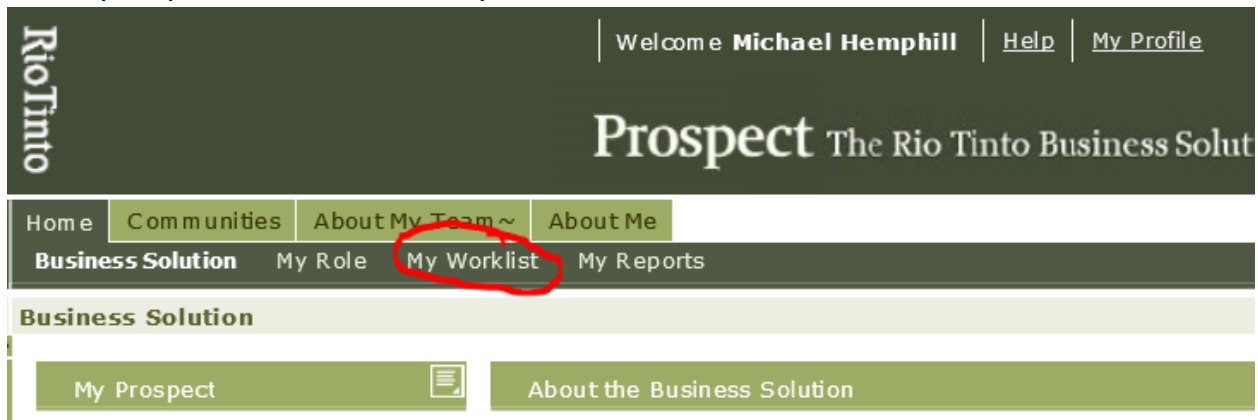

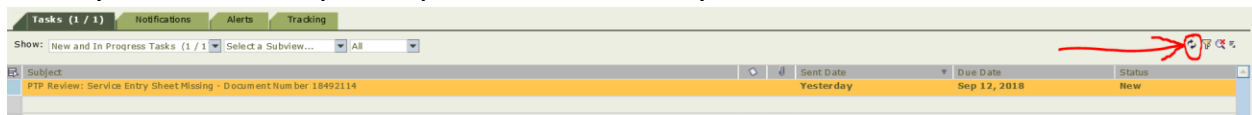


How to enter in a service entry sheet (SES) from your worklist.

Go to prospect and click on “My Worklist”.




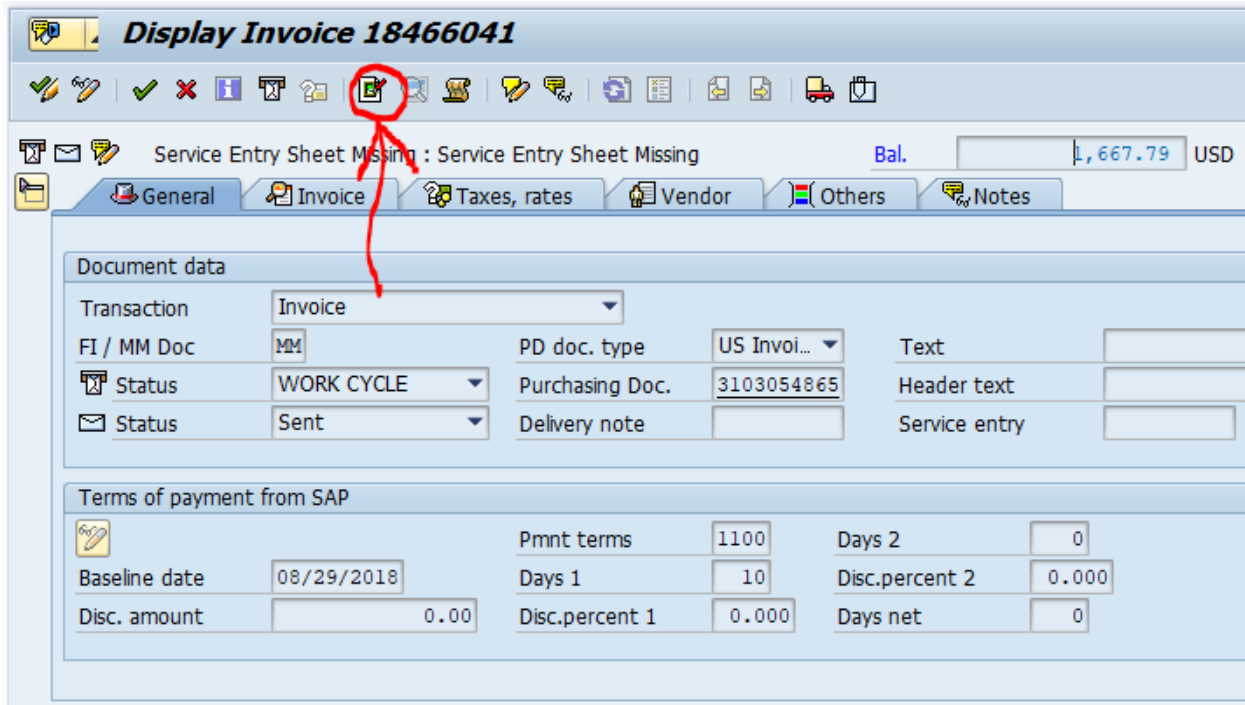
After your worklist opens up click on the  symbol to refresh the worklist.



