Monthly Rent Payment Process mapping with SAP MM

Purpose: Monthly Rent payment process mapping with Material Management Contract and Service procurement processes

Back ground of the Requirement: Stores, shops etc. used to pay the rent on monthly basis. This process can be mapped with SAP MM. This mapping is used to prevent the processing time and it is useful proper tracking of expenses.

Process Steps:

Creation of Contract with Vendor – **ME31K**

Creation of Purchase order with reference to Contract (Release Order) –**ME21N**

Release of Purchase Order – **ME28/ME29N**

Creation of Service Entry Sheet – **ML81N**

Invoice Receipt - **MIRO**

Payment to Vendor – **F-53**

1. **Creation of Quantity Contract:**

T Code to Create/Change/Display: ME31K/ME32K/ME33K

Transaction Menu Path:

SAP Easy Access → SAP Menu→Logistics→Material Management→Purchasing→Outline Agreement→ Contract→ ME31K- Create

Then below screen will be appeared.

2. **Creation of Purchase(Release) Order:**

T Code to Create/Change/Display: ME21N/ME22N/ME23N

Transaction Menu Path:

SAP Easy Access → SAP Menu→Logistics→Material Management→Purchasing→Purchase Order→ Create – ME21N

First screenshot

Purchase Order   Edit   Goto   Environment   System   Help

Create Purch...

Document Overview O...

PO02

Delivery/Invoice ... date 17.05.2013

rg. Data | Status | Payment Processing

Purch. Org.
Purch. Group
Company Code

S.. Itm | Info Rec.. | R... | F... | T.. Purchase ... | Req... | Outline Ag.. | Con... | RFQ | Item | Purchasing... | Item | Hig... | S

> Select the Document type and give the Contract number in Outline Agreement field to create Release order

Second screenshot

Messages   Personal Setting

10000011 Arora Enterprises   Doc. date   17.05.2013

				PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	
10	K		Monthly Rent for Stores		1 AU	D	17.05.2013	3,969.00	INR	1	AU	1501030	1011	

