CIDCO/ACCTS/CAO/2020/ 3517/E527 December 18, 2020

CIRCULAR

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.

S. Binod
CAO

CIDCO/CE(NM) E-TAP No.: E0-527 Date (In): 21-12-2020 Date (Out): 23-12-2020

To

All HOD's

Copy for information to :

Jt. MD-III

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

for n.a. plean

23/12

SE (HQ)

please send to all SEs/EEs for necessary action

CIDCO / EE(NM) E-TAP No: 2022/E0-527 Date (In) 24/12/2020 Date (Out)

EE(NM) circulate to all SEs/EEs AEE(DK) 24/12 23/12/20

2232/CA
17/12/20

ACCOUNTS DEPT

CIDCO/ACCTS/CAO/2020/ 3510-/SAP/680 December 10, 2020

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

Submitted :

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

CIDCO LTD. CAO Section Inward No. 680 Date 15/12/2020

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.

CAO 10/Dec-2020

Enci: a.a.

Jt. ~~MD-HI~~

As proposed.
15.12.2020.

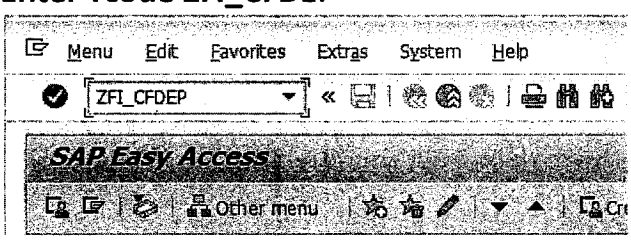
CAO
Issue circular

Jt. M.D. Office
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.

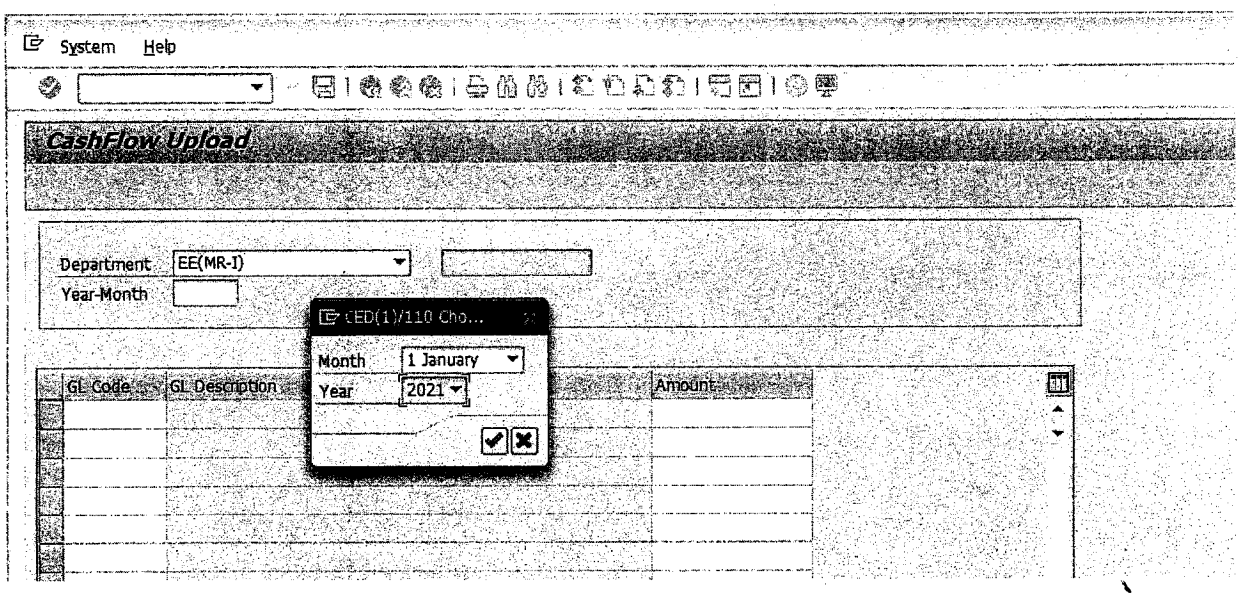
1. **Enter Tcode ZFI_CFDEP**



On the Next Screen,

2. **Select the Department from Drop down**

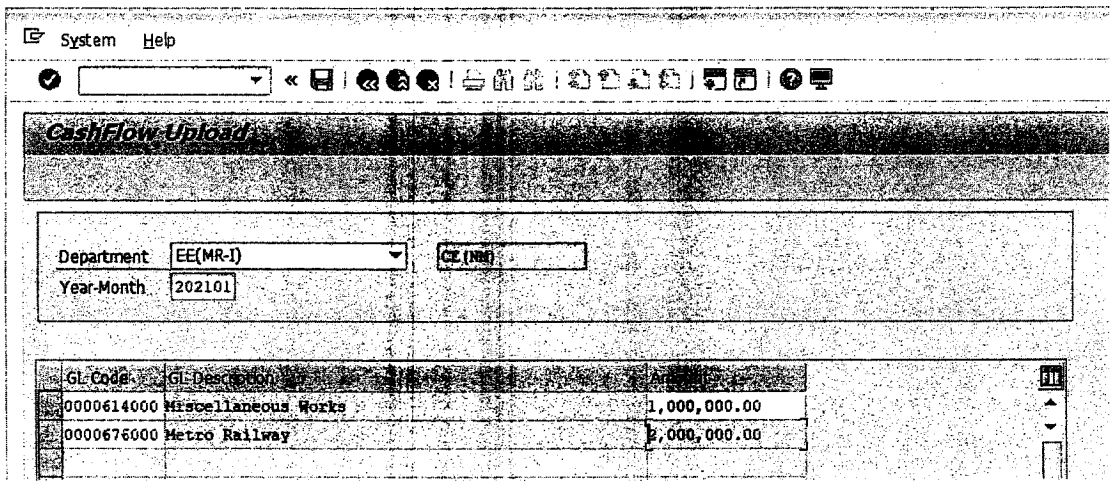
3. **Enter the Month & Year from Dropdown** (Month & Year for the period you want to upload the Cash Flow.)



4. **Press Enter**

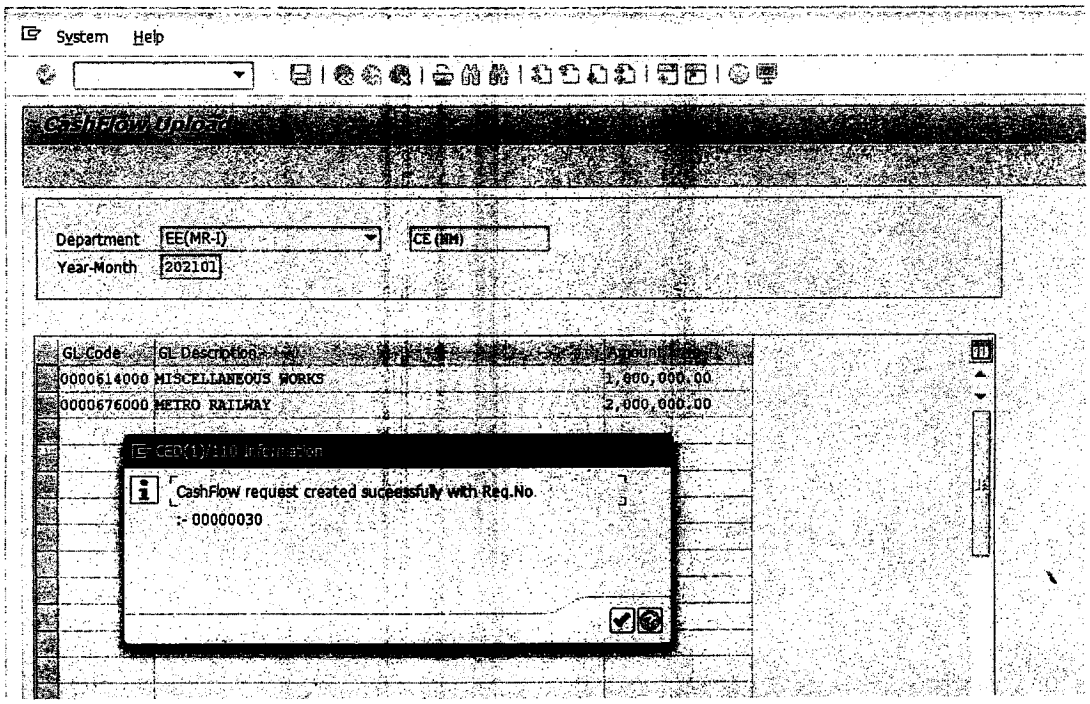
5. **Select the GL Account from Dropdown and Enter the Amount**
   Note: Based on approved GL Account and Amount, System will allow to raise/approve the Bills.

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



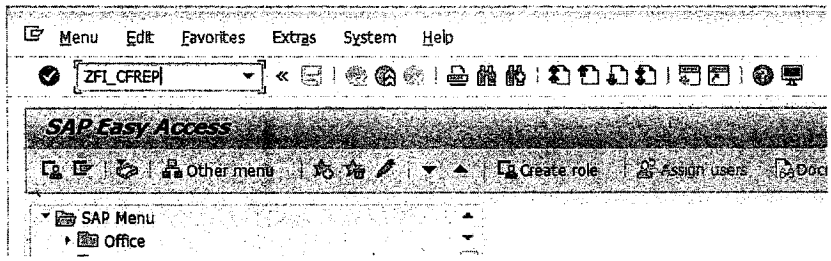
7. **Click on Save Button**

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



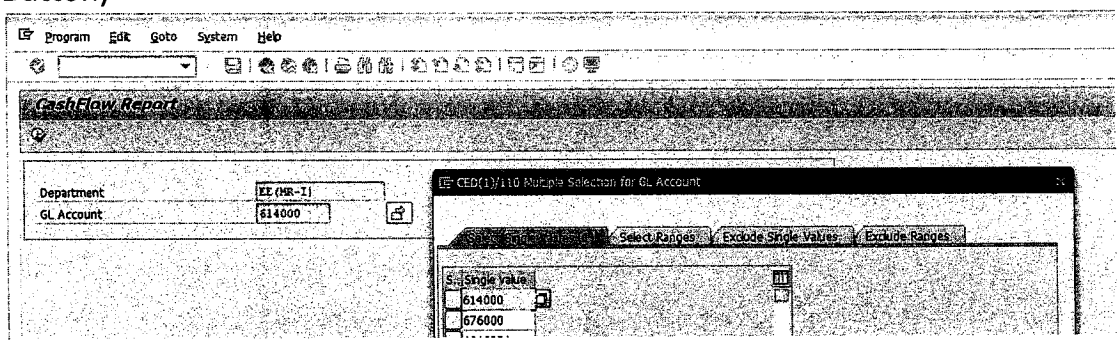
Steps to View Department Cash Flow Request/Approval Status.

