

Umoja Enterprise Roles:

Requisitioner (Acting as the Service Receiver), Approver (in the Requisitioning Process)

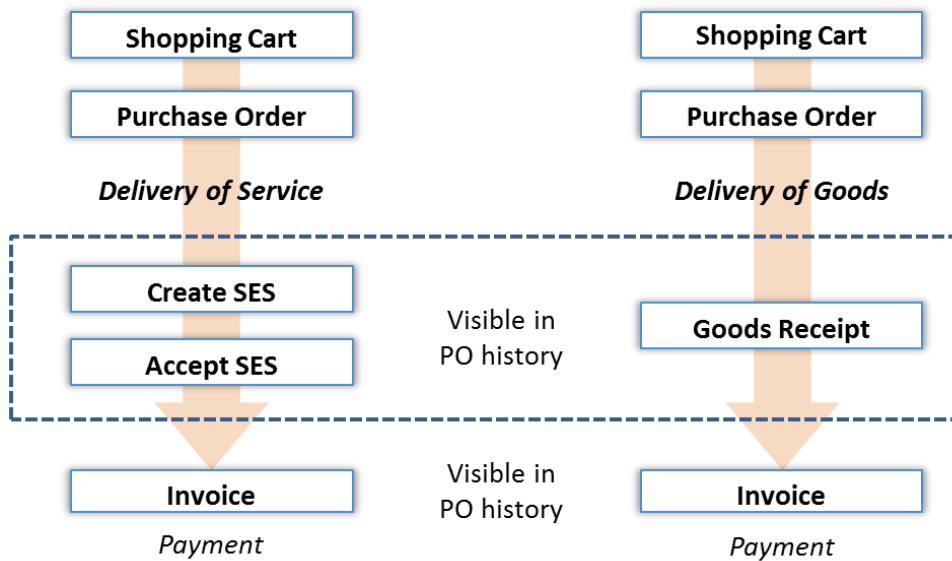
Introduction:

When a user receives services in Umoja ECC, the user creates a Service Entry Sheet in order to confirm delivery of the services. This guide details the steps to receive and approve a Service Entry Sheet.

Service Entry Sheets (SES) are required when you must "receive" services that have been contracted (i.e. a Purchase Order for services). This process records the performance of the services rendered. You must have an approved SES in place before the Invoice can be processed and the UN can pay for the contracted services. Service Entry Sheets are similar to Goods Receipt documents used for Material/Goods Purchase Orders. Note that in the UN, all intangible goods (e.g. software, copyrights) are received using the SES.

Purchasing Process for Services

Purchasing Process for Goods



Tips:

1. Create the SES as soon as the service task is complete. **DON'T** wait for the invoice to come in.
2. Assign the SES creation (or at least approval) to someone that actually knows about the service. **DON'T** assign the SES creation or approval to someone that isn't involved in delivery of the service

Note:

For service contracts requisitioned and arranged by HQ but received in the mission, the mission staff maybe responsible for the service receipt. Mission sections should confirm with HQ counterpart sections who will create and approve the SES in these circumstances.

T-Codes: Service Entry Sheets	Service Entry Sheet	Display Purchase Order
	ML81N	ME23N
Movement Types	101	102
	Receipt Completed and Invoice Posted	Receipt Reversed and Invoice Reversed

* * * * *

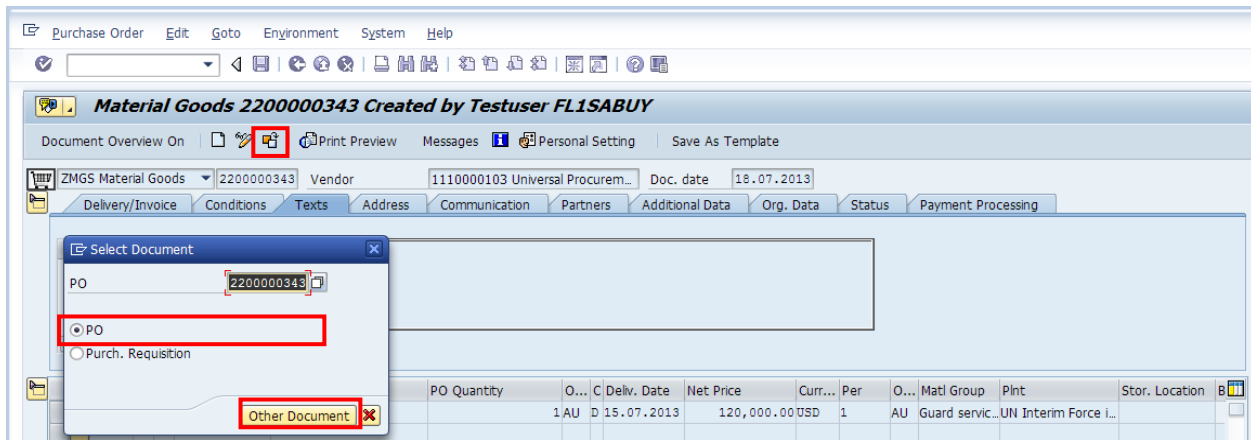
Review Purchase Order (Requisitioner)

Before creating a Service Entry Sheet to receive services, review the corresponding purchase order.

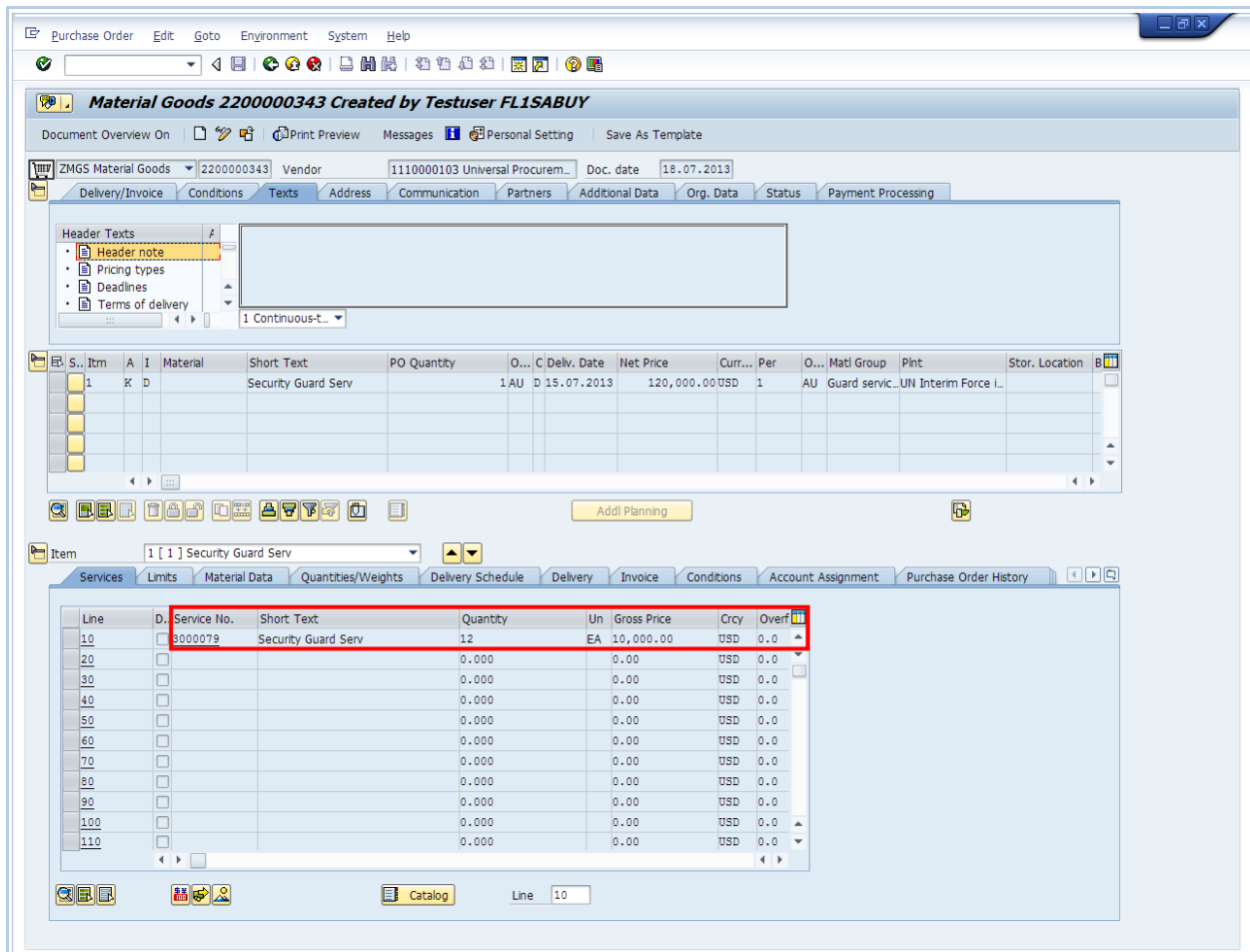
Enter T-code **ME23N** in the command field. The initial screen displays the last PO that the user opened.

Click on the **Other Purchase Order** icon (left of the **Print Preview** icon) to open a new PO.