Addl Planning

Item   1 [10] Monthly Rent for Stores

Services | Limits | Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | F

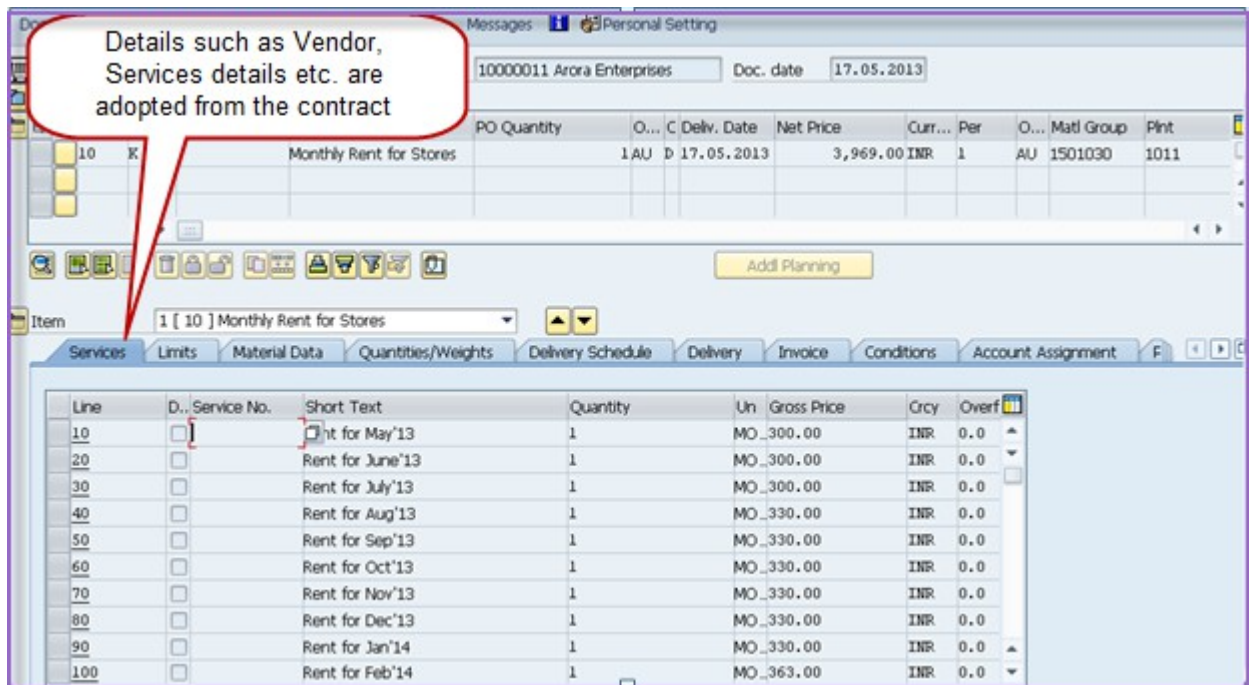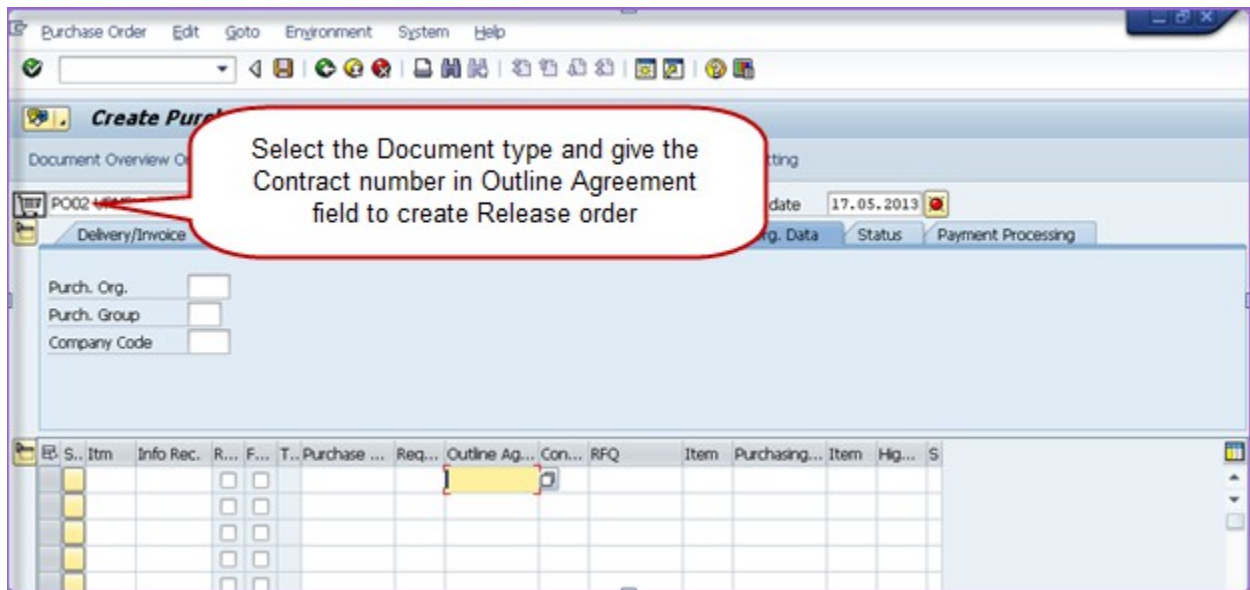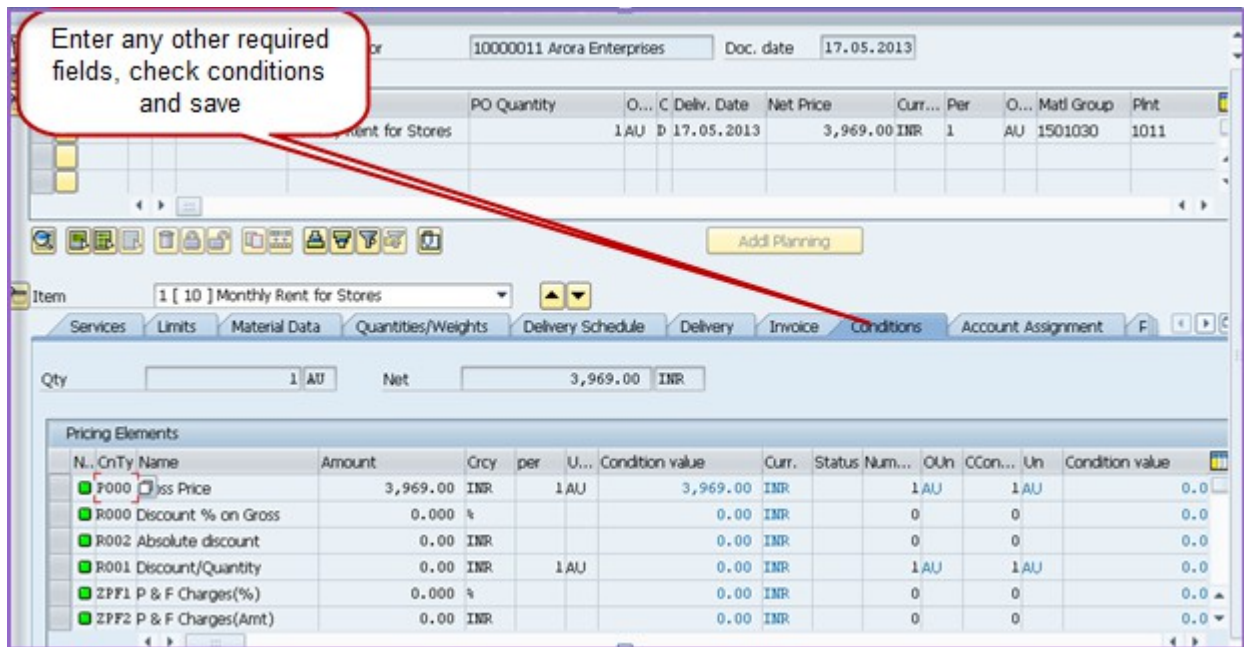| Line	D..	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Overf
10			nt for May'13	1	MO_	300.00	INR	0.0
20			Rent for June'13	1	MO_	300.00	INR	0.0
30			Rent for July'13	1	MO_	300.00	INR	0.0
40			Rent for Aug'13	1	MO_	330.00	INR	0.0
50			Rent for Sep'13	1	MO_	330.00	INR	0.0
60			Rent for Oct'13	1	MO_	330.00	INR	0.0
70			Rent for Nov'13	1	MO_	330.00	INR	0.0
80			Rent for Dec'13	1	MO_	330.00	INR	0.0
90			Rent for Jan'14	1	MO_	330.00	INR	0.0
100			Rent for Feb'14	1	MO_	363.00	INR	0.0

