



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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	Sri . Ajay Kumar
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Consultant	Naveen
Business Process Owner	Ajay Rai

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





## 1.1. Asset PO Creation

SAP T-code	ME21N
Process	Click on Shopping cart - Vendor -Org Data: - Purch.orgPurch.
	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.

[	<b>7</b> 9	🔒 Crea	ate P	urchase Ord	er									
	Document Overview On 📋 🖻 Hold 🆆 🎡 🗇 Print Preview 🛛 Messages 🚹 🖗 Personal Setting													
	Vendor 100005 KPM Pvt Ltd Doc. Date 24-02-2019													
	]_	Delivery	/Invoic	e Conditions	Texts Address	Communication	Partners	Additional Data	Org. Data	Status	Incoterms Ver	rsions		
		Purch. Org.		1000 BSPTCL P	ur Org.									
	1	Purch. Grou	р	P01 AEE-1(PR	0J-1-HQ)									
	U	Company Co	ode	1000 BSPTCL										
P	-												_	
	E	S Itm	A I	Material	Short Text	PO Quantity O.	. C Deliv. Date	Net Price Curr	Per 0	. Matl Group	PInt	Stor. Location	Batch	Stoc
	L	0 10	A		Xerox HP	10 NO	D 13.02.201	19 300,000.00 INR	1 NO	POWER CAB	Trans Circle Patna	C/S.Fatuha	J	
								INR						-

Γ.	Material	Data Qu	antities/W	/eights Delivery S	chedule	Delivery Invoice	Conditions	India	Account Assignment	Texts Delivery A	ddress Con	fir 🗎
			Acco	t w Distaile	ution Cir	ale Account Accianm	The Concerden IPSE	TCI				
		ACCASSO	at Asse	u • Distrib		igle Account Assignm	Cocode bar	TUL	•			
				Partial 1	nv. De	erive from Account As	•					
	🗈 S A.	Quantity	Perce	Net Value	G/L Acct	Order	Asset	SNo.	WBS element	Unloading Point	Recipient	D
	21	10.000		3,000,000.00			90003	Q				

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
	470000156



Ttem [ 10 ] Xerox HP	▼ ▲ ▼		
Material Data Quantities/Weights	Delivery Schedule Delivery	Invoice Conditions India Account Assignment	Texts
Inv. Receipt       Invoicing Plan       Final Invoice	Tax Code	E3 Taxes	
GR-Bsd IV			

	Item [ 10 ] Xerox HP		•	]								
	Material Data Quantities/Weig	nts Delivery Sched	ule	Delive	ry	Invoice Conditions	Ir	idia 👔	Account	Assignment Texts	Delivery Ad	Idress
Quantity 10 NO Net 3,000,000.00 INR					00.00 INR 	Updat	te					
	Theirg Elements											
	I CnTy Name	Amount	Crcy	per	U	Condition Value	Curr.	Status	Num	ATO/MTS Component	OUn	CCon
	BXX Diss Price	300,000.00	INR		1 NO	3,000,000.00	INR		1		NO	1
	ZLC1 Labour cess %		8			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

2	Release Local Purchase PO 4700000096									
D	Document Overview On 🛛 💯 🖻 🏜 🚯 Print Preview 🛛 Messages 🚺 🚭 Personal Setting									
	Image: 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	Code	Description	Sta	Rel				
	Release Strategy	P1 BSPTCL PO REL ST L3	01 02	EEE ESE		10 10 10				
	Release indicator B Blocked, changeable wit 03 CE									
		2 🙂								





R	Release Local Purchase PO 470000096											
C	Document Overview On 🛛 🌮 🛱 ଢ 🖓 Print Preview 🛛 Messages 📘 👰 Personal Setting											
	Image: 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											
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	Release group	P1 PO_RELEASE	Code	Description	Sta	Rel						
	Release Strategy	P1 BSPTCL PO REL ST L3	01	EEE	<b>V</b>							
			02	ESE	<b>V</b>							
	Release indicator	R Released no changes	03	CE	<b>V</b>							

Local Purchase PO 4700000096 changed

# 1.3. Good Receipt

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v

8	. Goods Receipt Purchas	se Order 47000	00096 - BSPT	CL_FICO4			
5	Show Overview 🛛 🗋 🛛 Hold Check	Post Help					
Go	oods Receipt   Purchase Order	470000096			GR goods receipt	101	
2	General Vendor 🎰		)				
	Document Date 24.02.2019	Delivery Note	.23	Vendor KPM Pvt L	td	1	
	Posting Date 24.02.2019	Dill of Loding		HeaderText		j	
	🚊 🔲 Individual Slip 💌						
	Line Mat. Short Text	V OK	Qty in UnE	E SLoc	Asset Su	G/L Account	Stock Segment
	1 Xerox HP		10	NO	90003 0	260500	
	< > _						
		Delete	Contents 🔀				
	Matarial Quantity Where	Burshasa Ordar Data	Partner Acces	upt Assignment			
	Material Qualities Where	Purchase Order Data	Partilei Accor	unc Assignment			
	Qty in Unit of Entry 10	NO					
	Qty in Delivery Note 10	NO					
	Quantity Ordered	NO					



