

V.O. CHIDAMBARANAR PORT TRUST .
FINANCE DEPARTMENT

No. FIN-OFFICS-MIS-VENDOR-VI-20/25051

Date:21.02.2020

CIRCULAR No. 20/2019-20

Sub: Vendor bill forwarding system through SAP-reg

Payments released by VOCPT through RTGS for many vendors, wherein the vendors report that they are not able to exactly know the status of their claims/bills and also link between the amount claimed and amount settled with the details of deductions and reasons. Henceforth, new T-code (**zfi_pay_vendor**) has been developed by L&T to track the vendor payments to resolve the said issue. For, this all the bills being sent to finance department through SAP needs to be forwarded by updating all the Details as mentioned in the Annexure attached herewith. It is mandatory to provide the separate DMS Document Number for each of the bills forwarded by the operational / Initiating Departments.

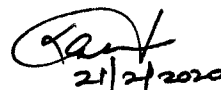
2. The above procedure will result in tracking the bill alongwith provisions for to provide the days it has taken for settlement of the said bills at each stage, details of payment claimed and settled.

3. The information will also be hosted on Port's website for Vendor's to know when, how much and what payment is made against their bills which will not only reflect transparent procedure but also fulfil the CVC /Ministry of Finance Directions.

4. In view of the above, it is to inform that all the HODs may instruct all the concerned officials involved in bill processing for to follow the said procedure, by which only the bills shall be settled/paid.

This comes into effect w.e.f. 01.03.2020

Encl: Procedure



Financial Adviser and
Chief Accounts Officer

To

All the Heads of Department – to circulate for strict compliance of the circular.

Copy to:

- (i) PA to Dy. CPT for information please
- (ii) PA to CPT for information please

Step by Step Procedure for Vendor Payments

Step	Procedure
Step 1	Create a DMS Doc No.with Bill Doc Type CV01n with type Ltr/Bil
Step 2	DAK fwd to user Department
Step 3	User Department will receive the Bill CV02n and Close Doc. No Step1
Step 4	User department will create DMS Bill Doc with CV01n with type Bil with Claimed Bill Amount and Vendor Invoice Date which step shows receipt of Bill by User Department
Step 5	Book the Bill after approval in FV60/Module wise Payment at Parking Stage
Step 6	User department will Forward alongwith Vendor Bill booked in FV60 to DAK Section to be sent to Finance Department
Step 7	DAK receive and fwd to Finance Department
Step 8	AO concerned will received and Post the Document after verification
Step 9	Posted Document fwd to Cash section with Bill Document Created at Step5
Step 10	Cash section will receive the Document in CV02n(through workflow inbox)
Step 11	Cash Section will process the payment T Code_ZFI_pay_vendor
Step 12	Automatically DMS No. dated Step4 and Step 10 will Closed and status will be updated

Step by Step Procedure for Vendor Payments

Step 1:

DAK create a DMS Document Number with LTR Doc type in CV01N

Create Document: Basic Data Letters-RECEIPT ONLY (LTR)

Document

Document * Part 000 Version 00

Deletion Flag Document Structure Hierarchy

Document Data Addnl Data Descriptions Object Links Originals

Document Data

Description	Attending repair works to 17.5 HP motor
Document Status	CR Created Not Released
User	GADCDAK1 GADCDAK1 , ADMINISTRATI
Lab/Office	DAK Centralised DAK

Step 2:

DAK forward the same created document to user department

Change Document: Basic Data Letters-RECEIPT ONLY (LTR)

Document

Document DAK-LTR-ATTEN-00-20 Part 000 Version 00

Deletion Flag Document Structure Hierarchy

Document Data Addnl Data Descriptions Object Links Originals

Division and sub-division -(VOCP)

RECEIVED FROM EXTERNAL	OTHERS
RECIEVED FROM INTERNAL DEPT.	
PRIOTITY OF DOCUMENT	MEDIUM
DUE DATE FOR ACTION	
FILE FORWARD TO DIVISION	CV - CIVIL-OFFICE
FILE FORWARD TO SUB-DIVISION	WHARF MAINT. DIVISION OFFICE
COPY TO	
EXT-BANKS/AGENTS/UNION/OTHERS	SANTHA ELECTRICAL WORKS
ACTION TAKEN	
LETTER DATE	
VOUCHER NO.	
VOUCHER DATE	

Step 3:

User department will receive the Bill document through workflow and close the document which was created in Step 1

Change Document: Basic Data Letters-RECEIPT ONLY (LTR)

Document ID: DAK-LTR-ATTEN-00-20 | Part: 000 | Version: 00

Document Status: **CL Closed** (29.01.2020-...)