You can either double click on the “Service Entry Sheet Missing” line item or you can click on it once to highlight it and then click “Action Web Cycle” button towards the bottom.




It will take a moment to open up in SAP. Once it opens, click on the  icon to open up the invoice. **If the invoice does not open, refer to the Invoice Image Issue Workaround document.**

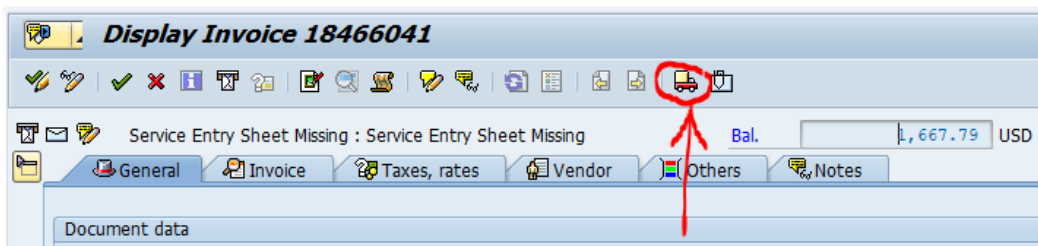


***Important:** When the invoice opens up, review it.

Do you agree with it? Did you receive the service it shows? If so, continue. If there is a problem with the invoice, skip to page #7 to the invoice rejection section.

Do you have enough money on the PO to pay the invoice? You can check the PO amount by double clicking on the PO number. If yes, continue. If not, you will need to add more money on the PO before you can do an SES.


Keep the invoice open, switch over to SAP and click the  icon.



Double click on the line item number.

Service Entry Summary for Vendor

Doc No.	S	Short Text	Estimated Val...	Accepted Value	Entered Value
▼ Service Entries		Totals roll up			
▼ 3103272700			9,575.25	0.00	0.00
▶ 00010		BUILD & INSTALL FLATBED	9,575.25	0.00	0.00

Fill in the short text and date. Then click on the green check .

Service Entry Against PO 00010

Short text: BUILD & INSTALL FLATBED

Reference: 51424 Posting Date: 09/06/2018

Period Start Date: 09/06/2018 Period End Date: 07/23/2018

Acct. assig. cat.: Order Company Code: 6600

G/L account: 402900



CO area: 6600


Cost center:













Order: 26549605

Network/Operation:

WBS element:

Fill out the short text. Quantity is always 1 and unit of measure is always SRV for service. Fill in the grand total price shown on the invoice including taxes and fees. Click save  at the top.


