

## FHR\_ Rent of PO Building Payment

This document describes the process for Rent of Building payments in CSI –SAP.

Following would be the 3 steps in new process –



- Note: 1. There is no need to create Service entry sheet for FHR\_Rent payment in CSI, henceforth.  
2. Create Purchase Order for a year's payment only, so that Budget (Fund) of single year is consumed.  
3. Contract may be created using T – code ME31K if Rent amount is above 2.5 Lakh.  
4. **Purchase Order may be created once in a year. Each month with the same PO no. Payment office would verify invoice and make payment.**

### Steps:

#### I. Create Purchase Order for Rent payment

1. Go to ME21N
2. Select order type as Framework Order (FO)
3. Enter Landlord vendor code (Create Landlord Vendor code using XK01 under category – ZLND)
4. In Header data
  - Under the Org. Data tab, enter
    - Purchasing Org – DOPI
    - Purchasing Group (Enter the group of Plant which is raising PO)
    - Company Code- DOPI

Framework Order    Vendor: 7000000035 PO Landlord    Doc. date: [ ]

Delivery/Invoice    Conditions    Texts    Address    Communication    Partners    Additional Data    **Org. Data**    Statu

Purch. Org.	DOPI	Department Of Post
Purch. Group	121	Divisional Office
Company Code	DOPI	Department of Post India

- In additional data tab, enter
  - Validity start
  - Validity end

It can be kept for an Year's duration . For example . Validity start :01.04.2020 , Validity End :31.03.2021

5. In Item Overview, Enter following-

- Account Assignment Category – **K**
- Item Category – **B (Limit)**
- Short Text – **Rent of .....Office**
- Net Price- **Enter amount of rent for entire year** (20000 per month as Rent to be entered as Rs 240000)
- Material Group- **201(Hiring of Buildings)**
- Plant ID
- Contract No. (If the value  $\geq$  250000, then a contract has to be created and contract item must be entered while creating the framework order. If value  $<$  250000, this is not mandatory)

Sp.	S..	Itm	A	I	Material	Short Text	PO Qua...	OUn	C	Delv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt
	10	K	B			Rent of Ittegegud PO	1	AU	D	15.06.2020	240,000.00	INR	1	AU	201	K381

6. In Item Detail, under account assignment category tab, enter

- G/L Account
- Cost Center
- Funds Center

- In the Limits tab, enter
  - Overall limit
  - Expected value

Please Note: the actual value would be initially 0 but as every month Invoice would be verified it would get added & would be visible in Purchase order. In the Invoice tab, enter the relevant tax code. If No GST – enter V0.

The screenshot shows the SAP 'Invoice' tab for an item '1 [ 10 ] rent for abc office'. The 'Tax code' field is set to 'I1' and a 'Taxes' button is visible. Other fields include 'Inv. Receipt' (checked), 'Final Invoice' (unchecked), 'GR-Bsd IV' (unchecked), and a 'DP Category' dropdown menu.

7. Check and Save.
8. Framework Order would be created – Note it down since every month’s rent would be verified and paid with reference of same PO no.

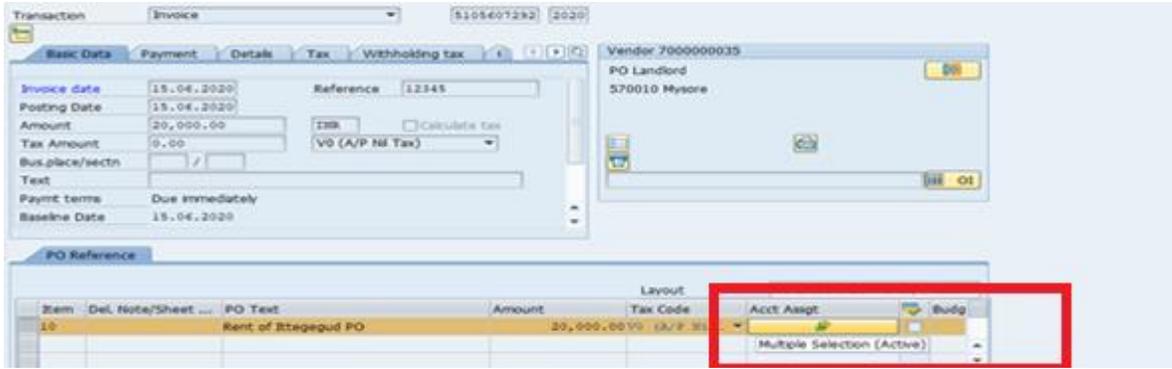
## II. Invoice Verification – Invoice verification

