



**Project – SUGAM
End User Manual
Asset Procurement with PO**



DOCUMENT DETAILS

PROJECT NAME	MODULE	Business Scenario:
SUGAM	FICO	FINANCE & CONTROLLING
MODULE LEAD – BSPTCL	MODULE LEAD – YASH	PROCESS OWNER
Shri. Pradeep Kumar	Narasimha Rao N	Ajay Rai
BBP NUMBER AS PER BPML	PROCESS NAME	
	FICO	

AUTHORS & PARTICIPANTS

Role	Name
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REVISION HISTORY

Date	Document Version	Document Revision Description	Author	Reviewer
24.02.2019	0.1	User Manual Preparation	Vivek	Naveen



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1.1. Asset PO Creation

SAP T-code	ME21N
Process	Click on Shopping cart - Vendor -Org Data: - Purch.org. -Purch. Group -Company Code -Account Ass. Cat-“A” Text - Quantity- Order Unit -Deliv. Date -Net Price – Plant -In Item Detail below – Enter – Give Asset Number in Account Assignment Tab.

SAP T-code	ME21N
Process	Go to Invoice Tab and Give Tax Code - In condition Tab you can check Price - Click on Check symbol above – save - PO Created 4700000156



Project – SUGAM End User Manual Asset Procurement with PO



Item [10] Xerox HP

Material Data | Quantities/Weights | Delivery Schedule | Delivery | **Invoice** | Conditions | India | Account Assignment | Texts

Inv. Receipt Invoicing Plan Tax Code **B3** Taxes

Final Invoice

GR-Bsd IV

Item [10] Xerox HP

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | **Conditions** | India | Account Assignment | Texts | Delivery Address

Quantity 10 NO Net 3,000,000.00 INR

Condition Record Analysis Update

I...	CnTy	Name	Amount	Crcy	per	U...	Condition Value	Curr.	Status	Num...	ATO/MTS Component	OUn	CCon...
EBXX		Yess Price	300,000.00	INR		1 NO	3,000,000.00	INR		1		NO	1
ZLCL		Labour cess %					0.00	INR		0			0

Local Purchase PO created under the number 4700000096

1.2. Purchase Order Release

SAP T-code	ME29N
Process	Go to ME29N - CLICK on other purchase order symbol - Give PO Number - click on Release strategy Tab - Release all Three- save

Release Local Purchase PO 4700000096

Document Overview On Print Preview Messages Personal Setting

Local Purchase PO 4700000096 Vendor 100005 KPM Pvt Ltd Doc. Date 24.02.2019

Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. Data | Status | **Release strategy**

Release group **P1** PO_RELEASE

Release Strategy **P1** BSPTCL PO REL ST L3

Release indicator **B** Blocked, changeable wit...

Code	Description	Sta...	Rel..
01	EEE	▲	✓
02	ESE	▲	✓
03	CE		



Project – SUGAM End User Manual Asset Procurement with PO



Release Local Purchase PO 4700000096

Document Overview On | Print Preview | Messages | Personal Setting

Local Purchase PO: 4700000096 | Vendor: 100005 KPM Pvt Ltd | Doc. Date: 24.02.2019

Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. Data | Status | **Release strategy**

Release group: P1 PO_RELEASE
Release Strategy: P1 BSPTCL PO REL ST L3
Release indicator: R Released, no changes

Code	Description	Sta..	Rel..
01	EEE	✓	↻
02	ESE	✓	↻
03	CE	✓	↻

✓ Local Purchase PO 4700000096 changed

1.3. Good Receipt

SAP T-code	MIGO
Process	Purchase Order – Enter - Delivery Note - Bill of Lading - Go down and click on Item OK Checkbox - Go to Quantity Tab: - Qty in Delivery Note - Click on Check Above then Post or Save

Goods Receipt Purchase Order 4700000096 - BSPTCL_FICO4

Show Overview | Hold | Check | Post | Help

Goods Receipt: Purchase Order | 4700000096 | GR goods receipt: 101

General | Vendor | **Delivery Note**

Document Date: 24.02.2019 | Delivery Note: 123 | Vendor: KPM Pvt Ltd
Posting Date: 24.02.2019 | Bill of Lading: 155 | HeaderText:
 Individual Slip

Line	Mat. Short Text	V OK	Qty in UnE	E...	SLoc	Asset	Su...	G/L Account	Stock Segment
1	Xerox HP	<input type="checkbox"/>	10	NO		90003	0	260500	

Material | **Quantity** | Where | Purchase Order Data | Partner | Account Assignment

