

This Quick Reference Card addresses the setup for Service Entry Sheets.

Please refer to the Additional Support section on this QRG for a complete listing of work instructions, manuals, and SOPs to support the full process for Service Entry Sheets.



Additional Support

Refer to the following Work Instructions for more detail regarding the individual tasks:

- Create Service Entry Sheet
- Collective Release SES
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Refer to the following Standard Operating Procedure or Manual on the portal:

- FBMS Requisitions Receiving Process V1.1

FBMS Help Desk:

FBMS_helpdesk@nbc.gov

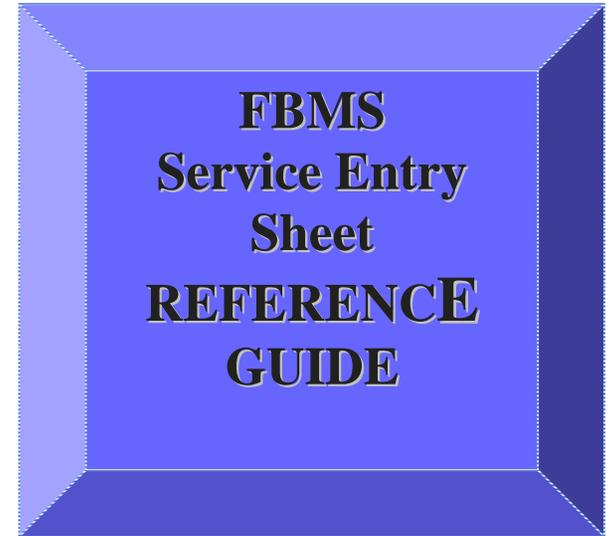
866-457-3267

During Normal Business Hours:

Contact the FBMS Helpdesk for production issues and use the “Contact Us” link in the PMO portal for non-production issues

Emergency Support During Non-Business hours:

866-457-3267



Understanding Service Entry Sheets

Before you begin it is important to know the following information:

- The Service Entry Sheet is prepared by the Contracting Officer's Representative/Receiving Official (COR/RO) in FBMS when services have been performed.
- The process to create a service entry sheet is a two-step process. First the entry sheet is created, and then it must be accepted. The COR/RO also approves the invoice using FBMS workflow.
- The SES records the date of delivery for use in accounting and payments; however the financial system is not impacted until the services are formally accepted.
- Once the service entry sheet is created, an invoice can be created by accounts payable for that amount. If the invoice is created prior to the service entry sheet being done, the COR/RO will receive a workflow e-mail message informing him/her that the service entry sheet must be completed so that the invoice can be approved and payment can be made

SES Entry

Portal path Select **Acquisition** tab → **Receiving** folder → **Create Service Entry Sheet** to go to the *Service Entry Sheet* screen

1. Click **Other Purchase Order**
2. Type the Purchase Order number in the Purchase Order field followed by the Line Item if needed.
3. Click the Green Check Mark.
4. Click **Create Entry Sheet**
5. Type the Vendor's own number in the Short Text field not the IN number assigned by Finance.
6. Under the Basic Data Tab enter the following information:
 - Period – Enter the date range for the services performed MM/YY
7. Under the Accept Tab enter the following information:
 - Doc- Date received goods or service
 - Posting –Today's date
 - Reference – Vendor's own Invoice#
 -  The system will use this date to calculate the due date. Do not let it say defaulted to the current date or the Vendor will not be paid until one month from the date defaulted.
8. In the Line Item Grid at the bottom, enter the following information:
 - Short Text
 - Quantity - (Always 1 for Services)
 - Unit - (Always AU for Services)
 - Gross Price
9. Click Save

 You may only enter data on the first line (10) within the line item grid at the bottom of the screen.

The short text can consist of anything you want to remind you of why the line item was created.

The gross Price is the amount of the invoice or partial amount available for the billed item to be paid against this order Line Item in this SES.

SES Entry and Release

Portal path Select **Acquisition** tab → **Receiving** folder → **Create Service Entry Sheet** to go to the *Service Entry Sheet* screen

1. After saving the SES note the RED light and the No acceptance status message, Click **Display <-> Change**
2. After the screen refresh click **More...**
3. Click Accept (menu option to read release).
4. The status will change to Yellow.

 If the status does not change to yellow there is a problem. Contact the CO or Finance for additional assistance.

5. Click Save
6. The status light should change to green for Accepted.

 If the status light does not change to green there is a problem. Contact the CO or Finance for additional assistance.

7. You have complete the Release.
8. To begin another SES click on **Other Purchase Order**