> Details such as Vendor, Services details etc. are adopted from the contract
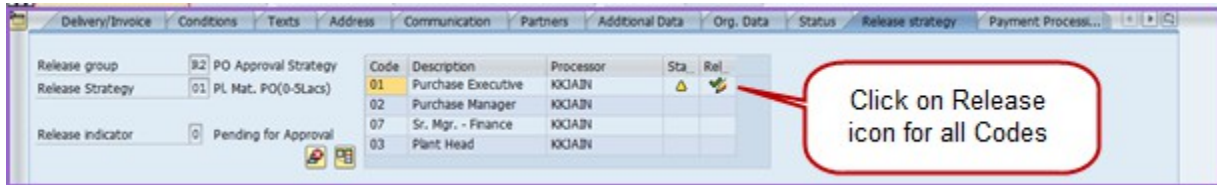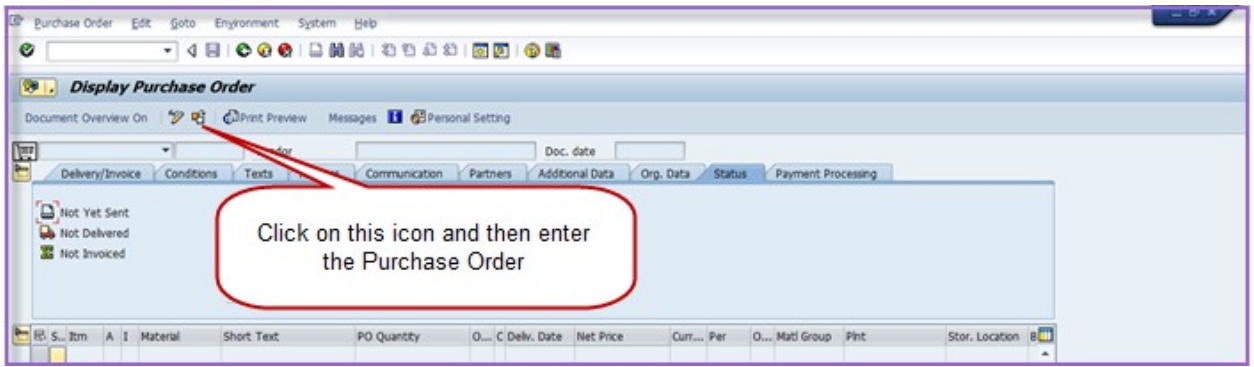
3. **Release Purchase Order :**

Releasing Purchase order is generally called as approving the purchase order

T Code: ME29N

Transaction Menu Path:

SAP Easy Access → SAP Menu→Logistics→Material Management→Purchasing→Purchase Order→ Release→ Individual Release – ME29N

Initial screen will be appeared as shown below

The authorized person will click on   for releasing PO. The steps are shown below:

Code	Description	Processor	Sta...	Rel...
01	Purchase Executive	KKJAIN	⚠	✔️
02	Purchase Manager	KKJAIN		
07	Sr. Mgr. - Finance	KKJAIN		
03	Plant Head	KKJAIN		

Code	Description	Processor	Sta...	Rel...
01	Purchase Executive	KKJAIN	✔	↩
02	Purchase Manager	KKJAIN	⚠	✔️
07	Sr. Mgr. - Finance	KKJAIN		
03	Plant Head	KKJAIN		

Code	Description	Processor	Sta...	Rel...
01	Purchase Executive	KKJAIN	✔	↩
02	Purchase Manager	KKJAIN	✔	↩
07	Sr. Mgr. - Finance	KKJAIN	⚠	✔️
03	Plant Head	KKJAIN		

Code	Description	Processor	Sta...	Rel...
01	Purchase Executive	KKJAIN	✔	↩
02	Purchase Manager	KKJAIN	✔	↩
07	Sr. Mgr. - Finance	KKJAIN	✔	↩
03	Plant Head	KKJAIN	⚠	✔️

After each level of approval, the release option will show ↩ .

