QUICK AND EASY SERVICE ENTRY SHEET (SES)

ENTRY AND RELEASE

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PREFACE

Below is a step by step guide on how to enter a Service Entry Sheet. The instructions below have more graphics and is easier to follow than the Work Instructions on the FBMS Portal (under Acquisition > Acquisition Help) for Create a Service Entry Sheet. Please share this with all COR/RO's – Thanks

Idaho State office BLMized a MMS document - Please use the BLM version. Note: this version includes how to reverse (change) and delete an Service Entry Sheet.

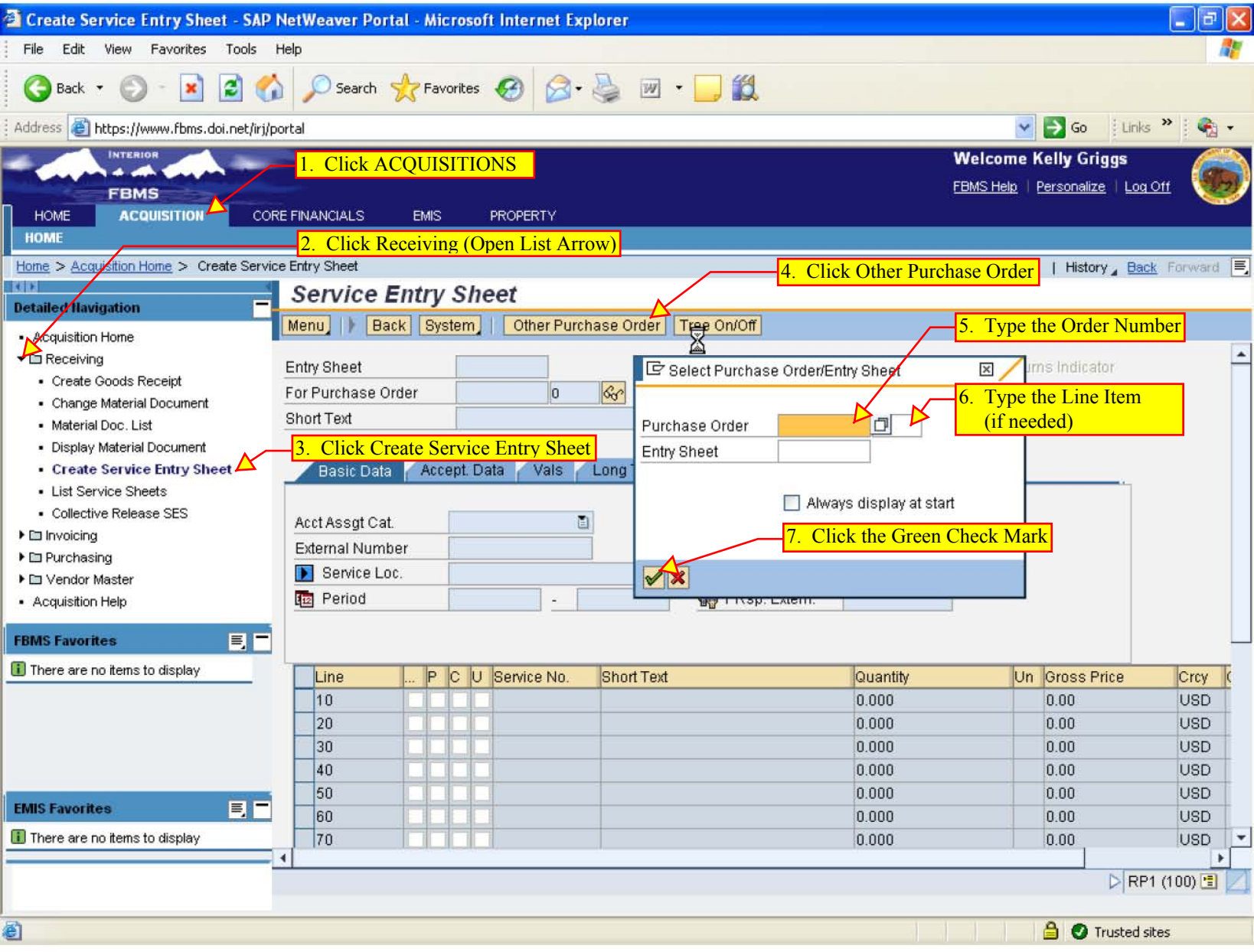
Reminders:

* Service Entry Sheets receive based on value. A Goods Receipt (GR) receives based on Quantity for the exact unit price on the PO.
* **To set up a line item to receive based on VALUE (receipt by SES) for either a goods or service UPC the PR line item must have Item category D (for Services) selected.**
* The quantity for a line item with item category D (for services) is Qty 1 and the unit of measure is AU (Activity Unit) -ALWAYS.
* For new lines(not converted obligation lines): Each line item that has Item Category D (for services) will require a SES.
* **Under Accept Data - the Doc = Doc Date = the actual date of acceptance! Be sure to enter the actual acceptance date not the current date (unless current date is the actual acceptance date)**
* Once a SES is accepted a GR is also created automatically by SAP.
* Assets must never be SES - they must always be received based on a quantity, via a Goods Receipt. (Item Category for a good is Blank)
* When setting up your PR line items **think about the backend first - how do you need to accomplish receipt?** Will an invoice need to expense a specific fund code? The PR may need to have multiple line items for the same good or service if billing and expensing needs to be by a specific project, fund or to a specific cost center.
* On the PR, a name is required to be entered in the field for COR/Receiving Official - However, the CO must enter a COR name on the Procurement document in PRISM in order for Workflow to kickoff to the COR, otherwise workflow kicks off only to the CO. The CO would have to contact a COR/RO to complete the receiving piece.
* The COR/RO role is a receiving role, CO's must still appoint COR's under contracts as applicable, however the system does not validate or distinguish between an appointed COR vs. a receiving official. Appointed COR's must be trained and certified.
* Any person mapped to the COR/RO role may create a SES or GR.
* There are 2 workflows: Workflow 3 - for the Goods Receipt/Service Entry Sheet Workflow 1 - for invoice approval
* Anytime finance parks an invoice WF3 will kickoff (regardless if a converted obligation line (2-way match) or for a new line (3-way match)
* If WF3 kicks off do not delay entering the receiver (the GR or SES as applicable)
* At time of invoice entry if a GR/SES exists (accepted) WF3 will be skipped.

* A SES needs to be entered for each invoice.
* Both the COR and the CO need to approve invoices WF1 timely!! COR will only have to do this if a COR name is on the Procurement document.
* CO's also have the ability to create SES's and GR's – HOWEVER, A CO can only perform two out of three actions – BUY, RECEIVE, or PAY. Since the CO executes the award and Approves the Invoice they can not complete the SES/GR. Separation of duties must be adhered to.
* Since Receiving and Invoice approval is SO IMPORTANT to timely payment processing due diligence is required on the part of all COR/RO roles and CO roles to complete workflow tasks appropriately and timely (on a daily basis!) - Go to HOME>MY TASKS > INBOX (workflow)

Quick and Easy SES Entry and Accept

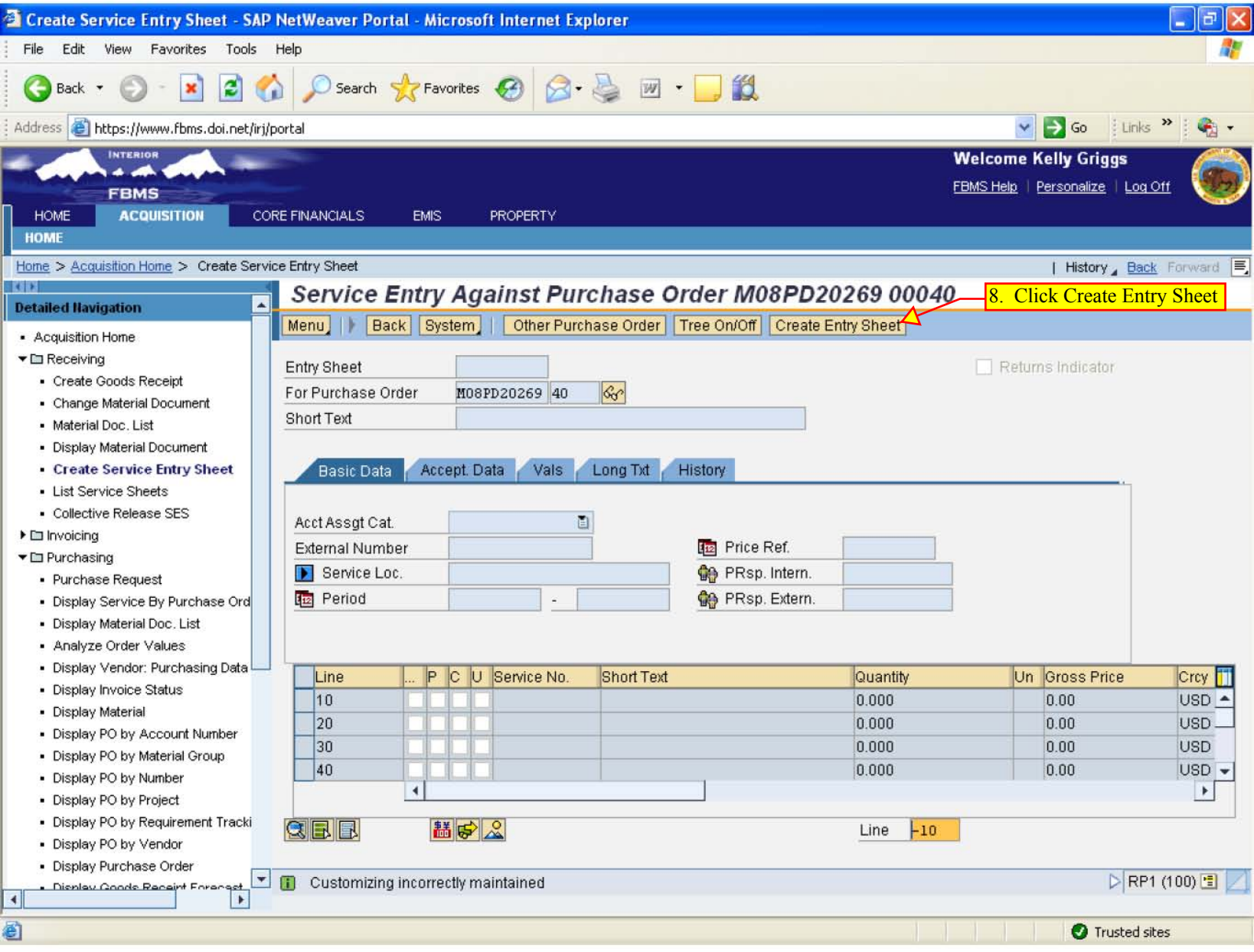
- Go to ACQUISITIONS, Receiving, Create Service Entry Sheet (See Items 1-3)
- Click [OTHER PURCHASE ORDER] (See Item 4)
- Type the order number in the Purchase Order field; followed by the line item**, if needed, and Click the green check mark. (See Items 5-7)



** NOTE: Only one line item can be paid against an SES. If there are three line items on a PO, then there will be a required three SES's if invoiced for all three lines.

