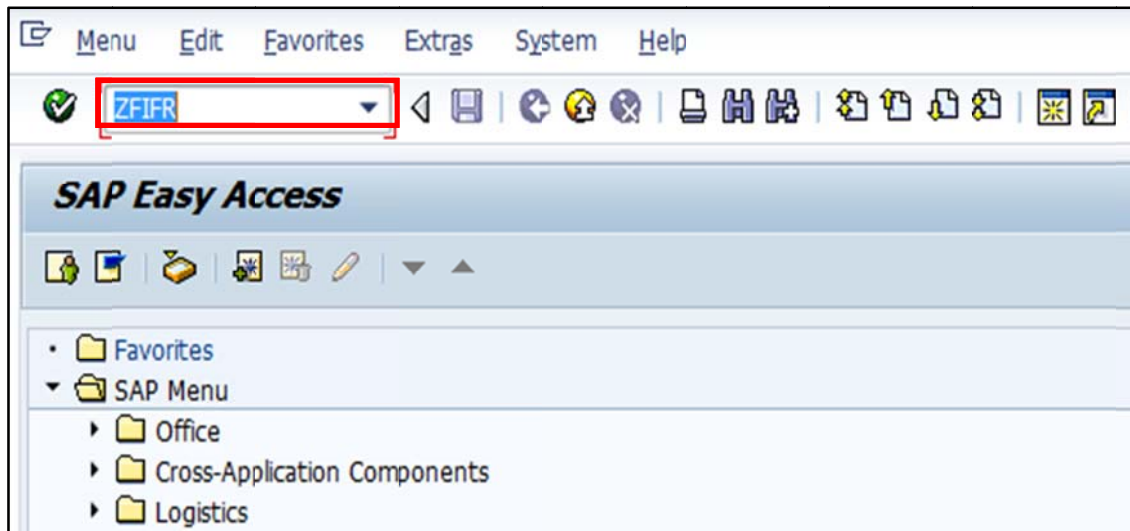




## 1. Fund Request:

In Fund Request approval process, user will input the **From Location** (Cash Journal) information (Eg: 1005) and press Enter key, where in system will automatically populate **To Location** information.

**Transaction Code: ZFIFR**



- Click on Create button



The following are the input fields in the Create Fund Request screen:

- **Document Date:** Input date request date as current date.
- **Company Code:** Input the Company code as "1000"
- **Requested From Location:** Select the own location code with help of "F4" button or can be input directly.
- **Requested to Location:** Select the request to location code with help of "F4" button or can be input directly.
- **Requested Amount:** Input the requested fund amount.



## Configuration Manual Fund Transfer Request



- **Remark:** Input remarks as required.
- **Request Status:** Status will be updated as per event perform by the system.

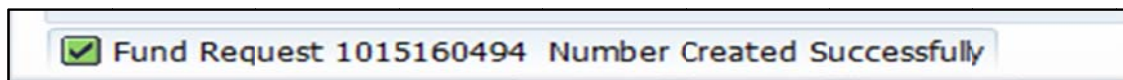
Click on Save button

**Create Fund Request**

Request For Fund

Document Date	<input type="text" value="01.04.2016"/>	Company Code	<input type="text" value="1000"/>
Requested From Location	<input type="text" value="1015"/>		
Requested To Location	<input type="text" value="1000"/>	AO (TCC I), RVPN, JAIPUR	
Requested Amount	<input type="text" value="2500"/>		
Remark	<input type="text" value="Request for Cash TTransfer urgently"/>		
Request Status	<input type="text"/>		

- Fund Request number created successfully message will pop up at the end of the screen



- Go to Main screen and click on Change button

**Request For Fund**



## Configuration Manual Fund Transfer Request



- Request number will come automatically or Input the respective Request Number and Press Enter key
- Input the Document Date, Amount and Remarks
- Click on Send button
- In case any changes are required then it can be done before sending it to approval.

