

Creating a Service Entry Sheet for a Service PO

The screenshot shows the SAP NetWeaver Portal interface for creating a service entry sheet. The browser title is 'Create Service Entry Sheet - SAP NetWeaver Portal - Windows Internet Explorer'. The URL is 'https://www.fbms.doi.net/irj/portal'. The user is Deborah Evans. The main content area is titled '1000020038 Display Entry Sheet'. The interface includes a navigation menu on the left, a top navigation bar, and a main data entry area. The data entry area includes fields for 'Entry Sheet' (1000020038), 'For Purchase Order' (L06PC04456), and 'Short Text' (Rec Site Maintenance - Partial 32). There are tabs for 'Basic Data', 'Accept Data', 'Vals', 'Long Txt', and 'History'. A table at the bottom shows line items with columns for Line, P, C, U, Service No., Short Text, Quantity, Un, and Gross. The table has two rows: Line 10 with Quantity 1 and Gross 4,067, and Line 20 with Quantity 0.000 and Gross 0.00. The status is 'Accepted'.

1. Acquisition
2. Receiving
3. Create Service Entry Sheet
4. If it is a new PR enter in the new number, click on the **green** checkmark.
5. More – Will display Other Purchase order, Tree On/Off, Display/Change, Create or Copy Entry Sheet. Choose “Create Entry Sheet” or “Copy Entry Sheet”. If you do Copy, be sure to change all necessary blocks to reflect new invoice.
6. Click on Basic Data
7. Fill in short text defining which payment is being made.
8. Service Location.
9. Period, service date range.
10. Line Item info. Short Text can be a repeat of the Short Text from above or a more specific explanation. **Quantity is 1, Unit is always AU, fill in amount into Gross Price.**
11. Click on Accept Data.