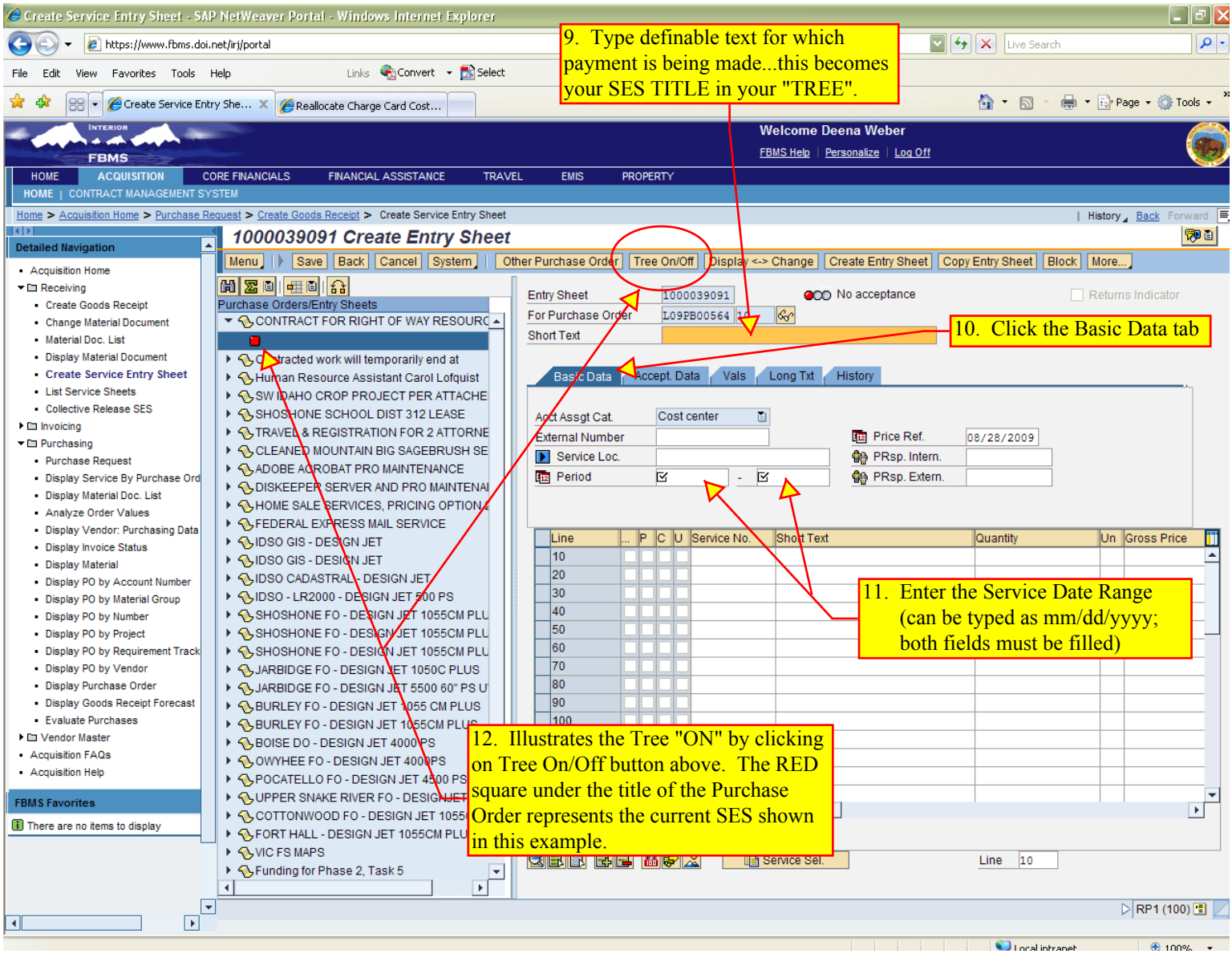
Quick and Easy SES Entry and Accept

- Click Create Entry Sheet (See Item 8)



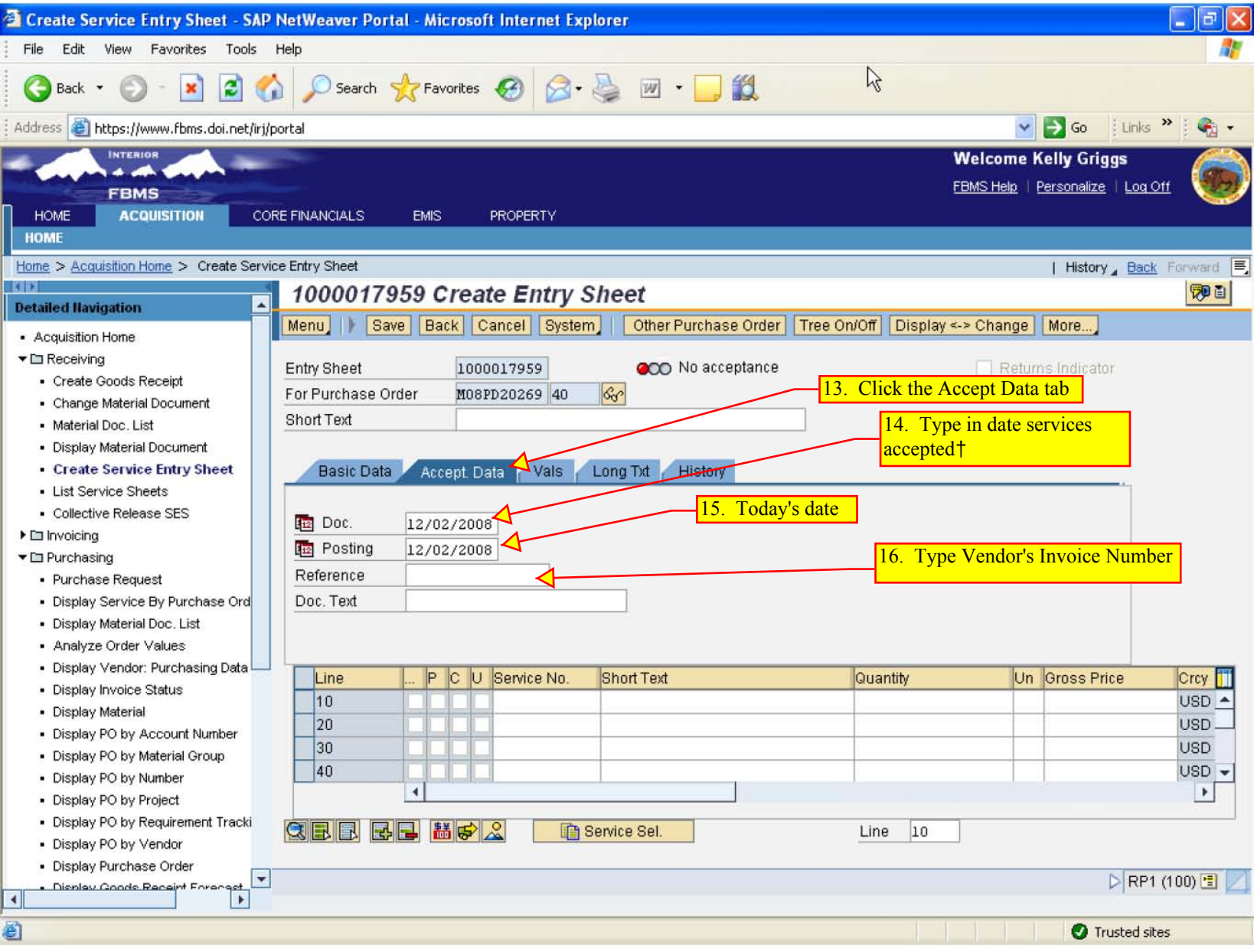
Quick and Easy SES Entry and Accept

- In the Short Text field, Type in a title of your SES that makes sense to you, i.e., JAN - Oracle Maintenance Services. (See Item 9)
- Under the Basic Data tab: (See Item 10)
  Service Loc.(Optional) Enter general location of services.
  Period - Enter the date range for the service performed, use mm/dd/yyyy format. (See Item 11)
- TREE ON/OFF - Purchase Orders/Entry Sheets lists the most current SES's created can be useful in later pages when you want to Copy Entry Sheet. Please note that the following pages will have the TREE "OFF" (See Item 12)