**Request For Fund**

Request Number	<input type="text" value="1015160494"/>	<input type="button" value=""/>
<b>Request Details</b>		
Document Date	<input type="text" value="01.04.2016"/>	Company Code <input type="text" value="1000"/>
Requested From Location	<input type="text" value="1015"/>	XEN (M&F) HEERAPURA
Requested To Location	<input type="text" value="1000"/>	AO (TCC I), RVFN, JAIPUR
Amount Requested	<input type="text" value="2,500.00"/>	
Remark	<input type="text" value="REQUEST FOR CASH TRANSFER URGENTLY"/>	
Request Status	<input type="text" value="Created"/>	

- Fund Request Send for Approval successfully message will pop up at the end of the screen



- Once it is sent for approval, status will be changes accordingly.

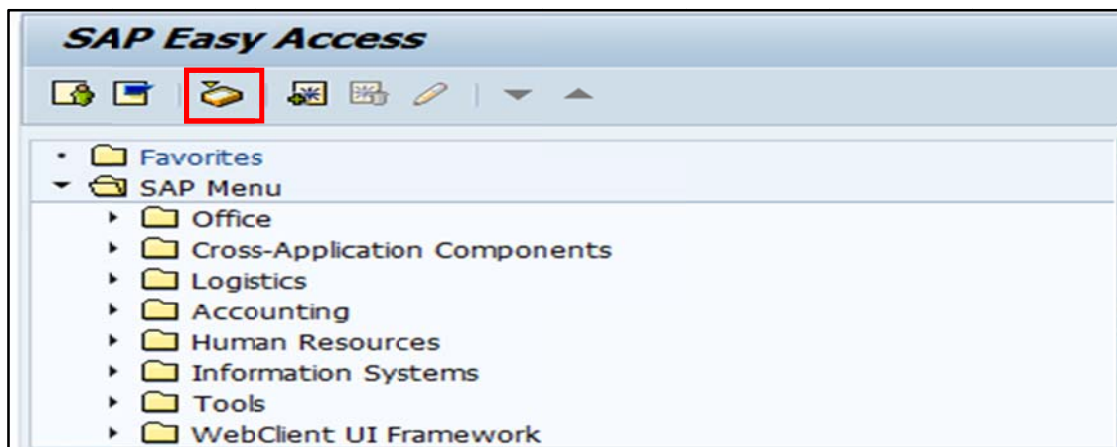
Request has been generated and sent to approver for approval.

### Approval Process: This

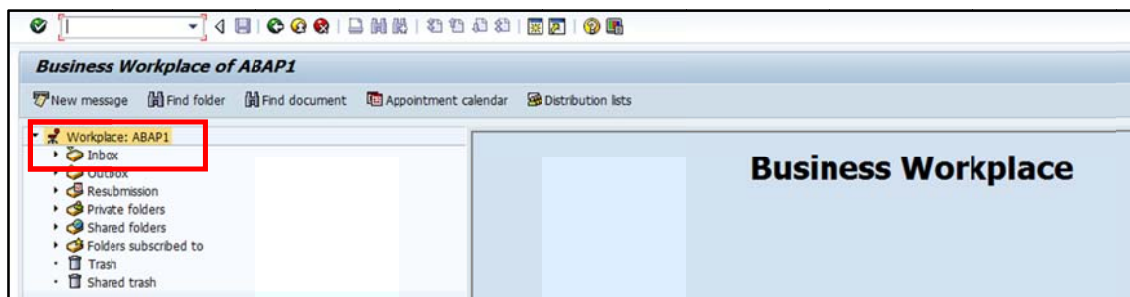
- Go to Item Inbox:



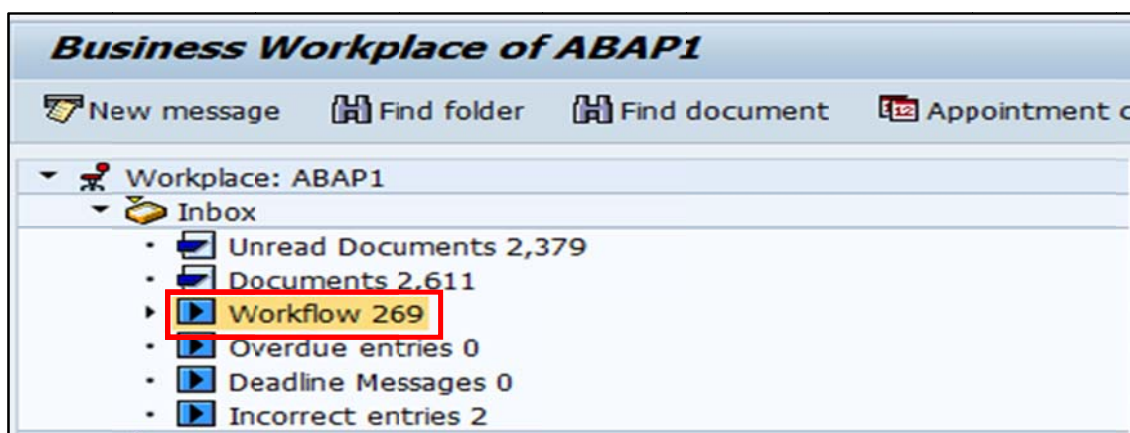
## Configuration Manual Fund Transfer Request



