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 onditions Texts Address	700000035 PO	Landlord Partners	Doc. date	Org. Data	Statu
Purch. Org. Purch. Group Company Code	DOPI 121 DOPI	Department Of Post Divisional Office 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 ofOffice
- 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 >= 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)

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	Framework Order Vendor 7000000035 PO Landlord Doc. date D Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status Customer Data Payment Processing															
	Purch. Org. DOP1 Department Of Post Purch. Group 146 Head Office to CSD															
	Purch. Group 146 Head Office to CSD Company Code DOP1 Department of Post India															
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		0 10	K	в		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

Item [10] Rent of Ittegegud PO Limits Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment
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 In the Limits tab, enter Overall limit Expected value
Item [10] Rent of Ittegegud PO Limits Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Overall Limit [240,000.00] INR No limit Image: Condition in the second sec

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.

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✓ Inv. Receipt		Tax code	I1 Ta	ixes				
GR-Bsd IV DP Category								

- 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).

Enter Incon	ning Inve	oice: Con	pany	Code DO	PI						
Show PO structur	e Show w	orklist 🕴 📑	Hold	Simulate	Messages	💷 не	elp				
Transaction	Invoice			~			Balance				
Basic Data	Payment	Details 7	Tax /	Withholding ta							
Invoice date Posting Date Amount Tax Amount	15.06.202	:0 :•]]]]]]	Referen	ce 123 Calcula Vil Tax)	ate tax						
Bus.place/sectn Text											
Company Code Lot No.	DOPI Depa	rtment of Pos	t India N	ew Delhi							
PO Reference Purchase Order/Scheduling Agreement											
Item Purcha	se Item	Del. Note/Sh	eet	PO Text			Amount				

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

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Posting Date	15.04.2020							
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5. Enter Amount & Click on Check and the Back. The invoice amount would get populated on main screen.

🔄 Multiple Account Assignment for Item 000001 Rent of Ittegegud PO													
Amount	Quantity	G/L Account	Bu	Cost Center	Servi	Business Pro	Order	Te:					
20,000.00		3020641400	1013	2132611000									
	1												
		•											
								-					
Total Amount	20,000.00					Item(s)	1						
							Check	Back					

- 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 -

Show P	0 stri	ucture Show	v worklist 🛛 🖰 👘 Hold	d 🗱 Simulate 🕴 Me	essage	s 🚺 Help							
Simulate Document in INR (Document currency)													
Position	A	G/L	Act/Mat/Ast/Vndr	Amount	Cu	Purchasing	Item	T	Jurisd. Code	Tax Date	Bu	Co:	
	1 K	8000060008	PO Landlord / 570010	20,000.00-	INR			V0			1013	-	
	35	3020641400	Rent, Rates & Taxes- E	20,000.00	INR	520000080	10	V0			1013	21: 🔻	

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.

Item	[10] Rent of Ittege	egud PO		
Limits Ma	aterial Data 🍸 Quan	tities/Weights 🍸 Delivery Sch	edule Delivery	Invoice Conditions
Overall Limit	240,000.00	INR No limit		1
Expected value	240,000.00			
"Actual" Value	20,000.00			_

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-

Ver Con	Vendor 700000035 Company Code DOPI													
Name PO Landlord City Mysore														
	St	Assignment	DocumentNo	Type	Doc.	. Date	s	DD	Amount	in	local cur.	LCurr	Clrng doc.	Text
8		700000035 700000035	2900000701 5800000700	KZ RE	15.0 15.0	06.2020					20,000.00 20,000.00-	INR INR	2900000701 2900000701	
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×	** Account 700000035 0.00 INR													
Ver	Vendor *													

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.