Quick and Easy SES Entry and Accept

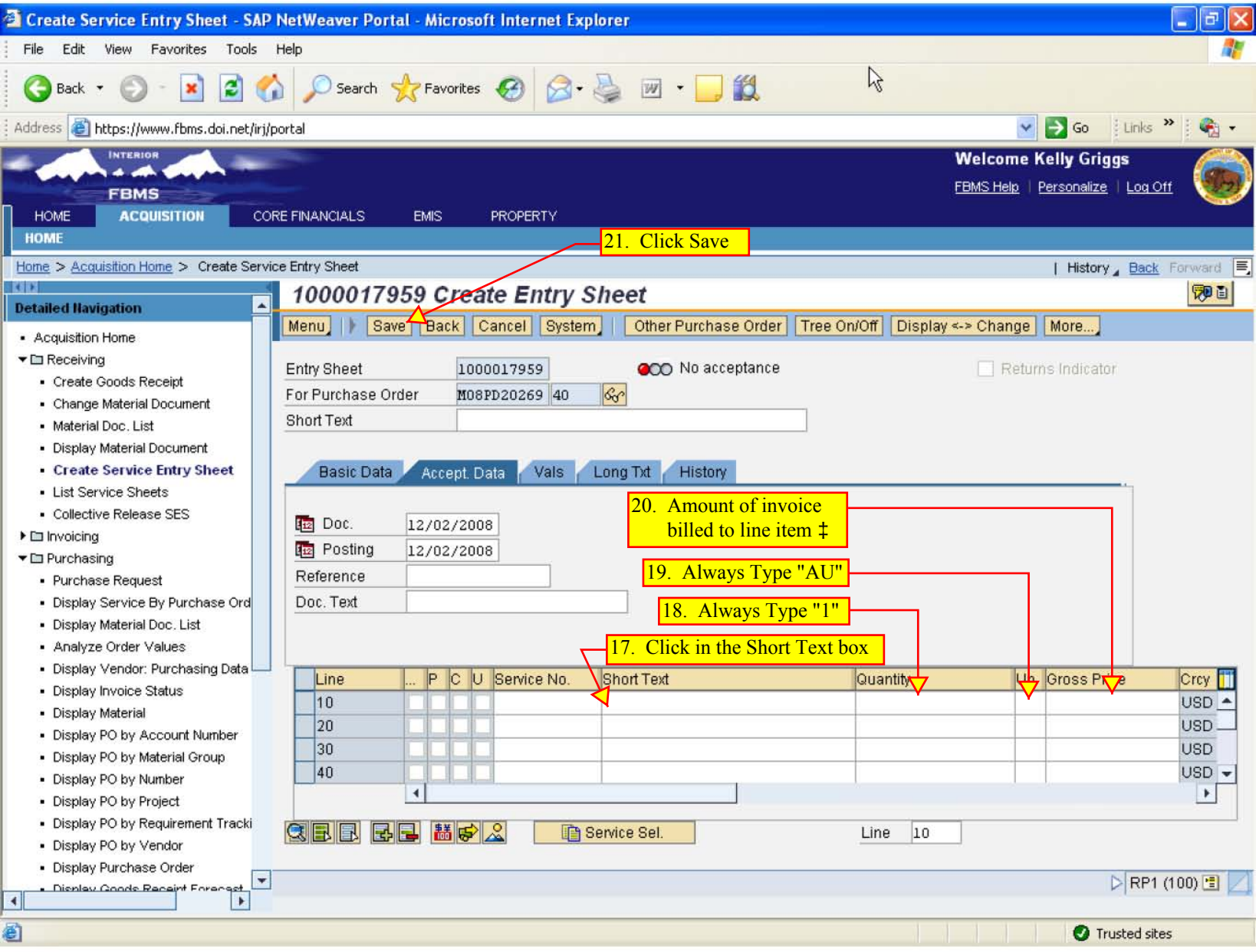
- Under the Accept Data Tab: (See Item 13)
  Doc. - the date that you accepted goods/services † (See Item 14)
  Posting - should be today's date (See Item 15)
  Reference - Type the Vendor's own invoice number if known. (See Item 16)



† NOTE: the system will use this date to calculate the due date, do not let it stay defaulted to the current date or else the vendor won't be paid until 1 month from today! Remember, this will be either the date the services were accepted or the date the invoice was received, the later of the two dates.

Quick and Easy SES Entry and Accept

- In the Line Item grid at the bottom**
  - Short Text - anything you want to remember why this was created † (See Item 17)
  - Quantity - Always "1" for services (See Item 18)
  - Unit - Always "AU" for services (See Item 19)
  - Gross Price - amount of invoice (or partial) billed to line item ‡ (See Item 20)
- Click Save (See Item 21)



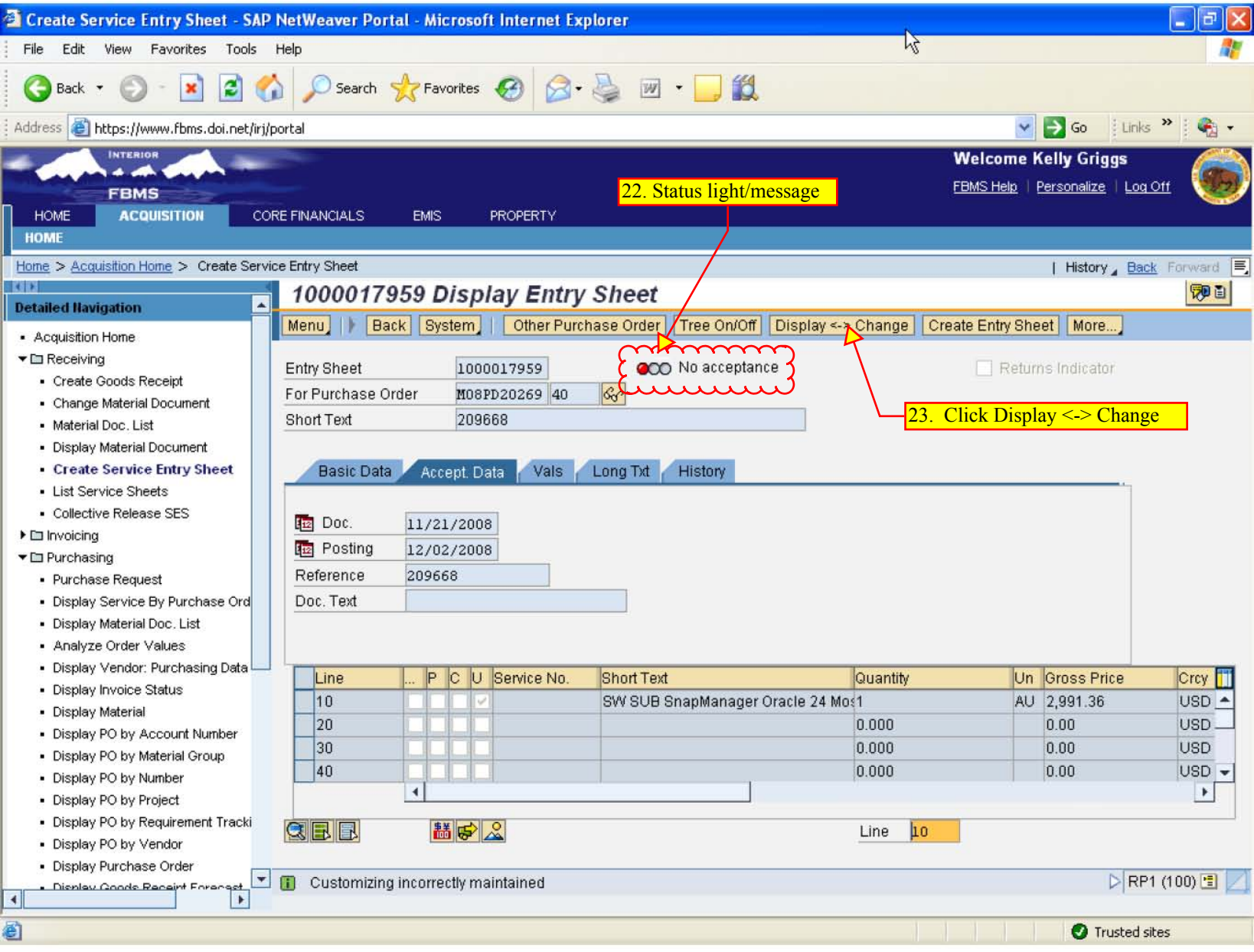
**Note: You may only enter data on the first line (10) within the line item grid at the bottom of the screen. These lines are not related to the PO Line Item numbers.

† NOTE: The short text can consist of anything, e.g.,a description of the service rendered.

‡ NOTE: The Gross Price is the amount of the invoice or a partial amount available for the invoiced line item on the Purchase Order being paid from this Service Entry Sheet.

