
6	ZSK1	Third Party payment from NCDDO workflow.

1. **Cash Request Workflow – Variant – ZCR1**

Workflow to be maintained in below pattern for all the sub offices/branch offices requesting cash for Head office/Cash office.

1. Initiator – Sub Office Treasurer
2. Approver Level-1 – Sub Office Post Master
3. Cash Office Approver Level -1 - Head Office/Cash Office Postmaster
4. Remittance Creator - Head Office/Cash Office Treasurer
5. Cash Received – Sub Office Treasurer

2. **Cash Excess Remittance Workflow – Variant – ZCR2**

Workflow to be maintained in below pattern for all the sub offices/branch offices remitting excess cash for Head office/Cash office.

1. Initiator – Sub Office Treasurer
2. Approver Level-1 – Sub Office Post Master
3. Cash Received – Head Office/Cash Office Treasurer

Workflow var.	ZCR2			
Profit Center				

Maintenance Rule for Workflow Approvers in FI				
Level	Counter	Upto Period	Approver Id	
01 Approver Level 1 ▼	1		10200568	▲
09 Cash Received ▼	1		10112640	▼
12 Initiator ▼	1		10200568	

3. **Bank Drawings Workflow – Variant – ZDB1**

Workflow to be maintained in below pattern for all the sub offices/Head offices drawing cash from Bank.

1. Initiator – Sub Office/Head Office Treasurer
2. Approver Level-1 – Sub Office/head Office Post Master

Workflow var.	ZDB1			
Profit Center	2132612200			

Maintenance Rule for Workflow Approvers in FI				
Level	Counter	Upto Period	Approver Id	
01 Approver Level 1 ▼	1		10057085	▲
12 Initiator ▼	1		10021538	▼

4. Bank Remittance Workflow – Variant – ZBR1

Workflow to be maintained in below pattern for all the sub offices/Head offices remitting excess cash to Bank.

1. Initiator – Sub Office/Head Office Treasurer
2. Approver Level-1 – Sub Office/head Office Post Master

Workflow var.	ZBR1			
Profit Center	2132612200			

Maintenance Rule for Workflow Approvers in FI

Level	Counter	Upto Period	Approver Id	
01 Approver Level 1	1		10057085	
12 Initiator	1		10021538	

5. Cheque Request Workflow – Variant – ZP02

Workflow to be maintained in below pattern for all the sub offices/NCDDO requesting cheque from Head offices.

1. Initiator – Sub Office/NCDDO Treasurer
2. Approver Level-1 – Sub Office/NCDDO Post Master
3. Approver Level -2 - Head Office/Cash Office Treasurer
4. Cheque Received – Sub Office/NCDDO Treasurer

Change View "Maintenance Rule for Workflow Approvers in FI": Overview

New Entries

Workflow var.	ZP02
Profit Center	2132612200

Maintenance Rule for Workflow Approvers in FI

Level	Counter	Upto Period	Approver Id	
01 Approver Level 1	1		10021975	
02 Approver Level 2	1		10178582	
11 Cheque Received	1		10021538	
12 Initiator	0		10021975	

6. Third Party payment from NCDDO workflow – Variant – ZSK1

Workflow to be maintained in below pattern for all the NCDDO offices requesting cheque from Head offices for their Third party Payments.

1. Initiator – NCDDO Treasurer
2. Approver Level-1 – NCDDO Supervisor
3. Approver Level -2 - Head Office/Cash Office Treasurer
4. Cheque Received – Sub Office/NCDDO Treasurer

Workflow var.	ZSK1
Profit Center	9400000000

Maintenance Rule for Workflow Approvers in FI

Level	Counter	Upto Period	Approver Id	
01 Approver Level 1	1		11004059	▲
02 Approver Level 2	0		11050424	▼
11 Cheque Received	0		10003351	
12 Initiator	1		10250119	

B. **Bulk Process to Upload the Workflow mappings in Excel File:** Whenever changes needs to be done for more than one office, instead of modifying the data for each office this bulk method can utilized to reduce our work through T-code – ZFI_WF_UPLD

01. Prepare workflow in excel (as per the Excel sheet attached) as below –

| Profit entre	Office Treasurer	Office Postmaster	Cash office Postmaster	Cash office Treasurer	HO treasurer
2122610100	33333333	33333333	77777777	66666666	22222222
2122610500	44444444	55555555	11111111	22222222	22222222
2122610600	66666666	77777777	11111111	22222222	22222222

