

**C I R C U L A R**Sub: **Process of cash flow demand & approval**

As directed by VC & MD, the process of monthwise cash flow demand by various departments and approving monthwise cash flow by Accounts Department has been developed.

The various divisions / sections under the department will upload cash flow requirement for next month on SAP and the concerned Head of the Department will approve and forward it to the Accounts Department. The cash flow figure should be supported by the budgetary provisions for the year against specific GL code assigned to that expenditure depending on the cash in flow and available funds. Accounts Dept. will approve the cash flow with or without modification. If the cash flow requirement is more than the available funds, then the concerned Head of the Department has authority to proportionately allocate available funds or as per requirement of the sections within the limit of approval of Accounts Department.

The process flow and manual for cash flow updation is enclosed herewith. The Departments are once again being informed to upload the cash flow for the month January 2021, failing which the payments will be kept on hold till the cash flow is uploaded on the system.

CIDCO/CE(NM)
E-TAP No.: E0-527
Date (In): 11-12-2020
Date (Out): 23-12-2020

CIDCO/SE(HQ)
E-TAP No.: E0-527
Date (In): 23/12/2020
Date (Out):

CIDCO/SE(NM)
E-TAP No.: 2022/E.O.527
Date (In): 24/12/2020
Date (Out):

To

All HOD's

Copy for information to :

Jt. MD-III

*S. Sinha*  
CAO

*for n. o. plan*

*SE (HQ)*

*23/12*

please send full SRs/REs  
for yearwise action  
circulate to all SE/EEs  
A.C.E(DA)

*24/12* *23/12/20*

CIDCO/ACCTS/CAO/2020/ 3510- /SAP/680

December 10, 2020

**Submitted :**Sub: **Process of cash flow demand & approval**

This is to submit that as directed by VC & MD, the process of monthwise cash flow demand by various departments and approving monthwise cash flow by Accounts Department has been developed.

The various divisions / sections under the department will upload cash flow requirement for next month on SAP and the concerned Head of the Department will approve and forward it to the Accounts Department. The cash flow figure should be supported by the budgetary provisions for the year against specific GL code assigned to that expenditure depending on the cash in flow and available funds. Accounts Dept. will approve the cash flow with or without modification. If the cash flow requirement is more than the available funds, then the concerned Head of the Department has authority to proportionately allocate available funds or as per requirement of the sections within the limit of approval of Accounts Department.

The manual for cash flow updation has been circulated to all the departments. The process flow and manual is enclosed herewith. The Departments are once again being informed to upload the cash flow for the month January 2021, failing which the payments will be kept on hold till the cash flow is uploaded on the system.

Submitted for information and approval please.

**Encl:** a.a.

*CAO*  
CAO 10/Dec-2020

Jt. MD-HI

As proposed.

*CAO*  
Issue Circular  
15.12.2020.

Jt. M.D. Office  
Inward No.: 680  
Date: 10/12/2020

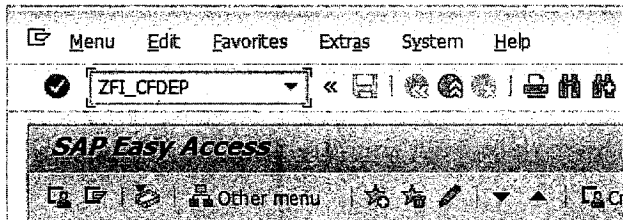
Jt. M.D. Office  
Inward No.:  
Date:

SAP CIDCO LTD.  
CAO Section  
Inward No.: 680  
Date: 10/12/2020

## Steps to Create Department Cash Flow Request.

As per the Circular, Department has to enter Cash Flow Request in the SAP system. HOD and Accounts Department will approve the Cash Flow Request. System will allow to raise/approve the bill based on approved Amount and GL Account-wise.