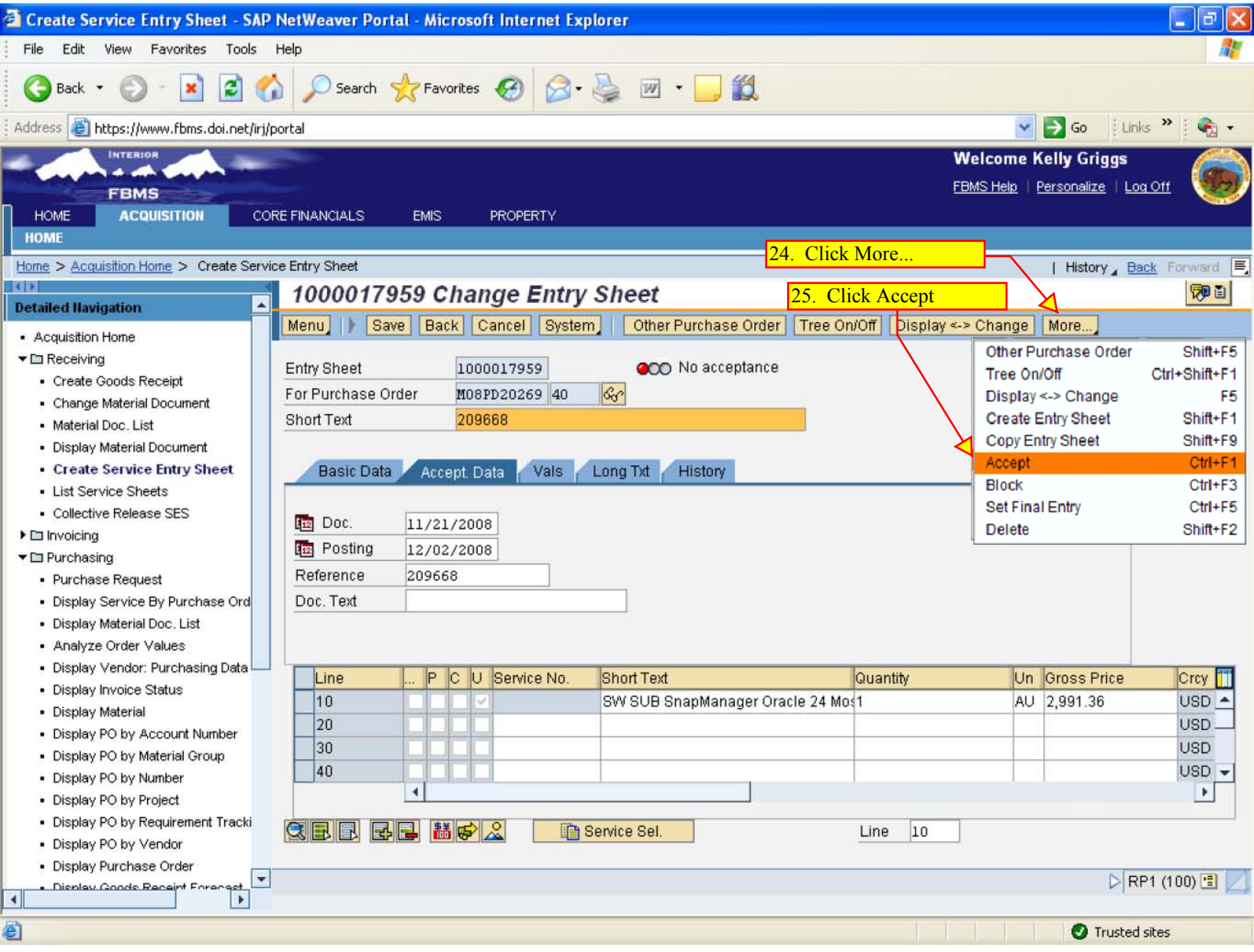
Quick and Easy SES Entry and Accept

- After saving the SES note the RED light and the No Acceptance status message. (See Item 22)
- After the SES is saved the SES reverts to a "DISPLAY ENTRY SHEET" mode which prevents edits. Click the Display <-> Change button (toggles mode between display and change) (See Item 23)



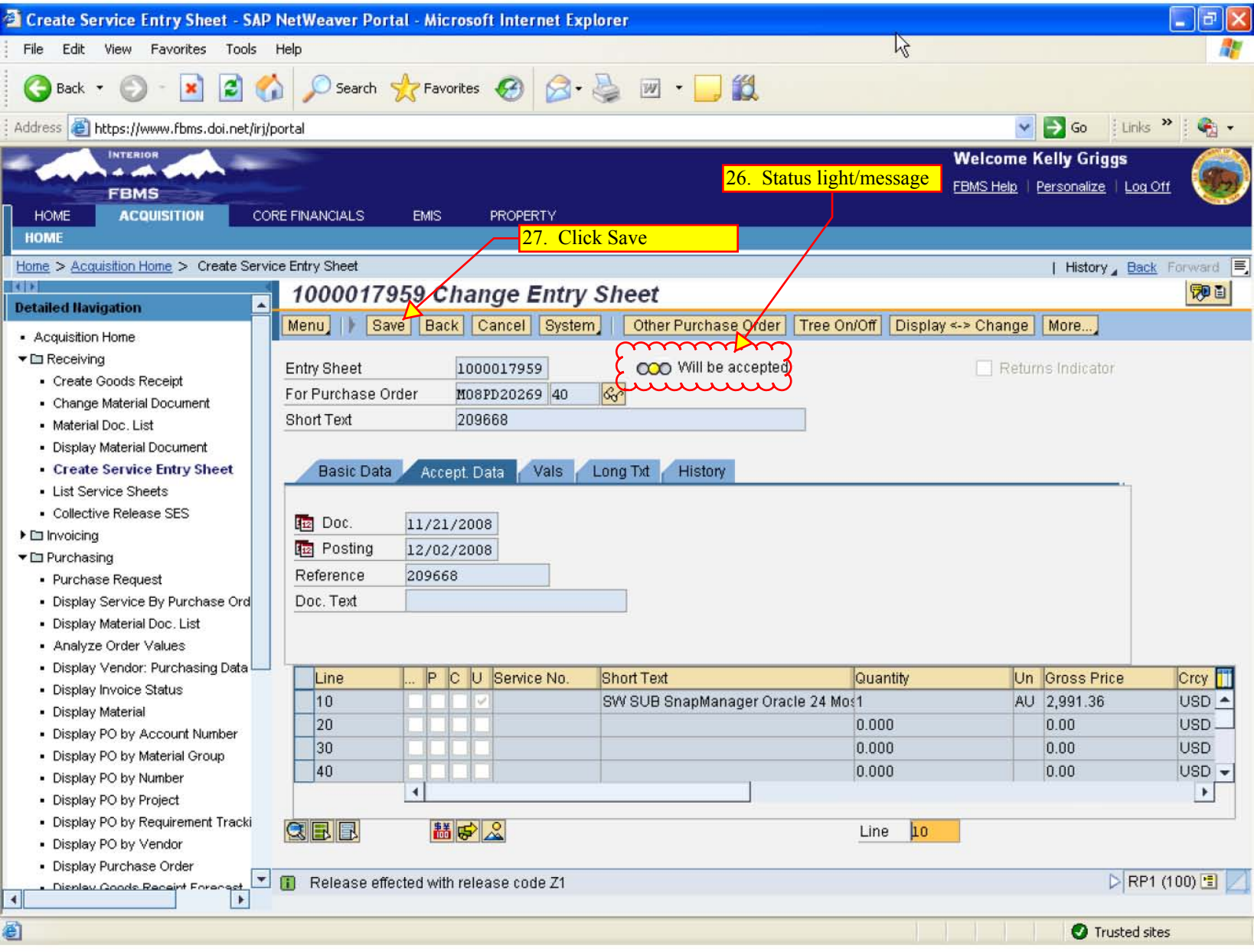
Quick and Easy SES Entry and Accept

- After the screen is refreshed and changed to a "CHANGE ENTRY SHEET" mode, it is time to Accept. If there is an ACCEPT Button on the tool bar, Click ACCEPT. Otherwise, Click More... (See Item 24)
- In the drop down menu, Click Accept (See Item 25)
  The drop down menu will go away



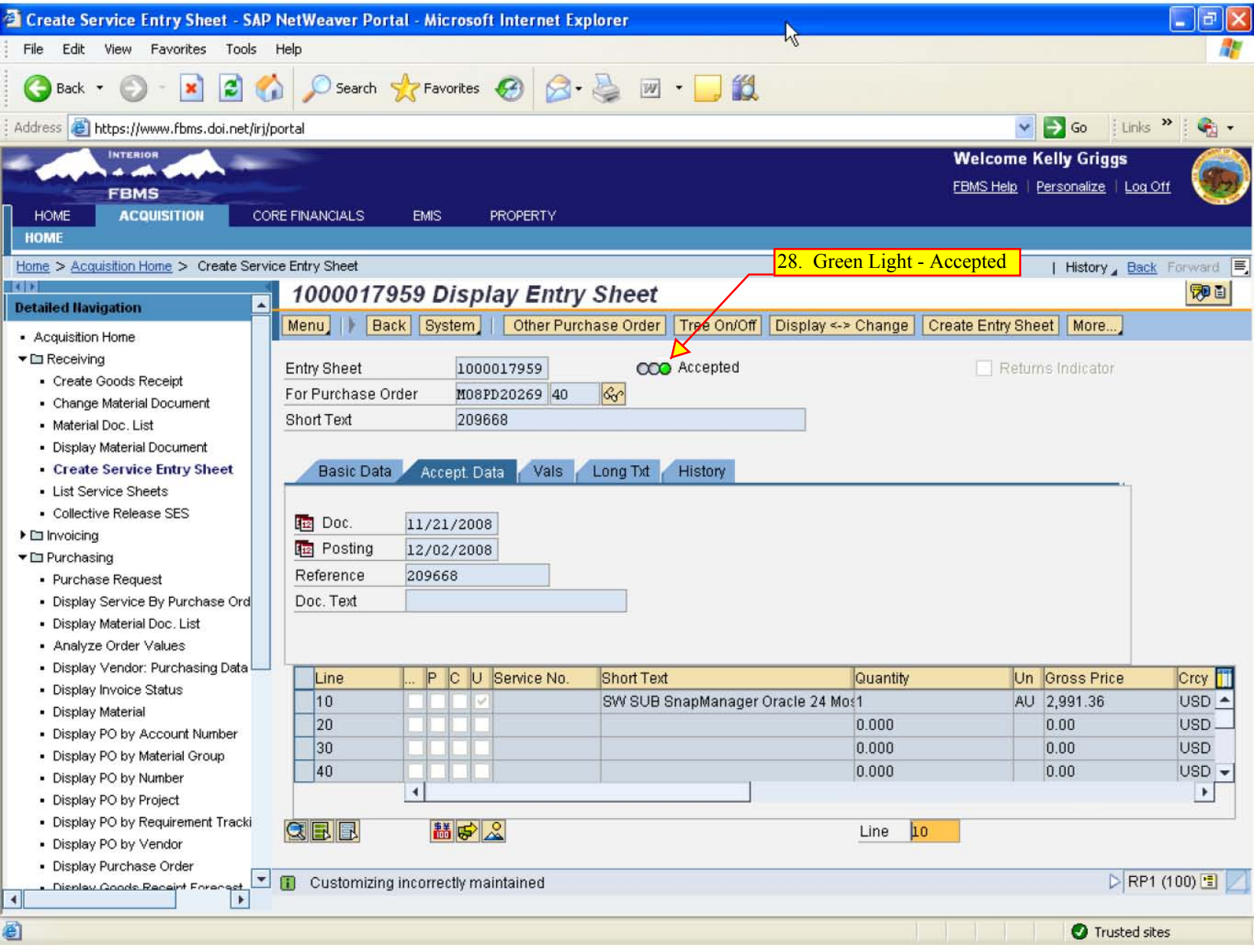
Quick and Easy SES Entry and Accept

- After accepting, note the Yellow light and the Will be Accepted status message. (See Item 26)
  If the status doesn't change to yellow, there's a problem, contact the CO or Finance.
- Click Save (See Item 27)



Quick and Easy SES Entry and Accept

- After Saving, note the Green light and the Accepted status message. (See Item 28) If the status doesn't change to green, there's a problem, contact the CO or Finance.
- You are now finished. To begin another SES click on Other Purchase Order - refer back to page 1 (Item 4) of these instructions.