User: GADCDAK1 | GADCDAK1, ADMINISTRATI

Lab/Office: DAK | Centralised DAK

Description: Attending repair works to 17.5 HP motor

Step 4

User department will create DMS Bill Doc with CV01n with type Bil with Claimed Bill Amount and Vendor Invoice Date which step shows receipt of Bill by User Department

Create Document: Basic Data Bills related files (BIL)

Document ID: CIV-OFCWM-BIL-ATTEN-V1-20 | Part: 000 | Version: V1

Document Status: **CR Created** (Not Released)

User: CIVAE3 | GANESAN S., ENGINEERING

Lab/Office: CIV | Civil department

Description: Attending repair works to 17.5 HP motor

Step by Step Procedure for Vendor Payments

Step 5:

Book the bill after approval in FV60/Module wise payment/FB65 at Parking stage

MIR7

Change Parked Invoice Document 5105604930 2019

Transaction: 1 Invoice, 5105604930, 2019, Balance, 0.00 INR

Vendor: 0000702467
Company: SANTHA ELECTRICAL WORKS
26-C/3 Sivan Kovil Street
628082 TUTICORIN

Invoice date: 25.01.2020
Posting Date: 29.01.2020
Amount: 46,924.80 INR
Reference: **SANTHA/19-20/457**

PO Reference: 4 Service Entry Sheet, 1000004415

Item	Amount	Quantity	Purchase ...	Item	Sma...	PO Text
	45,120.00		4900000800	1		Testing

Step 6:

User dept will forward along with vendor bill booked in FV60 to DAK to sent to Finance Dept

Change Document: Basic Data Bills related files (BIL)

Document: CIV-OFCWM-BIL-ATTEN-V1-20, Part: 000, Version: V1

Division and sub-division - Bills

CREATED AT DIVISION: CV - CIVIL OFFICE
CREATED AT SUB-DIVISION: WHARF MAINT. DIVISION OFFICE
FILE FORWARD TO DIVISION: GD - GENERAL ADMIN OFFICE
FILE FORWARD TO SUB-DIVISION: DK-CENTRALISED DAK SECTION

BILL AMOUNT CLAIMED(USER DEPT): **55,948.80**
INVOICE DATE: **25.01.2020**

Step by Step Procedure for Vendor Payments

Step 7:

DAK will receive and forward the same document to Finance Department

Change Document: Basic Data Bills related files (BIL)

Document: CIV-OFCWM-BIL-ATTEN-V1-20 Part: 000 Version: V1

Division and sub-division - Bills

CREATED AT DIVISION	CV - CIVIL OFFICE
CREATED AT SUB-DIVISION	WHARF MAINT. DIVISION OFFICE
FILE FORWARD TO DIVISION	FI - FINANCE-OFFICE
FILE FORWARD TO SUB-DIVISION	AO ADVANCE
PURPOSE TO FORWARD BILL	
VOUCHER NO.	
VOUCHER DATE	
BILL AMOUNT CLAIMED(USER DEPT)	55,948.80
INVOICE DATE	25.01.2020

Step 8:

AO concerned will receive the Invoice document & Post it and receive the DMS Document Number

Change Document: Basic Data Bills related files (BIL)

Document: CIV-OFCWM-BIL-ATTEN-V1-20 Part: 000 Version: V1

Document Data

Description	Attending repair works to 17.5 HP motor
Document Status	RD Received
User	CIVAE3 GANESAN S. , ENGINEERING
Lab/Office	CIV Civil department

Step by Step Procedure for Vendor Payments

Display Invoice Document 5105604930 2019

Show PO structure | Follow-On Documents ... | Help

Transaction: 1 Invoice | 5105604930 | 2019

Vendor 0000702467

Company: SANTHA ELECTRICAL WORKS
26-C/3 Sivan Kovil Street
628002 TUTICORIN
Bank acct: 056811011000748
ZRTGS