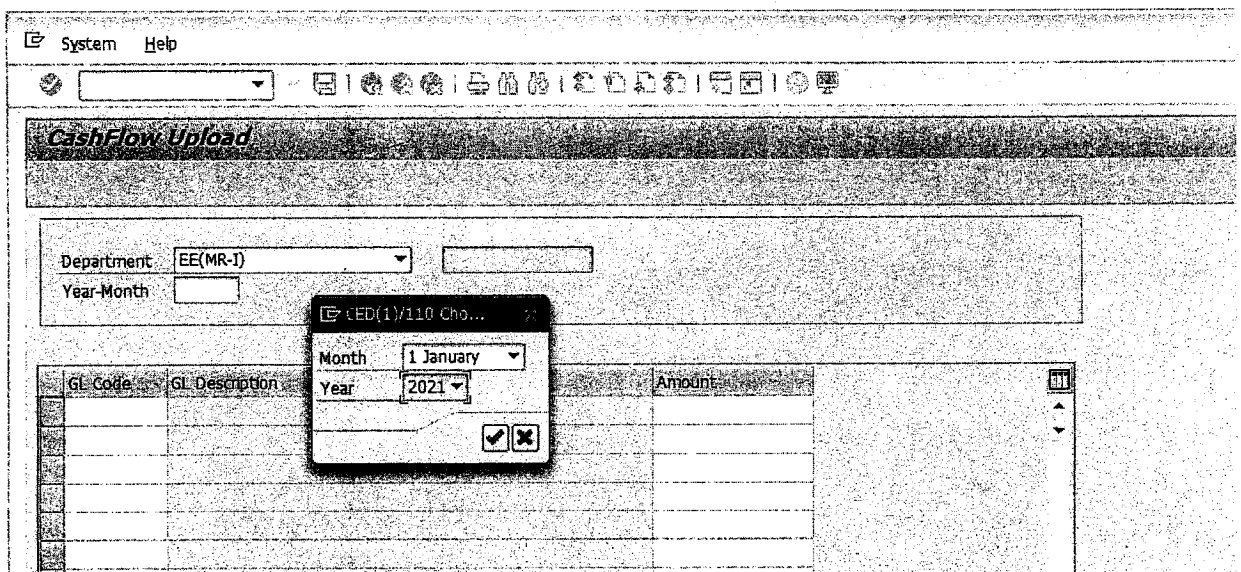
### 1. Enter Tcode ZFI\_CFDEP



On the Next Screen,

### 2. Select the Department from Drop down

### 3. Enter the Month & Year from Dropdown (Month & Year for the period you want to upload the Cash Flow.)

A screenshot of the SAP 'CashFlow Upload' screen. The screen has a title bar with 'System' and 'Help'. Below the title bar is a search field. The main area is titled 'CashFlow Upload'. Below this, there are two input fields: 'Department' with the value 'EE(MR-1)' and 'Year-Month'. A dropdown menu is open over the 'Year-Month' field, showing 'Month' as '1 January' and 'Year' as '2021'. Below the dropdown, there is a table with columns 'GL Code', 'GL Description', and 'Amount'. The table has several rows, but they are mostly empty. The dropdown menu has a checkmark icon and a close icon.

### 4. Press Enter

5. Select the GL Account from Dropdown and Enter the Amount

Note: Based on approved GL Account and Amount, System will allow to raise/approve the Bills.

6. Kindly Check the GL Account from respective Project Code/Purchase Order and re-confirm with Accounts Department.

GL Code	GL Description	Amount
0000614000	Miscellaneous Works	1,000,000.00
0000676000	Metro Railway	2,000,000.00

7. Click on Save Button

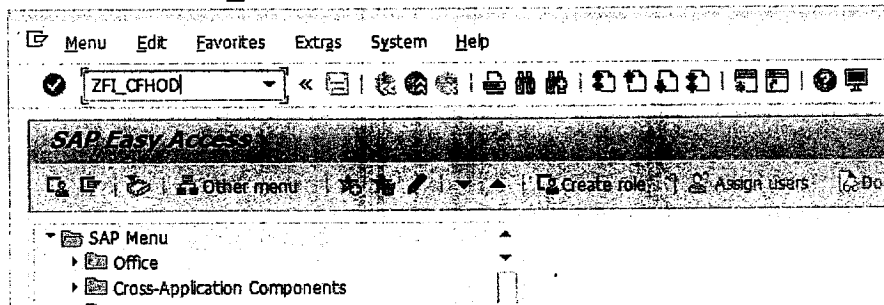
8. Cash Flow Request No. will be generated as shown in the screenshot.

CashFlow request created successfully with Req.No. : 00000030



## Steps to Approve Department Cash Flow Request by HOD.

### 1. Enter Tcode ZFI\_CFHOD

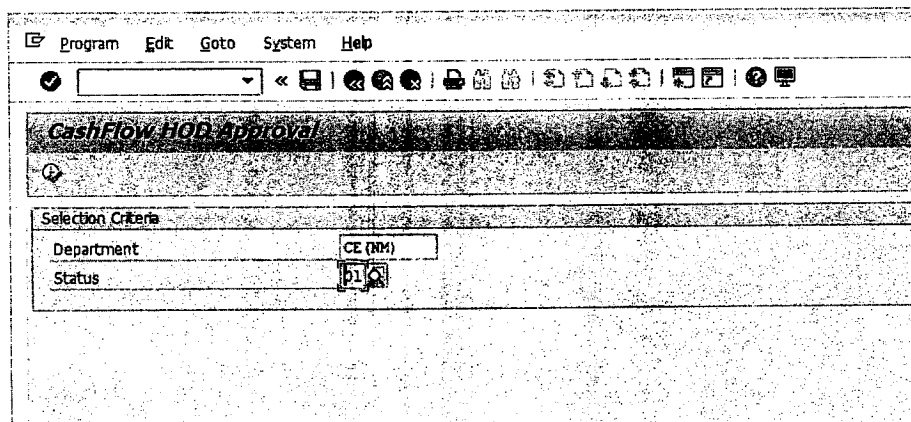


### 2. On the Next Screen,

### 3. Select the Department from Drop down

### 4. Select the Status as 01 (Request Created)

### 5. Click on Execute Button



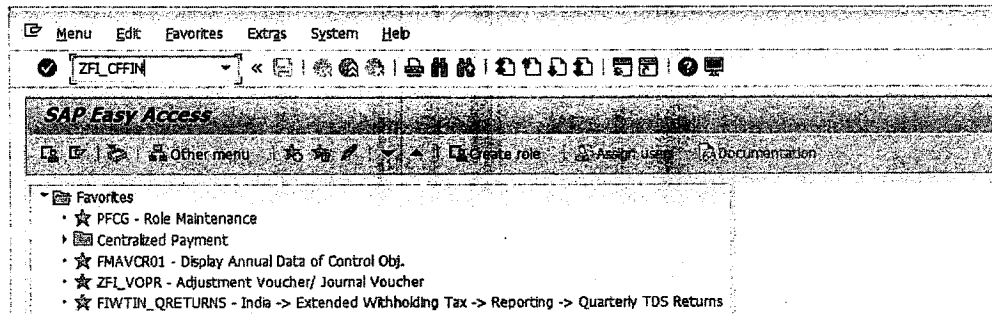
### 6. On the Next Screen,

### 7. Enter the Approved Amount for respective GL Accounts



## Steps to Approve Department Cash Flow Request by Accounts.

### 1. Enter Tcode ZFI\_CFFIN



On the Next Screen,

The screenshot shows the 'CashFlow Finance Department Approval' screen. It contains a table with the following data:

Request No	DEPARTMENT	Requested Amount	Approved Amount
00000021	CE (RM)	3,000,000.00	

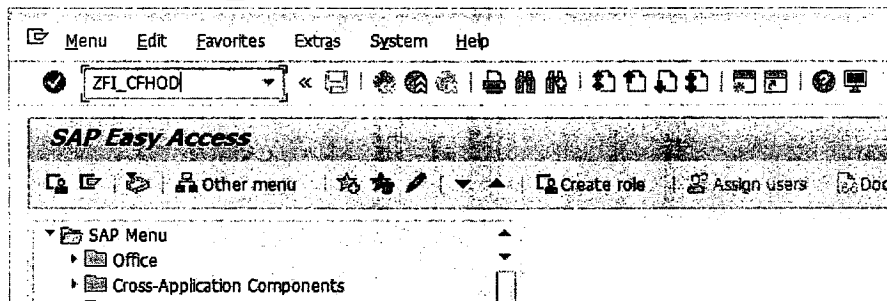
### 2. Enter Amount in Approved Amount





## Steps to Distribute Cash Flow Request Amount at HOD Level

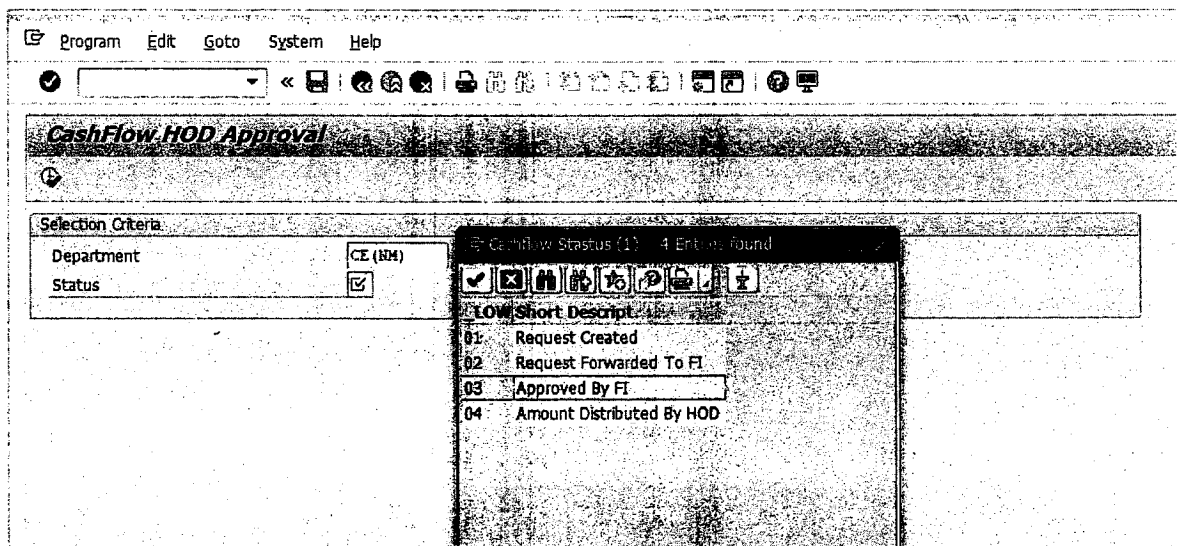
### 1. Enter Tcode ZFI\_CFHOD



### 2. On the Next Screen,

### 3. Select the Department from Drop down

### 4. Select the Status as 03 (Approved by FI) from Drop down



### 5. Press Enter

### 6. Select Cash Flow Request Number (Request Forwarded to FI Number)

Program Edit Goto System Help

**CashFlow HOD Approval**

Selection Criteria

Department: CE (NM)

Status: 03

Request Number:

Restrict Value Range (1) 1 Entry Found

F0001 Department

00000021 CE(NM)

## 7. Click on Execute Button

On the next screen,

## 8. Check/Modify the Distributed Amount for respective GL Account

**Note:** System will not allow to exceed amount more than the approved amount (Approved by Accounts Department).

System Help

**CashFlow Approve**

Department: CE (NM) Request No: 00000021 Requested Total Amount: 3,000,000.00 Approved Amount By FI DEP: 2,000,000.00

SR NO	Year-Month	DEPARTMENT	GL CODE	GL Description	Requested Amount	Approved Amount	Distributed Amount
00000030	202101	EE (NR-I)	0000614000	Miscellaneous Works	1,000,000.00	1,000,000.00	666,666.70
00000030	202101	EE (NR-I)	0000676000	Metro Railway	2,000,000.00	2,000,000.00	1,333,333.30

## 9. Click on Save Button

System Help

**CashFlow Approve**

Department: CE (NM) Request No: 00000021 Requested Total Amount: 3,000,000.00 Approved Amount By FI DEP: 2,000,000.00

SR NO	Year-Month	DEPARTMENT	GL CODE	GL Description	Requested Amount	Approved Amount	Distributed Amount
00000030	202101	EE (NR-I)	0000614000	MISCELLANEOUS WORKS	1,000,000.00	1,000,000.00	666,666.70
00000030	202101	EE (NR-I)	0000676000	METRO RAILWAY	2,000,000.00	2,000,000.00	1,333,333.30