The screen below shows PO after all levels of approval i.e. Released PO

Release group	R2 PO Approval Strategy	Code	Description	Processor	Sta	Rel
Release Strategy	01 PL Mat. PO(0-5Lacs)	01	Purchase Executive	KKJAIN	✔	↩
		02	Purchase Manager	KKJAIN	✔	↩
Release indicator	9 Released/Approved	07	Sr. Mgr. - Finance	KKJAIN	✔	↩
		03	Plant Head	KKJAIN	✔	↩

4. **Creation of Service Entry Sheet:**

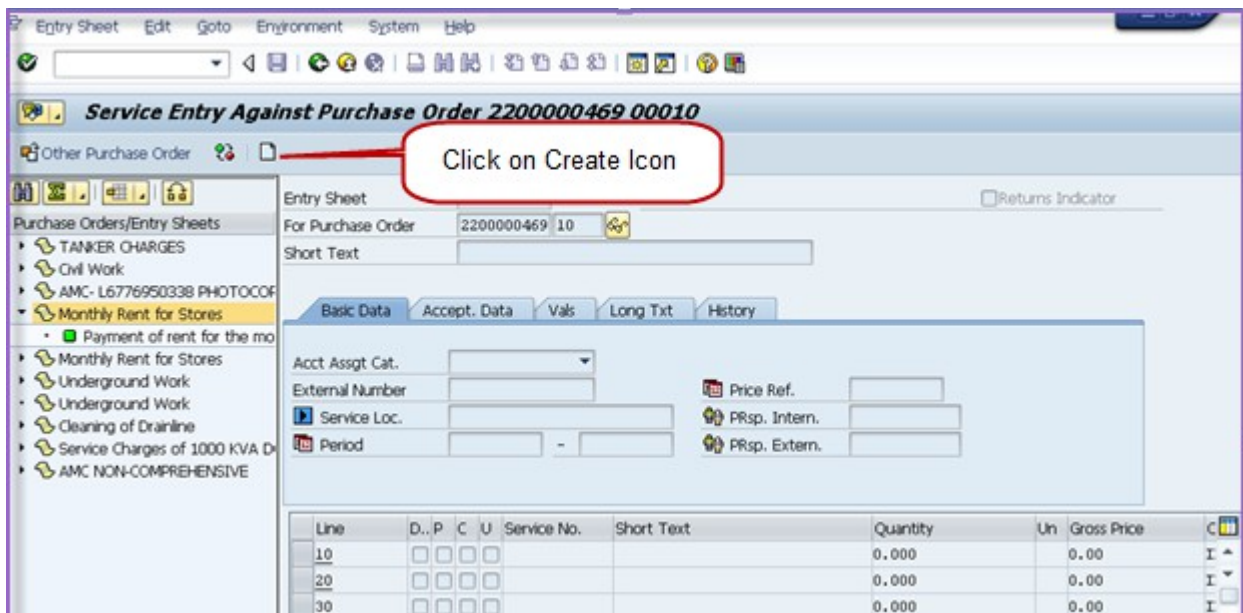In this Transaction, the rent for every month can be settled and the same will be ready for invoice verification
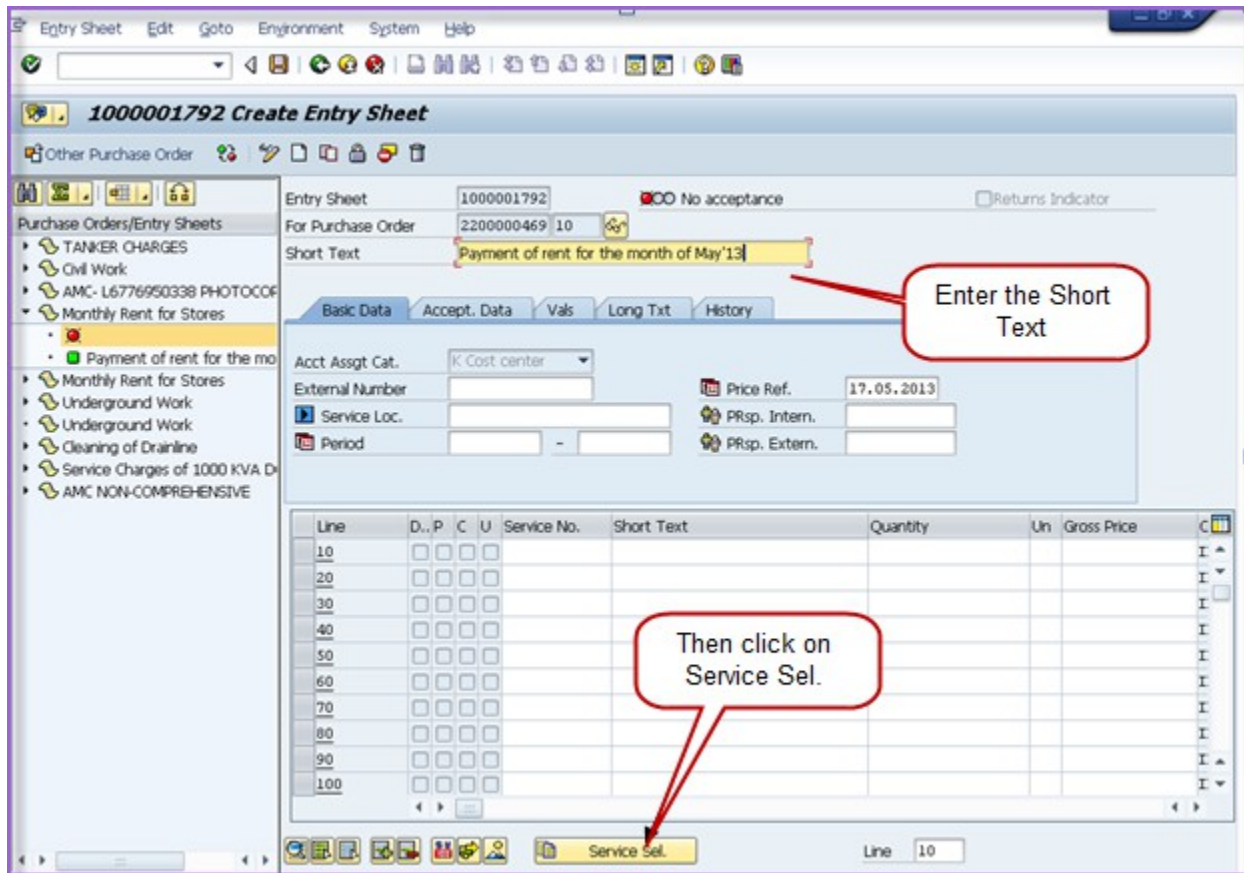
T Code: ML81N