           

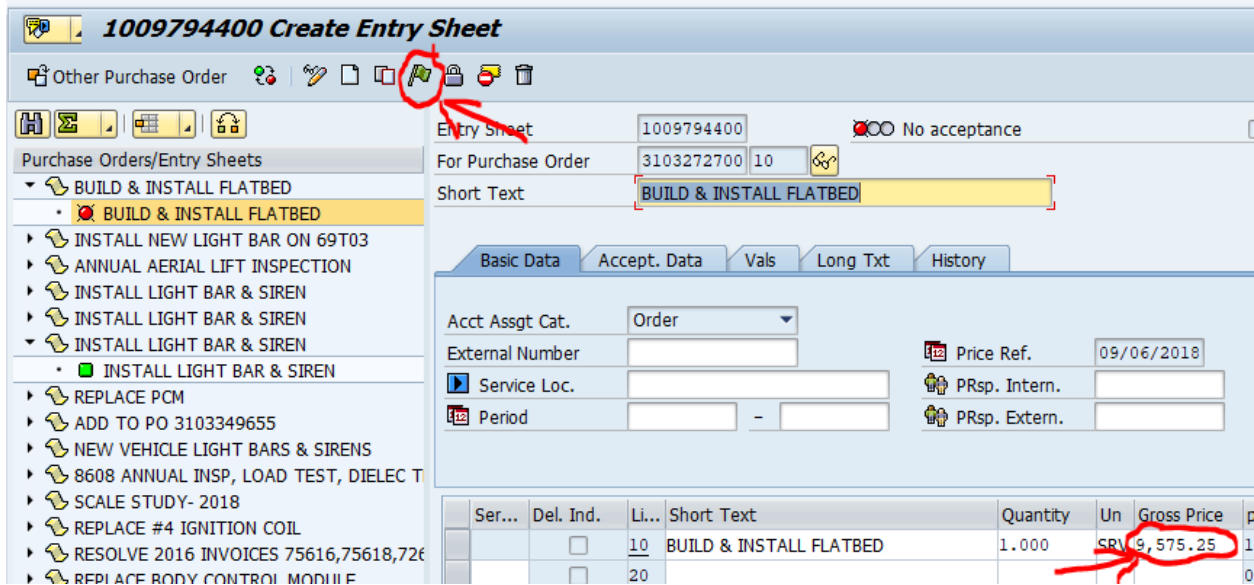
Service Specifications: Entry Against PO 3103272700 000

Service Selection






Sh. Text: BUILD & INSTALL FLATBED Total Value: 9,575.25

Services	Ser...	Del. Ind.	Li...	Short Text	Quantity	Un	Gross Price
		<input type="checkbox"/>	10	BUILD & INSTALL FLATBED	1.000	SRV	9,575.25
		<input type="checkbox"/>	20				
		<input type="checkbox"/>	30				


Double check the price. There is no going back after this. Click on the green flag  at the top to accept the SES.



1009794400 Create Entry Sheet

Other Purchase Order     

Entry Sheet: 1009794400 ⚠️ No acceptance

For Purchase Order: 3103272700 10 

Short Text: BUILD & INSTALL FLATBED

Basic Data | Accept. Data | Vals | Long Txt | History

Acct Assgt Cat. Order

External Number:

Service Loc.:

Period: -

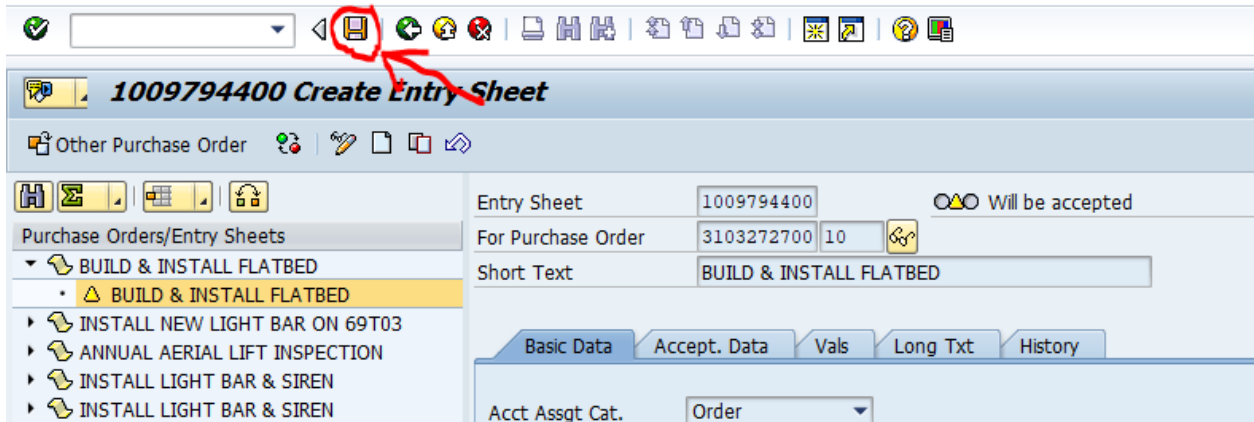
Price Ref. 09/06/2018

PRsp. Intern.:





