

Creating a Service Entry Sheet (SES) (Quick Reference)

You may find yourself doing an SES for any combination of these scenarios. Just find the steps that apply and use them. It's never as hard as you think it is!

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Basic Service Entry Sheet

This is the most basic of SESs. These are typically for training classes where there was only one cost object for the attendee(s) and all data is known.

Step One: Open SAP.

Step Two: Go to ML81N (Create a Service Entry Sheet)

Step Three: You should have a dialogue box open automatically. If not, click on Other Purchase Order. In this box, enter your Purchase Order (PO) Number. If you are doing an SES for a specific line, enter the Line Number. Click on Green Check.

Step Four: Click on Create.

Step Five: Enter your basic data. Enter in THESE FIELDS ONLY. (External Number is optional; you don't need to enter the invoice number if you don't have it.)



The screenshot shows the 'Basic Data' tab of the SAP Basic Service Entry Sheet dialog box. The fields are as follows:

Field	Value
Acct Assgt Cat.	ORDER
External Number	Here!
Service Loc.	Here!
Period	Here! - Here!
Price Ref.	04/10/2009
PRsp. Intern.	Here!
PRsp. Extern.	

Step Six: Click on Service Sel (at bottom of screen)

Step Seven: Click Green Check

Step Eight: Click Services (at top of screen)

Step Nine: Make sure the quantity is what you want it to be. (e.g. If you're paying for only one of two attendees, make sure it says 1 not 2.)

Step Ten: Click on Green Flag.

Step Eleven: Click Save

Changing a Service Entry Sheet

If you've got to make a change to the quantity, this is what you need to do.

Step One: Open SAP.

Step Two: Go to ML81N (Create a Service Entry Sheet)

Step Three: You should have a dialogue box open automatically. If not, click on Other Purchase Order. In the second box, enter your SES Number. Click Green Check.

Step Four: Go into Change mode. 

Step Five: Click on Revoke Acceptance.

Step Six: Click Save.

Step Seven: Enter today's date in both fields on the dialogue box that pops up.

Step Eight: Go back into Change mode.

Step Nine: Make your changes.

Step Ten: Click Green Flag.

Step Eleven: Click Save.

Step Twelve: (If asked for) Enter today's date in both fields on the dialogue box that pops up.

Deleting a Service Entry Sheet

This is a two-part process, so you in the back need to pay attention!

Steps One - Eight: Do the exact same process for Changing an SES until you get to Step Eight.

New Step Nine: Click on the Trash Can.

New Step Ten: Click Save.

New Step Eleven: (If asked for) Enter today's date in both fields on the dialogue box that pops up.

Note: Just revoking an SES does not get rid of the Goods Receipt (GR). You must delete the SES entirely to get rid of the GR. As long as the SES exists, it will hold funds on the PO. But also remember that once deleted, an SES is gone for good. It can't be undeleted.

Service Entry Sheet for Multiple PO Service Lines

This will come up on contract POs as well as training POs where multiple attendees with multiple cost objects attended the same class.

Step One: Open SAP.

Step Two: Go to ML81N (Create a Service Entry Sheet)

Step Three: You should have a dialogue box open automatically. If not, click on Other Purchase Order. In this box, enter your Purchase Order (PO) Number. If you are doing an SES for a specific line, enter the Line Number. Click on Green Check.

Step Four: Click on Create.

Step Five: Enter your basic data. Enter in THESE FIELDS ONLY. (External Number is optional; you don't need to enter the invoice number if you don't have it.)

The screenshot shows the 'Basic Data' tab of the SAP Service Entry Sheet dialog box. The fields are as follows:

Field	Value
Acct Assgt Cat.	ORDER
External Number	Here!
Service Loc.	Here!
Period	Here! - Here!
Price Ref.	04/10/2009
PRsp. Intern.	Here!
PRsp. Extern.	

Step Six: Click on Service Sel (at bottom of screen)

Step Seven: Click Green Check

Step Eight: You will see more than one services line. You have options here.

- You are only doing an SES for one line: Highlight the specific line you want to bring over.
- You are doing an SES for multiple lines: Hold down CTRL and click the specific lines you want.
- You are doing an SES for all lines: Highlight all lines

Step Nine: Click Services (at top of screen)

Step Ten: Make sure the quantity is what you want it to be. (e.g. If you're paying for only one of two attendees, make sure it says 1 not 2.)

Step Eleven: Click on Green Flag.

Step Ten: Click Save

Service Entry Sheet with Unknown Cost Object

This is more common for contracts or for maintenance agreements for future years.