Transaction Menu Path:

SAP Easy Access → SAP Menu→Logistics→Material Management→Purchasing→Outline
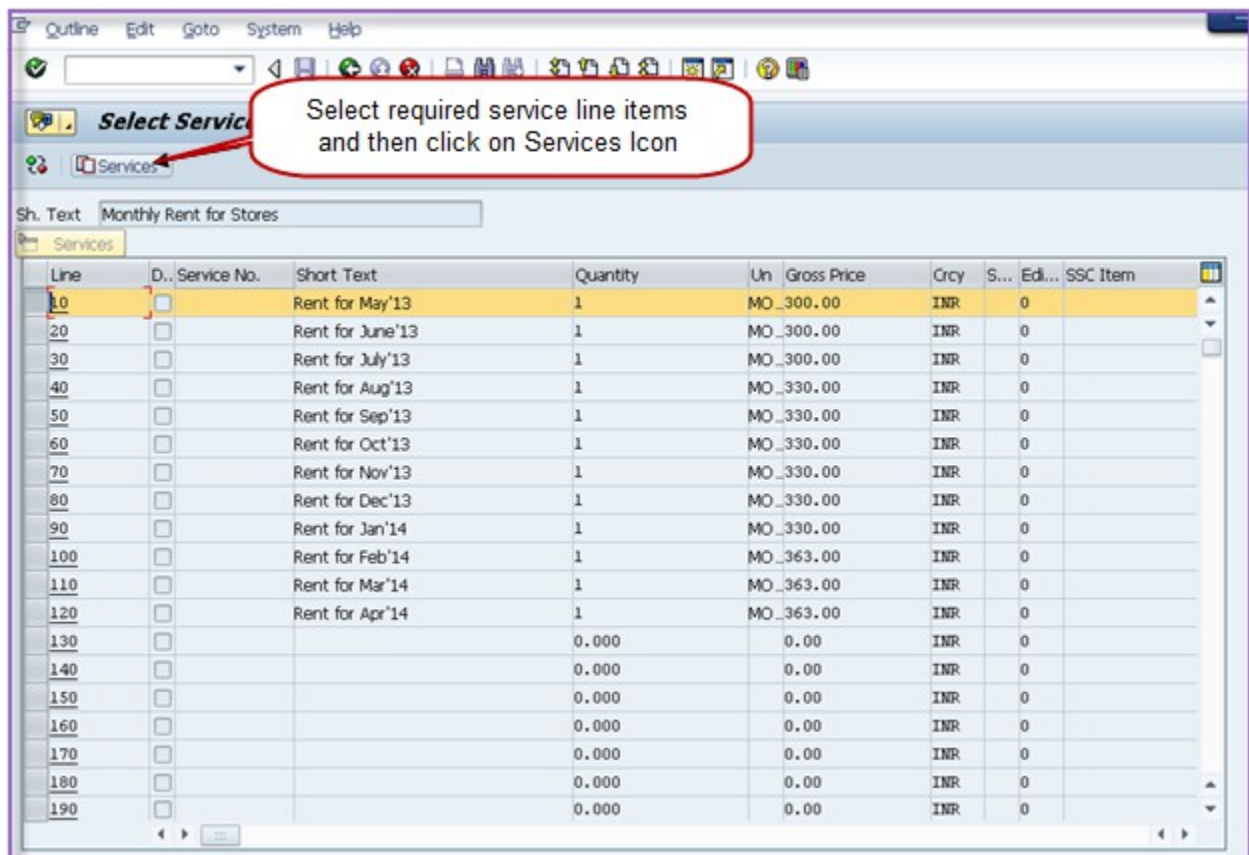