PRsp. Extern.:

Ser...	Del. Ind.	Li...	Short Text	Quantity	Un	Gross Price
	<input type="checkbox"/>	10	BUILD & INSTALL FLATBED	1.000	SRV	9,575.25
	<input type="checkbox"/>	20				


Click save  at the top.



1009794400 Create Entry Sheet

Other Purchase Order    

Entry Sheet: 1009794400 ✅ Will be accepted

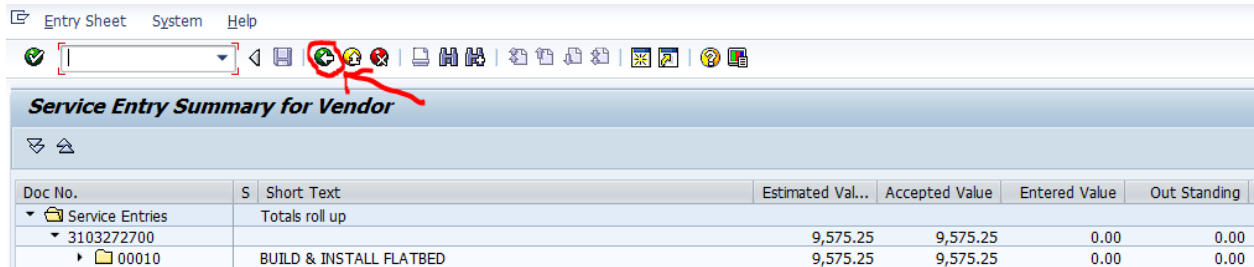
For Purchase Order: 3103272700 10 

Short Text: BUILD & INSTALL FLATBED

Basic Data | Accept. Data | Vals | Long Txt | History

Acct Assgt Cat. Order

Click the green back arrow  to go back to the invoice.