Basic data | Payment | Details | Tax | Withholding tax

Invoice date: 20.01.2020 | Reference: SANTHA/19-20/457
Posting Date: 23.12.2019
Amount: 46,924.80 | INR | Calculate tax
Tax Amount: 0.00
Bus.place/sectn: VCBP / VCBP
Text: TESTING
Paymt terms: Due immediately
Baseline Date: 16.10.2019

PO Reference | G/L Account

Layout: 7_6310 All inform

Item	Amount	Quantity	O...	Purchase ...	Item	Sma...	PO Text
	45,120.00		<input type="checkbox"/>	4900000800	1		Testing

Step 9:

Posted Invoice Document parked at Step 5 and DMS Bill document will be forwarded to Cash section created at Step 4

Change Document: Basic Data Bills related files (BIL)

Status Log | Classification

Document: CIV-OFCWM-BIL-ATTEN-V1-20 | Part: 000 | Version: V1

Deletion Flag | Document Structure | Hierarchy

Document Data | Addnl Data | Descriptions | Object Links | Originals

Division and sub-division - Bills

CREATED AT DIVISION: CV - CIVIL OFFICE
CREATED AT SUB-DIVISION: WHARF MAINT. DIVISION OFFICE
FILE FORWARD TO DIVISION: FI - FINANCE-OFFICE
FILE FORWARD TO SUB-DIVISION: CS-AO CASH
PURPOSE TO FORWARD BILL:
VOUCHER NO.:
VOUCHER DATE:
BILL AMOUNT CLAIMED(USER DEPT): 55,948.80
INVOICE DATE: 25.01.2020

Step 10:

Cash section will receive the Document through workflow(INBOX)

The screenshot shows the SAP 'Change Document: Basic Data Bills related files (BIL)' interface. At the top, there are icons for editing, deleting, and other actions, along with 'Status Log' and 'Classification' links. Below this is a 'Document' section with input fields for 'Document' (CIV-OFCWM-BIL-ATTEN-V1-20), 'Part' (000), and 'Version' (V1). There are also expandable sections for 'Deletion Flag', 'Document Structure', and 'Hierarchy'. A tabbed interface below shows 'Document Data', 'Addnl Data', 'Descriptions', 'Object Links', and 'Originals'. The 'Document Data' tab is active, showing fields for 'Description' (Attending repair works to 17.5 HP motor), 'Document Status' (RD Received, with 'Not Released' also visible), 'User' (CIVAE3 GANESAN S., ENGINEERING), and 'Lab/Office' (CIV Civil department).

Step 11:

Cash section will process the payment in Tcode : ZFI_PAY_VENDOR

The screenshot shows the SAP 'Vendor Payment - FI Posting' interface. At the top, there is a 'Proceed' button with a green arrow icon. Below this is a 'Vendor Payment & Report' section with two radio buttons: 'Vendor Payment' (selected) and 'Payment Report'. A 'Note:' section at the bottom provides instructions: '1. Choose 1st radio button to process payment' and '2. Choose 2nd radio button to view payment report'.

Step by Step Procedure for Vendor Payments

Vendor Payment - FI Posting

Proceed

Selection Criteria

Company Code	VOCP	
Document Number	17007892	Selection Criteria:- 1. Document Number - Provide Vendor Invoice Document Number 2. Fiscal Year - Provide Fiscal Year of the Document Number 3. G/L Account - For other vendor invoices, G/L Acc should be given as input manually
Fiscal Year	2019	
G/L Account**	A1009	Chd Rev. Job - Cheque Issue A/C

DMS UPDATE MED-OFXOF-BIL-SUBBU-A1-20 DMS DOC NO

Credit Note Doc No

G/L Account** - After giving Document Number and Fiscal Year, press enter to get the G/L Account incase of fund related vendor invoice:

Step 12:

After the completion of payment the DMS Bill document will be closed

Document List After Selection 1 Hits

Doc. No.	Document	R...	Vr	Description	CREATED AT SUB-DIVISIO...	FILE FORWARD TO DIVISION	FILE FORWARD TO SUB-DIVISI...	Status text
58345	CIV-OFQWM-BIL-ATTEN-V1-20		V	Attending repair works to 1...	WHARF MAINT. DIVISION ...	FI - FINANCE-OFFICE	CS-AO CASH	Closed