In in the pop up window, enter the **PO number** and click **Other Document**

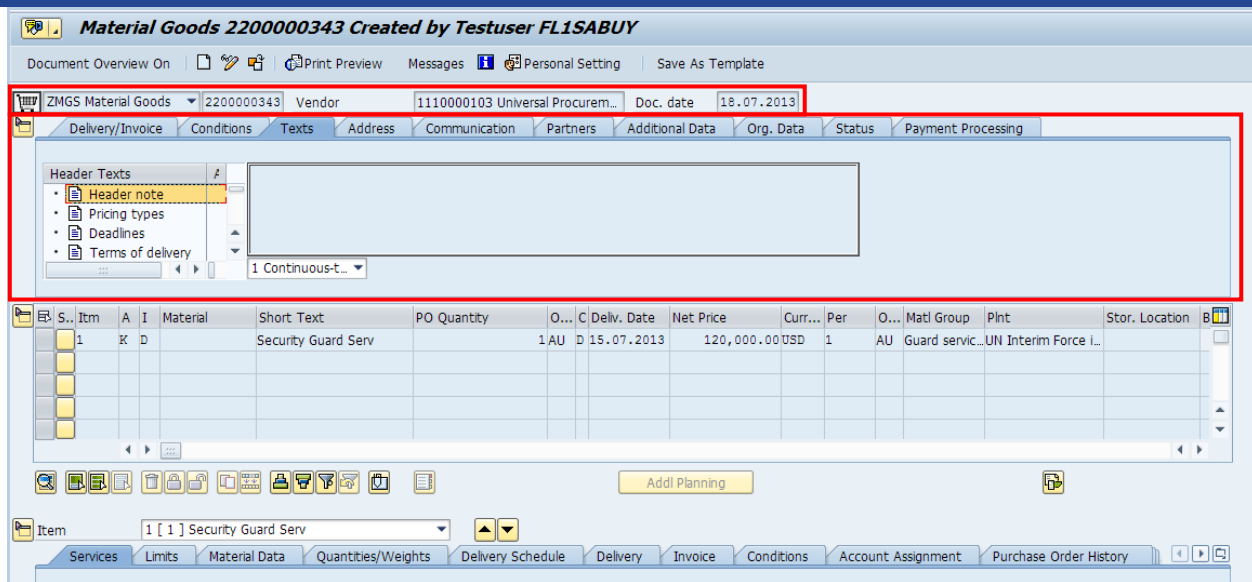


The PO screen will display. Review the PO to confirm the services and quantity to be received.

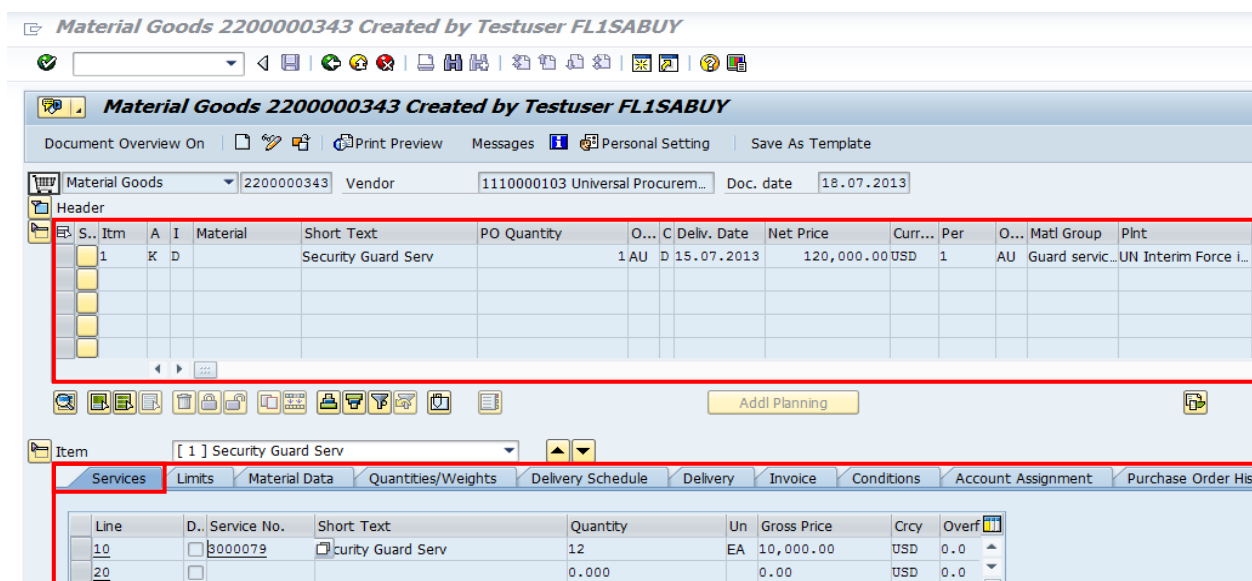


The PO screen consists of the following fields and sections:

The PO number, vendor, document date, and the PO Header

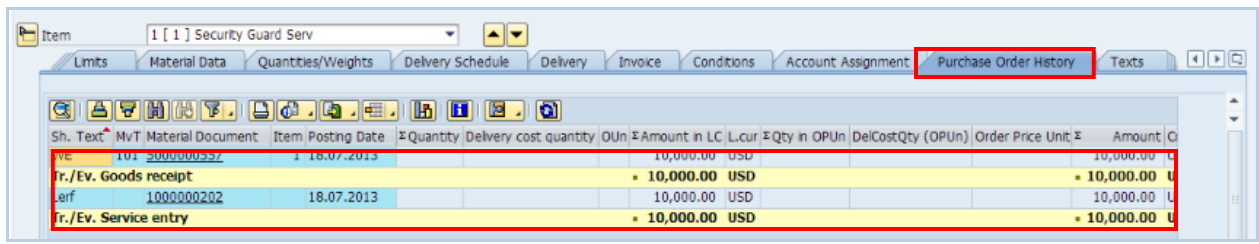


Review the **Item Overview** and **Line Item Detail** sections. Note that for POs with Service line items, the **Item Overview** displays a summary (e.g. total quantity and total price) for all “planned” services provided under the service line item. In the **Line Item Detail**, review the details of the line items to be received. Refer to the **Services** tab for the specific service details the “planned” services). Confirm the nature of services, delivery date, quantity, supplier notes, and other information



In the **Line Item Detail** section, click the **Purchase Order History** tab to view the history of service receipts posted against the PO. Note that, the **Purchase Order History** tab is not visible if there has not been any previous service receipt action against the PO (i.e. there is no history for the PO).

For each previous service receipt (i.e. an approved SES), an entry in the **Purchase Order History** tab will be displayed. It will show the SES number, corresponding material document number (created by the system after an SES is approved), posting date, quantity and value of the of the receipt transaction. The user can click any of the underlined fields to open the referenced document, such as material document.

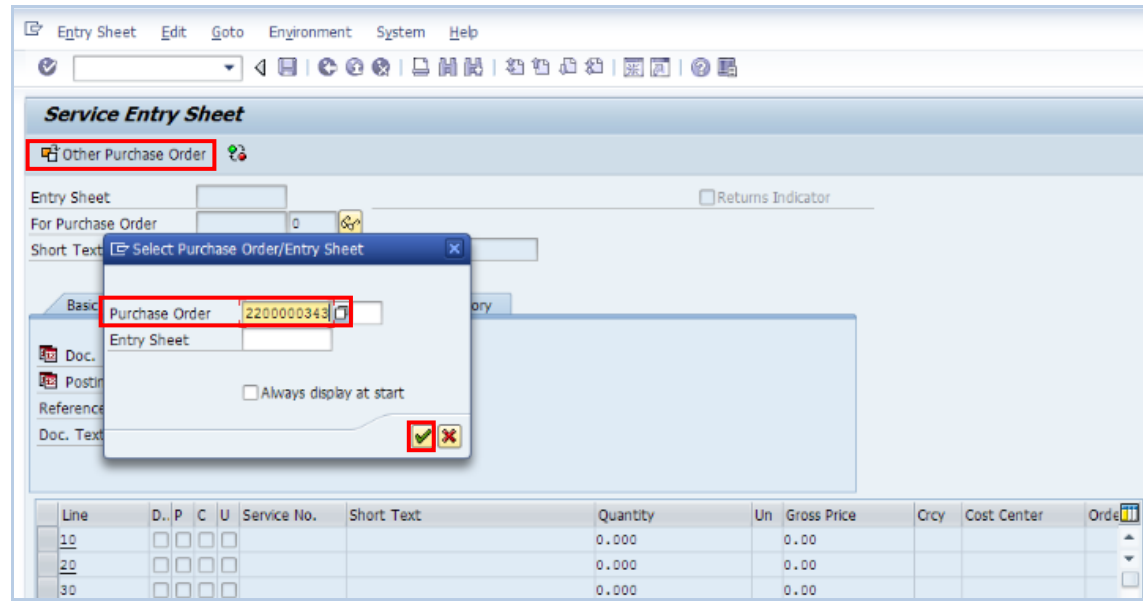


Create Service Entry Sheet (Requisitioner)

Step 1

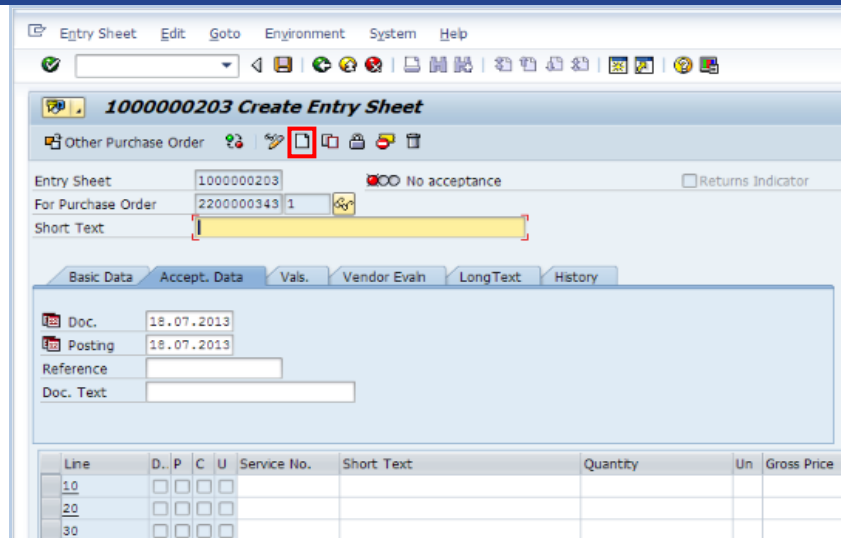
Determine the amount of service to receive, then enter the T-Code **ML81N** in the command field. The screen displays the last Purchase Order the was being processed.