Request Approved Successfully

## Steps to View Distributed Cash Flow Request Amount at HOD Level

### 1. Enter Tcode ZFI\_CFHOD

Menu Edit Favorites Extras System Help

✓ ZFI\_CFHOD

**SAP Easy Access**

Other menu Create role Assign users Doc

SAP Menu

- Office
- Cross-Application Components

On the Next Screen,

### 2. Select the Department from Drop down

### 3. Select the Status as 04 (Amount Distributed by HOD) from Drop down

### 4. Press Enter

### 5. Enter Cash Flow Request Number (Request Forwarded to FI Number)

Program Edit Goto System Help

✓

**CashFlow HOD Approval**

Selection Criteria

Department	CE (NH)
Status	04
Request Number	00000021

### 6. Click on Execute Button

System Help

✓

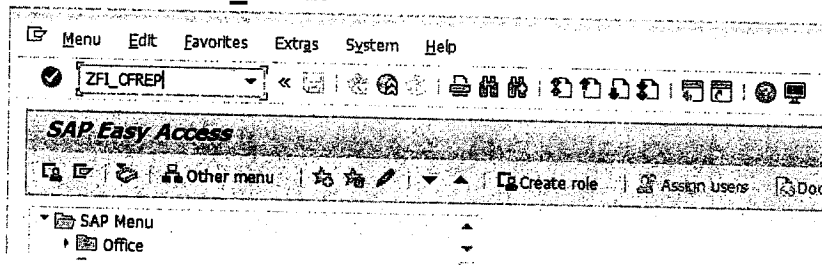
**CashFlow Approve**

Department	CE (NH)	Request No.	00000021	Requested Total Amount	3,000,000.00	Approved Amount By FI DEP	2,000,000.00
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SR NO	Year-Month	DEPARTMENT	GL CODE	GL Description	Requested Amount	Approved Amount	Distributed Amount
00000030	202101	CE (MR-I)	0000614000	Miscellaneous Works	1,000,000.00	1,000,000.00	666,666.70
00000030	202101	CE (MR-I)	0000676000	Metro Railway	2,000,000.00	2,000,000.00	1,333,333.30

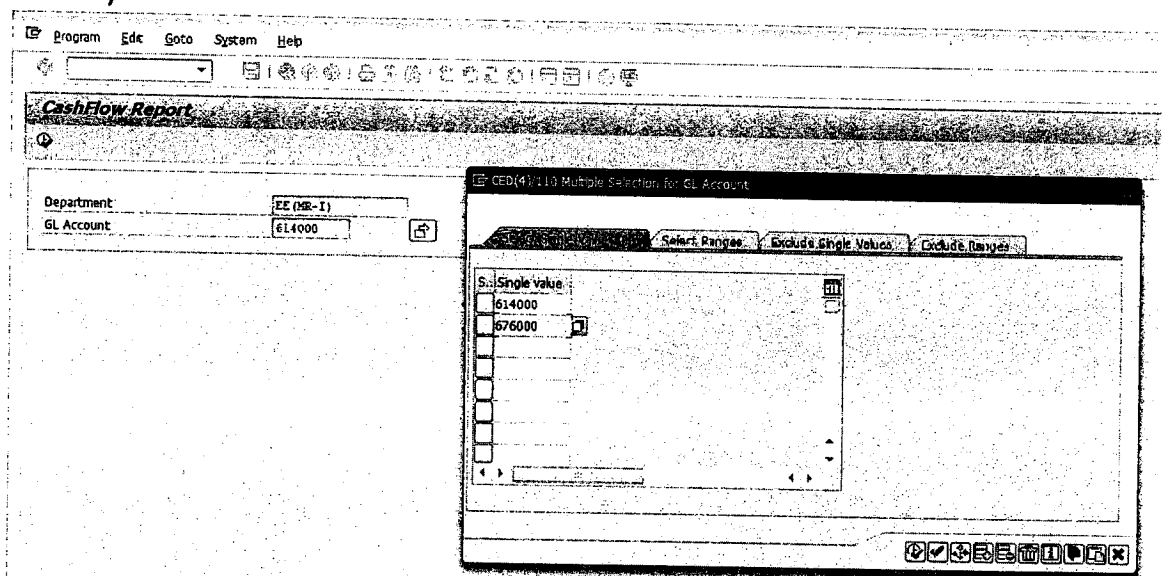
## Steps to View Department Cash Flow Requests/Approval Status

### 1. Enter Tcode ZFI\_CFREP



### 2. Select the Department from Drop down

### 3. Enter the GL Account (Enter multiple GLs by clicking Multiple Selection Button)



### 4. Click on Execute Button

### 5. The Report will be display as follows,

The screenshot shows the 'CashFlow Report' screen with the report output table displayed. The table has the following columns: Mod Request No, CashFlow Request No, Department, GL Account, Description, From Date, To Date, Request Amount, Approved Amount, Distributed Amount, Consumed Amount, Balance Amount, STATUS, and Status Description.