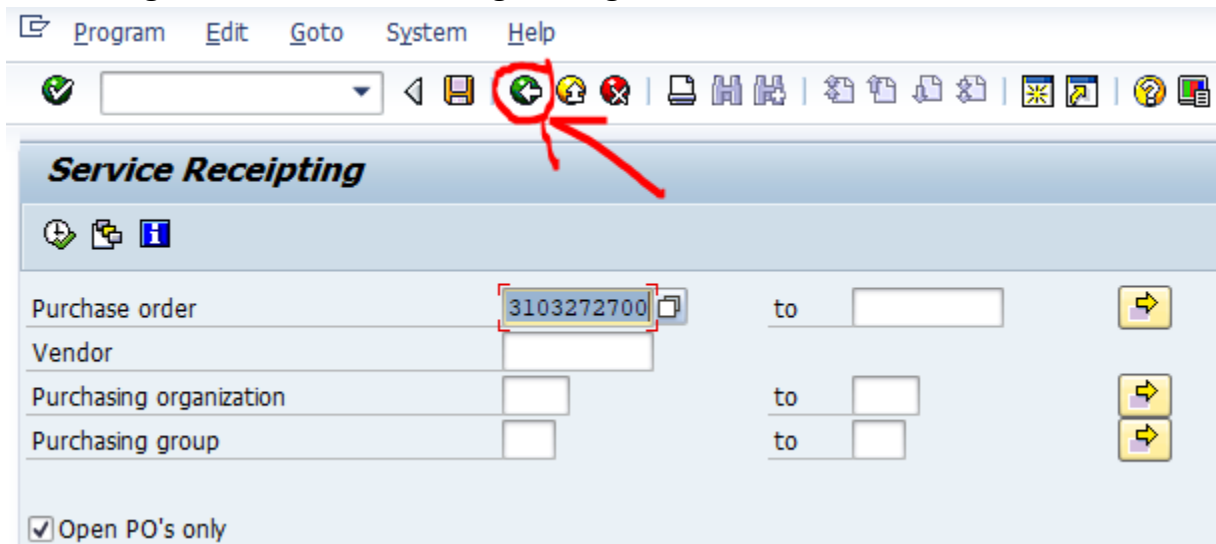



Entry Sheet | System | Help

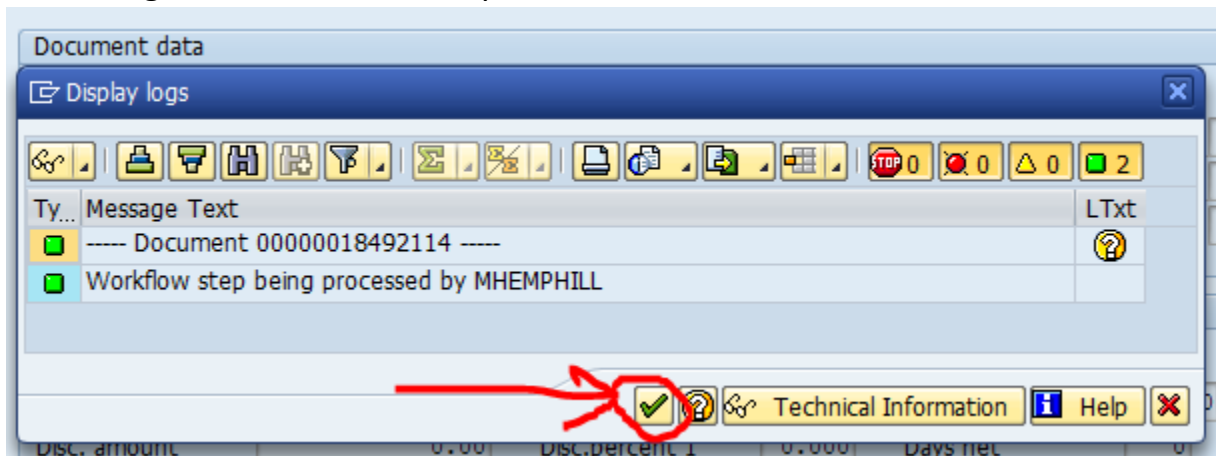
Service Entry Summary for Vendor

Doc No.	S	Short Text	Estimated Val...	Accepted Value	Entered Value	Out Standing
Service Entries						
Totals roll up						
3103272700			9,575.25	9,575.25	0.00	0.00
00010		BUILD & INSTALL FLATBED	9,575.25	9,575.25	0.00	0.00

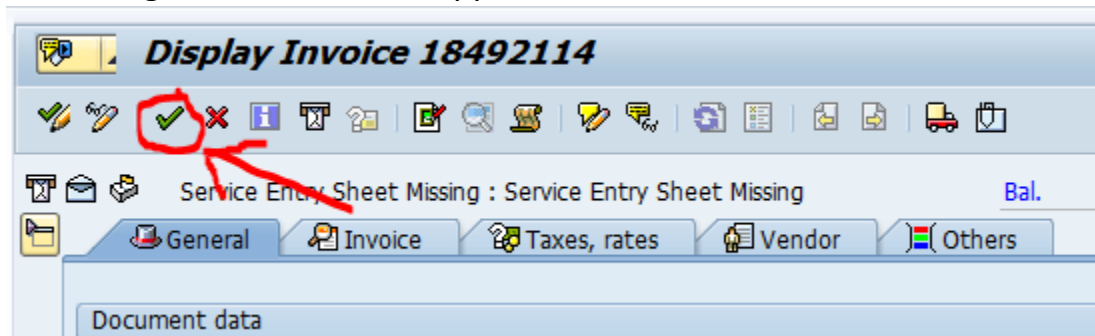
Click the green back arrow  again to go back to the invoice.