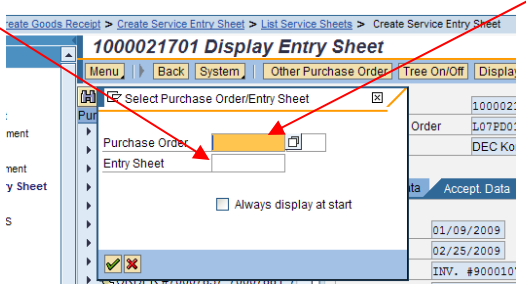
FINAL NOTES:

- Click on the Tree On/Off to display to the left of the SES entry sheet a list of all the SES documents that you have created.
- In order to copy a previously prepared SES, double click on the entry sheet in your "Tree" (See Page 3 for an example of the Tree "ON")that you want to copy. Once it is displayed, Click Copy Entry Sheet (may have to click on More to find the option). Be careful that all fields have been edited as needed. Follow instructions 24 - 27 to reach the "Approved" status.

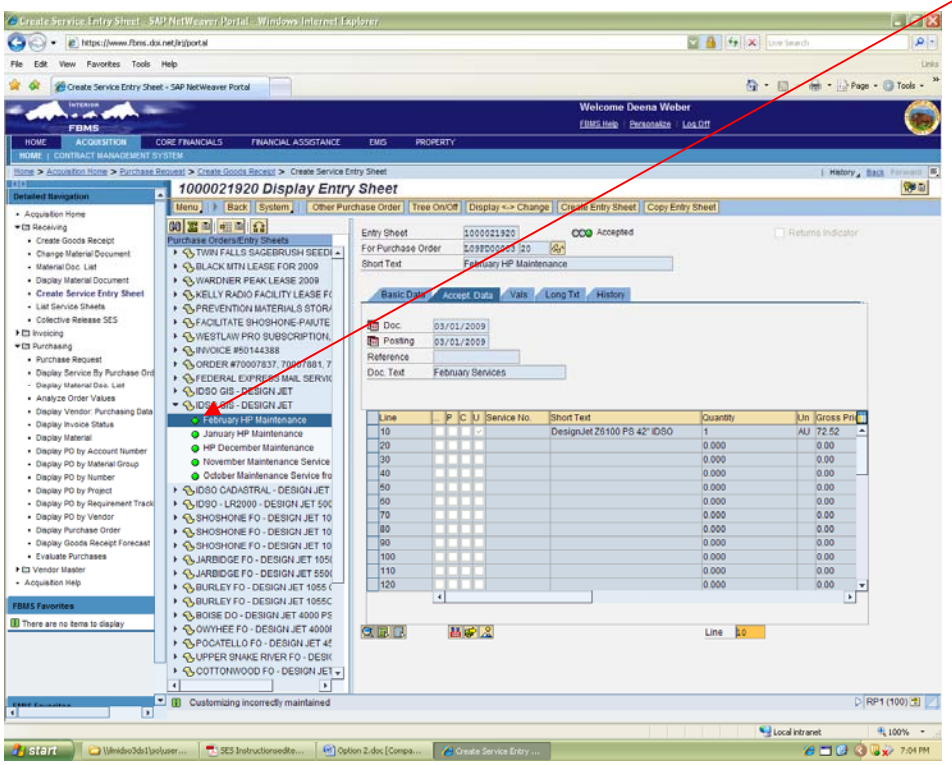
Instructions on editing an SES Entry Sheet

Two Options in Displaying the SES needing to be edited:

1. Receiving > Create Service Entry Sheet > Click on Other Purchase Order > Enter the Purchase Order number > Enter Entry Sheet number and either hit the "enter" on the keyboard or click on the "Green Check Mark".

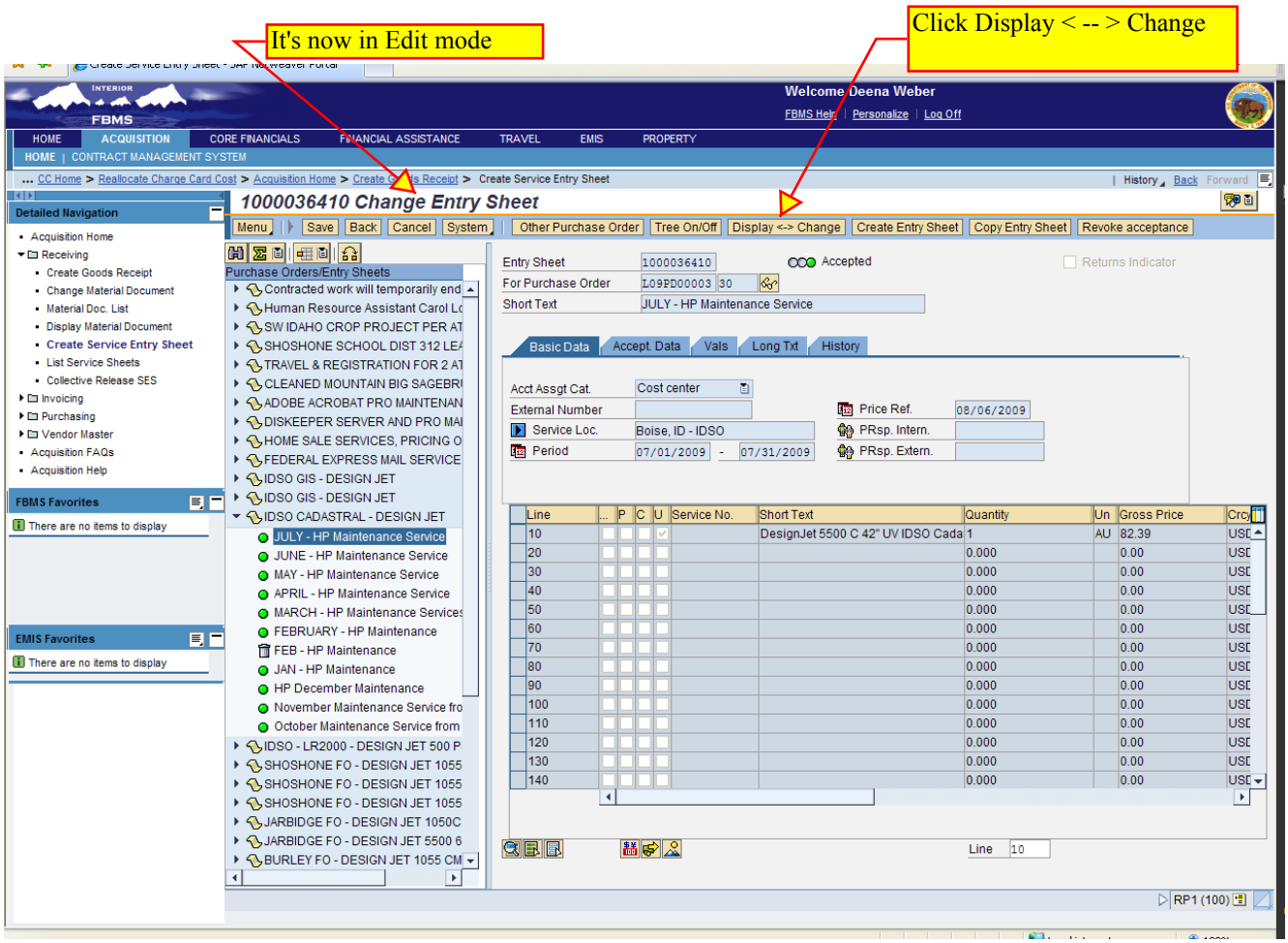


2. Receiving > Create Service Entry Sheet > Open Tree > Double Click on the green light to the left of the SES you want to edit.



Quick and Easy SES Entry Edits

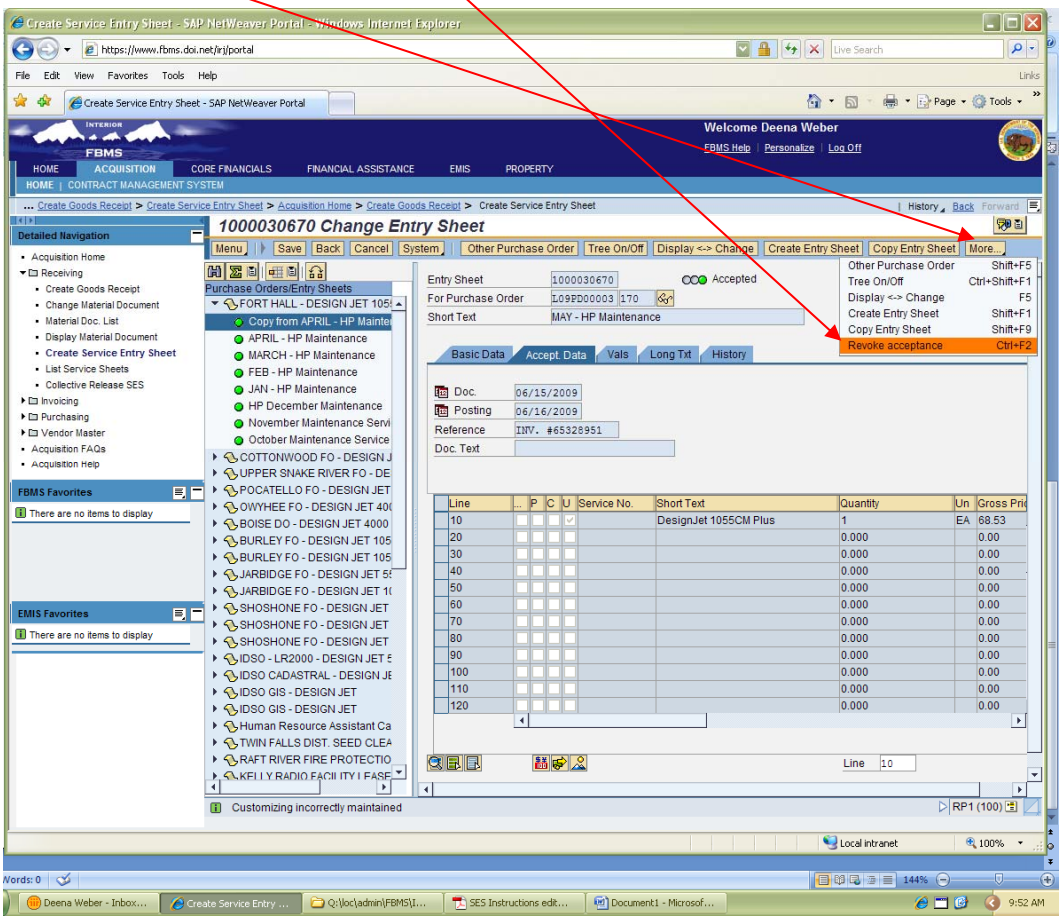
Click Display < -- > Change button (this changes your display to edit mode)