1. **Enter Tcode ZFI_CFREP**



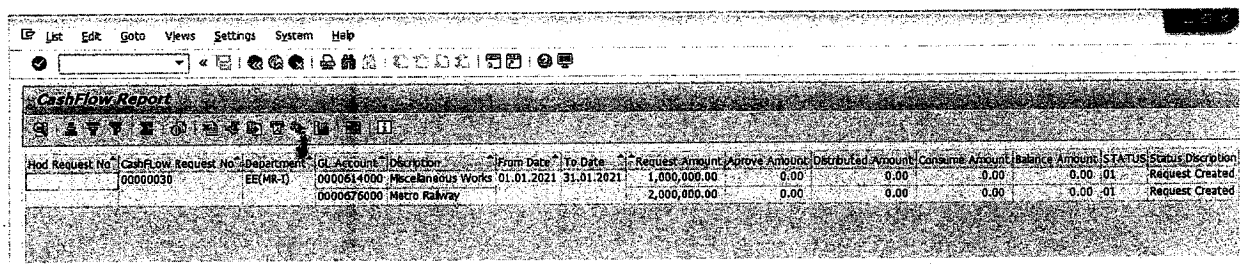
2. **Select the Department from Drop down**

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



4. **Click on Execute Button**

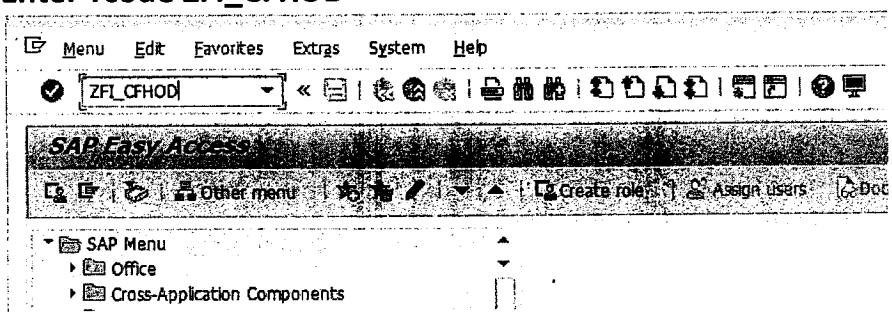
5. The Report will be display as follows,



Hod Request No	CashFlow Request No	Department	GL Account	Description	From Date	To Date	Request Amount	Aprove Amount	Distributed Amount	Consume Amount	Balance Amount	STATUS	Status Discription
	00000030	EE(MR-I)	0000614000	Miscellaneous Works	01.01.2021	31.01.2021	1,000,000.00	0.00	0.00	0.00	0.00	01	Request Created
			0000676000	Metro Railway			2,000,000.00	0.00	0.00	0.00	0.00	01	Request Created

Steps to Approve Department Cash Flow Request by HOD.

1. **Enter Tcode ZFI_CFHOD**

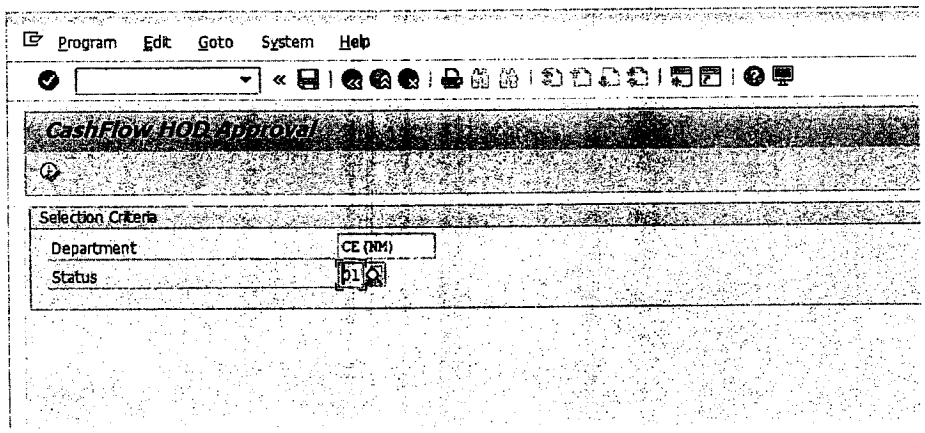


2. On the Next Screen,

3. **Select the Department from Drop down**

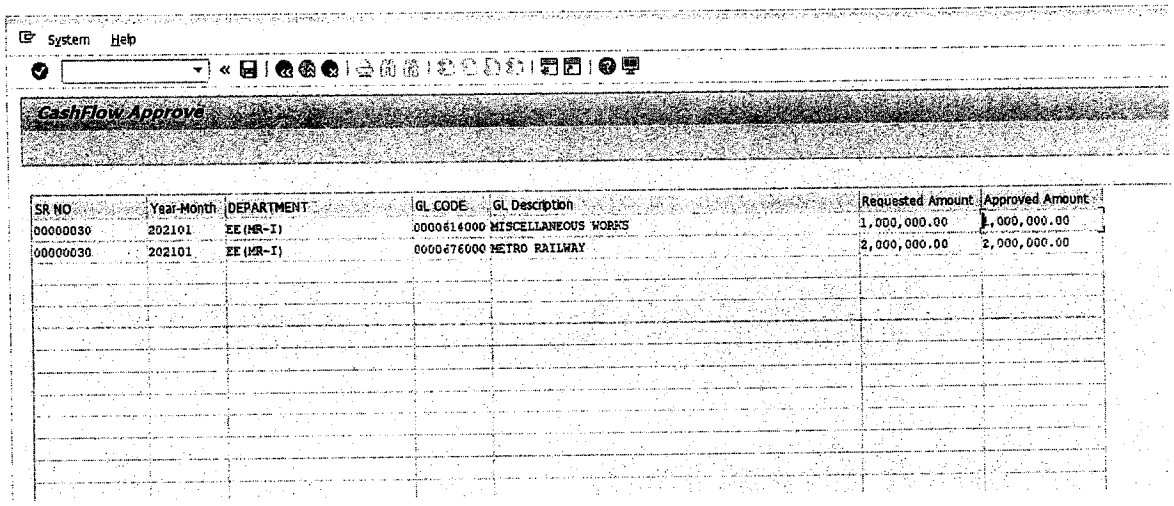
4. **Select the Status as 01 (Request Created)**

5. **Click on Execute Button**



6. On the Next Screen,

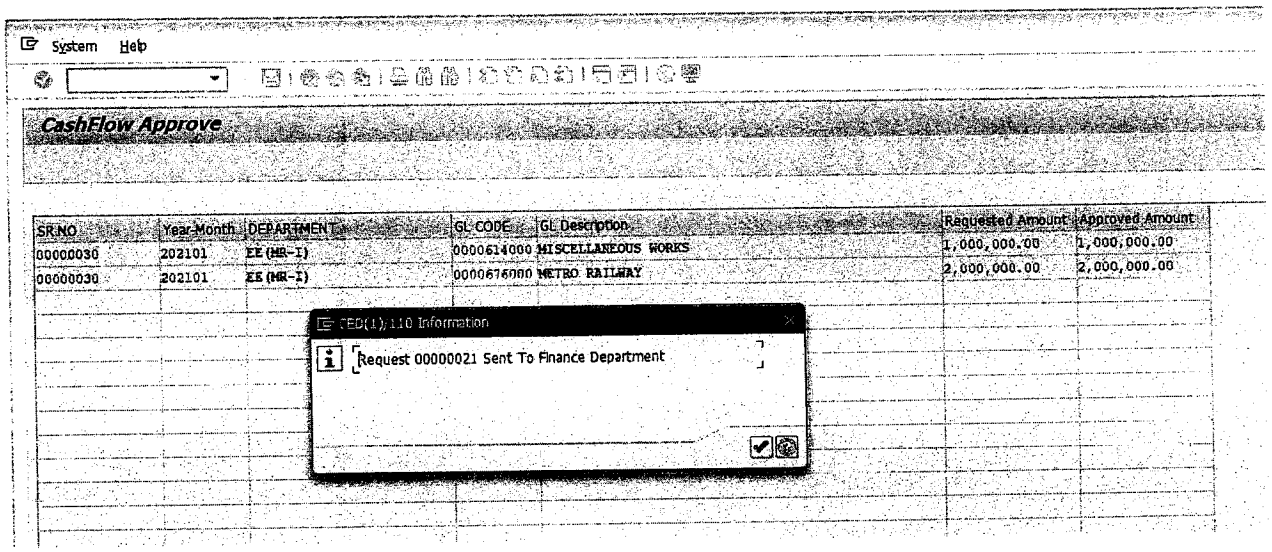
7. **Enter the Approved Amount** for respective GL Accounts



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

8. **Click on the Save Button**

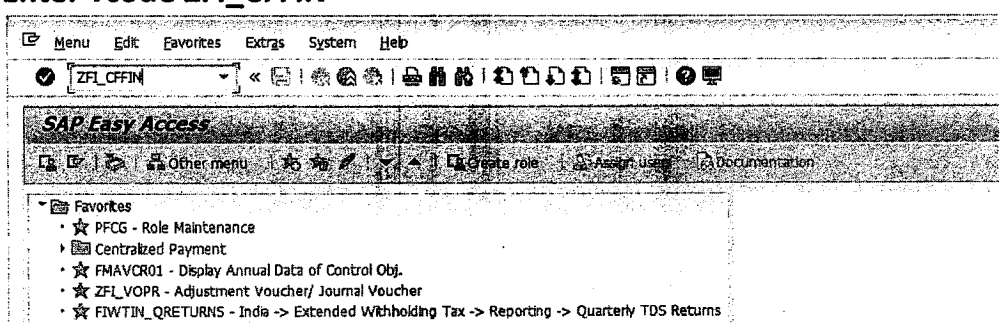
9. System will sent Cash Flow Request to Finance/Accounts Department for further approval.