Click on the **Other Purchase Order** button to find the PO that you will be receiving against. In the pop-up window, enter the PO Number in the **Purchase Order** field and click the **Continue** button.

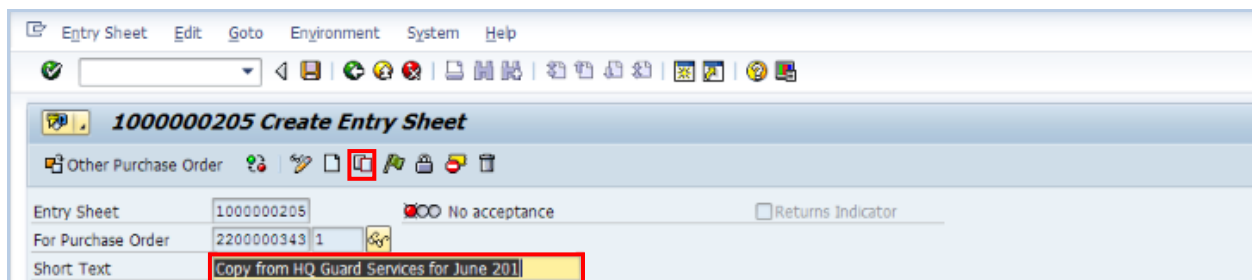


Step 2

Click the **Create Entry Sheet** icon

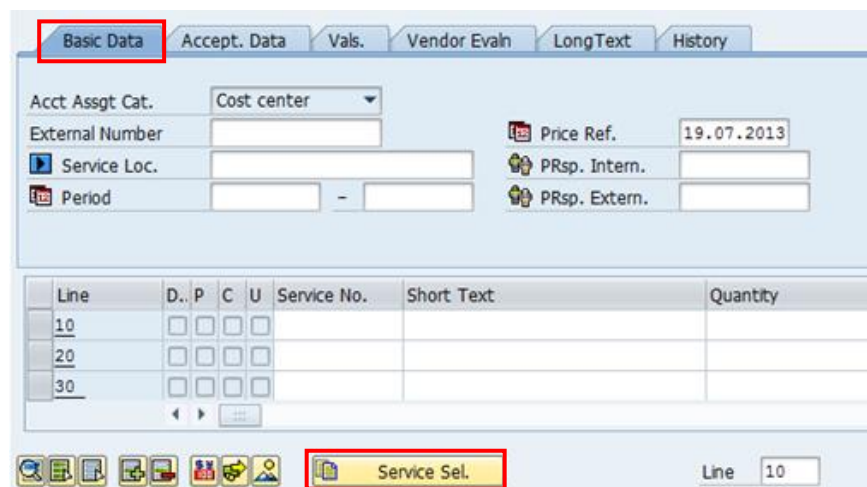


Note: If you are creating an SES for a services that is repeating, and has had a similar SES created before, you can click the **Copy Entry Sheet** icon, which will copy the information from the previous SES.



Step 3

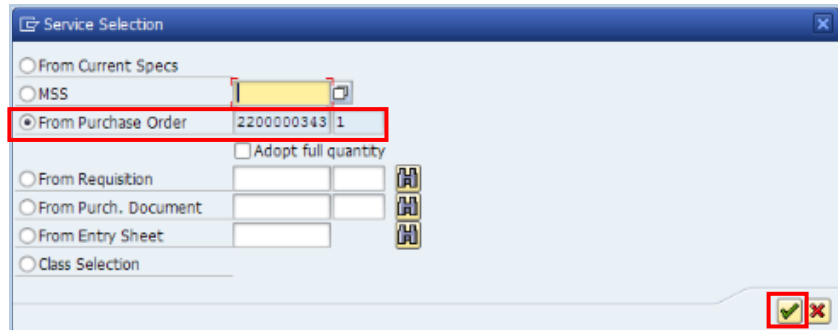
Click the **Basic Data** tab and click the **Service Sel.** Button



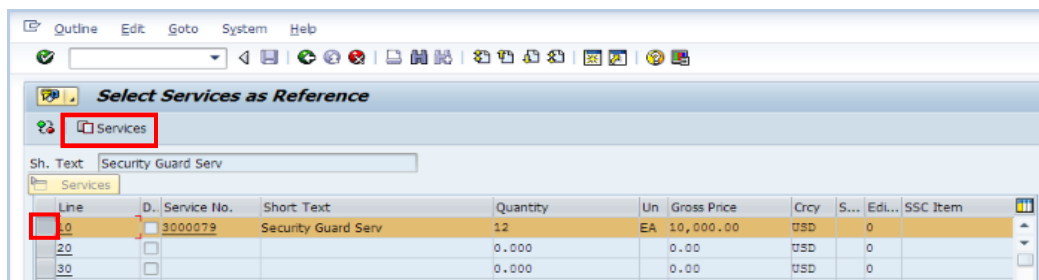
Step 4

In the **Service Selection** pop-up window, confirm the corresponding PO number is listed in the **From Purchase Order** field.

Click the **Continue** icon



Click the grey box on the left of each corresponding line item to select the specific services from the PO that are to be received with this SES, then click the **Services** button. More than one line can be selected.



Step 5

Click the **Accept. Data** tab. The **Doc** date is today's date. To comply with IPSAS guidelines, the **Posting** date **MUST** be updated to the date the services were actually received, or the last day they were received in case of service delivery which takes place over a period of time.

Validate the quantity of the services received in the **Quantity** column and update the information, if necessary.

Enter additional information in the **Short Text** field.

100000203 Change Entry Sheet

Other Purchase Order:

Entry Sheet: 100000203 No acceptance Returns Indicator

For Purchase Order: 220000343 1

Short Text: HQ Guard Services for July 2013

Basic Data | Accept. Data | Vals. | Vendor Evaln | LongText | History

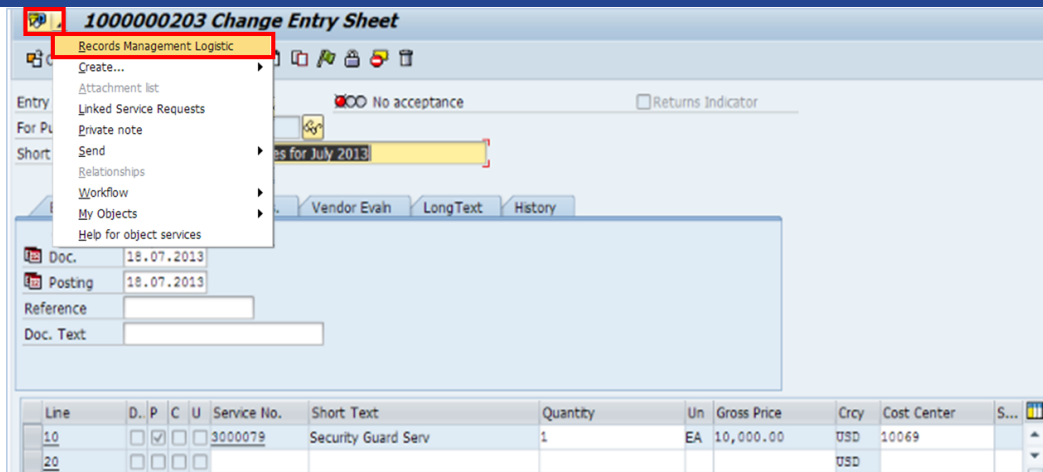
Doc. 18.07.2013
Posting 18.07.2013

Reference:
Doc. Text:

Line	D.	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Cost Center	S...
10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3000079	Security Guard Serv	1	EA	10,000.00	USD	10069	
20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						USD		

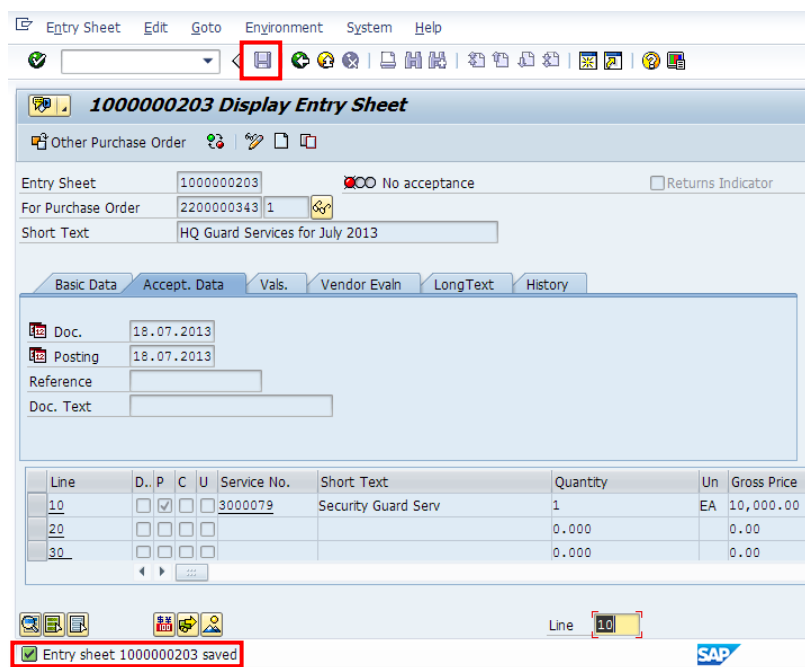
Step 7

Select **Records Management Logistics** from the **Services for Object** drop-down list, to add an attachment. Attach any relevant reference document, for example time sheets for consultant services, flight completion report, etc.



