



**CENTRAL WAREHOUSING CORPORATION**  
**(GOVT. OF INDIA UNDERTAKING)**

o/c

**By Speed Post / Email**

No. CWC/FD-Compilation/An. Closing/17-18

27<sup>th</sup> April, 2017

**Accounts Circular # 12**

**Subject: Creation of Supplier Master and payments entries through supplier's ledger...reg**

- 1.0 As per the existing accounting system, in most of the cases expenditure is booked directly debiting the relevant expenditure account and crediting bank/Cash. Adhoc releases, capital expenditure is also debited to concerned head of A/c without crediting the supplier's account.
- 2.0 It is advised that w.e.f. 1/04/2017 all type of expenditure incurred on credit basis shall be first debited to the relevant expenditure Account and crediting the supplier account. On release of payment, the supplier account shall be debited.

Following entries are to be passed:

a) At the time of booking of expenditure

Expenditure A/c.	Dr.	xxx	
To Supplier A/c.	Cr.		xxx
(Purchases of goods and services)			

b) At the time of payment to supplier


Supplier A/c.	Dr.	xxx	
To Bank	Cr.		xxx
(Payment made to supplier)			

3.0 The supplier master created should have the following fields:

1.	Name of the Supplier	
2.	Address	
3.	PAN No.	
4.	GST No./Service tax No./VAT Reg. No., whichever is applicable	
5.	Name of contact person	
6.	Contact No.	
7.	Mail id	

4.0 Units are advised to follow the above mechanism w.e.f 01.04.2017. Vouchers for year 2017-18, already passed and not made as per the suggested procedure be modified accordingly and necessary entries be passed.

The Circular may be brought to the notice of all concerned for scrupulous compliance.

  
(Amit Puri)  
DGM(Tax & CA)

**Distribution to:**

1. All Regional Managers of CWC.
2. All Executive Engineers in-charge of all the Construction Cells of CWC.
3. All Accounts in-charge of the Finance, Accounts & Internal Audit Wings of all ROs & CCs of CWC.

**Copies for information to:**

1. AM to Director (Fin), CWC, CO, New Delhi.
2. PPS to GGM (Fin), CWC, Corp. Office, New Delhi.
3. PS to GM (Systems), CWC, CO, New Delhi with a request to place this Circular on CWC's Website.
4. Manager (Rajbhasha), CWC, CO, New Delhi with a request to arrange Hindi Version of this Circular.