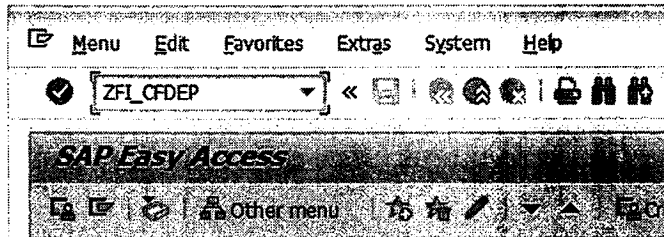
Mod Request No	CashFlow Request No	Department	GL Account	Description	From Date	To Date	Request Amount	Approved Amount	Distributed Amount	Consumed Amount	Balance Amount	STATUS	Status Description
00000021	00000030	EE (MR-I)	0000614000	Miscellaneous Works	01.01.2021	31.01.2021	1,000,000.00	1,000,000.00	666,666.70	0.00	666,666.70	04	Amount Distributed By HOD
			0000676000	Metro Railway			2,000,000.00	2,000,000.00	1,333,333.30	0.00	1,333,333.30	04	Amount Distributed By HOD

## Document for Department Cash Flow Request

As per the Circular, Department has to enter Cash Flow Request in the SAP system. HOD will approve and forward to Accounts & Finance Department. Based on fund availability Accounts & Finance Department will allocate the Cash Flow. System will allow to raise/approve the bill based on allocated Amount.

### Steps to Create Department Cash Flow

Enter Tcode ZFI\_CFDEP



On the Next Screen,

Select the Department from Drop down

Enter the Month & Year from Dropdown (Month & Year for the period you want to upload the Cash Flow.)

Select the GL Account from Dropdown and Enter the Amount

**Note:** Based on approved GL Account and Amount, System will allow to raise/approve the Bills.

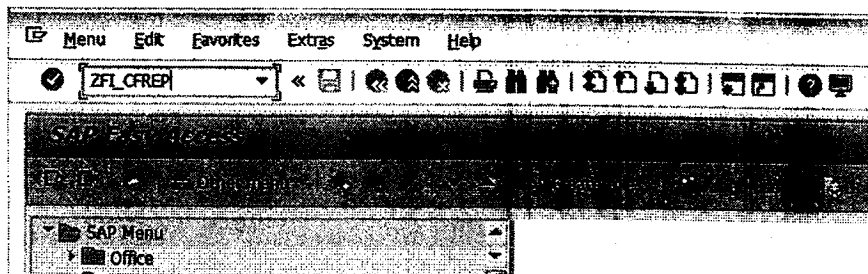
Kindly Check the GL Account from respective Project Code/Purchase Order and re-confirm with Accounts Department.





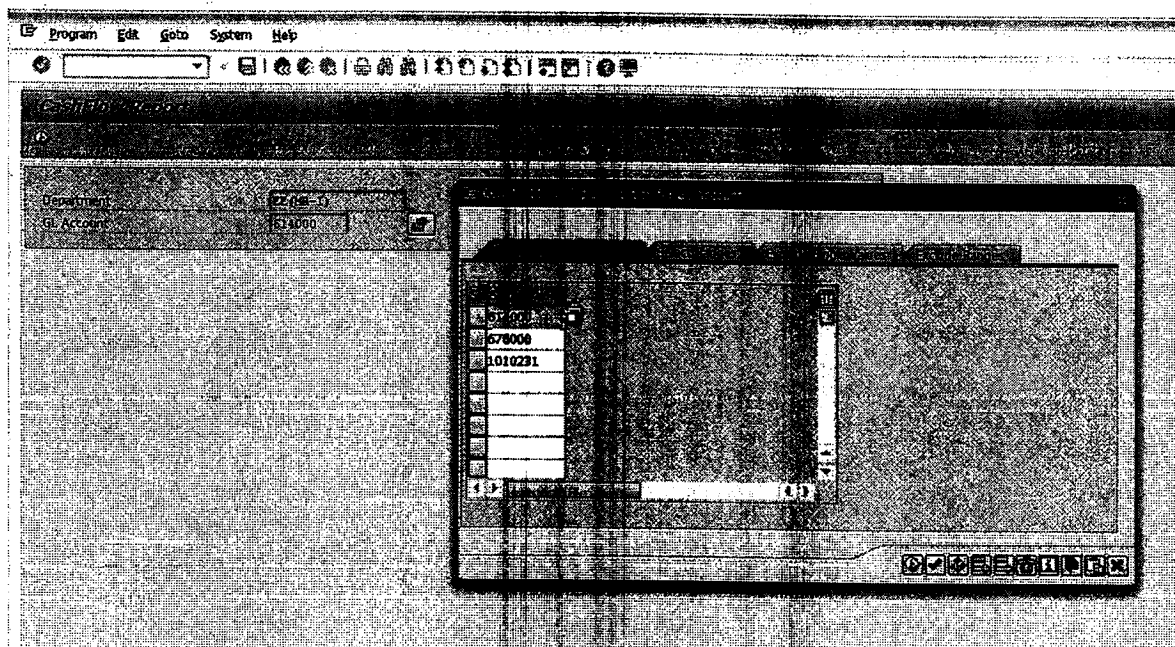
## Steps to View Department Cash Flow Requests/Approval Status

Enter Tcode ZFI\_CFREP



Select the Department from Drop down

Enter the GL Account (Enter multiple GLs by clicking Multiple Selection Button)