Quick and Easy SES Entry Edits

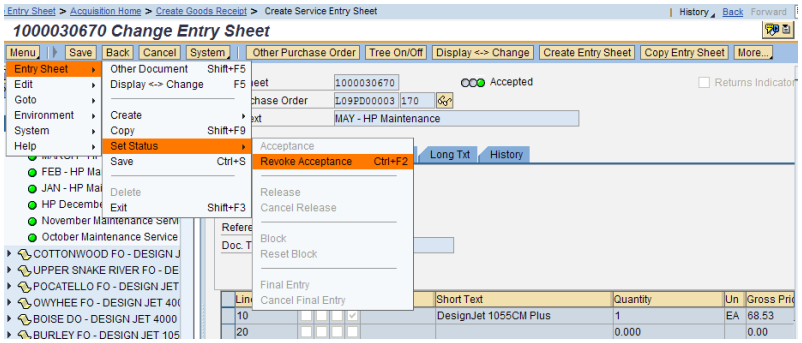
At this point it is necessary to "Revoke Acceptance" of your SES . There are a couple of ways to go about it.

1. Click on “More” and then Click “Revoke acceptance”.

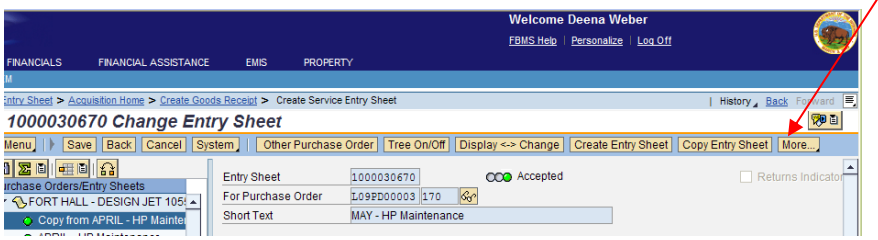


OR

2. Click on menu up in the left hand corner as shown below.

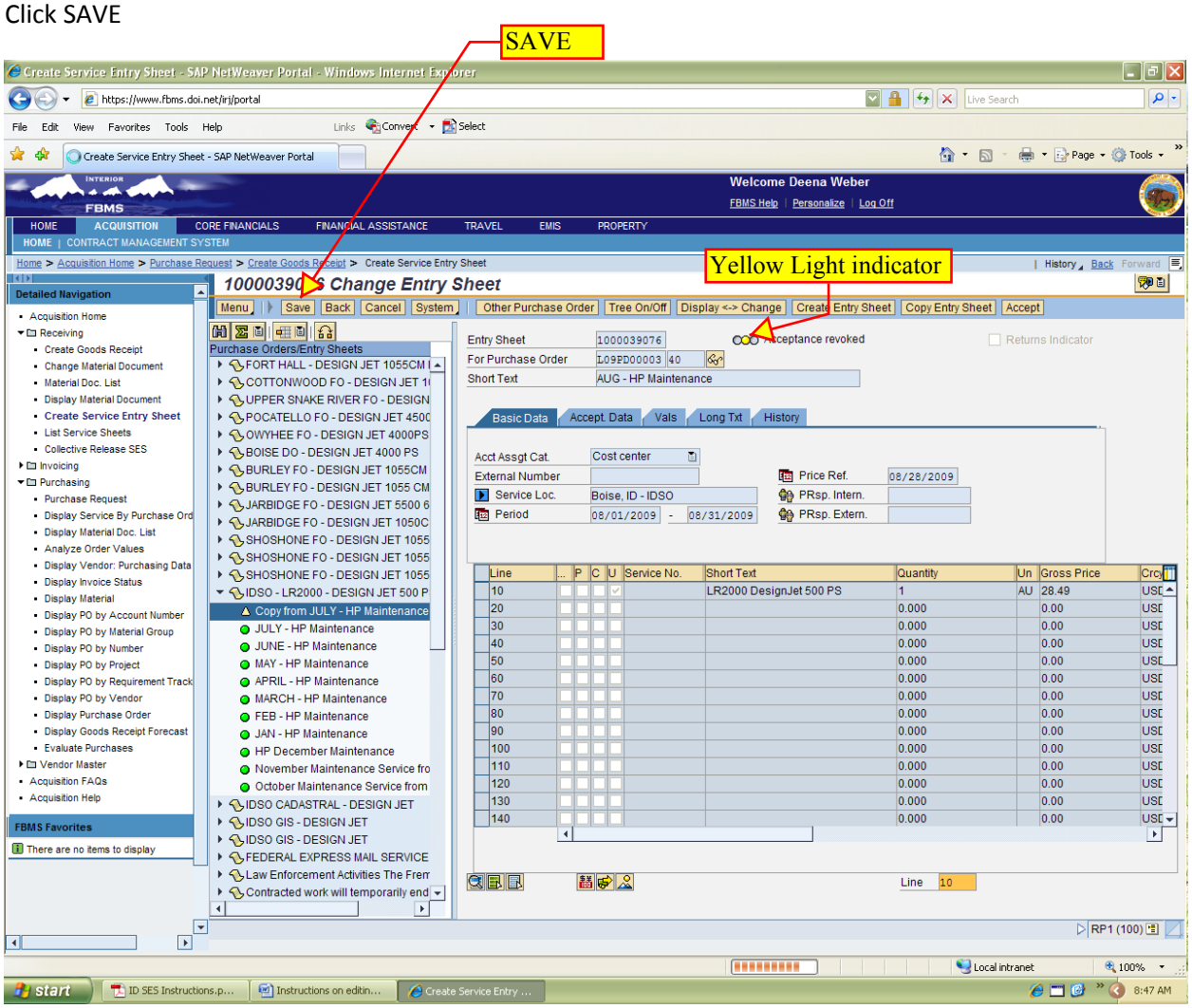


NOTE: If a button does not show up along the menu bar, click on the “MORE” button. This is a drop down menu to show all your options.

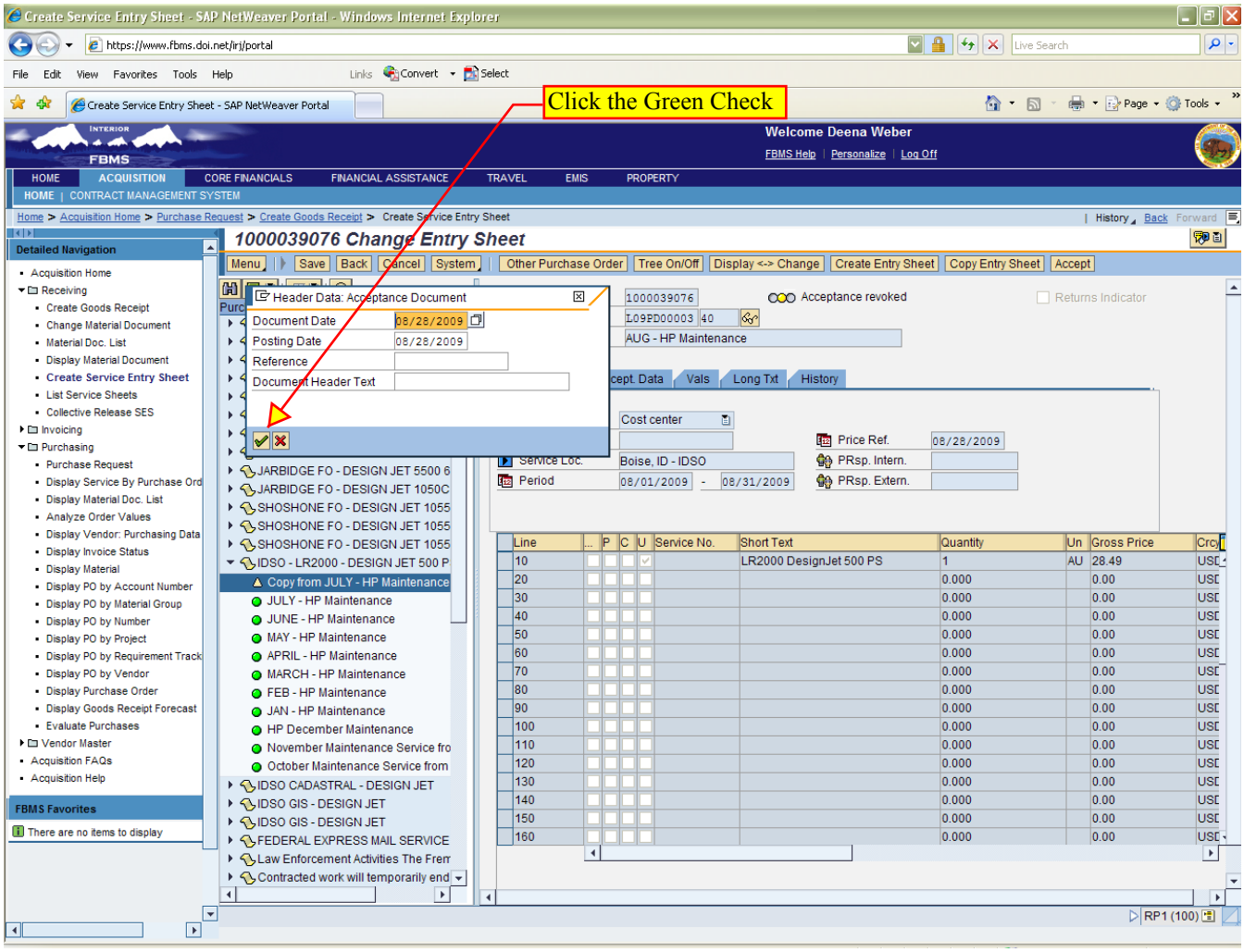


Now you will see that the light turns to yellow.