1. Go to MIRO
2. Enter company code as DOPI
3. At Header Data level, under the Basic Data tab,
  - Enter Invoice Date
  - Enter Reference number
  - Check calculate tax checkbox
  - Select tax code (This should be same as entered in Purchase Order)

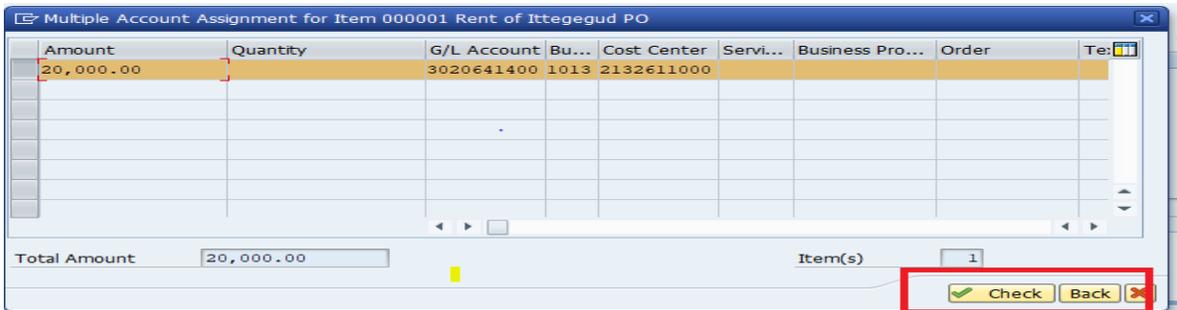
Under PO reference, enter framework order number against the purchase order scheduling agreement (Every month same Purchase order no. to be entered).

The screenshot shows the 'Enter Incoming Invoice' screen for company code 'DOPI'. The 'Transaction' is set to 'Invoice'. Under the 'Basic Data' tab, the 'Invoice date' and 'Posting Date' are both '15.06.2020'. The 'Reference' field contains '123'. The 'Calculate tax' checkbox is checked, and the tax code is 'V0 (A/P Nil Tax)'. The 'Company Code' is 'DOPI Department of Post India New Delhi'. Under the 'PO Reference' tab, the 'Purchase Order/Scheduling Agreement' field contains '5200000090'. A table at the bottom shows columns for 'Item', 'Purchase ...', 'Item', 'Del. Note/Sheet ...', 'PO Text', and 'Layout Amount'.

4. At the item level, click on multiple selection under the Acct Assgt tab.



5. Enter Amount & Click on Check and the Back. The invoice amount would get populated on main screen.



6. At the header data level, enter the value in the amount field as what appears as the balance at the top right corner.
7. Click on Simulate. Entries would appear as below -



8. Click on Post.
9. Invoice document is now posted.

**Document no. 5105607291 created**

10. Check the framework order document through transaction ME23n. The invoice value also gets reflected at the Item Details level in the "Actual" Value field of the Limits tab.



### III. Payment

Liability (Accounting) document created after invoice verification is to be used for making Payment.

1. In case Unit doing invoice verification is HO (DDO) itself – then make Payment to Landlord Vendor ID a) **Cash** - Using T code -F-53 , b)**Cheque** –Using T-code – F-58
2. If the Unit verifying invoice is SO or any NCDDO attached to HO , raise request through Workflow

III.A- Landlord Vendor Account can be checked using t –code FBL1N, Once Process would complete entries would look as below-

Vendor	7000000035								
Company Code	DOFI								
Name	PO Landlord								
City	Mysore								

St	Assignment	DocumentNo	Type	Doc. Date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text
	7000000035	2900000701	KZ	15.06.2020			20,000.00	INR	2900000701	
	7000000035	5800000700	RE	15.06.2020			20,000.00-	INR	2900000701	
*							0.00	INR		
** Account 7000000035							0.00	INR		

Vendor	*
Company Code	*

#### Do's & Don'ts:

1. It is recommended to maintain Landlord Vendors as Registered Vendor (under category ZLND) so that anytime Payments due & payments made can be checked.
2. While raising Rent Purchase Order for SO , Cost center of SO can be given, if payment to be made there , However as Funds are allotted only up to HO , enter Fund center of HO.
3. Do not mismatch the purchase group /Plant ID combination. For example: If HO is raising PO, then purchase group and Plant ID need to be of HO.