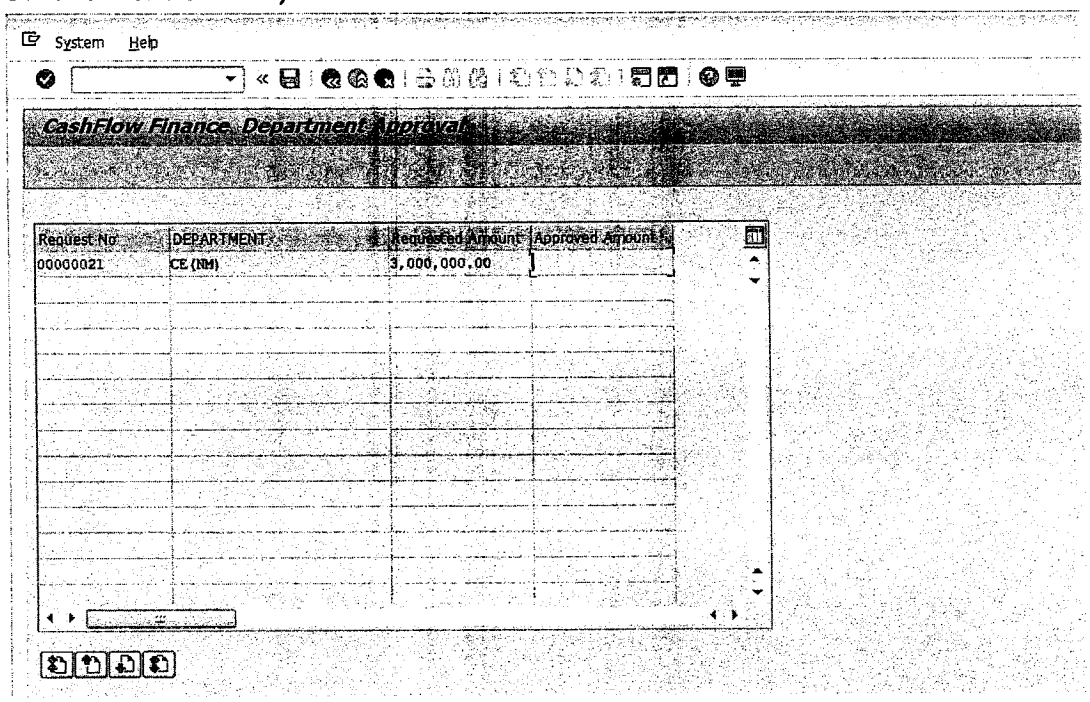
SR NO	Year-Month	DEPARTMENT	GL CODE	GL Description	Requested Amount	Approved Amount
00000030	202101	EE(MR-I)	0000614000	MISCELLANEOUS WORKS	1,000,000.00	1,000,000.00
00000030	202101	EE(MR-I)	0000676000	METRO RAILWAY	2,000,000.00	2,000,000.00

Steps to Approve Department Cash Flow Request by Accounts.