Step One: Open SAP.

Step Two: Go to ML81N (Create a Service Entry Sheet)

Step Three: You should have a dialogue box open automatically. If not, click on Other Purchase Order. In this box, enter your Purchase Order (PO) Number. If you are doing an SES for a specific line, enter the Line Number. Click on Green Check.

Step Four: Click on Create.

Step Five: Enter your basic data. Enter in THESE FIELDS ONLY. **At this point, you must tell the system what type of Account Assignment you are using. (Project or Order)** (External Number is optional; you don't need to enter the invoice number if you don't have it.)

The screenshot shows the 'Basic Data' tab of the SAP Service Entry Sheet dialog box. The fields are as follows:

Field	Value
Acct Assgt Cat.	NO ACCOUNT AS
External Number	Here!
Service Loc.	Here!
Period	Here! - Here!
Price Ref.	
PRsp. Intern.	Here!
PRsp. Extern.	

Step Six: Click on Service Sel (at bottom of screen)

Step Seven: Click Green Check

Step Eight: Click Services (at top of screen)

Step Nine: Upon returning to the main screen, a box will open asking for your cost object. Enter it in the appropriate box.

Step Ten: Click Green Check.

Step Eleven: There are two types of Unknown services. If set up to be paid by invoice, you must change the quantity to the exact amount of the invoice. If set up to be paid by quarter, you must change the quantity to 1 to pay for an individual quarter. (The easiest way to tell is to look at the PO. How big is the quantity on the Services tab? If you see 4, then it is by quarter. If it's in the thousands, you know it's by invoice.)

Step Twelve: Click on Green Flag.

Step Thirteen: Click Save

Service Entry Sheet for Contracts

Contracts SESs are only a little bit different from a normal SES of any shape or size. It has to do with the quantity and the valuation.

Step One: Open SAP.

Step Two: Go to ML81N (Create a Service Entry Sheet)

Step Three: You should have a dialogue box open automatically. If not, click on Other Purchase Order. In this box, enter your Purchase Order (PO) Number. If you are doing an SES for a specific line, enter the Line Number. Click on Green Check.

Step Four: Click on Create.

Step Five: Enter your basic data. Enter in THESE FIELDS ONLY. (External Number is optional; you don't need to enter the invoice number if you don't have it.)

The screenshot shows the 'Basic Data' tab of the SAP Service Entry Sheet dialog box. The fields are as follows:

Field	Value
Acct Assgt Cat.	ORDER
External Number	Here!
Service Loc.	Here!
Period	Here! - Here!
Price Ref.	04/10/2009
PRsp. Intern.	Here!
PRsp. Extern.	

Step Six: Click on Service Sel (at bottom of screen)

Step Seven: Click Green Check

Step Eight: Click Services (at top of screen)

Step Nine: Unlike a regular training/maintenance SES where you change the quantity and the valuation is set to the price, a contract SES is switched. A PO for a contract will show a valuation of 1.00 and a quantity of, for example, 100,000. Your SES will copy *the entire amount remaining on the PO service line*. Change the quantity to the exact amount that you are paying. If your invoice is for \$357.29, enter 357.29 for the quantity.

Step Ten: Click on Green Flag.

Step Eleven: Click Save

Little Tips & Tricks

Here are some additional little helpful things.

Document Tree: This is the small window that stays open on the left side of your screen. It shows the last POs you've worked on. If the PO has an SES, there will be an > that you can click to expand. This can be a quick way to navigate to a PO you use a lot, or to see what is accepted (green dot), not accepted (red dot), or deleted (trash can).

Display Purchase Order (ME23N): This is a good transaction to be familiar with. Going to this transaction will allow you to view the Purchase Order History for any given service PO. *The Purchase Order History tab will only appear if an SES is completed.* If the PO line is for services (D item category) and if there is no tab, then no SES has been done. This tab can be useful for keeping track of how much funds have been spent and whether or not an invoice has been paid by Accounting. (You'll see an entry for an IR if it has.)

Always remember to specify the PO line you want to use when making an SES!! This is a common oops made by *everyone* at least once. If you look at the top of the screen when you first open the PO, it will tell you which line you're on. It'll look something like **Service Entry Against 4500123456 00001** if you're on line 1. If you wanted line 4, make sure it says 00004. If not, click Other Purchase Order and try again.

And when all else fails, ask for help. Don't be embarrassed and don't feel stupid. We all need help once in a while! If you feel like you need a classroom setting, take a refresher Commodities Requisitioning class. SESs are covered as part of the curriculum.