Step 8

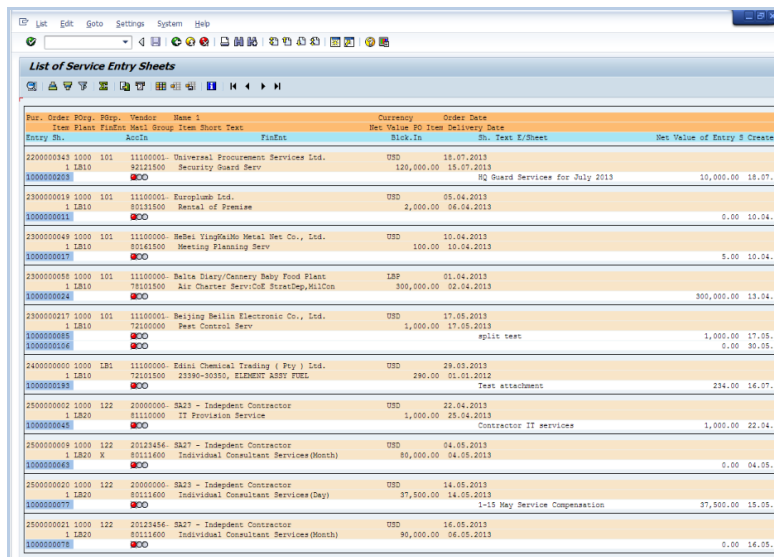
Click the **Save** button to save the Service Entry Sheet. Take note of the Service Entry Number for the approver. The Service Entry Sheet is now pending approval prior to invoice posting.



Service Entry Sheet Approval (Approver)

Step 1

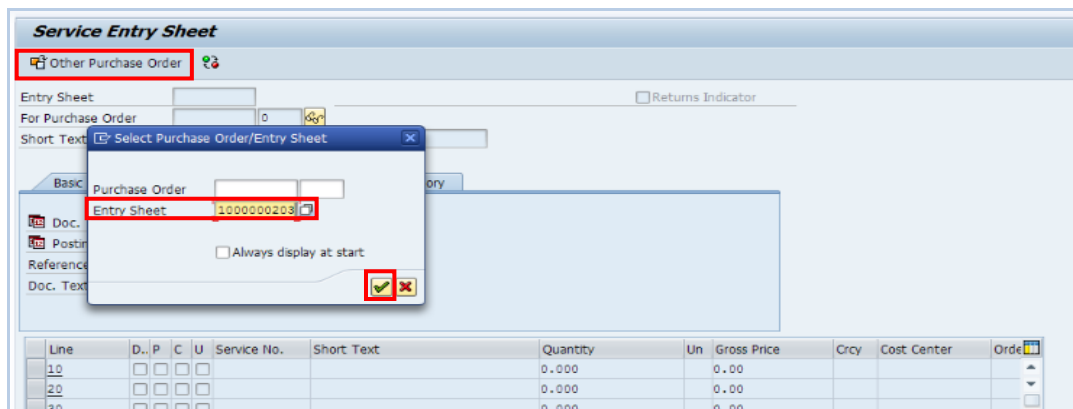
The Approver can view the list of the SES's requiring approval by entering **ML84** in the **Command** field and viewing the list of SESs



Step 2

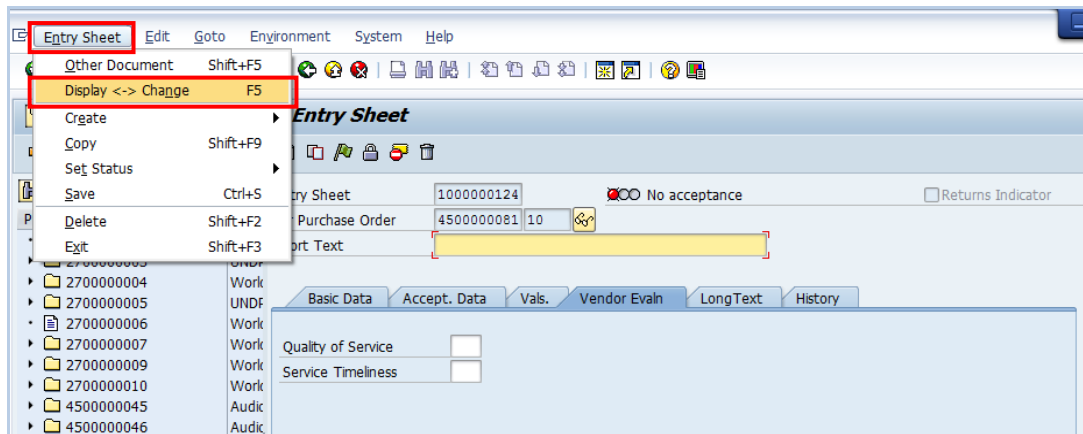
Enter the T-Code **ML81N**. The screen displays the last Purchase Order the being processed by the user.

Click on the **Other Purchase Order** button to review a Service Entry Sheet. In the pop-up window, enter the Service Entry Number in the **Entry Sheet** field that needs approval and click the **Continue** button.



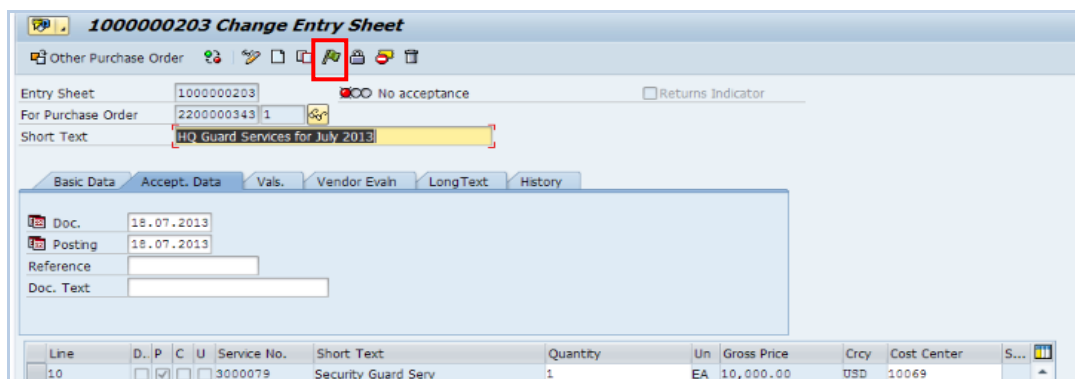
Step 3

To approve the Service Entry Sheet it must be in the Edit mode. Click the **Entry Sheet** menu and click **Display** ← → **Change**. Review the information in the entry sheet to ensure that it is correct.



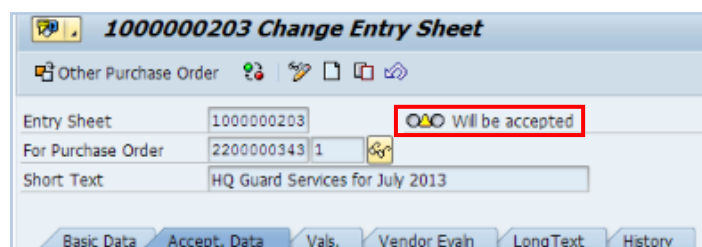
Step 4

After verifying that information is correct, accept the entry sheet by clicking on the **Accept/Flag** button.

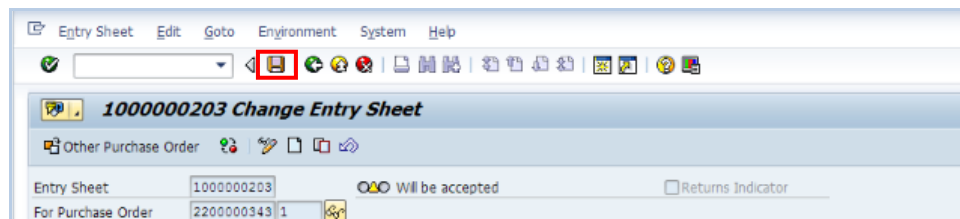


Step 5

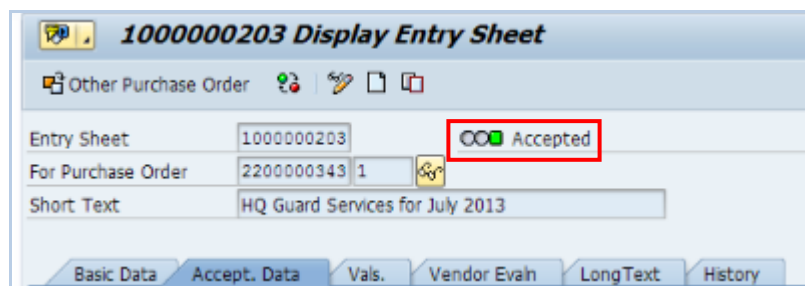
The Service Entry Sheet status will change to **Will be Accepted**



Click the **Save** icon to save and post the accepted SES. A Material Document (a system term for a Goods or Service Receipt) is created and assigned a Material Document Number.