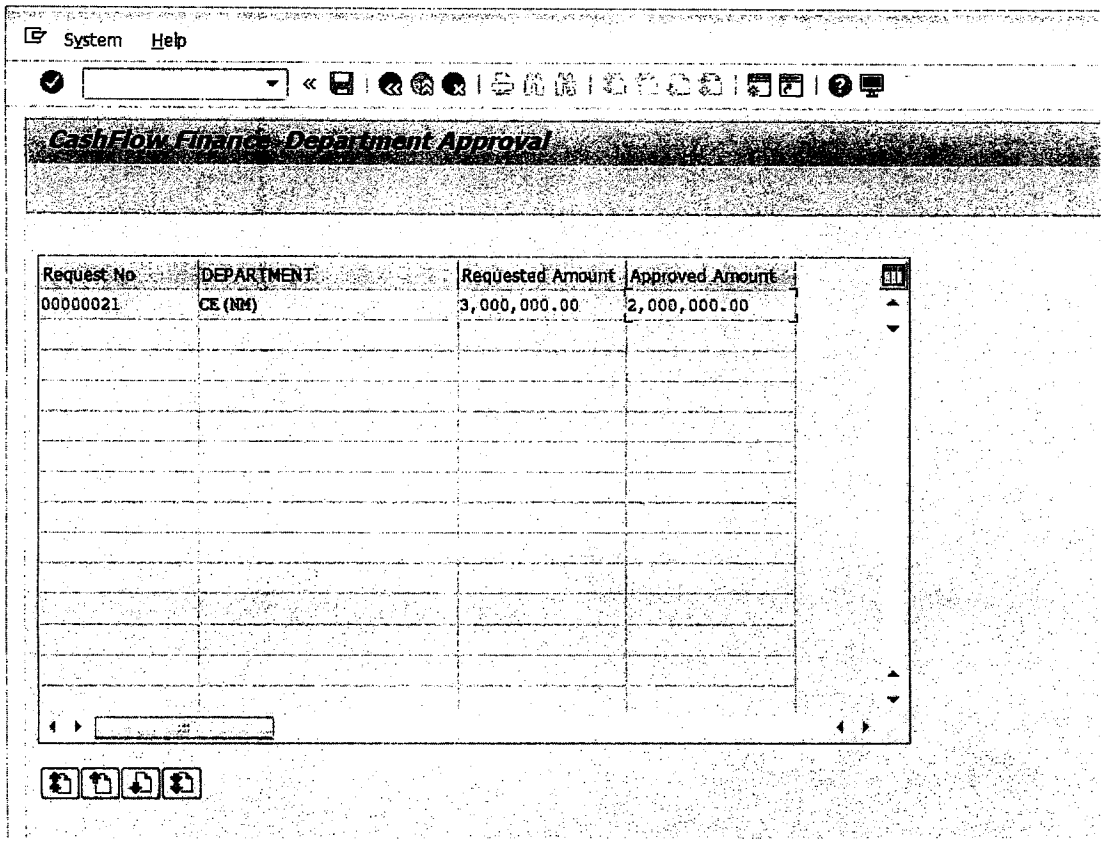
1. **Enter Tcode ZFI_CFFIN**



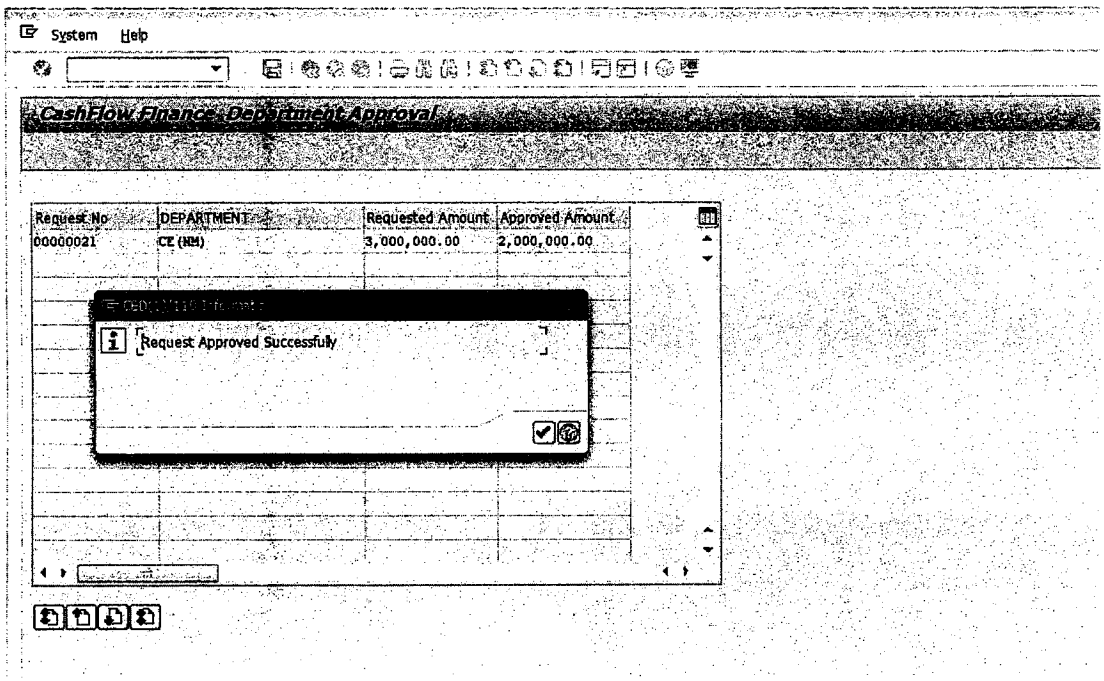
On the Next Screen,



2. **Enter Amount in Approved Amount**

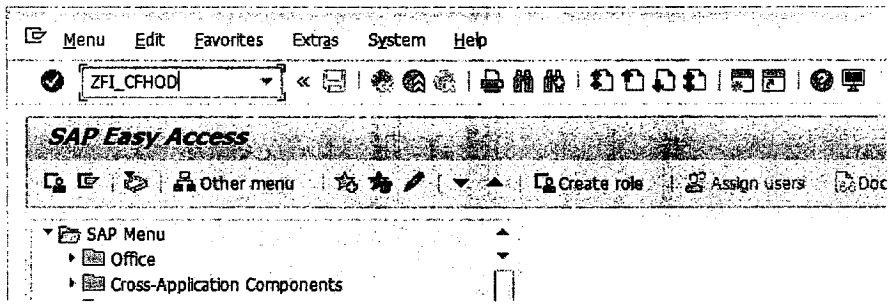


3. **Click on Save**



Steps to Distribute Cash Flow Request Amount at HOD Level

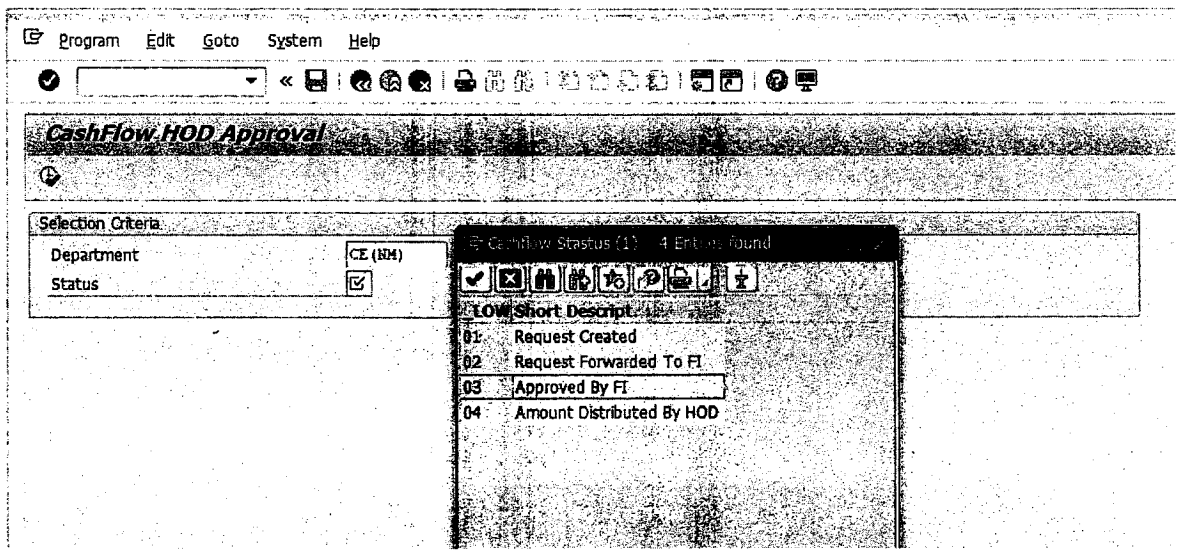
1. **Enter Tcode ZFI_CFHOD**



2. On the Next Screen,

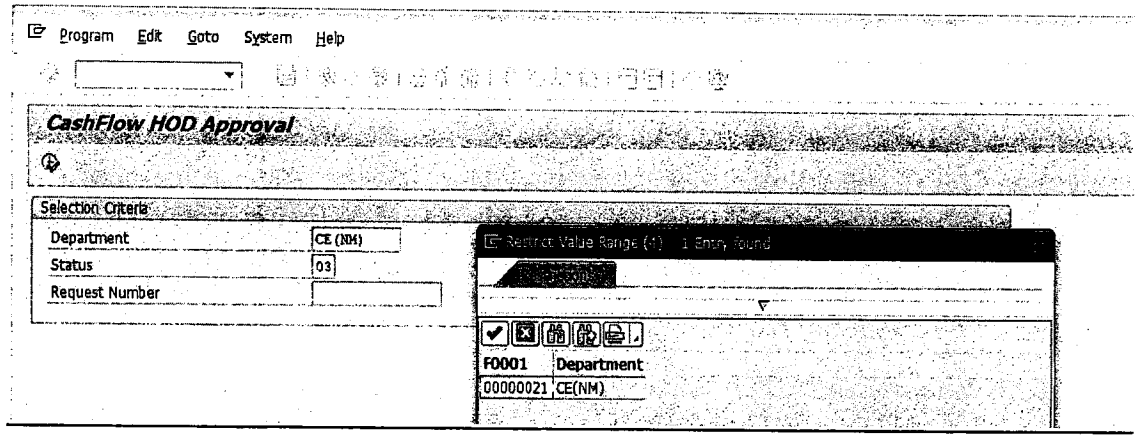
3. **Select the Department from Drop down**

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



5. **Press Enter**

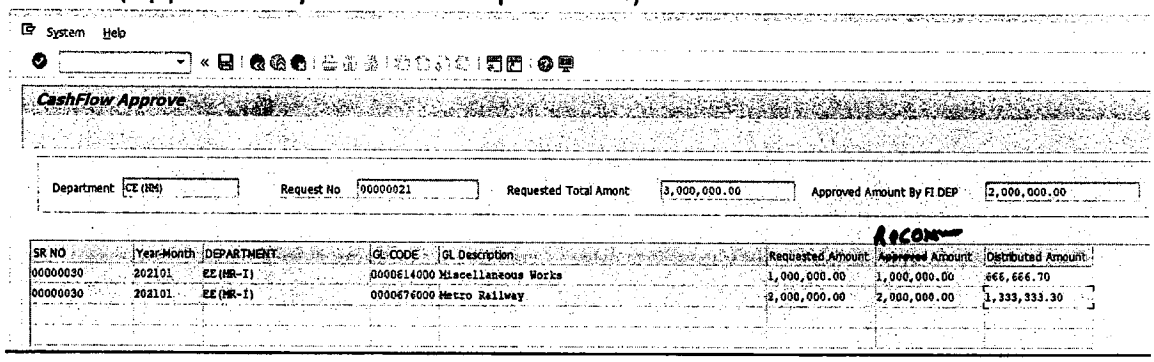
6. **Select Cash Flow Request Number** (Request Forwarded to FI Number)



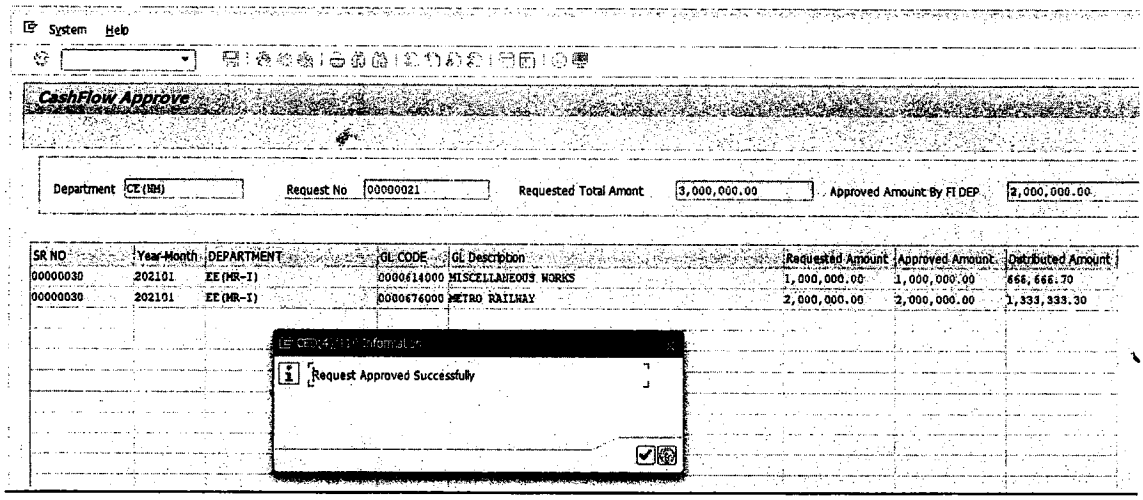
7. **Click on Execute Button**

   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).

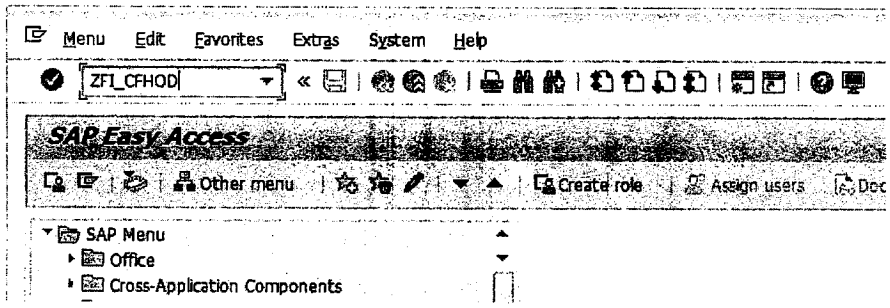


9. **Click on Save Button**



Steps to View Distributed Cash Flow Request Amount at HOD Level

1. **Enter Tcode ZFI_CFHOD**

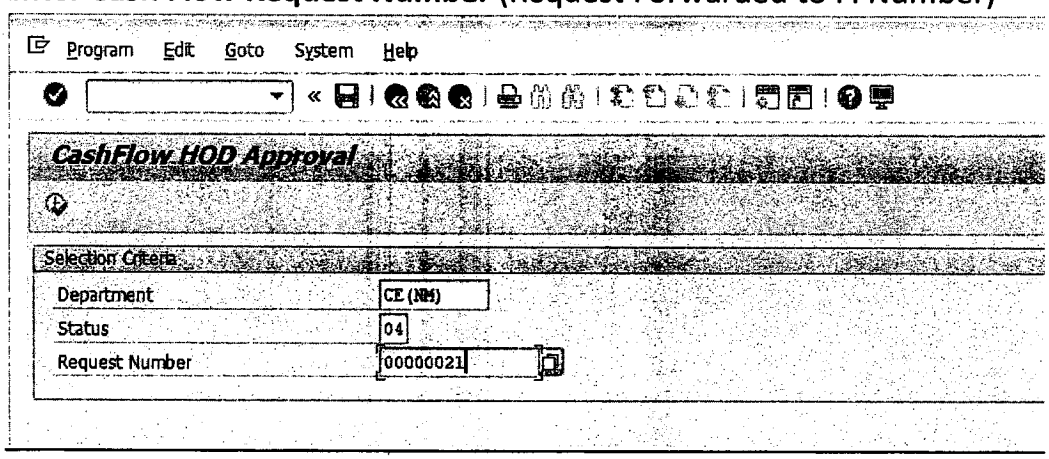


On the Next Screen,

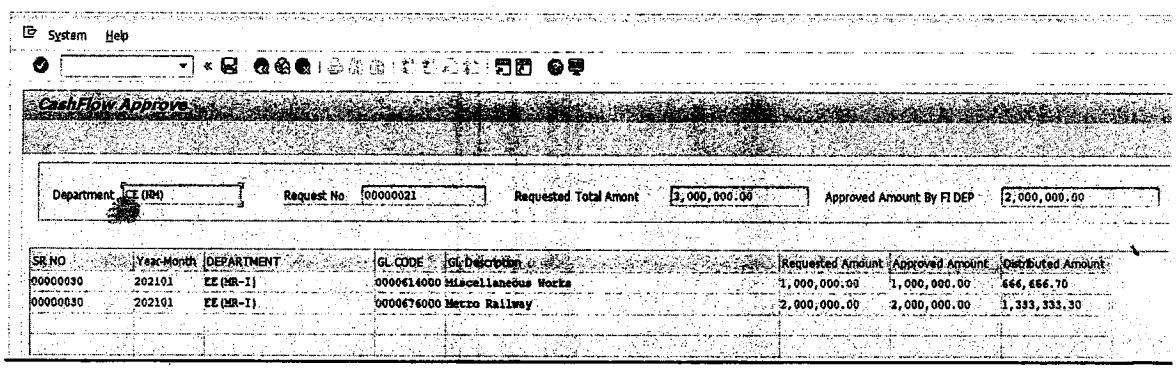
2. **Select the Department from Drop down**
3. **Select the Status as 04 (Amount Distributed by HOD) from Drop down**