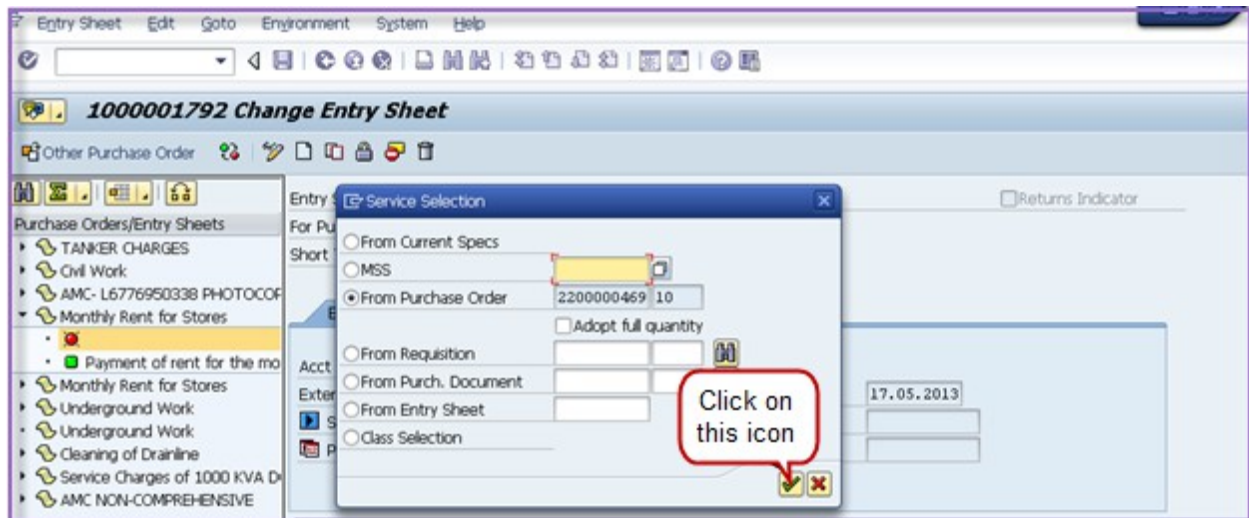Agreement→ Contract→ ML81N
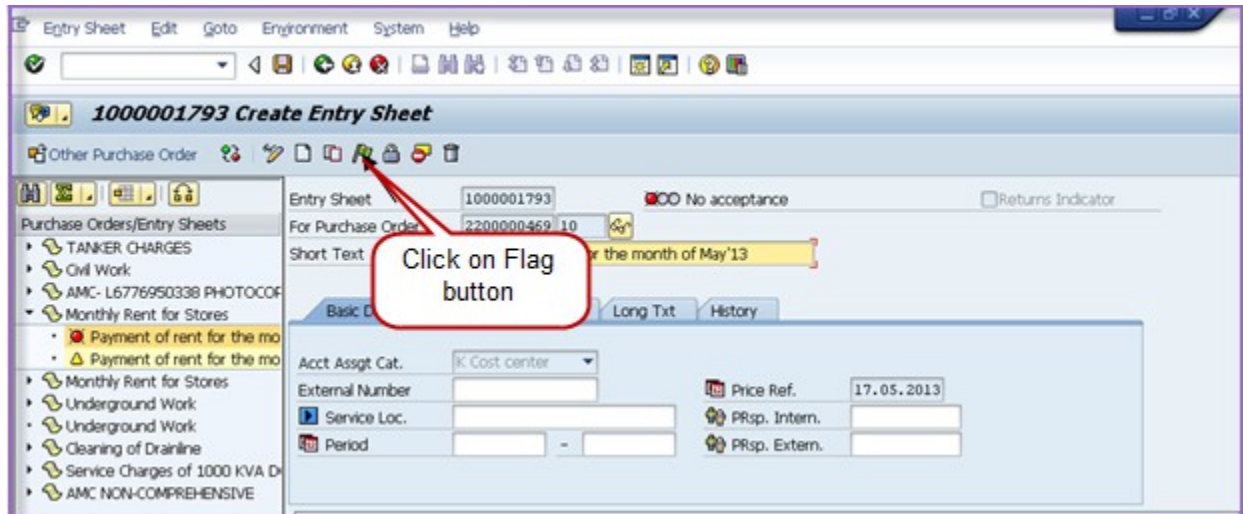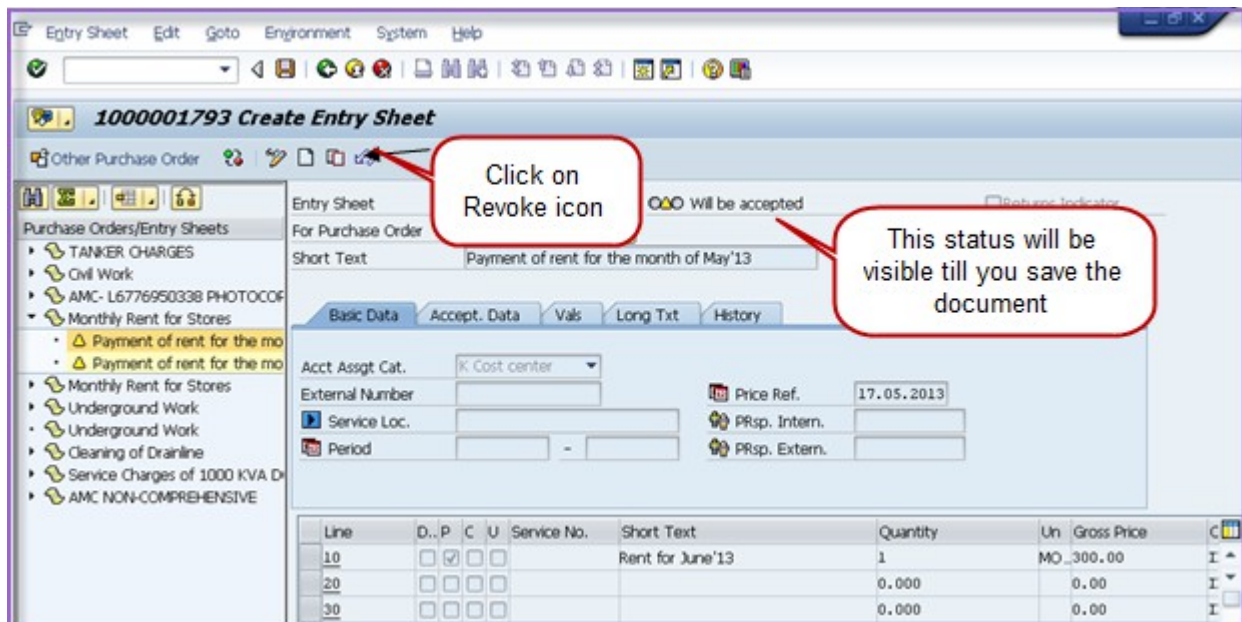

