

V O CHIDAMBARANAR PORT TRUST
FINANCE DEPARTMENT

NO.FIN-OFFWF-BIL-BANK-VI-18 22930

Dt. 3.3.2018

CIRCULAR NO.24/2017-18

Sub: Making entry of receipt of Bank Guarantee in the SAP system

It is noticed that while receiving Bank Guarantee towards EMD, Performance security against the work order issued to the contractor or Bank Guarantees received for any reasons ,necessary entries in the SAP system is to be made by User Department. If the details of Bank Guarantee received is not entered in SAP module, monitoring the expiry details is not possible.

2. It is therefore requested that all departments , on receiving Bank Guarantee should make necessary entries in the SAP system, so as to monitor the validity of the Bank Guarantee. A screen shot of the Bank Guarantee entry in SAP system is attached herewith. For necessary assistance as to how to make the entry the Data Processing Officer (Sankararaman) of EDP may be contacted.



FINANCIAL ADVISER & CHIEF
ACCOUNTS OFFICER

To

All Heads of Department.

All Accounts Officers of Finance Department.

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Display Currency General Ledger View

Data Entry View

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Currency	EUR	Texts exist	<input type="checkbox"/>	Ledger Group	

PK	Account	Description	S/A	Amount	Profit Cent.	Text	Cost Center	WBS element
39	786202	THOMAS FERNANDO	G	127,348.00		Providing Tax Consultancy Service in VOC Port		
40	1908	Off Setting Qg A/c		127,348.00	PAS004	Providing Tax Consultancy Service in VOC Port	CAS68561	
				0.00				

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