4. **Press Enter**

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

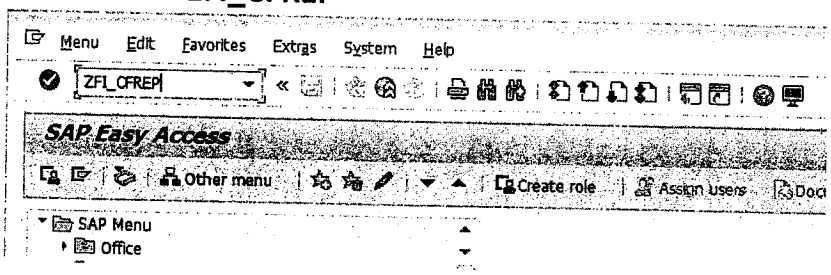


6. **Click on Execute Button**



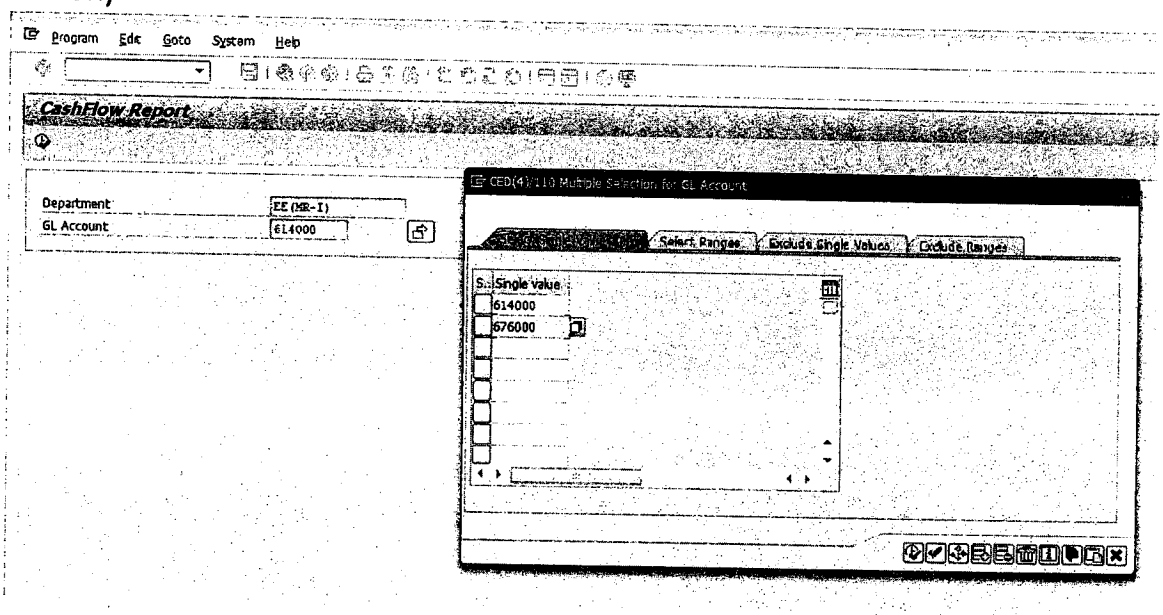
Steps to View Department Cash Flow Requests/Approval Status

1. **Enter Tcode ZFI_CFREP**



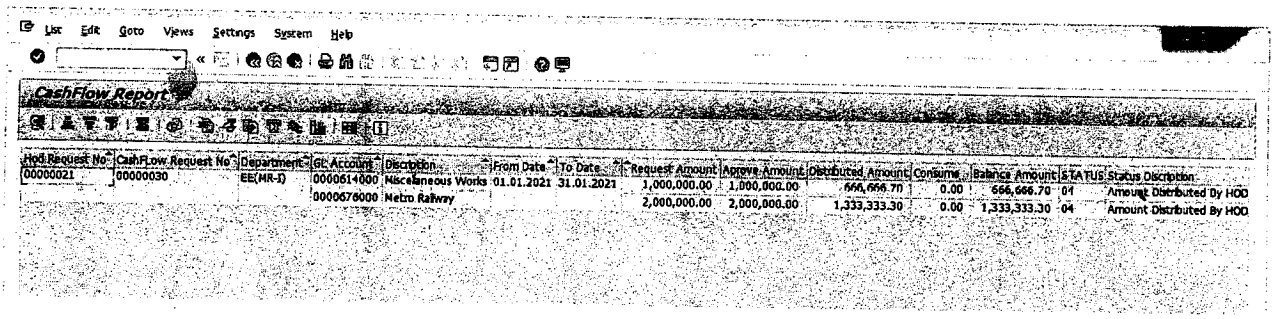
2. **Select the Department from Drop down**

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,



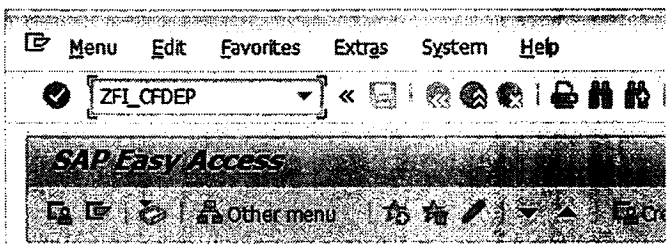
Hod Request No	CashFlow Request No	Department	GL Account	Discription	From Date	To Date	Request Amount	Approve Amount	Distributed Amount	Consume	Balance Amount	STATUS	Status Discription
00000021	00000030	EE(MR-I)	0000614000	Miscellaneous Works	01.01.2021	31.01.2021	1,000,000.00	1,000,000.00	666,666.70	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.)

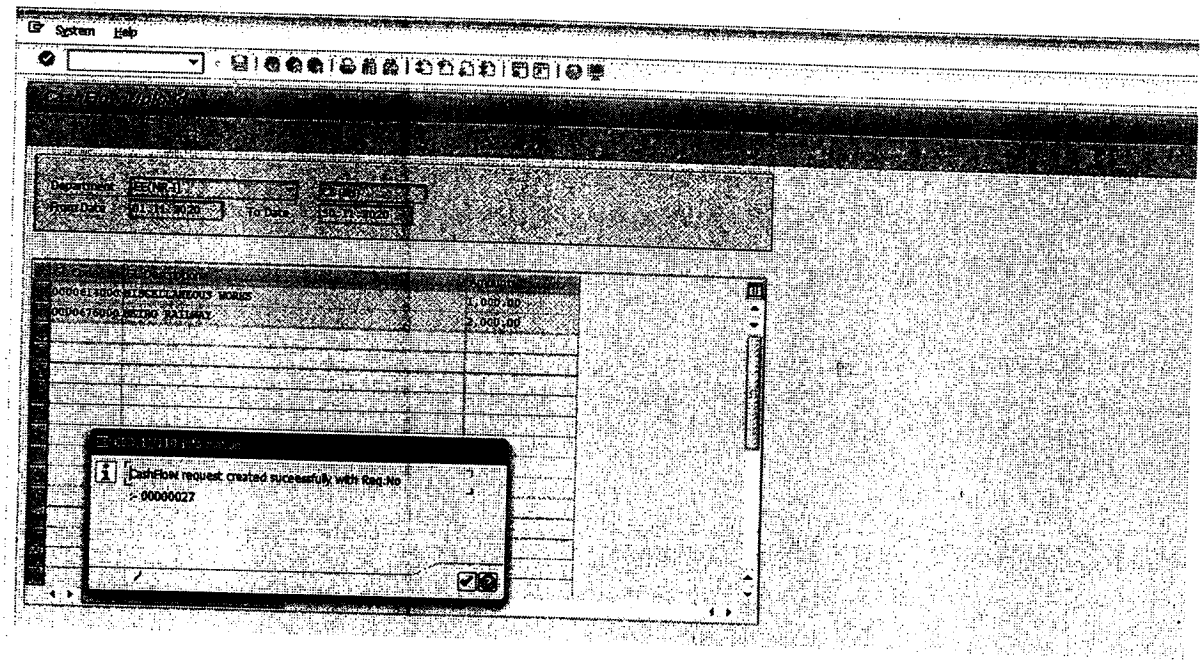
Select the GL Account from Dropdown and Enter the Amount

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.

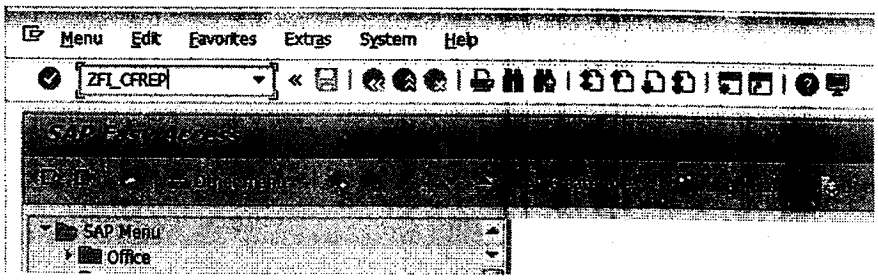
Click on Save Button

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



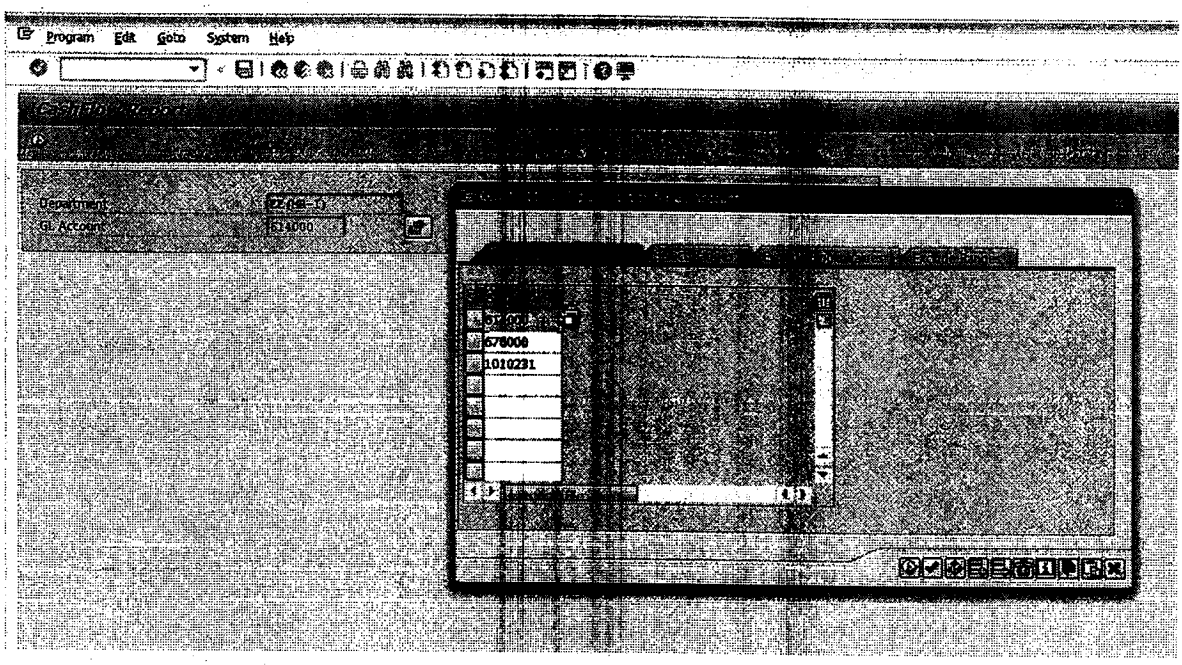
Steps to View Department Cash Flow Requests/Approval Status