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
B S [√]Item OK	

Goods Receipt Purchase Order 4700000096 - BSPTCL_FIC04	
Show Overview 🛛 🗋 🛛 Hold Check Post 🛛 🚹 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





Enter Incoming Invoice: Company Code 1000	
Show PO structure Show worklist   🖷   Hold 🔛 Simulate   💓 Messages 🔢 Help 🕖 NF	
Transaction Invoice  CO Balance 3,000,000.00- INR	
Basic Data Payment Details Tax Withholding tax ( Vendor 0000100005	
Invoice date       24.02.2019       Reference       4700000096         Posting Date       24.02.2019       INR         Amount       INR       Calculate Tax         Tax Amount       V0 ()       Image: Calculate Tax         Bus.Place/Sectn       BH01       Image: Calculate Tax         Text       4700000096       Image: Calculate Tax         PO Reference       Image: Calculate Tax	
Purchase Order/Scheduling Agreement         4700000096         Source items           Layout         All information	<b></b>
Item Amount Quantity O 🐶 Purchase Item PO Text	Tax Code
1 3,000,000.00 10 NO 4700000096 10 Xerox HP	B3 (CGS)

Enter Incoming Invoice: Company Code 1000	
Show PO structure Show worklist 🛛 🛱 🛛 Hold 🐯 Simulate 👘 🎑 Messages	🚹 Help 🛛 🗯 NF
Transaction Invoice	CO Balance
Basic Data Payment Details Tax Withholding tax (	Vendor 0000100005
BaselineDt 24.02.2019 Pyt Terms Z001 Days %	Mr. and Mrs. KPM Pvt Ltd
Due on In instal. Days %	Bally Road





Enter Incom	ning Invo	ice: Compan	Code	1000					
Show PO structure	e Show wor	rklist 🛛 🖷 🗍 Hold	🞇 Simul	ate Mess	ages	i He	elp 🕦 NF		
Transaction	Invoice		•				CCO Balance	0.00 IN	R
Basic Data	Payment I	Details Tax	Withholdin	g tax 🕧	< ▶		Vendor 00001000	05	
							Mr. and Mrs.		
Invoice date	24.02.2019	Refere	nce 470	0000096			KPM Pvt Ltd		
Posting Date	24.02.2019						Bally Road		
Amount	3,540,000.	00		INR			800001 Patna-Pat	tna	
Tax Amount	540,000.00	Calco B3 (CC	ulate Tax ST + SGST	9%) 🔻				<b></b>	
Text	4700000096				1				
Paymt terms	Installment p	ayment				+			
PO Reference									
Purchase Order/Sch	heduling Agree	ement 🔻 47000	00096				Layout	Goods/service items All information	<b>~</b>
Item Amoun	t	Quantity	0 🐶	Purchase	Item	PO	Text		Tax Code
ļ 3,	,000,000.00		10 NO 🗌	470000096	10	Xero	x HP		B3 (CGS)
									*

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

Enter Incoming Invoice: Company Code 1000	2					
Show PO structure Show worklist 🖷 Hold 🐯 Simulate	Messages 🚹 Help 💴 NF					
Transaction Invoice  COD Balance 0.00 INR						
Basic Data Payment Details Tax Withholding tax	( Vendor 0000100005					
	Mr. and Mrs.					
Name of WTax WT W/Tax Base FC WTax Amt in FC	W/Tax 🛄 KPM Pvt Ltd					
Tax during Invoice 2C	0.00 Bally Road					
Tax during Invoice	0.00 800001 Patna-Patna					

SAP T-code	MIRO
Process	Click on Simulate and Post





Image: Comparing Live Company Code 1000         Show PO structure       Show workst:       Image: Company Code 1000         Show PO structure       Show workst:       Image: Company Code 1000         Show PO structure       Show workst:       Image: Company Code 1000         Show PO structure       Show workst:       Image: Company Code 1000         Show PO structure       Show workst:       Image: Company Code 1000         Show Port Ltd / 800001       3, 450, 000.00-JNR       Image: Code       Tax date       Image: Code         Show Port Ltd / 800001       3, 450, 000.00-JNR       Image: Code       Tax date       Image: Code       Tax date       Image: Code         200000010 S 219102       Tobo I A G/L       Act/Mat/Ast/Vndr       Arrown Image: Code       Tax date       Image: Code       Image: Code         200000011 S 219125       Labour Cess       30, 000.00-JNR       Image: Code       Image: Code <th>Invoice Document</th> <th><u>E</u>dit <u>G</u>oto S<u>y</u>stem <u>I</u></th> <th><u>H</u>elp</th> <th></th> <th></th> <th></th> <th></th> <th></th>	Invoice Document	<u>E</u> dit <u>G</u> oto S <u>y</u> stem <u>I</u>	<u>H</u> elp							
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SAP T-code	MIRO
Process	Below MIRO Document Generated - Go to Document – Display –
	Follow on Document 510000031(Accounting Document)
	Tonow on Document 5100000051 (Recounting Document)

Document no. 5105600780 created

Manual End