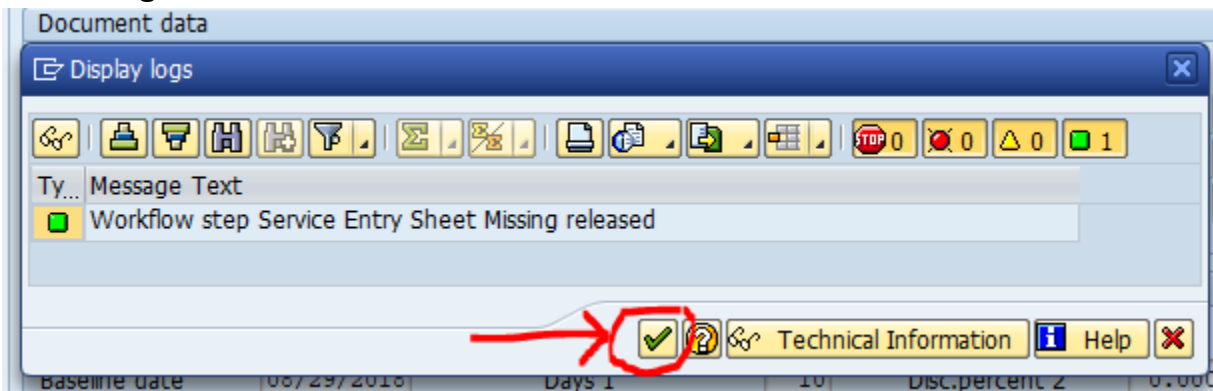
Click the green check  to step into the invoice.



Click the green check  to approve the invoice.



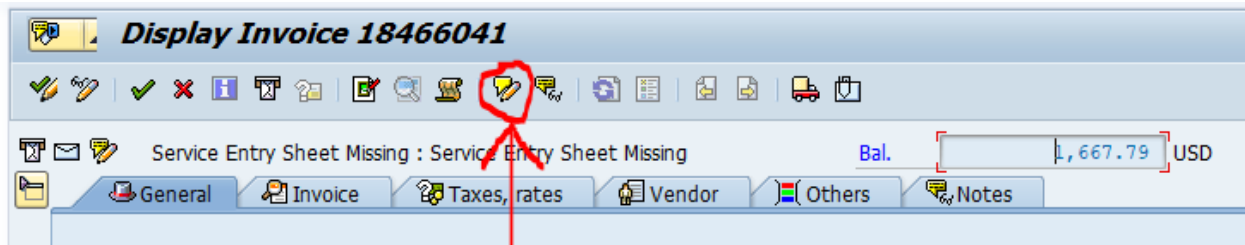
Click the green check  to release.




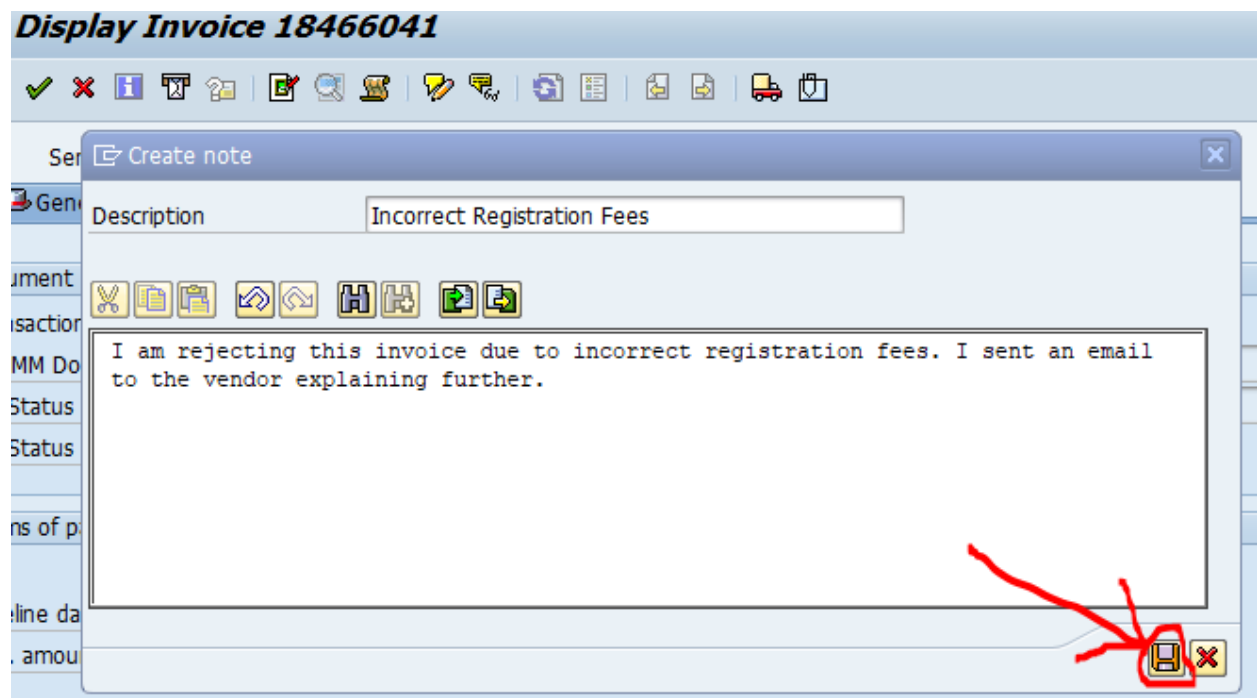
How to reject an invoice.