Below screen will be appeared.

Below screen will be appeared after clicking on Service Sel.

Below Screen will be appeared. Check the details and fill the required fields. And then click on Flag symbol shown below
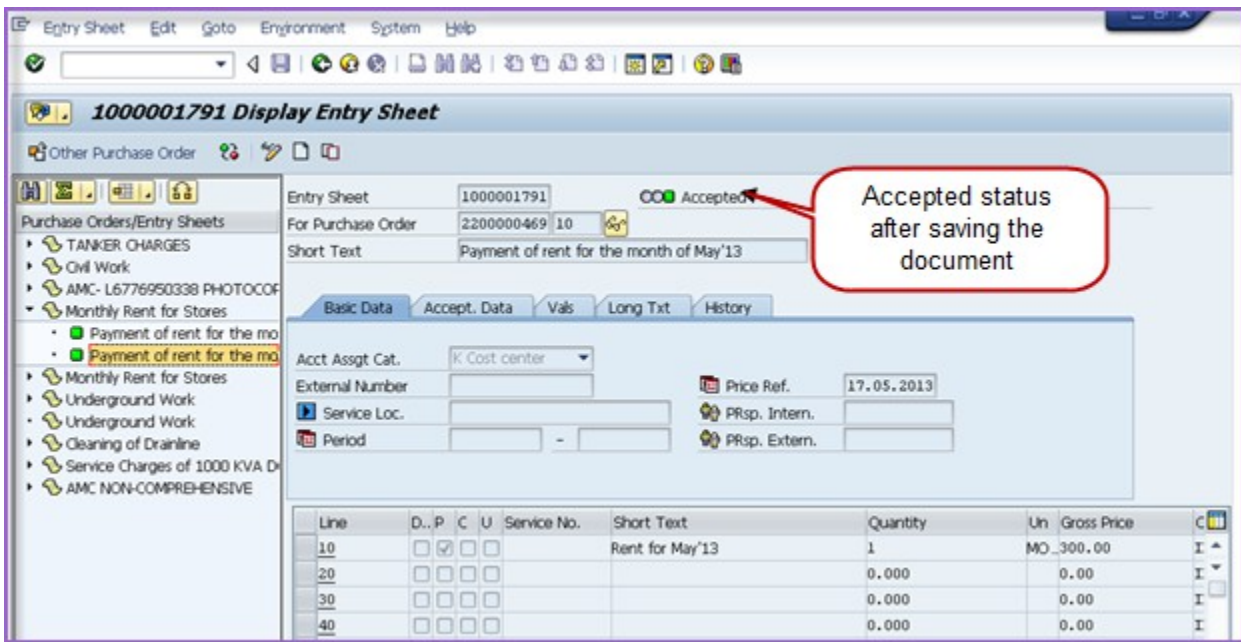

Below screen will be appeared. If any changes required, it will be done by clicking on REVOKE button as shown below. This can be done before saving only.

After verifying all details click on Flag and then save.
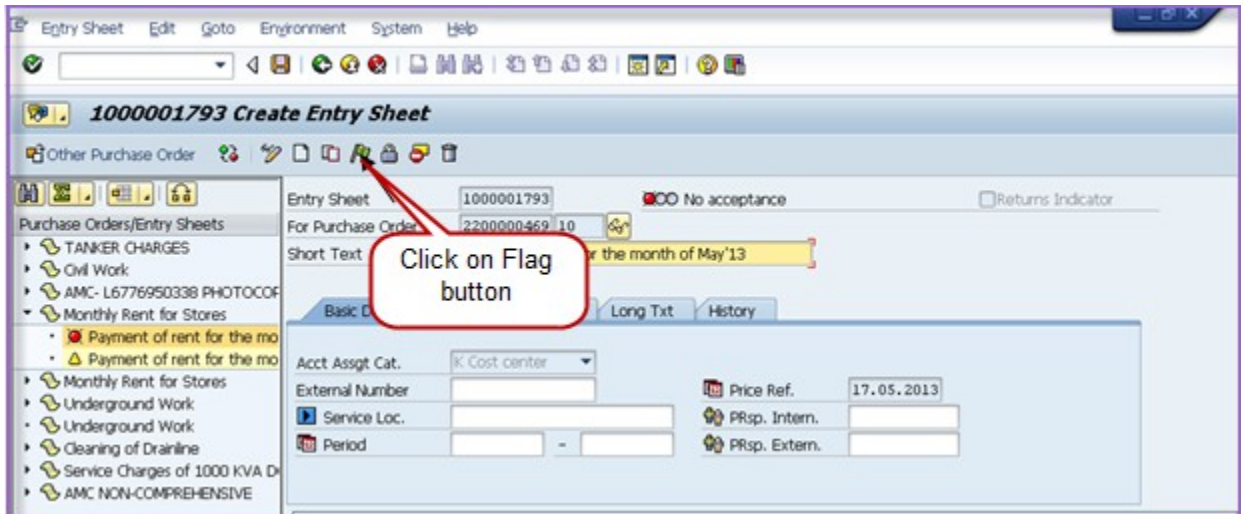
Final screen will appear as shown below.

Material and Accounting documents are created after saving the document

Accounting Entries:

CoCd	I_	PK	G/L Acc	G/L account name	Accou_	Description	Σ	Amount	Curr.	SG	Tx	A	BusA	Profit Center	WBS element
1000	1	81	30000_	Plumbing	30000_	Plumbing		300.00	INR			S	1000	1000	
							▪	300.00	INR						
1000	2	96	20140_	GR/IR-Services	20140_	GR/IR-Services		300.00-	INR			S	1000	1000	
							▪	300.00-	INR						
							▪▪	0.00	INR						

Invoice Receipt and Payment to vendor processes are same as general procure to pay process.