Click on Execute Button

The Report will be display as follows,

A screenshot of the ZFI\_CFREP report output. The report is displayed in a table format with multiple columns. The columns include 'GL Account', 'Description', 'Balance', 'Debit', 'Credit', 'Total', 'Period', 'Status', and 'Action'. The data is organized into rows, with some rows having a 'Total' column. The first row shows a total of 1,000,000.00. The second row shows a total of 1,000,000.00. The third row shows a total of 1,000,000.00. The fourth row shows a total of 1,000,000.00. The fifth row shows a total of 1,000,000.00. The sixth row shows a total of 1,000,000.00. The seventh row shows a total of 1,000,000.00. The eighth row shows a total of 1,000,000.00. The ninth row shows a total of 1,000,000.00. The tenth row shows a total of 1,000,000.00. The eleventh row shows a total of 1,000,000.00. The twelfth row shows a total of 1,000,000.00. The thirteenth row shows a total of 1,000,000.00. The fourteenth row shows a total of 1,000,000.00. The fifteenth row shows a total of 1,000,000.00. The sixteenth row shows a total of 1,000,000.00. The seventeenth row shows a total of 1,000,000.00. The eighteenth row shows a total of 1,000,000.00. The nineteenth row shows a total of 1,000,000.00. The twentieth row shows a total of 1,000,000.00. The twenty-first row shows a total of 1,000,000.00. The twenty-second row shows a total of 1,000,000.00. The twenty-third row shows a total of 1,000,000.00. The twenty-fourth row shows a total of 1,000,000.00. The twenty-fifth row shows a total of 1,000,000.00. The twenty-sixth row shows a total of 1,000,000.00. The twenty-seventh row shows a total of 1,000,000.00. The twenty-eighth row shows a total of 1,000,000.00. The twenty-ninth row shows a total of 1,000,000.00. The thirtieth row shows a total of 1,000,000.00. The thirty-first row shows a total of 1,000,000.00. The thirty-second row shows a total of 1,000,000.00. The thirty-third row shows a total of 1,000,000.00. The thirty-fourth row shows a total of 1,000,000.00. The thirty-fifth row shows a total of 1,000,000.00. The thirty-sixth row shows a total of 1,000,000.00. The thirty-seventh row shows a total of 1,000,000.00. The thirty-eighth row shows a total of 1,000,000.00. The thirty-ninth row shows a total of 1,000,000.00. The fortieth row shows a total of 1,000,000.00. The forty-first row shows a total of 1,000,000.00. The forty-second row shows a total of 1,000,000.00. The forty-third row shows a total of 1,000,000.00. The forty-fourth row shows a total of 1,000,000.00. The forty-fifth row shows a total of 1,000,000.00. The forty-sixth row shows a total of 1,000,000.00. The forty-seventh row shows a total of 1,000,000.00. The forty-eighth row shows a total of 1,000,000.00. The forty-ninth row shows a total of 1,000,000.00. The fiftieth row shows a total of 1,000,000.00. The fifty-first row shows a total of 1,000,000.00. The fifty-second row shows a total of 1,000,000.00. The fifty-third row shows a total of 1,000,000.00. The fifty-fourth row shows a total of 1,000,000.00. The fifty-fifth row shows a total of 1,000,000.00. The fifty-sixth row shows a total of 1,000,000.00. The fifty-seventh row shows a total of 1,000,000.00. The fifty-eighth row shows a total of 1,000,000.00. The fifty-ninth row shows a total of 1,000,000.00. The sixtieth row shows a total of 1,000,000.00. The sixty-first row shows a total of 1,000,000.00. The sixty-second row shows a total of 1,000,000.00. The sixty-third row shows a total of 1,000,000.00. The sixty-fourth row shows a total of 1,000,000.00. The sixty-fifth row shows a total of 1,000,000.00. The sixty-sixth row shows a total of 1,000,000.00. The sixty-seventh row shows a total of 1,000,000.00. The sixty-eighth row shows a total of 1,000,000.00. The sixty-ninth row shows a total of 1,000,000.00. The seventieth row shows a total of 1,000,000.00. The seventy-first row shows a total of 1,000,000.00. The seventy-second row shows a total of 1,000,000.00. The seventy-third row shows a total of 1,000,000.00. The seventy-fourth row shows a total of 1,000,000.00. The seventy-fifth row shows a total of 1,000,000.00. The seventy-sixth row shows a total of 1,000,000.00. The seventy-seventh row shows a total of 1,000,000.00. The seventy-eighth row shows a total of 1,000,000.00. The seventy-ninth row shows a total of 1,000,000.00. The eightieth row shows a total of 1,000,000.00. The eighty-first row shows a total of 1,000,000.00. The eighty-second row shows a total of 1,000,000.00. The eighty-third row shows a total of 1,000,000.00. The eighty-fourth row shows a total of 1,000,000.00. The eighty-fifth row shows a total of 1,000,000.00. The eighty-sixth row shows a total of 1,000,000.00. The eighty-seventh row shows a total of 1,000,000.00. The eighty-eighth row shows a total of 1,000,000.00. The eighty-ninth row shows a total of 1,000,000.00. The ninetieth row shows a total of 1,000,000.00. The ninety-first row shows a total of 1,000,000.00. The ninety-second row shows a total of 1,000,000.00. The ninety-third row shows a total of 1,000,000.00. The ninety-fourth row shows a total of 1,000,000.00. The ninety-fifth row shows a total of 1,000,000.00. The ninety-sixth row shows a total of 1,000,000.00. The ninety-seventh row shows a total of 1,000,000.00. The ninety-eighth row shows a total of 1,000,000.00. The ninety-ninth row shows a total of 1,000,000.00. The hundredth row shows a total of 1,000,000.00.