First, contact the vendor and explain the problem. Send an email to the vendor explaining that you are rejecting their invoice and they will need to correct the problem and re-submit a new invoice.

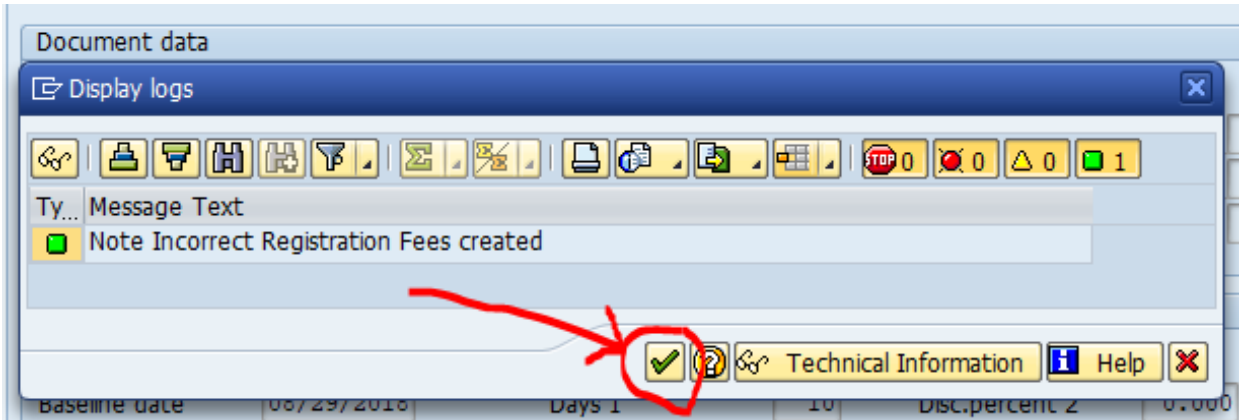
Click on the  icon to create a note.



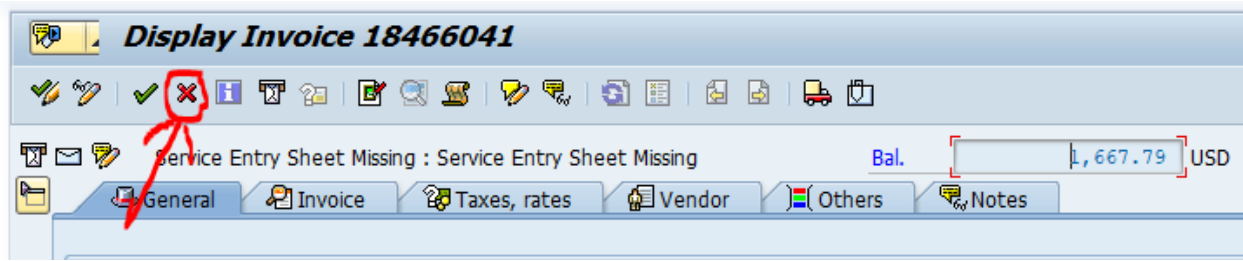
Fill out the title and long description explaining the reason why you are rejecting the invoice. Click  save.




Click the green check  on the next box.



Click on the red  to reject the invoice.



Click on the green check  to release.

