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 \rightarrow SAP Menu \rightarrow Logistics \rightarrow Material Management \rightarrow Purchasing \rightarrow Outline Agreement \rightarrow Contract \rightarrow ME31K- Create

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Vendor	10000011	Contract can be created with
Agreement Type	CN03	reference to PR or RFQ also
Agreement Date	17.05.2013	
Agreement		
		Enter Vendor, Agreement Type
Organizational Data		and Agreement Date
Purch. Organization	1000	
Purchasing Group	A01	
Default Data for Items		Enter Purchase Organization
Item Category	10	and Purchase Group
Acct Assignment Cat.	Π	
Plant	1011	
Storage Location		
Material Group		Enter Plant and enter Item
Req. Tracking Number		Category etc. as per the
Vendor Subrange		requirement

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Vendor	10000011	Arora Enterprises		and End date	e
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Then below screen will be appeared.

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30		Rent for July'13	1	MO_300.00	INR	1000510000		
40		Rent for Aug'13	1	MO_330.00	INR	1000510000		
50		Rent for Sep'13	1	MO_330.00	INR	1000510000		
60		Rent for Oct'13	1	MO_330.00	INR	1000510000		
70		Rent for Nov'13	1	MO_330.00	INR	1000510000		
80		Rent for Dec'13	1	MO_330.00	INR	1000510000		
90		Rent for Jan'14	1	MO_330.00	INR	1000510000		
100		Rent for Feb'14	1	MO_363.00	INR	1000510000		
110		Rent for Mar'14	1	MO_363.00	INR	1000510000		
120		Rent for Apr'14	1	MO_363.00	INR	1000510000		
130			0.000	0.00	INR			

2. Creation of Purchase(Release) Order:

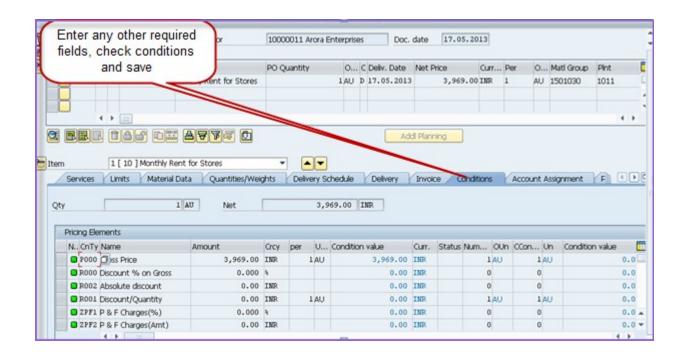
T Code to Create/Change/Display: ME21N/ME22N/ME23N

Transaction Menu Path:

SAP Easy Access \rightarrow SAP Menu \rightarrow Logistics \rightarrow Material Management \rightarrow Purchasing \rightarrow Purchase Order \rightarrow Create - ME21N

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3. Release Purchase Order :

Releasing Purchase order is generally called as approving the purchase order

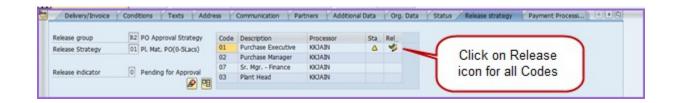
T Code: ME29N

Transaction Menu Path:

SAP Easy Access \rightarrow SAP Menu \rightarrow Logistics \rightarrow Material Management \rightarrow Purchasing \rightarrow Purchase Order \rightarrow Release \rightarrow Individual Release - ME29N

Initial screen will be appeared as shown below

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	Conditions Texts Communication Partners Additional Data Org. Data Status Payment Processing Click on this icon and then enter the Purchase Order
B S. Itm A I Mate	eral Short Text PO Quantity O, C Deliv. Date Net Price Curr, Per O, Mati Group Pint Stor. Location 8



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The authorized person will click on

for releasing PO. The steps are shown below:

Code	Description	Processor	Sta	Rel
01	Purchase Executive	KKJAIN	Δ	1
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	Δ	1
07	Sr. Mgr Finance	KKJAIN		-
03	Plant Head	KKJAIN		
Code	Description	Processor	Sta	Rel
01	Purchase Executive	KKJAIN	v √	
02	Purchase Manager	KKJAIN	×	Ŵ
07	Sr. Mgr Finance	KKJAIN	Ā	1
03	Plant Head	KKJAIN		-
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Code	Description	Processor	Sta	Rel
01	Purchase Executive	KKJAIN	×	
02	Purchase Manager	KKJAIN	×	
07	Sr. Mgr Finance	KKJAIN	×	
03	Plant Head	KKJAIN	Δ	1

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After each level of approval, the release option will show

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

elease group	R2 PO Approval Strategy	Code	Description	Processor	Sta	Rel	
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		02	Purchase Manager	KKIAIN	1	(a)	
	E automation	07	Sr. Mgr Finance	KKIAIN	1	(2)	
telease indicator	9 Released/Approved	03	Plant Head	KKIAIN	1	10	

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 \rightarrow SAP Menu \rightarrow Logistics \rightarrow Material Management \rightarrow Purchasing \rightarrow Outline

Agreement \rightarrow Contract \rightarrow ML81N

Click on ot	her Purchase order and then give PO Number		
PC Other Purchase Order 24	Er Select Purchase Order/Entry Sheet	×	
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Below screen will be appeared.

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Below screen will be appeared after clicking on Service Sel.

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	elect Service		service line items on Services Icon				
Text M	onthly Rent for Store	s					
Services							
Line	D., Service No.	Short Text	Quantity	Un Gross Price	Crcy	S Edi SSC Item	
10		Rent for May'13	1	MO_300.00	INR	0	1
20		Rent for June'13	1	MO_300.00	INR	0	
30		Rent for July'13	1	MO_300.00	INR	0	
40		Rent for Aug'13	1	MO_330.00	INR	0	
50		Rent for Sep'13	1	MO_330.00	INR	0	
60		Rent for Oct'13	1	MO_330.00	INR	0	
70		Rent for Nov'13	1	MO_330.00	INR	0	
80		Rent for Dec'13	1	MO_330.00	INR	0	
90		Rent for Jan'14	1	MO_330.00	INR	0	
100		Rent for Feb'14	1	MO_363.00	INR	0	
110		Rent for Mar'14	1	MO_363.00	INR	0	
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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.

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After verifying all details click on Flag and then save.

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Final screen will appear as shown below.

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Material and Accounting documents are created after saving the document

Accounting Entries:

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