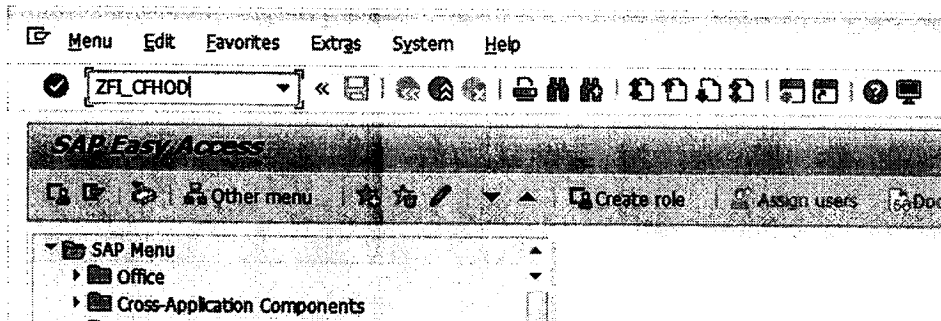
End



## Document for Cash Flow Request HOD Approval

### Steps to Approve Department Cash Flow Request at HOD Level

Enter Tcode ZFI\_CFHOD

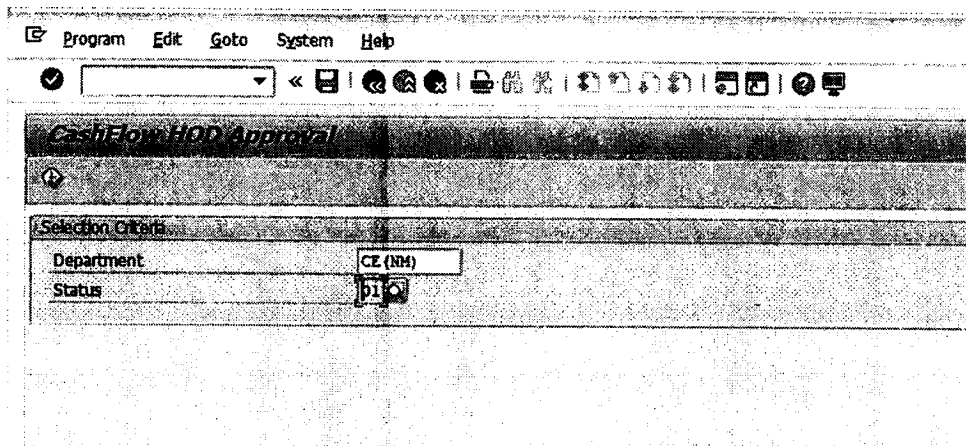


On the Next Screen,

Select the Department from Drop down

Select the Status as 01 (Request Created)

Click on Execute Button



On the Next Screen,

Enter the Approved Amount for respective GL Accounts



### **Steps to view Status for Cash Flow Request Forwarded to Accounts Department**

**Enter Tcode ZFI\_CFHOD**

The screenshot shows the top of the SAP Easy Access interface. The menu bar includes 'Menu', 'Edit', 'Favorites', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons for navigation and actions. The 'SAP Easy Access' title bar is visible, followed by a row of icons including 'Other menu', 'Create role', 'Assign users', and 'Do'. The left-hand navigation pane is expanded, showing the 'SAP Menu' with sub-items 'Office' and 'Cross-Application Components'.

**On the Next Screen,**

**Select the Department from Drop down**

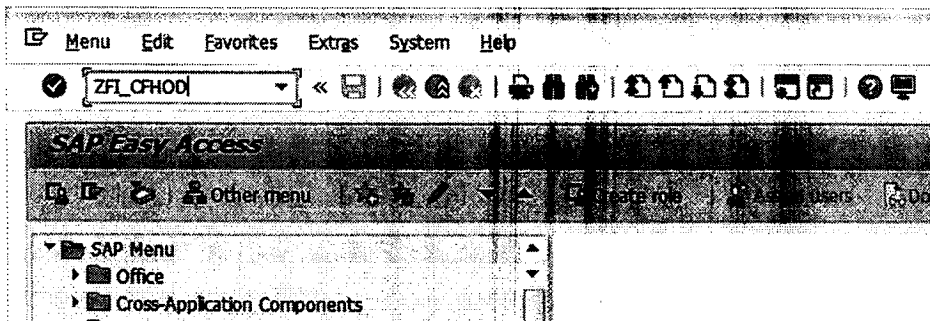
**Select the Status as 02 (Request Forwarded to FI)**

### Click on Execute Button

SR NO	FROM DATE	TO DATE	DEPARTMENT	GL CODE	GL Description	Revised Amount	Approved Amount	Disbursed Amount
00000027	01.11.2020	30.11.2020	EE (HR-1)	0000614000	Miscellaneous Works	1,000.00	1,000.00	0.00
00000027	01.11.2020	30.11.2020	EE (HR-1)	0000676000	Metro Railway	3,000.00	3,000.00	0.00