Enter Tcode ZFI_CFREP



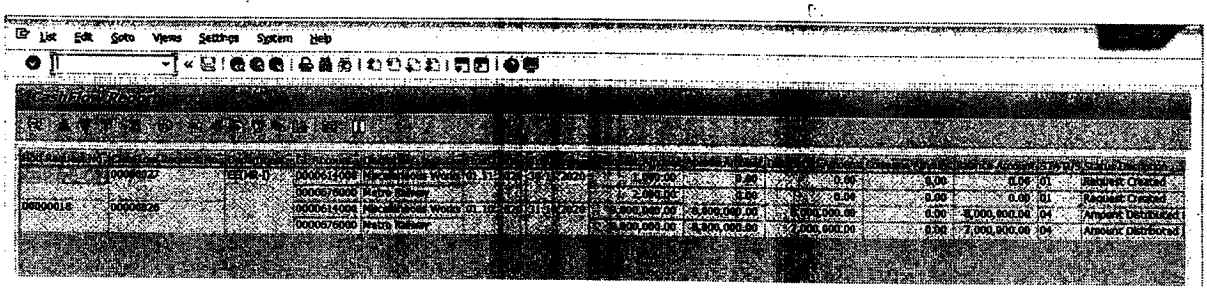
Select the Department from Drop down

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



Click on Execute Button

The Report will be display as follows,

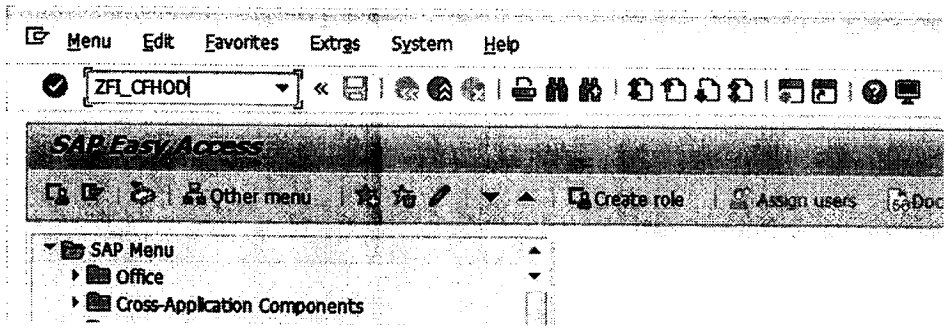


End

Document for Cash Flow Request HOD Approval

Steps to Approve Department Cash Flow Request at HOD Level

Enter Tcode ZFI_CFHOD

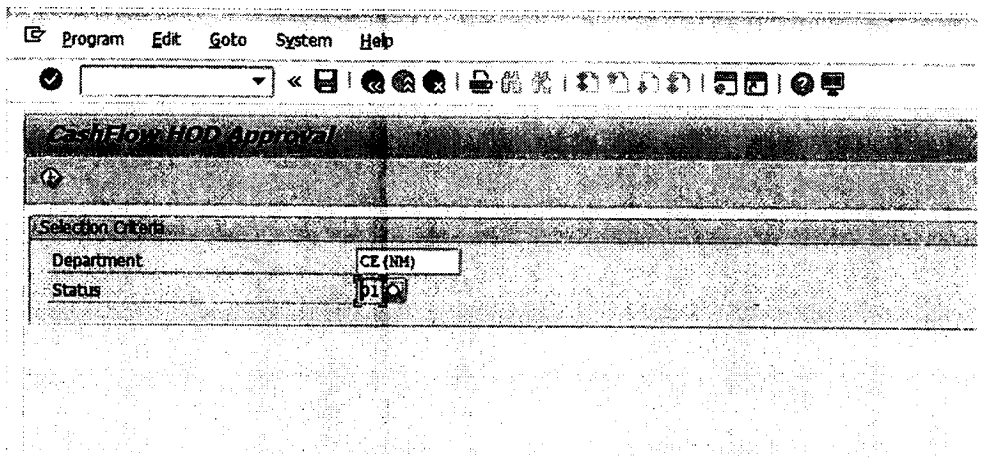


On the Next Screen,

Select the Department from Drop down

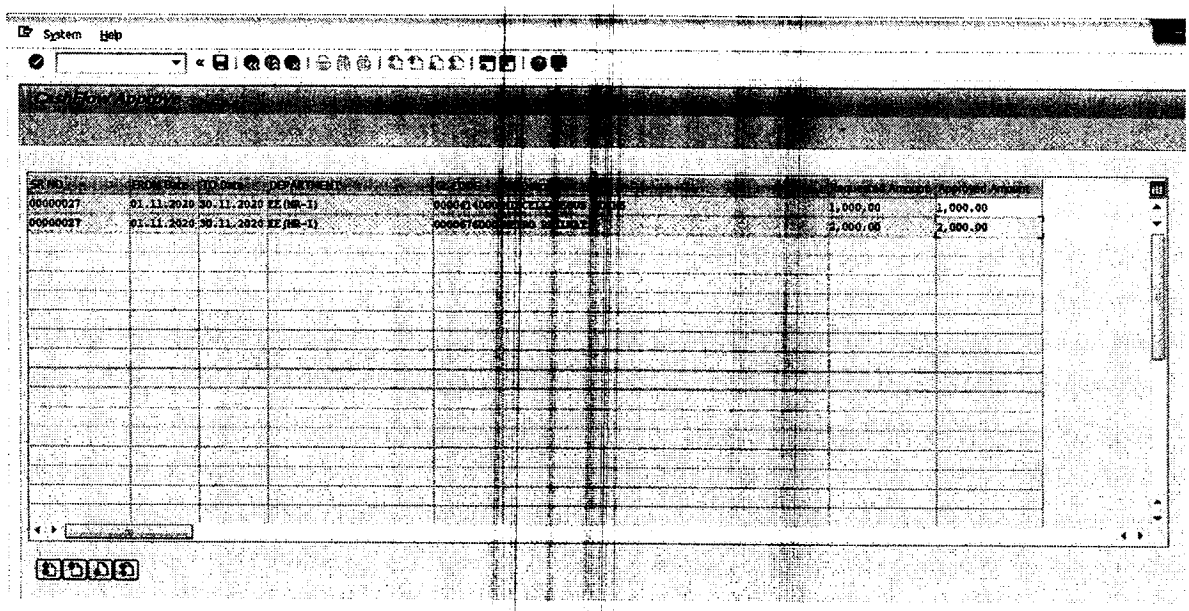
Select the Status as 01 (Request Created)

Click on Execute Button



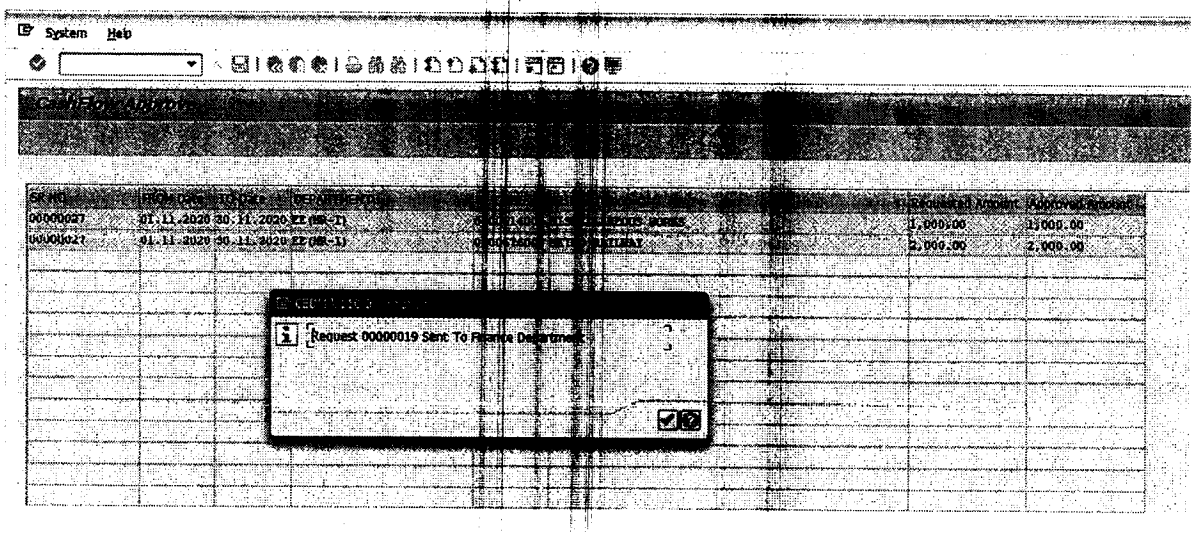
On the Next Screen,

Enter the Approved Amount for respective GL Accounts



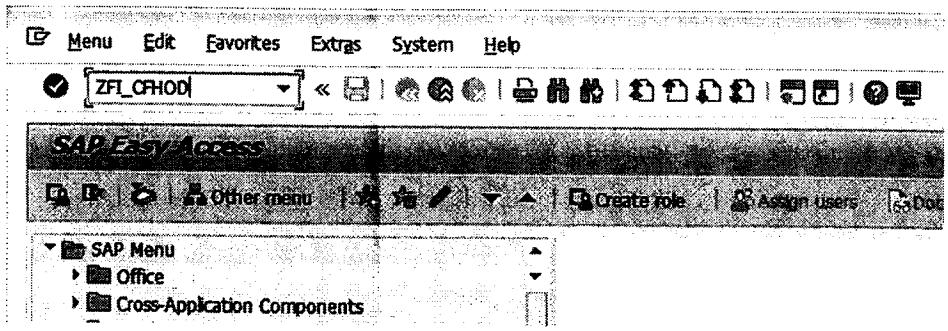
Click on the Save Button

System will sent Cash Flow Request to Finance/Accounts Department for further approval.



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

Enter Tcode ZFI_CFHOD

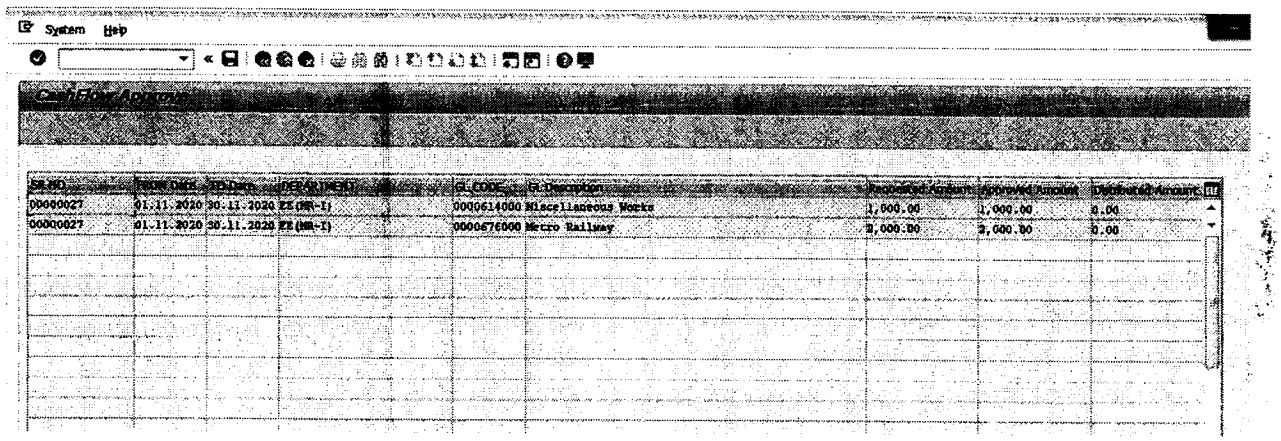


On the Next Screen,

Select the Department from Drop down

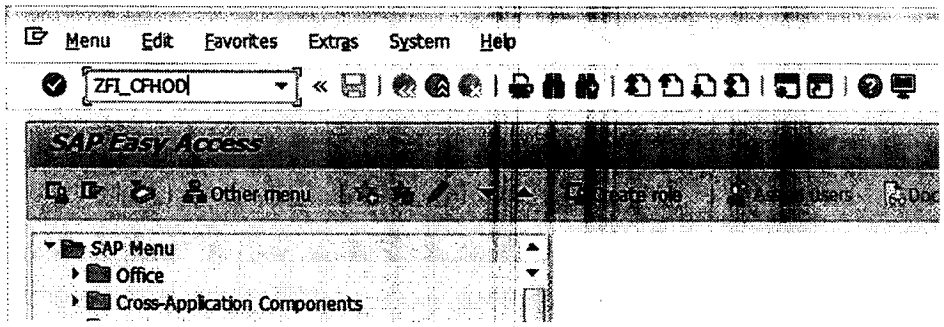
Select the Status as 02 (Request Forwarded to FI)