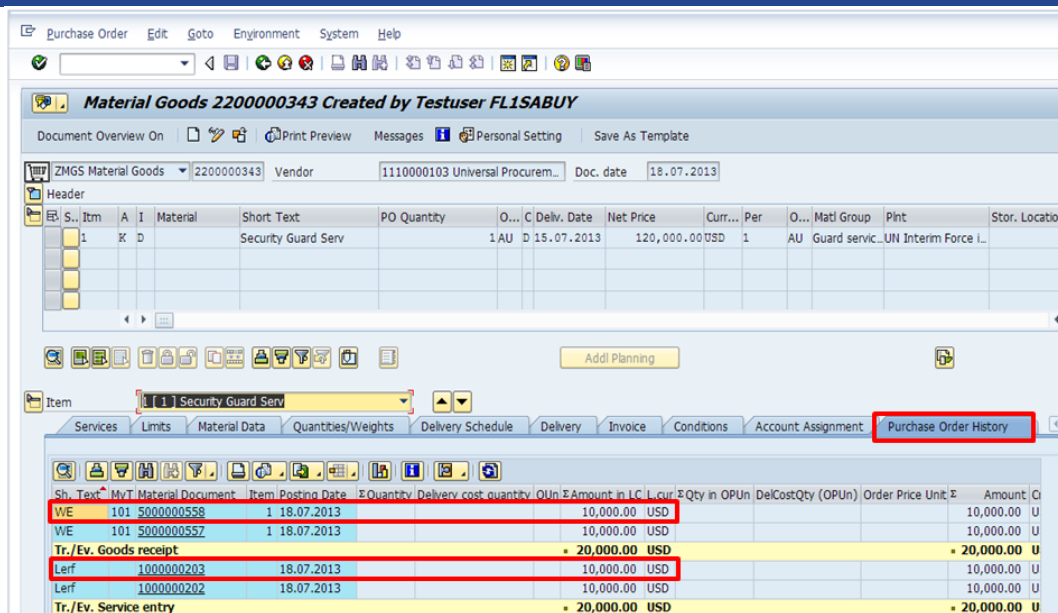
The status of the Service Entry Sheet will now display **Accepted**.



Step 5

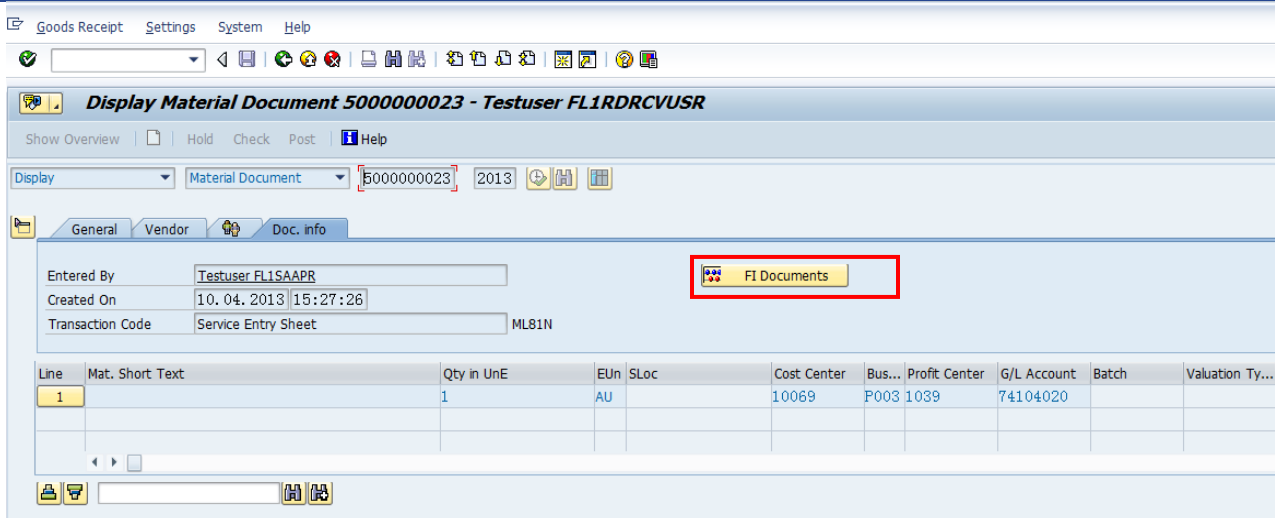
To confirm posting of the SES, the user can return to the PO display screen and view history of service entry actions performed against the PO. Enter the T-code **ME23N** in the **Command** field.

Click the **Purchase Order History** tab to review the receiving actions taken. Confirm that a 101 Movement Type is displayed next to the service receipt. This means that the invoice was successfully posted.



Step 6 (Optional)

To review the financial documents, click on the Material Document number. On the Material Document screen, click the **FI Document** button to review the financial documents created through this transaction.

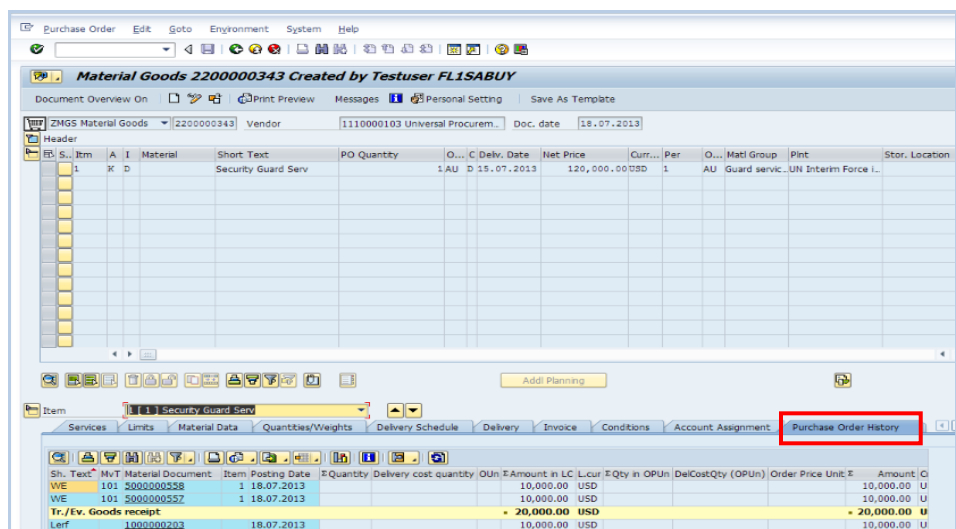


Service Entry Sheet Cancellation (Requisitioner or Approver)

Follow these steps if an error has occurred, and the user needs to cancel the Service Entry Sheet.

Step 1

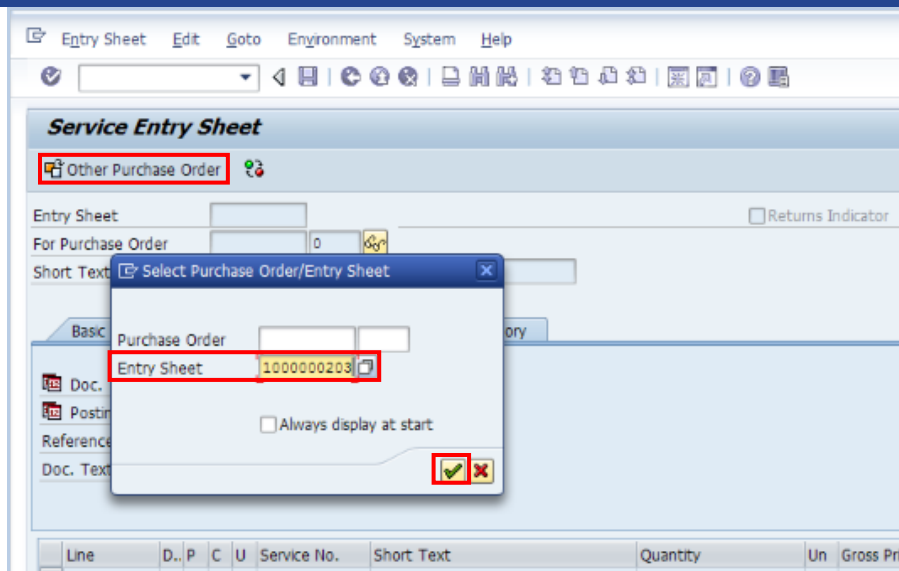
View the PO using the T-code **ME23N**. Review the **Purchase Order History** tab to confirm that a service receipt needs to be reversed.