Click SAVE

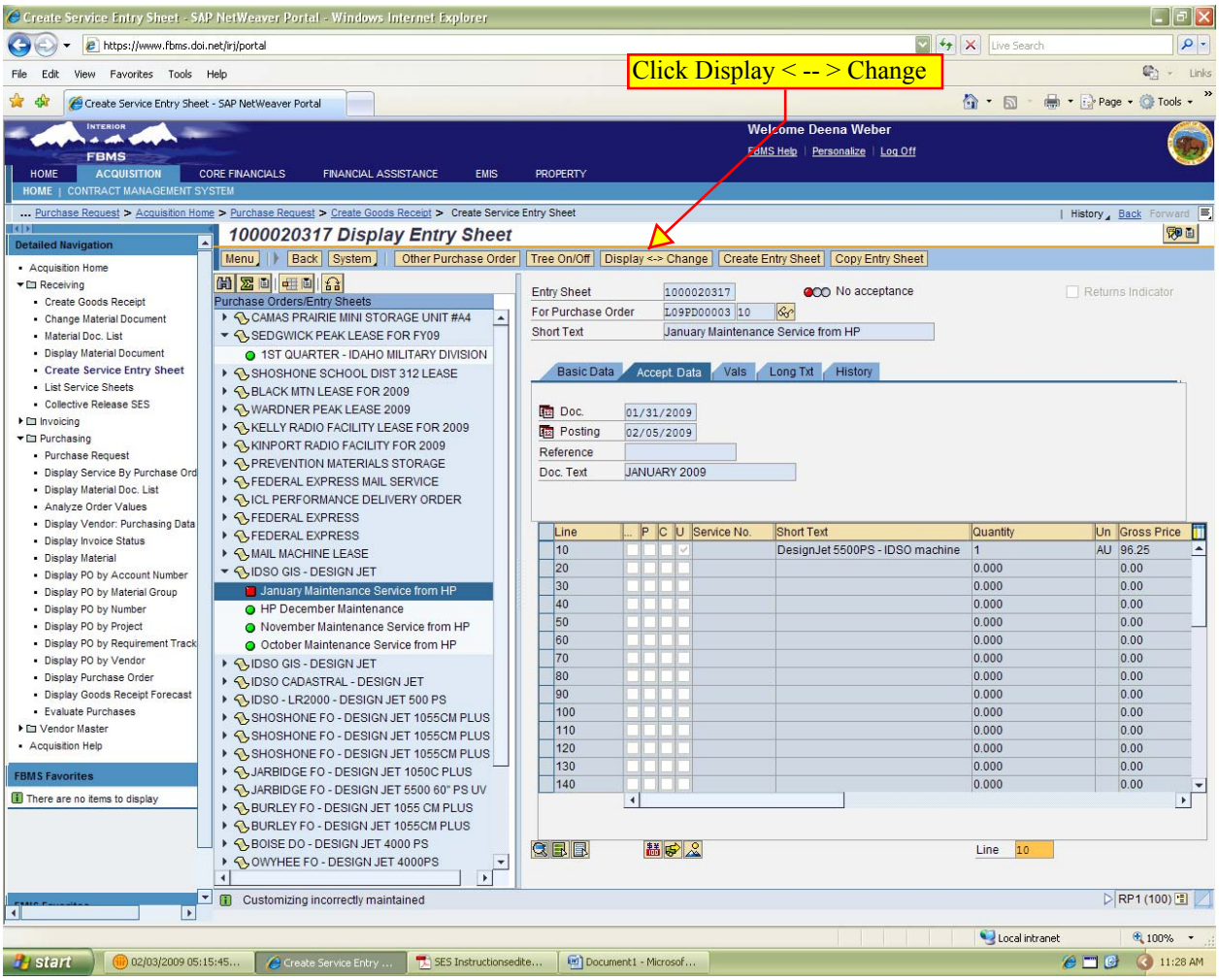


This Header Data: Acceptance Document box comes up. If the Document Date (aka acceptance date) is not one of the things that you need to edit, just click the green check mark.

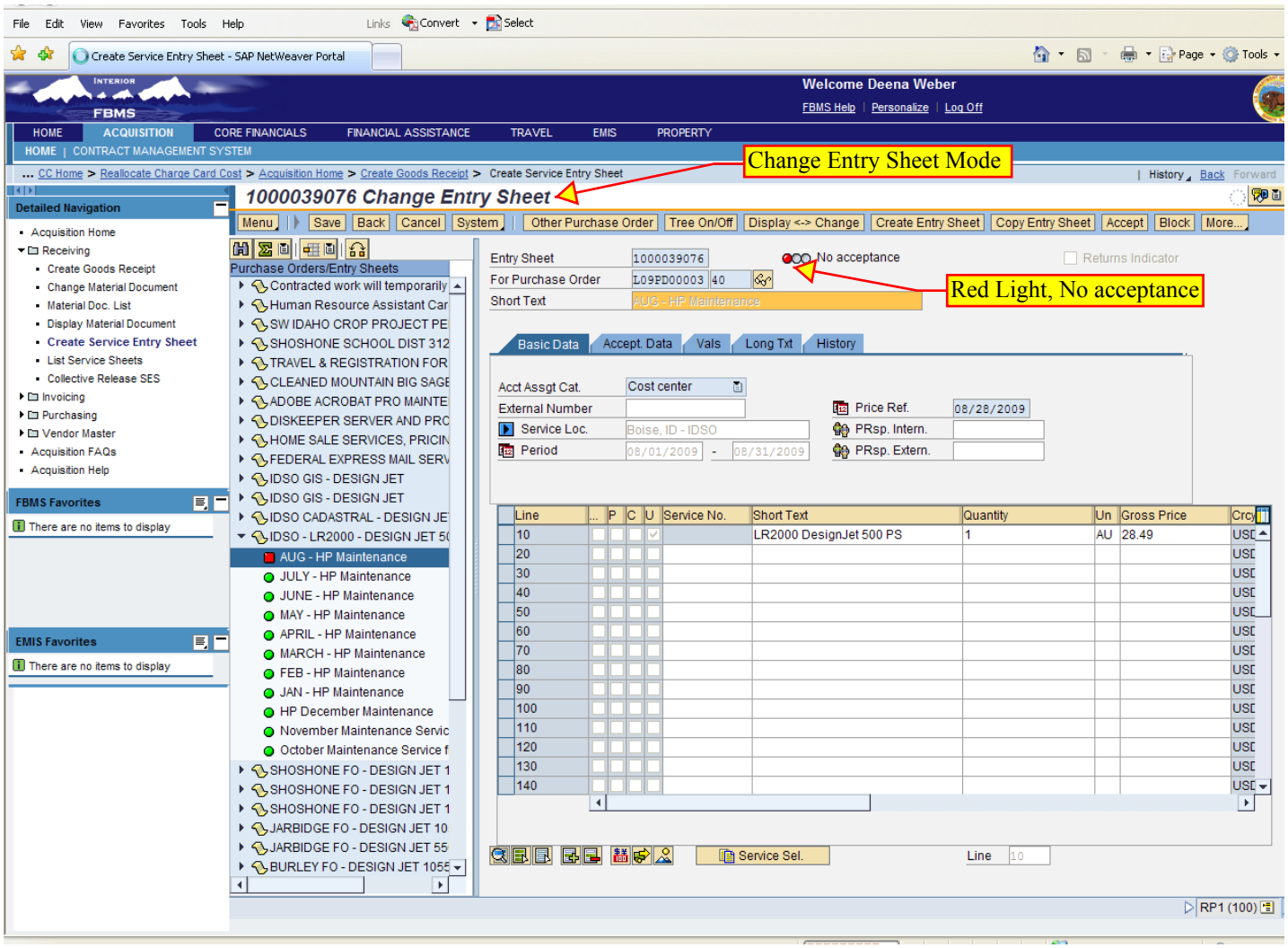


At this point, your Change Entry Sheet toggles back to Display Entry Sheet mode.

Click Display < -- > Change button



At this point the SES is in the Change Entry Sheet mode and the light turns to RED (No Acceptance) as seen below:



Make the necessary edits. When finished, continue by the same process as before in getting your SES to the Green light of acceptance:

Accept

Save

YOU ARE DONE editing your SES.