Bulk ZFWF.xlsx

02. Use T code **ZFI_WF_UPLD**

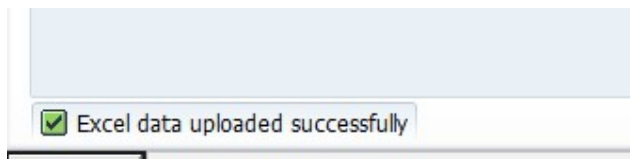03. File selection Option (Excel file) –

04. Select the file , Upload and Execute –
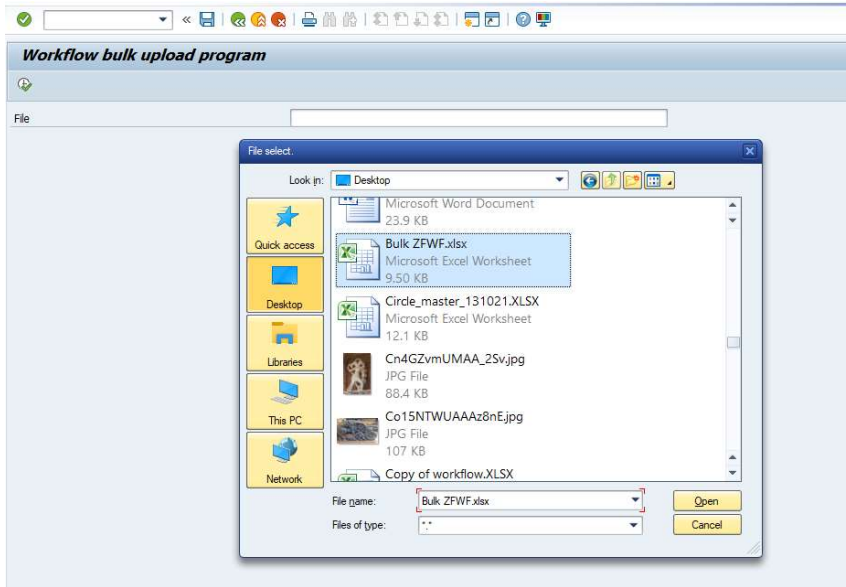
05. Select "Allow"
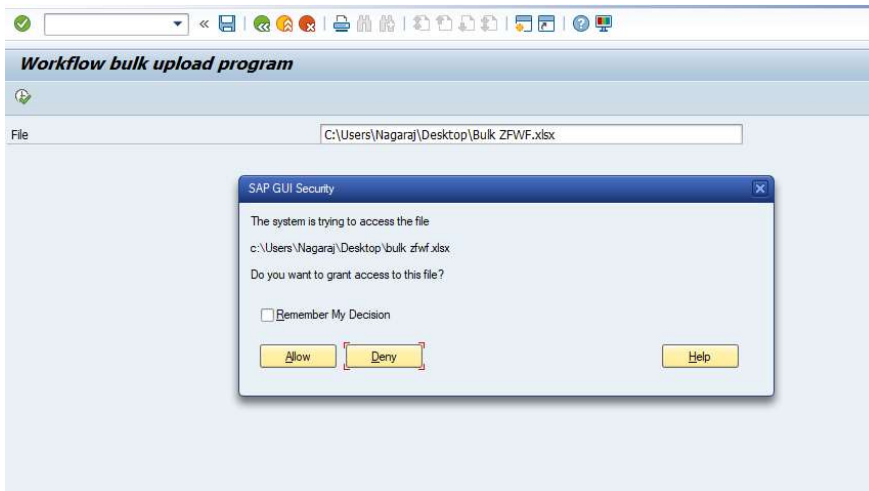
06. Workflow maintained for different PC will be updated/ maintained successfully and below message will be displayed.

C. **Pending cash requests in inbox due to wrong mapping of the official:**

Any cash request initiated before proper role mapping and pending in workflow for longer duration may be checked and after confirming that the requests are pending in inbox due to wrong maintenance of workflow, details may be forwarded to tcsdop.sapfico@tcs.com and copy to finandacc.cept@indiapost.gov.in along with Service desk Ticket for deletion.

Cash Request Approval or Reject Screen

Profit Center	Cash Office Prof	Request Received From Office	Amount	Approve/Reject	Remarks	Creation date
2132611001	2132611000	Cash Request Chamundi Betta	1000.00			22.07.2022
2132611001	2132611000	Cash Request Chamundi Betta	1000.00			23.07.2022
2132612200	2132610000	Cash Request Mysore South S.O	10000.00			30.07.2021