Step 2

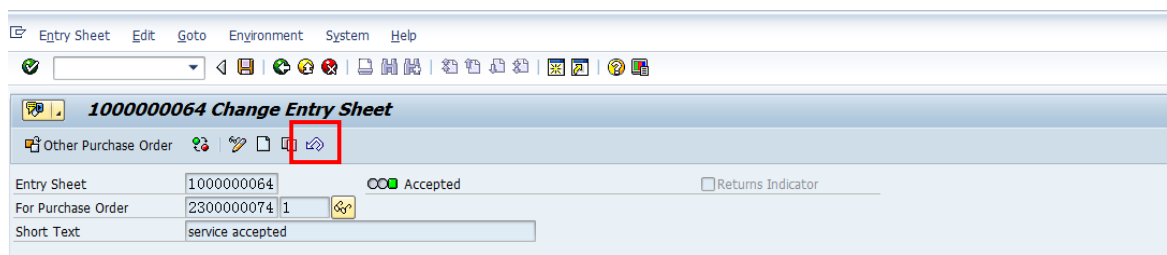
To reverse a Service Entry Sheet, enter the T-code **ML81N** in the **Command** field

In the popup, the Entry Sheet Number that needs to be reversed in the **Entry Sheet** field, then click **Continue**.

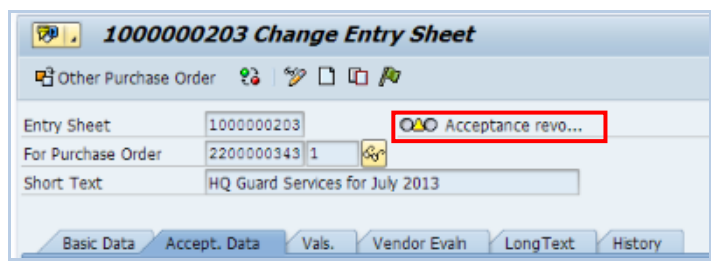


Step 3

To edit the data in the Service Entry Sheet, click the **Entry Sheet** menu and click **Display** ← → **Change**.
 Click the **Revoke Acceptance** icon to delete or reverse this Service Entry Sheet.

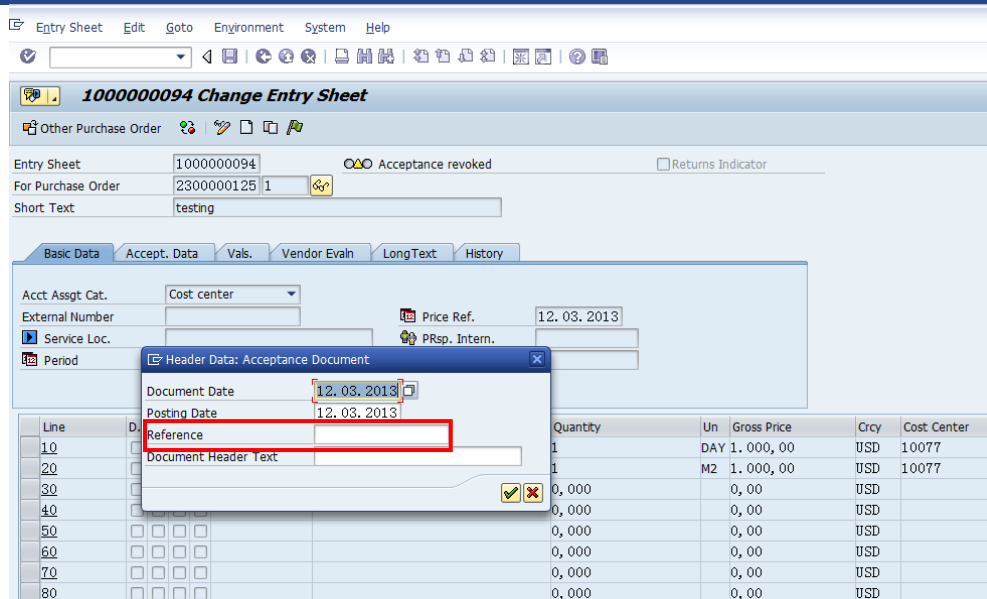


After clicking the button, the Approve button will appear again and the status of the Service Entry Sheet is changed as from **Accepted** to **Acceptance Revoked**.

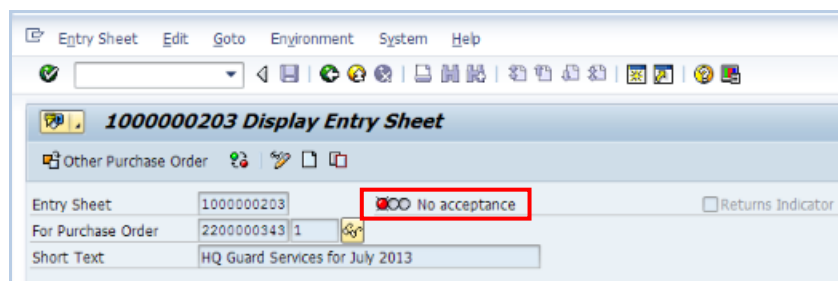


Step 4

Click the **Save** button to save this transaction. A pop-up window will appear for the user to add reference information (note the reason of the reversal).



When the transaction has been saved, the Service Entry Sheet is saved with **No acceptance** status.



Step 5

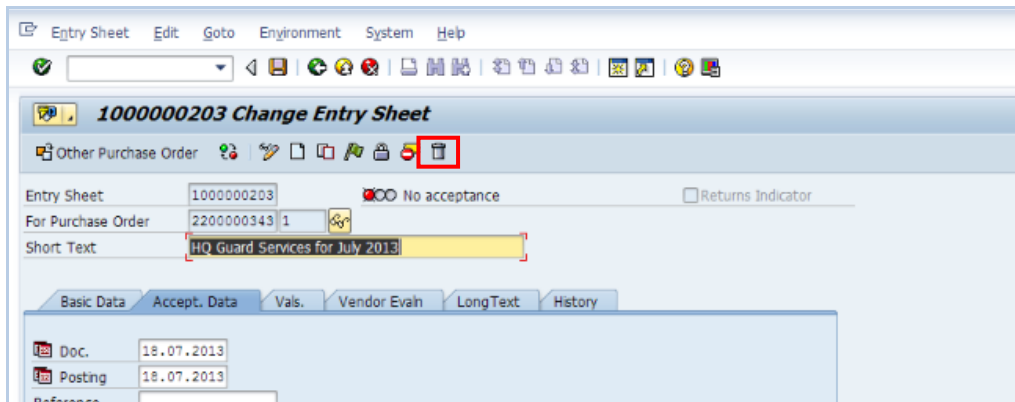
At this time, the PO's **Purchase Order History** will display a 102 movement type to show that a Service Entry Sheet has been reversed. The invoice posting is also reversed.

Service Entry Sheet Deletion (Requisitioner or Approver)

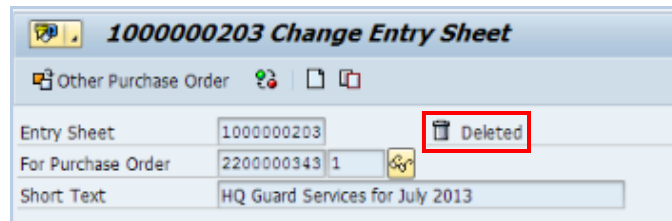
Follow these steps if the user needs to completely delete the Service Entry Sheet.

Step 1

If the Service Entry Sheet has to be completely deleted, open up the Service Entry Sheet using T-code **ML81N**. Click the **Entry Sheet** menu and click **Display ← →Change**. Then, delete the Service Entry Sheet using the **Delete** button.

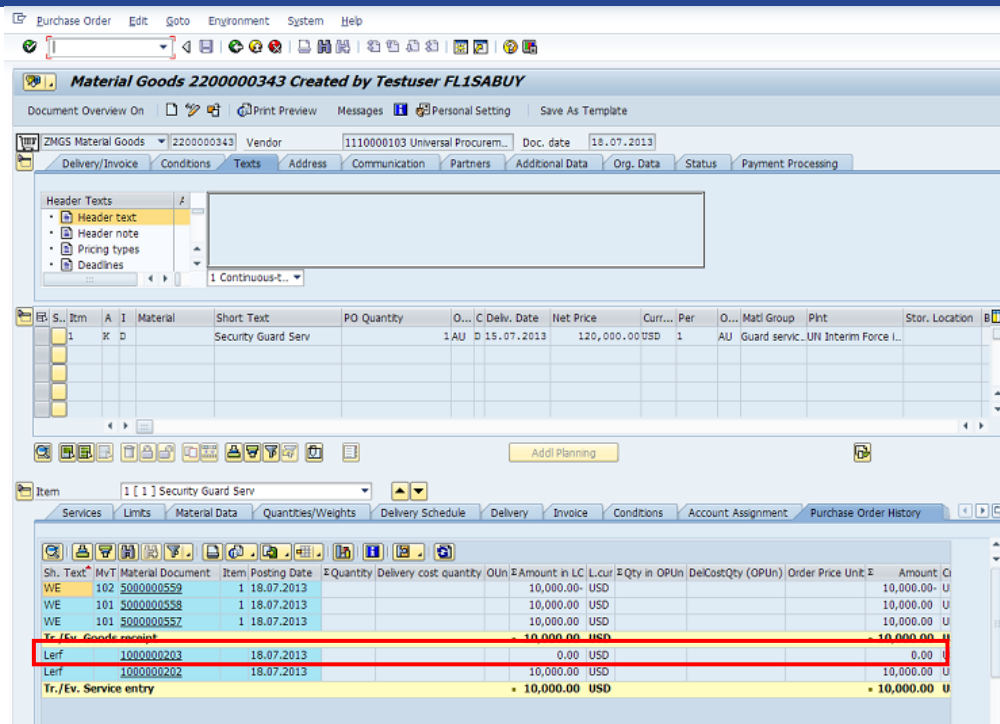


The status will now reflect **Deleted**.