- Click on SAP Business Work place option



- Select Workplace and click on Inbox option and select Workflow



- Click on objects and attachment to see to location cash book position.



## Configuration Manual Fund Transfer Request



Workflow 269

Id	Title	Status	Creation Da	Creation	F. At.	Co.	W.
1	Approval for Fund Request # is 1015160494	✓	19.04.2016	15:57:12	€		
2	Please Transfer Amount for Request # 1000160491	✓	19.04.2016	13:08:39	€		
3	Request for Charging Code - 20000461	✓	12.04.2016	13:53:33	€		
4	Document number 5105601103	✓	09.04.2016	11:40:44	€		
5	Approve Document 1000000540	✓	07.04.2016	18:02:57	€		
6	Approve Document 1000000539	✓	07.04.2016	17:56:57	€		
7	Approve Document 1000000538	✓	07.04.2016	17:52:44	€		
8	Document number 5105601102	✓	07.04.2016	16:14:54	€		
9	Document number 5105601101	✓	07.04.2016	11:14:22	€		
10	Approve Document 1000000536	✓	07.04.2016	11:09:49	€		
11	Document number 5105601100	✓	07.04.2016	10:44:35	€		
12	Settlement of Maint. Order 100000169 to respective asset	✓	06.04.2016	15:32:32	€		
13	Document number 5105601099	✓	06.04.2016	12:03:49	€		
14	Document number 5105601097	✓	06.04.2016	11:42:55	€		

Ready

Tips & tricks:

Approval for Fund Request # is 1015160494

Description: Fund Request.

Objects and attachments: ZREQUEST: 1015160494

- Fund request screen will be displayed to approver.
- Click to Check balance to see location cash book position
- Approval will verify the cash book and approve it to fund transfer.

**Fund Request**

Request Number: 1015160494

Request For Fund

Requested Date: 01.04.2016 Company Code: 1000

Requested From Location: 1015 XEN (M&F) HEERAPURA **Check Balance**

Requested To Location: 1000 AO (ICC I), RVPN, JAIPUR

Requested Amount: 2,500.00

Remark on Request: REQUEST FOR CASH TRANSFER URGENTLY

- Location Cash book screen will be displayed to approver



## Configuration Manual Fund Transfer Request



**Cash Journal 1015 Company Code 1000**

Print cash journal Change cash journal

Data selection

Display period: 15.01.2016 - 15.01.2016

Today This week Current period

Cash journal: XEN (M&F) HEER...  
Company code: RVPN

Balance display for display period

Opening balance	0.00	INR	
+ Total cash receipts	9,020.00	INR	Number: 7
+ Total check receipts	0.00	INR	Number: 0
- Total cash payments	2,000.00	INR	Number: 1
= Closing balance	7,020.00	INR	
Cash thereof	7,020.00	INR	

Cash payments Cash receipts Check receipts

Business transaction	Amount	Do...	Split	T., G/L	Receipt Recip.	Text	Vendor	Customer	Posting Date	Doc. Num...	Payment Am...
VENDOR OUTGOING PAY	2,000.00	COO	+	1411001	Company Maruthi Nema...		1000076		15.01.2016	6	2,000.00

Save Sel. Post Sel. Receipt Follow-On Docs

- After location cash book verification
- Go to Back screen and approve the same fund request.
- Click approval of fund request line