## Steps to Distribute Cash Flow Request Amount at HOD Level

Enter Tcode ZFI\_CFHOD



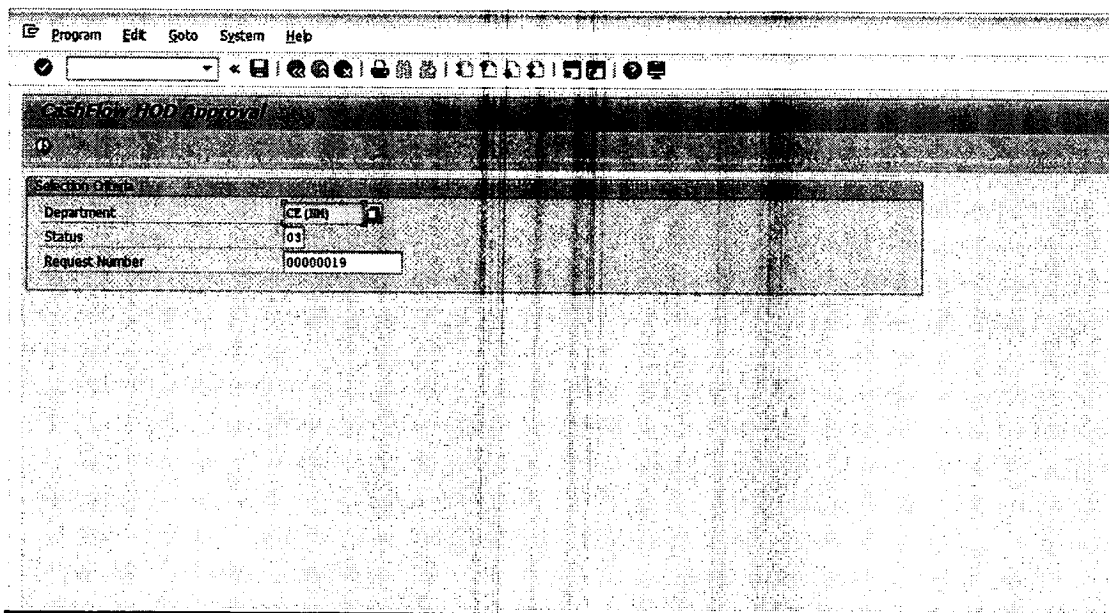
On the Next Screen,

Select the Department from Drop down

Select the Status as 03 (Approved by FI) from Drop down

Press Enter

Enter Cash Flow Request Number



Click on Execute Button

On the next screen,

Enter the Distributed Amount for respective GL Account

**Note:** System will not allow to exceed amount more than the approved amount(Approved by Accounts Department).

System Help

Department: CE (RM) Request No: 00000015 Requested Total Amount: 3,000.00 Approved Amount By FI DEP: 3,000.00

REQ NO	REQ DATE	REQ DATE	REQ DATE	REQ CODE	REQ DESCRIPTION	REQUESTED AMOUNT	APPROVED AMOUNT	DISBURSED AMOUNT
00000015	01.11.2020	30.11.2020	EE (RM-1)	000041000	MISCELLANEOUS WORKS	1,000.00	1,000.00	1,000.00
00000015	01.11.2020	30.11.2020	EE (RM-1)	000067600	Metro Railway	2,000.00	2,000.00	2,000.00

Click on Save Button

System Help

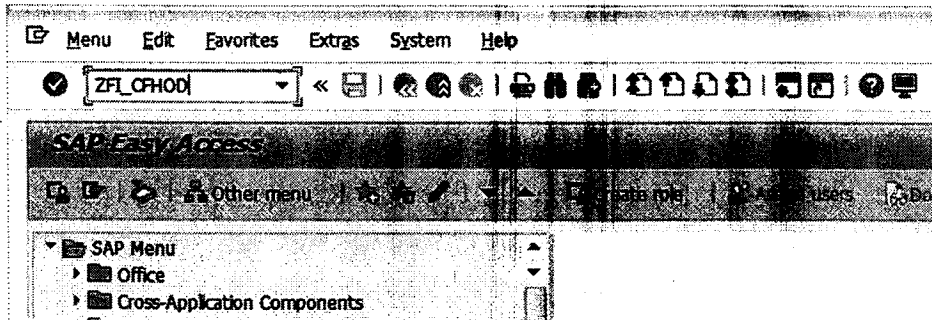
Department: CE (RM) Request No: 00000015 Requested Total Amount: 3,000.00 Approved Amount By FI DEP: 3,000.00

REQ NO	REQ DATE	REQ DATE	REQ DATE	REQ CODE	REQ DESCRIPTION	REQUESTED AMOUNT	APPROVED AMOUNT	DISBURSED AMOUNT
00000015	01.11.2020	30.11.2020	EE (RM-1)	000041000	MISCELLANEOUS WORKS	1,000.00	1,000.00	1,000.00
00000015	01.11.2020	30.11.2020	EE (RM-1)	000067600	Metro Railway	2,000.00	2,000.00	2,000.00

Request Approved Successfully

## Steps to View Distributed Cash Flow Request Amount at HOD Level

Enter Tcode ZFI\_CFHOD.



On the Next Screen,

Select the Department from Drop down

Select the Status as 04 (Amount Distributed by HOD) from Drop down

Press Enter

Enter Cash Flow Request Number

The screenshot shows the 'CashFlow HOD Approval' screen. The top bar includes 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below this, a search bar is empty. The main area displays a table with the following data:

Selection Criteria	
Department	CE (RM)
Status	04
Request Number	00000019

35



**Enter Tcode ZFI\_CFREP**



**Enter the GL Account (Enter multiple GLs by clicking Multiple Selection Button)**



The Report will be display as follows,

File Edit Go View Settings System Help

**CashFlow Report**

Mod Request No	CashFlow Request No	Department	GL Account	Description	From Date	To Date	Debit Amount	Active Amount	Interest Amount	Consume Amount	Balance Amount	STATUS	Scale	Description
	0000027	EE(HR-1)	0000014000	Miscellaneous Works	01.01.2020	31.12.2020	1,040.00	0.00	0.00	0.00	0.00	01		Request Created
			0000067000	Metro Railway			2,080.00	0.00	0.00	0.00	0.00	01		Request Created
00000018	0000026		0000014000	Miscellaneous Works	01.01.2020	31.12.2020	8,000,000.00	8,000,000.00	8,000,000.00	0.00	8,000,000.00	04		Amount Distributed
			0000067000	Metro Railway			8,000,000.00	8,000,000.00	7,000,000.00	0.00	7,000,000.00	04		Amount Distributed

**End**