Step 2

On the PO's **Purchase Order History**, the Service Entry Sheet will still appear. However, the amount now shows \$0. While the Service Entry Sheet has been deleted, the Service Entry Sheet number will always remain on the **Purchase Order History**.

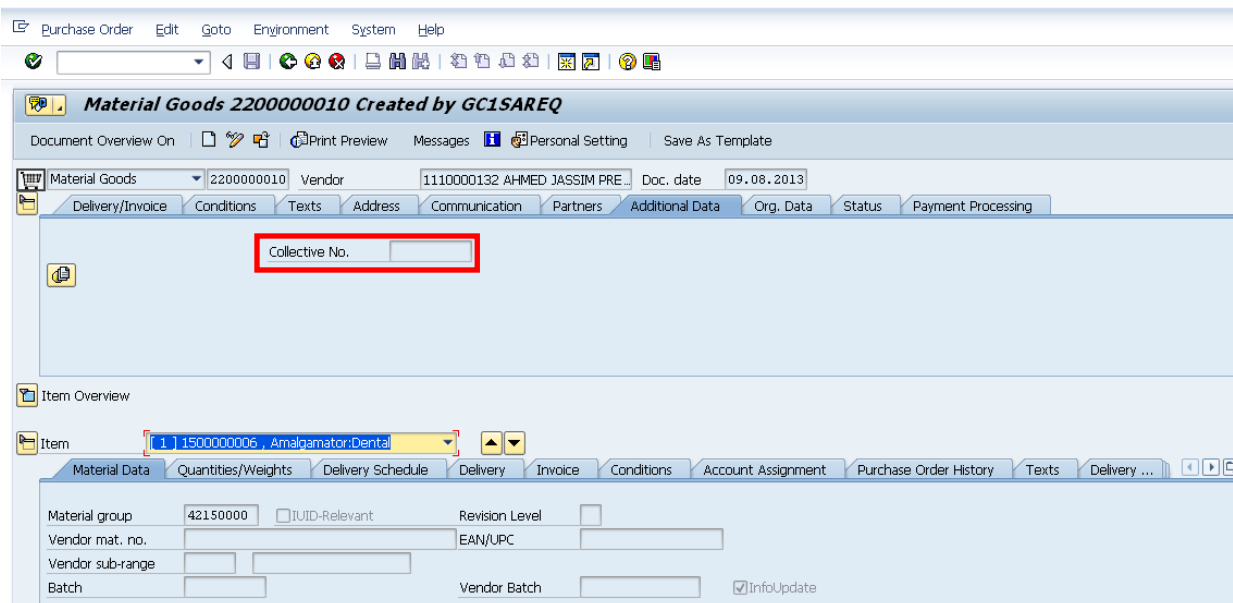


Legacy Purchase Order Identification in ECC (Requisitioner)

Legacy PO numbers current being converted to the SRM "Smart Number" field on the Purchase Order will be transferred to ECC to be visible to downstream Operations

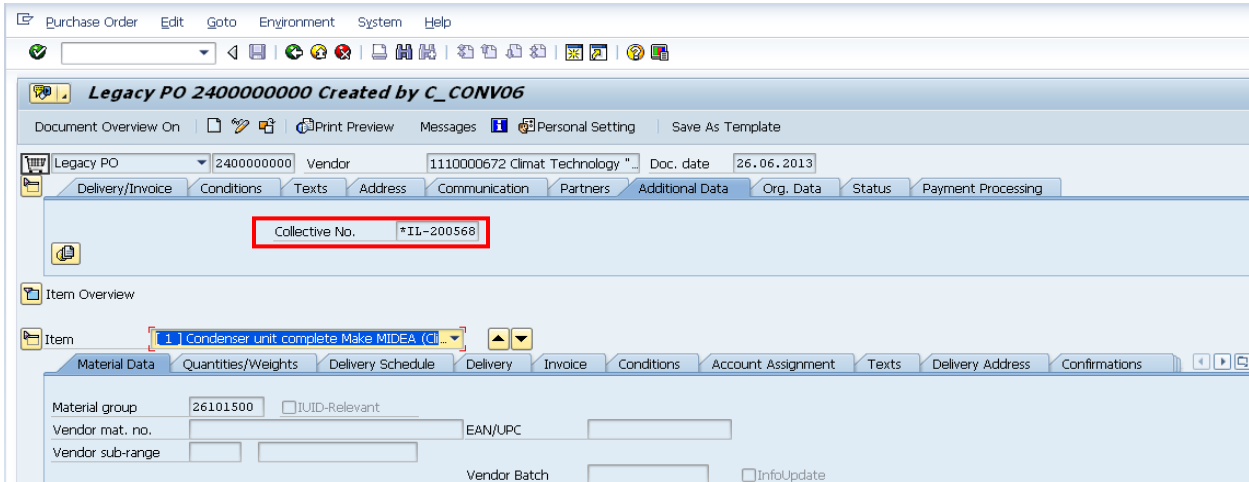
Step 1

ECC PO Header Field **Collective Number** will be used to store the Legacy PO number in ECC



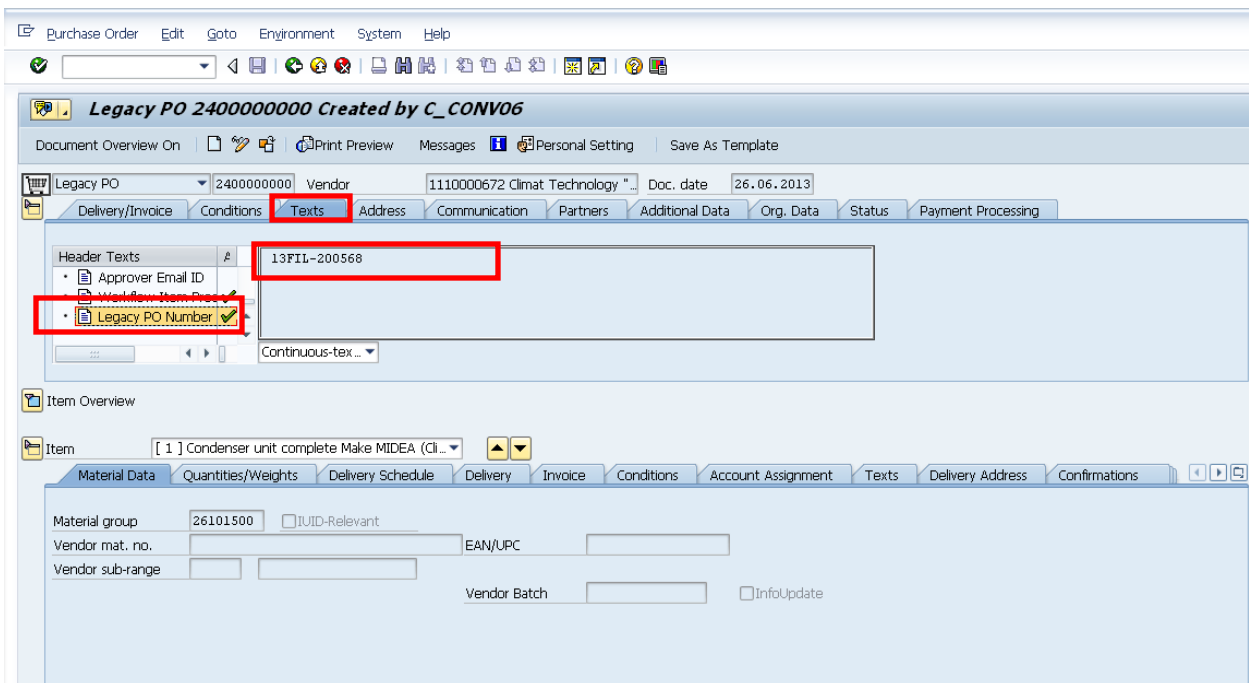
Step 2

In cases when the Legacy PO number is greater than ten characters; the collective number field will be populated by * + last 9 characters of the PO.



Step 3

A **Text** tab on the PO header has been configured to house the **full legacy PO number** in cases when it is over ten characters

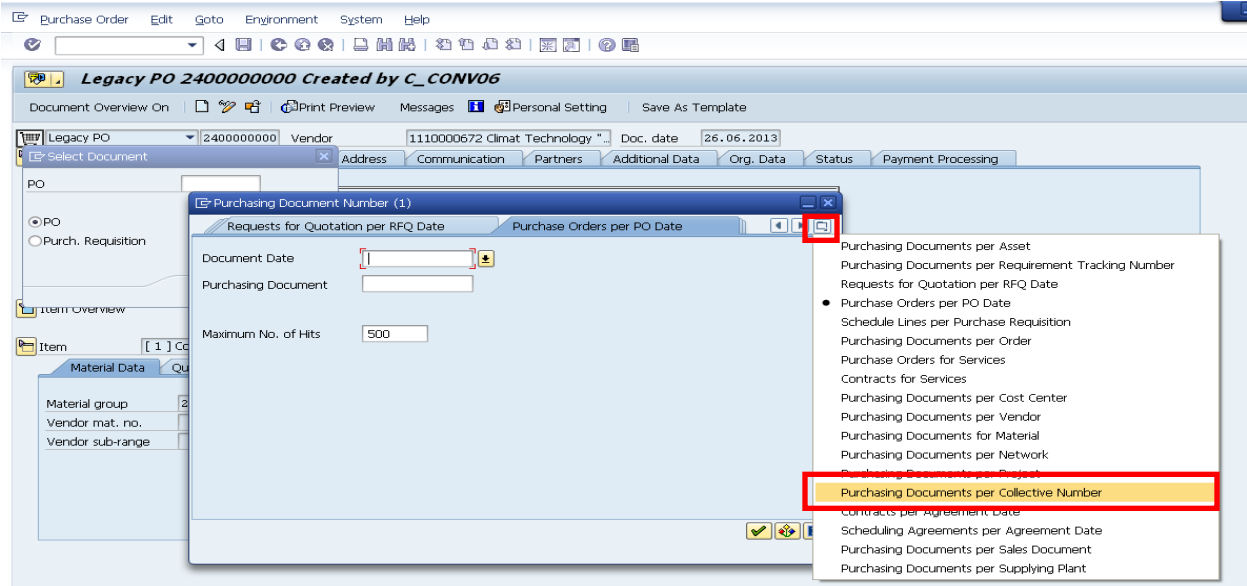


Searching for a Legacy Purchase Order in ECC (Requisitioner)

Purchase Order search screens can be called from a number of transactions including ME23N (PO Display), MIGO (Goods Receipts), ML81N (Service Receipts), MIR7 (Invoice Posting).