Qty in Unit of Entry: 10 | NO

Qty in Delivery Note: 10 | **NO**

Quantity Ordered: 10 | NO



**Project – SUGAM
End User Manual
Asset Procurement with PO**



Material	Quantity	Where	Purchase Order Data	Partner	Account Assignment
Qty in Unit of Entry	10		NO		
Qty in Delivery Note	10		NO		
Quantity Ordered	10		NO		
			No. Containers		
<input checked="" type="checkbox"/> Item OK		Line	1		

Goods Receipt Purchase Order 4700000096 - BSPTCL_FICO4

Show Overview | | Hold | Check | Pos | Help

Material document 5000000154 posted

1.4. Invoice Booking

SAP T-code	MIRO
Process	Invoice date -Posting Date - Reference -Amount -Bus.place/sectn -Text -PO Reference - Enter-Simulate - Accounting Entry will Generate - In Payment Tab give Baseline Date- Again come to Basic Data Tab - click on Tax checkbox if Tax Required- Input Amount with Tax



Project – SUGAM End User Manual Asset Procurement with PO



Enter Incoming Invoice: Company Code 1000

Show PO structure Show worklist Hold Messages NF

Transaction Invoice Balance 3,000,000.00- INR

Basic Data | Payment | Details | Tax | Withholding tax

Invoice date 24.02.2019 Reference 4700000096
Posting Date 24.02.2019
Amount INR
Tax Amount Calculate Tax
Bus.Place/Sectn BH01 / BH01
Text 4700000096
Baseline Date

Vendor 0000100005
Mr. and Mrs.
KPM Pvt Ltd
Bally Road
800001 Patna-Patna

PO Reference

Purchase Order/Scheduling Agreement 4700000096 Goods/service items
Layout All information

Item	Amount	Quantity	O...	Purchase ...	Item	PO Text	Tax Code
1	3,000,000.00	10	NO	<input type="checkbox"/>	4700000096 10	Xerox HP	B3 (CGST)

Enter Incoming Invoice: Company Code 1000

Show PO structure Show worklist Hold Messages NF

Transaction Invoice Balance

Basic Data | Payment | Details | Tax | Withholding tax

BaselineDt 24.02.2019 Pyt Terms 2001 Days
Due on In instal. Days

Vendor 0000100005
Mr. and Mrs.
KPM Pvt Ltd
Bally Road



Project – SUGAM End User Manual Asset Procurement with PO



Enter Incoming Invoice: Company Code 1000

Show PO structure Show worklist Hold Messages

Transaction Invoice Balance 0.00 INR

Vendor 0000100005
Mr. and Mrs.
KPM Pvt Ltd
Bally Road
800001 Patna-Patna

Invoice date 24.02.2019 Reference 4700000096
Posting Date 24.02.2019
Amount 3,540,000.00 INR
Tax Amount 540,000.00
Bus.Place/Sectn BH01 / BH01
Text 4700000096
Paymt terms Installment payment

Calculate Tax
B3 (CGST + SGST 9%)

PO Reference
Purchase Order/Scheduling Agreement 4700000096 Goods/service items
Layout All information

Item	Amount	Quantity	O...	Purchase ...	Item	PO Text	Tax Code
	3,000,000.00	10	NO	4700000096	10	Xerox HP	B3 (CGST

SAP T-code	MIRO
Process	Go to Withholding Tab and give WHT Code 2C & Labourcess

Enter Incoming Invoice: Company Code 1000

Show PO structure Show worklist Hold Messages

Transaction Invoice Balance 0.00 INR

Vendor 0000100005
Mr. and Mrs.
KPM Pvt Ltd
Bally Road
800001 Patna-Patna

Withholding tax

Name of WTax ...	WT...	W/Tax Base FC	WTax Amt in FC	W/Tax
Tax during Invoice	2C			0.00
Tax during Invoice...				0.00

SAP T-code	MIRO
Process	Click on Simulate and Post



Project – SUGAM End User Manual Asset Procurement with PO



Invoice Document Edit Goto System Help

Enter Incoming Invoice: Company Code 1000

Show PO structure Show worklist Hold Simulate Messages Help NF

Simulate Document in INR (Document currency)

Position	A G/L	Act/Mat/Ast/Vndr	Amount	Cu...	Purchasing...	Item	T...	Jur...	Code	Tax date	Bu...	Co...
1K	212000	KPM Pvt Ltd / 800001...	3,450,000.00	-INR			**					
3A	260500	Asset Tech Clg	3,540,000.00	INR	47000000096	10	B3					
1200000010	S 219102	TDS - 194 C	60,000.00	-INR								
1200000011	S 219125	Labour Cess	30,000.00	-INR								

Debit 3,540,000.00 Credit 3,540,000.00 Bal. 0.00

Back Post X

SAP T-code	MIRO
Process	Below MIRO Document Generated - Go to Document - Display - Follow on Document 510000031(Accounting Document)

Document no. 5105600780 created

Manual End