Click on Execute Button



Steps to Distribute Cash Flow Request Amount at HOD Level

Enter Tcode ZFI_CFHOD



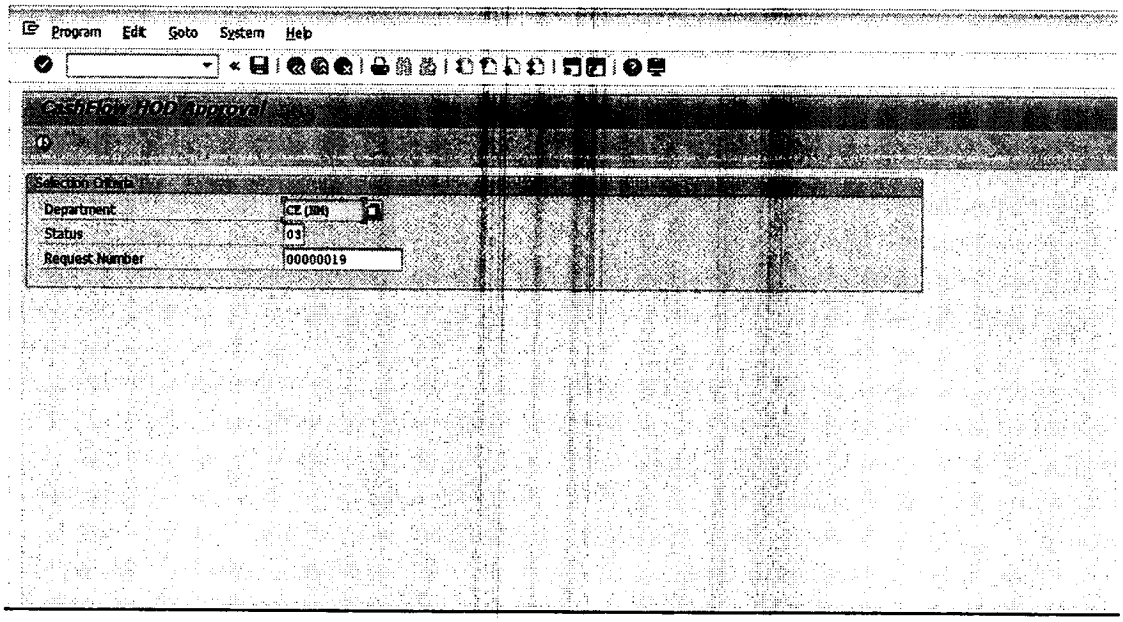
On the Next Screen,

Select the Department from Drop down

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

Press Enter

Enter Cash Flow Request Number

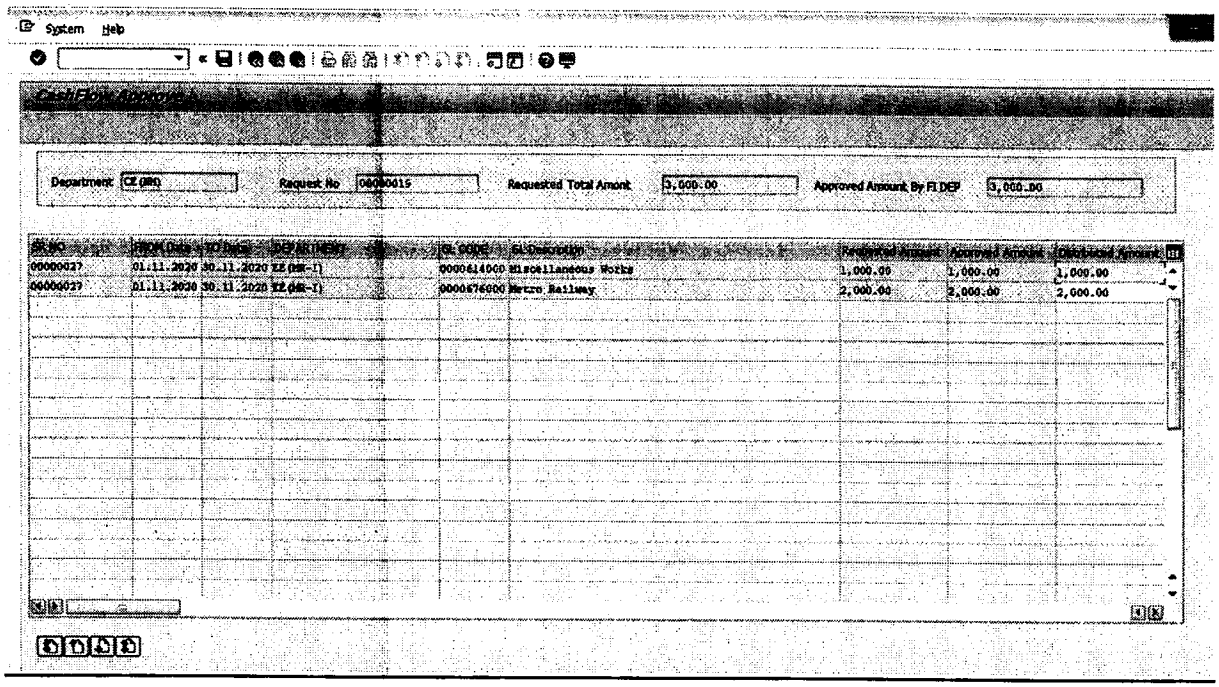


Click on Execute Button

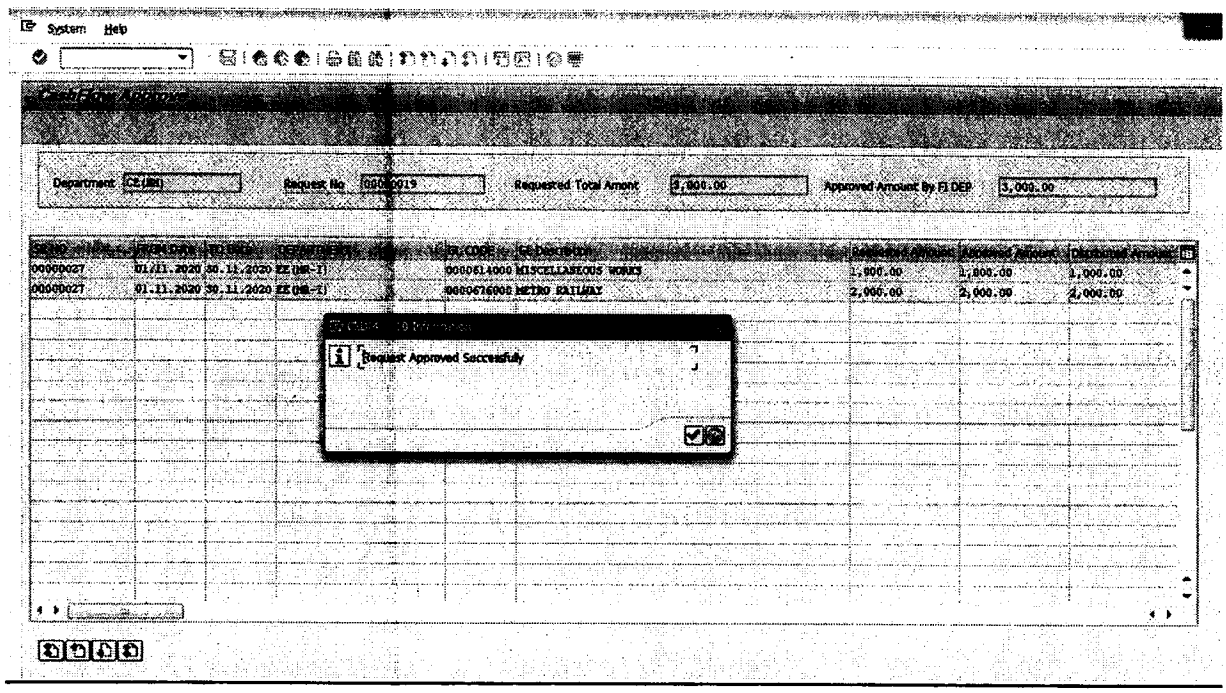
On the next screen,

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).