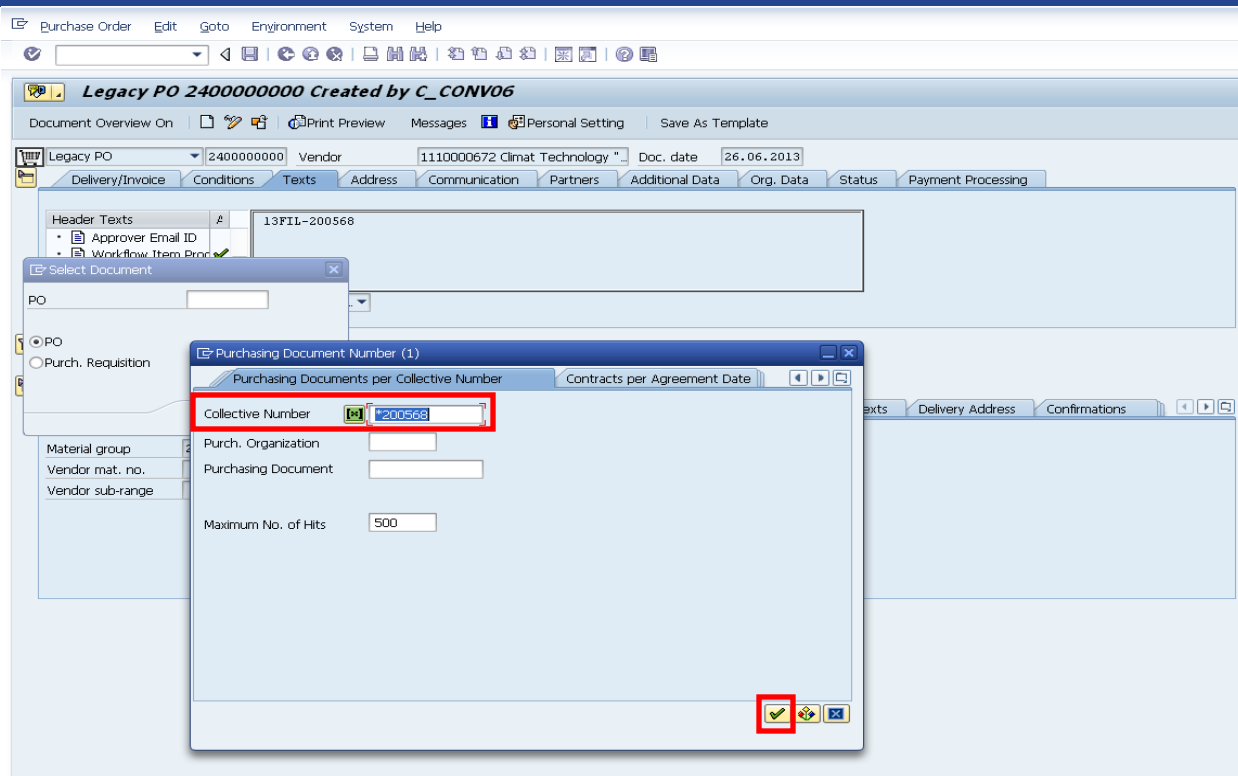
Step 1

Choose **Purchasing Documents per Collective Number** tab when opening the search option



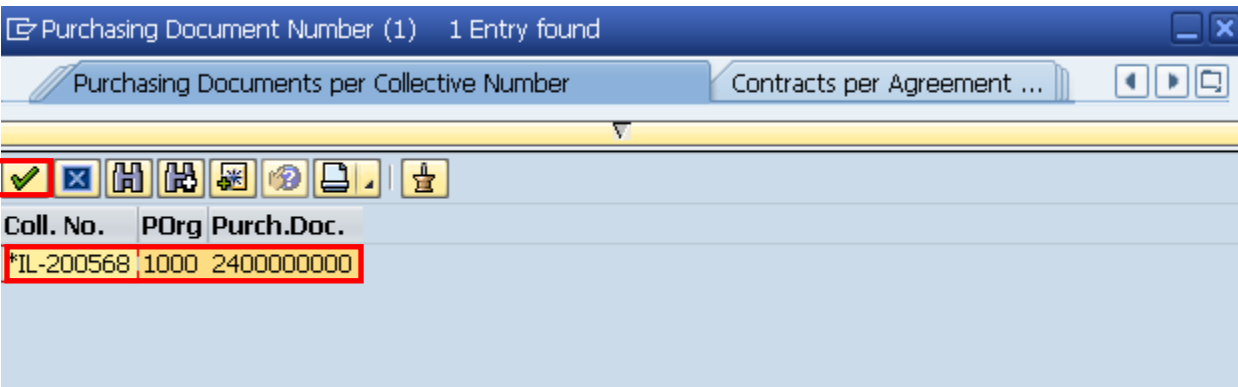
Step 2

Enter the *numeric PO identifier in the **Collective Number** field to find the respective legacy PO



Step 3

Choose the PO from the list



Legacy Purchase Order Reports in ECC

Purchase Order search screens can be called from a number of transactions including ME23N (PO Display), MIGO (Goods Receipts), ML81N (Service Receipts), MIR7 (Invoice Posting).

Reports

Inbound Delivery Report:

The collective number is available on the Inbound Delivery Report (VL06I) at both the header and item level view and can be used to identify the respective PO

Delivery	Deliv.date	GM	External Delivery ID	Coll. No.	Name of vendor	Ac.GI date	GoodsReceipt
180000004	15.07.2013	A	2400000001	*IL-200597	Ebasco Trading Corporation		
180000003	21.07.2013	A	2400000000	*IL-200568	Climat Technology "Climatec"		

Purchase Order Reports:

All Purchase Order list reports as for example ME2N, ME2B, ME2K and all PO reports have the **Collective Number** field as an option to include that can be added by the user:

The screenshot shows the SAP 'Purchasing Documents For Cost Center' report. A 'Change Layout' dialog box is open, allowing users to customize the report's columns. In the 'Column Set' list, 'Collective Number' is highlighted with a red box, indicating it is a selectable field for inclusion in the report.

List Edit Goto Views Environment Settings System Help

Purchasing Documents For Cost Center

Coll. No.	Item	Doc. Date	Vendor/supplying plant	Material	Short Text	Matl Group
Cost Center 10074						
Purchasing Document 2400000000						
*IL-200568	1	26.06.2013	1110000672 Climat Technology "Climatec"		Condenser unit complete Make MIDEA (Clim	26101500
*IL-200568	2	26.06.2013	1110000672 Climat Technology "Climatec"		Condenser unit complete Make MIDEA (Clim	26101500
*IL-200568	3	26.06.2013	1110000672 Climat Technology "Climatec"		Evaporator unit complete (indoor unit),	26101500
*IL-200568	4	26.06.2013	1110000672 Climat Technology "Climatec"		Evaporator unit complete (indoor unit),	26101500
*IL-200568	5	26.06.2013	1110000672 Climat Technology "Climatec"		Freight	26101500
Purchasing Document 2400000001						
*IL-200597	1	26.06.2013	1110001804 Ebasco Trading Corporation		Heat shrink wraparound sleeve, recovere	12000000
*IL-200597	2	26.06.2013	1110001804 Ebasco Trading Corporation		Heat shrink wraparound sleeve, Recovere	12000000
*IL-200597	3	26.06.2013	1110001804 Ebasco Trading Corporation		Heat shrink sleeve recovered wall thick	12000000
*IL-200597	4	26.06.2013	1110001804 Ebasco Trading Corporation		Power Meter 700PM: Communiation with THD	12000000
*IL-200597	5	26.06.2013	1110001804 Ebasco Trading Corporation		Flexible Wire PVC insulated single 0.75	12000000
*IL-200597	6	26.06.2013	1110001804 Ebasco Trading Corporation		Flexible Wire PVC insulated single 0.75	12000000
*IL-200597	7	26.06.2013	1110001804 Ebasco Trading Corporation		Flexible Wire PVC insulated single 0.75	12000000
*IL-200597	8	26.06.2013	1110001804 Ebasco Trading Corporation		Flexible Wire PVC insulated single 0.75	12000000
*IL-200597	9	26.06.2013	1110001804 Ebasco Trading Corporation		Freight	12000000