Workflow 269

Ex	Title	Status	Creation Da	Creation	F. At	C
1	Approval for Fund Request # is 1015160494	Approved	19.04.2016	15:57:12	€	
2	Please Transfer Amount for Request # 1000160491	Approved	19.04.2016	15:08:59	€	
3	Request for Charging Code - 20000461	Approved	12.04.2016	13:53:33	€	
4	Document number 5105601103	Approved	09.04.2016	11:40:44	€	
5	Approve Document 1000000540	Approved	07.04.2016	18:02:57	€	
6	Approve Document 1000000539	Approved	07.04.2016	17:56:57	€	
7	Approve Document 1000000538	Approved	07.04.2016	17:52:44	€	
8	Document number 5105601102	Approved	07.04.2016	16:14:54	€	
9	Document number 5105601101	Approved	07.04.2016	11:14:22	€	
10	Approve Document 1000000536	Approved	07.04.2016	11:09:49	€	
11	Document number 5105601100	Approved	07.04.2016	10:44:35	€	
12	Settlement of Maint. Order 100000169 to respective asset	Approved	06.04.2016	15:32:32	€	
13	Document number 5105601099	Approved	06.04.2016	12:03:49	€	
14	Document number 5105601097	Approved	06.04.2016	11:42:55	€	

- Proper action to be taken by Approver.
- Click Approve option to approve the same or reject in case of rejection.



## Configuration Manual Fund Transfer Request



Decision Step in Workflow

Workflow Create Import

Approval for Fund Request # is 1015160494

Select one of the following alternatives

Approve

Reject

Cancel and keep work item in inbox

Description  
Fund Request.

Objects and attachments  
• ZREQUEST: 1015160494

Select one of the available decision options. This completes the processing of

- Once it is approved and rejected, then request status will be updated accordingly.
- Kindly refer the status field in given screen below

Request For Fund

Request Number 1015160494

Request Details

Document Date 01.04.2016 Company Code 1000

Requested From Location 1015 XEN (M&F) HEERAPURA

Requested To Location 1000 AC (ICC I), RVFN, JAIPUR

Requested Amount 2,500.00

Status Approved

Remark REQUEST FOR CASH TRANSFER URGENTLY

- Once it is approved then notification will be received by fund requester & concern person, who will be responsible to fund transfer on behalf of same approval.
- Kindly refer given below screen.
- Go to inbox unread item and click respective line



## Configuration Manual Fund Transfer Request



The screenshot shows the 'Business Workplace of YASHFICO1' interface. On the left, a navigation pane shows 'Workplace: YASHFICO1' with 'Inbox' expanded to 'Unread Documents 12'. The main area displays a table of unread documents:

M	Ty	Title	At	Author	Date rece	Co	Re	Rei
		Fund Request 1015160494 is ...		WF-BATCH	19.04.2016			1
		Fund Request 1015160494 is ...		WF-BATCH	19.04.2016			1
		Tender Register 10/0111500...		WF-BATCH	16.02.2016			1
		Document No 100000792 Ha...		WF-BATCH	10.02.2016			1
		Document No 100000790 Ha...		WF-BATCH	10.02.2016			1
		Document No 100000789 Ha...		WF-BATCH	10.02.2016			1
		Update was terminated		YASHFICO1	03.12.2015			1
		Update was terminated		YASHFICO1	03.12.2015			1
		Error in event receiver		YASHFICO1	03.12.2015			1
		Error in event receiver		YASHFICO1	02.12.2015			1
		Error in event receiver		YASHFICO1	02.12.2015			1
		Error in event receiver		YASHFICO1	02.12.2015			1

- An approval notification will be displayed to both.

The screenshot shows the 'Display Document: Fund Request Approved' window. It contains the following text:

**Fund Request Approved**  
**Created** WF-BATCH

a. Request No. 1607101507 has been approved, Details are given Below :

- i. Requested Amount : 2500.00
- ii. Approved Amount : 0.00

b. Remarks Of Approvers:

Approved

With Ref of your approval, the same amount to be transferred shortly.

Thank You

Approver ID : YASHFICO4

Approver Name : YASHFICO3

- On behalf of same notification, Concern person will transfer the fund to bank or handed over the cash to concern person (In case Location does not have Bank)

**--: Process End:--**