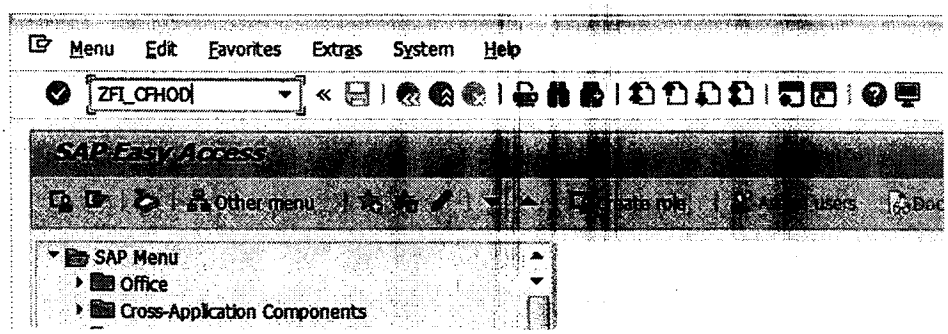


Click on Save Button



Steps to View Distributed Cash Flow Request Amount at HOD Level

Enter Tcode ZFI_CFHOD



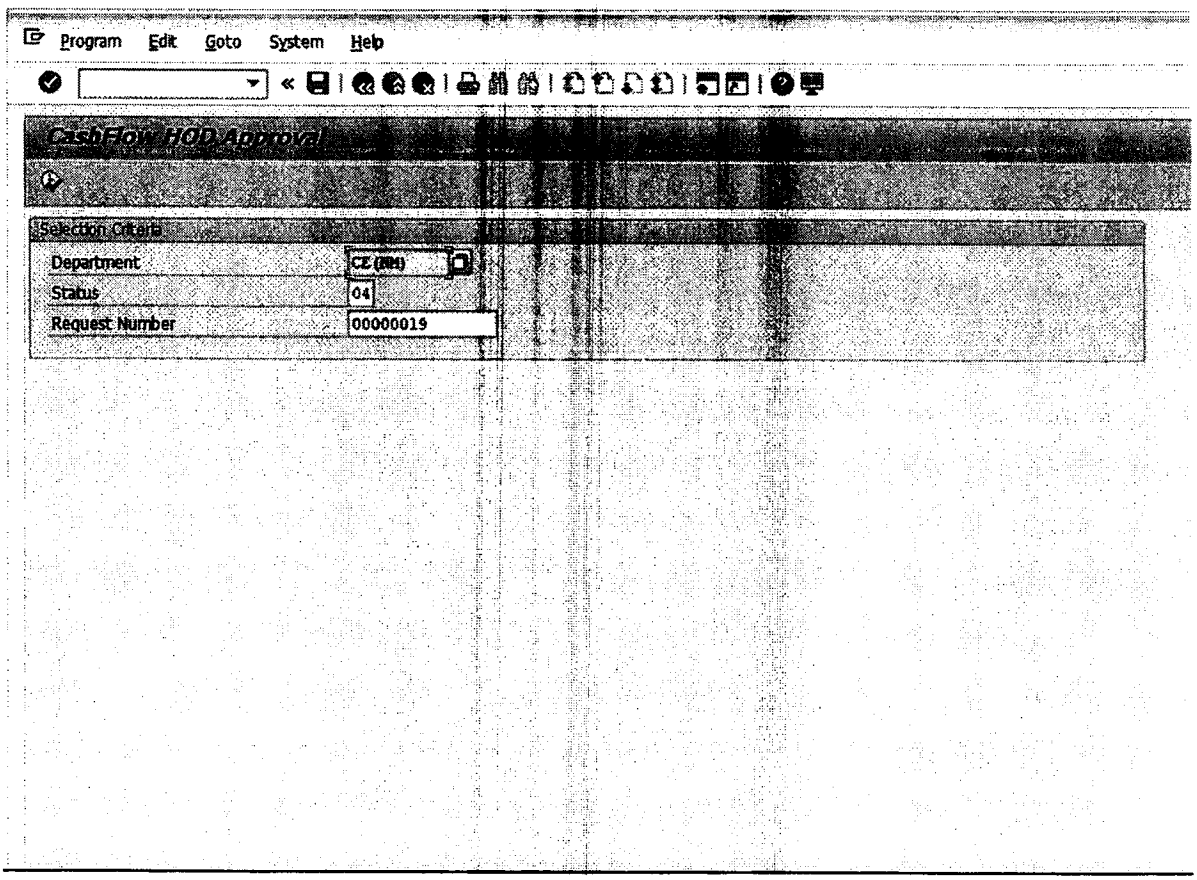
On the Next Screen,

Select the Department from Drop down

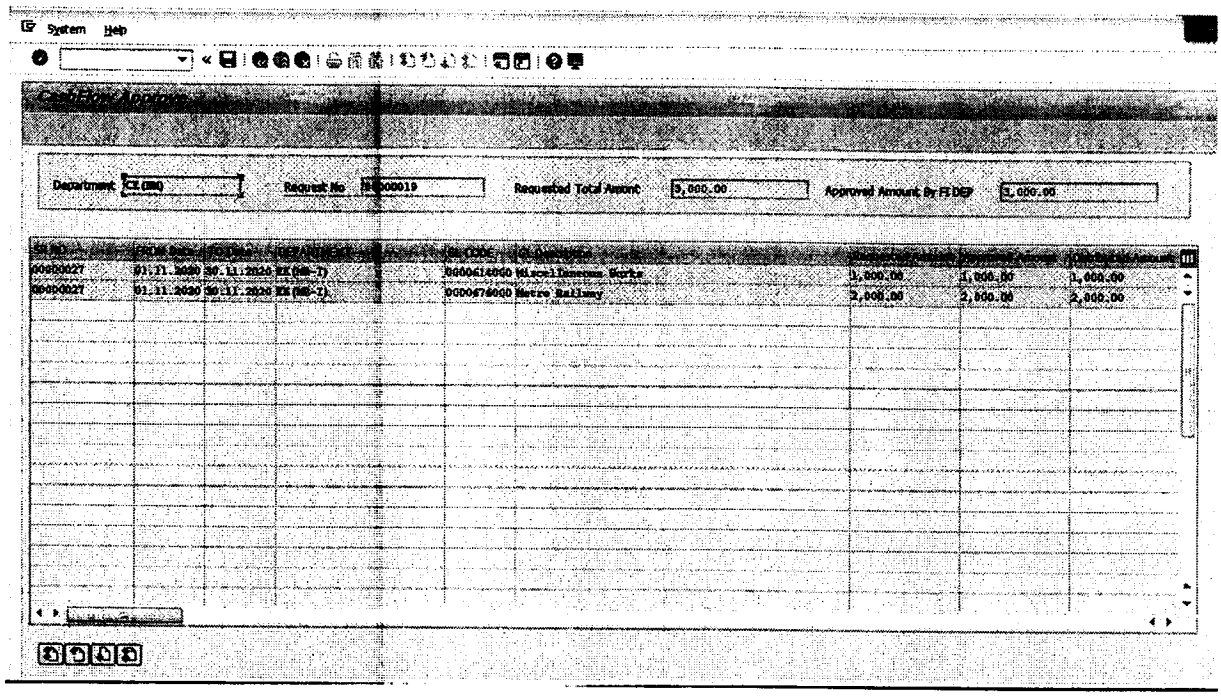
Select the Status as 04 (Amount Distributed by HOD) from Drop down

Press Enter

Enter Cash Flow Request Number

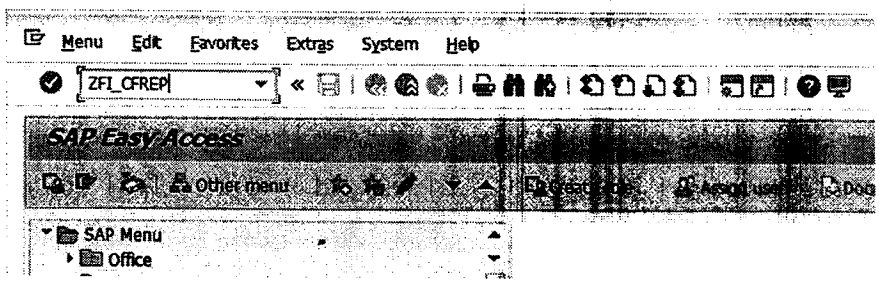


Click on Execute Button



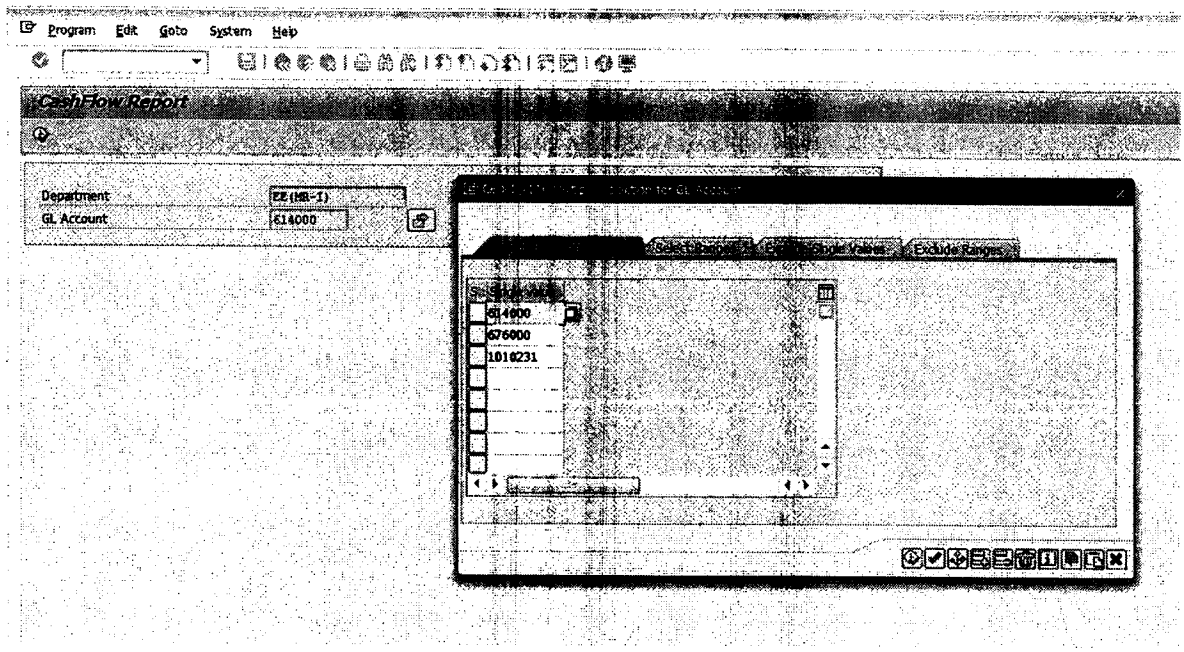
Steps to View Department Cash Flow Requests/Approval Status

Enter Tcode ZFI_CFREP



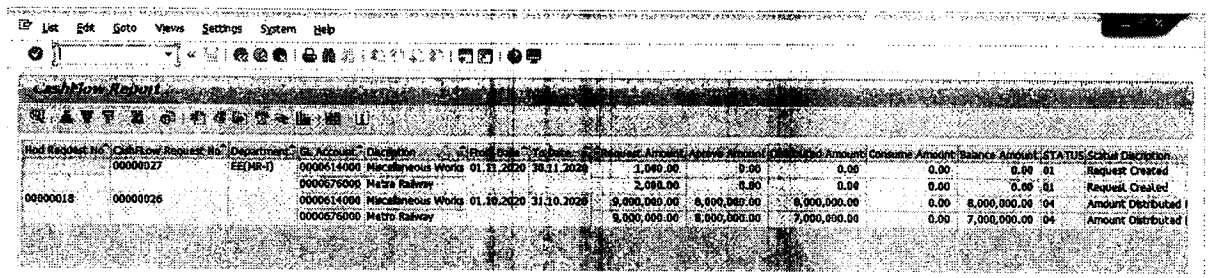
Select the Department from Drop down

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



Click on Execute Button

The Report will be display as follows,



End