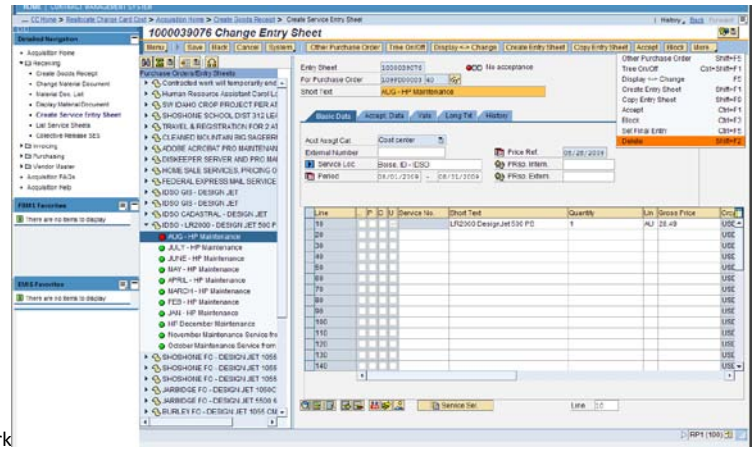
Quick and Easy SES Entry Edits

DELETING A SERVICE ENTRY SHEET (SES)

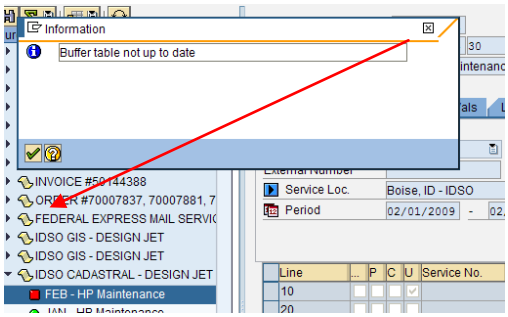
NOTE: An SES cannot be deleted if there is an existing INVOICE parked or posted for the Line Item. If so, the INVOICE must be backed out first in order to delete the service entry sheet. In this situation, contact the Accounts Payable (AP) person at the National Operations Center that has been assigned this payment.

SCENARIO 1

If an SES was created in error and it has not been released and your still in the CREATE ENTRY SHEET mode, click on “MORE” and the “DELETE”.



This box will come up, Click on the Green Check Mark

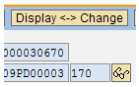


SCENARIO 2

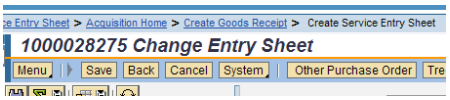
An SES was created in error after it has been released and accepted (GREEN light) and before an Invoice has been posted to this SES. Follow these instructions:

Display the SES that you want to delete

1. Click Display<>Change

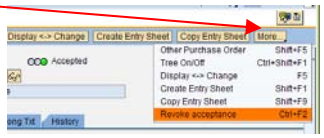


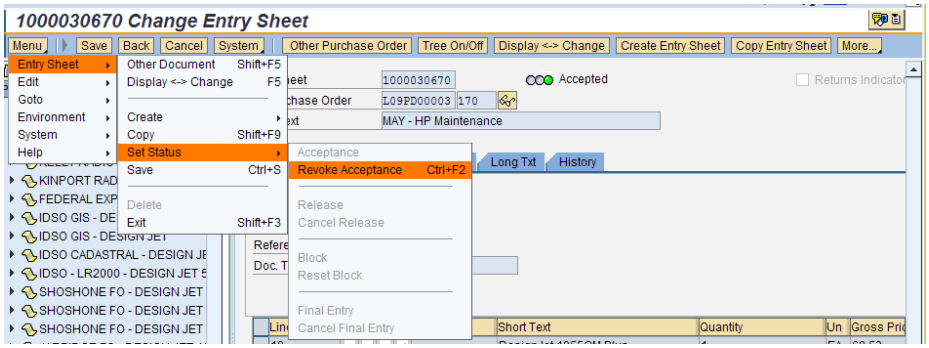
2. Ensure that your Screen says “CHANGE ENTRY SHEET”



3. Menu > Entry Sheet > Set Status > Revoke acceptance

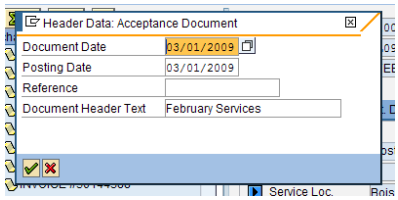
OR Click on the “More” button



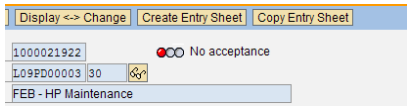


Quick and Easy SES Entry Edits

4. Click "SAVE"
   This box will appear, click on the Green Check Mark.

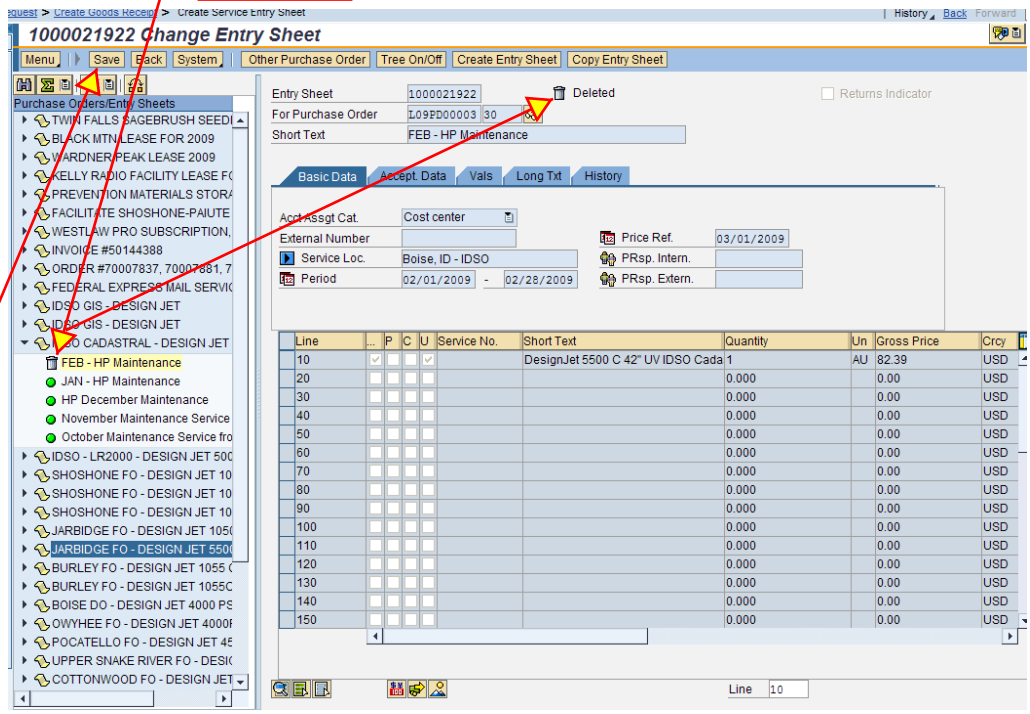


Now your SES will have the RED light indicating "NO ACCEPTANCE"



5. Now your SES has reverted back to a Display mode. Click Display <-> Change to put the SES back into the edit mode. It will say CREATE ENTRY SHEET at the top of your screen.

6. At this point you are able to delete your SES by clicking on "MORE" and then "DELETE" as shown in SCENARIO 1. Once you have deleted the SES, a small icon in the form of a "TRASH CAN" will appear next to the SES you deleted in your Tree as show below.



Click SAVE

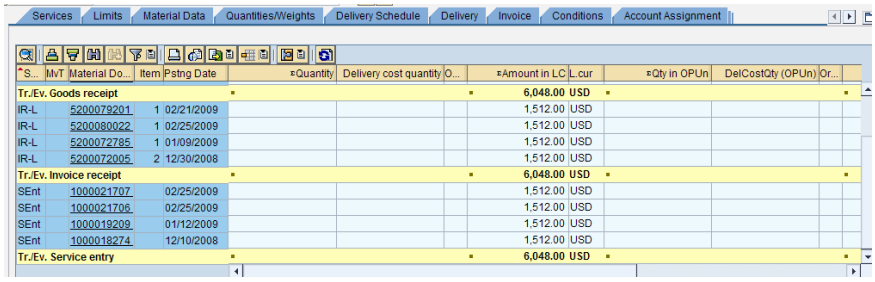
FINAL STEP: Click on SAVE one last time to ensure your deletion is complete. At this point your Change Entry Sheet will turn into Display Entry Sheet Mode. NOTE: A way in which to ensure your deletion took, click on Create Service Entry Sheet in your "DETAILED NAVIGATION SCREEN" to the left of your TREE. This will refresh your screen. If the trash can is still there in your TREE, you have succeeded in deleting the SES forever.

Quick and Easy SES Entry Edits

Final Service Entry Sheet Notes

1. Once an SES is ACCEPTED (GREEN Status), a Goods Receipt (GR) is automatically generated in the system to correspond to the SES.

   Please note the "Display an Invoice" screen below. There are three separate sections shaded in yellow - Goods Receipt, Invoice Receipt, and Service Entry.

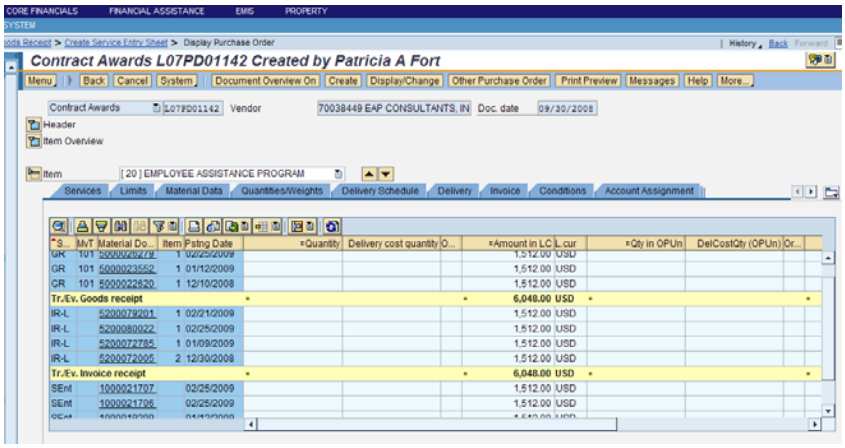


   The next screen print below is displaying a small view of each of the sections.

   GR = Goods Receipt

   IR-L = Invoice input by an AP Tech. in Denver (In our office we refer to them as the "52" invoice).

   SEnt = Service Entry Sheet input by the COR/Receiving Officer.



2. At the time of the GR creation in the system (which equals acceptance of goods/services) the Purchase Order in SAP is EXPENSED. Expense does not happen when the invoice gets paid; rather it is at the time of the GR creation.

   AGAIN……remember, an SES, fully accepted (GREEN) creates a GR automatically in SAP and can be seen on your Purchase Order Display.