MM_ML81N:
Maintain Service Entry Sheet
Overview

This training document will describe how to create a “Maintain Service Entry Sheet” (MSES). A MSES is needed to document and authorize payment for services performed by a construction contractor. Within purchasing, this service entry sheet document is designed for the recording of the services that have been performed by the construction contractor. The service entry sheet is a list of all planned services that have actually been performed. In facilities construction service transactions, a service entry worksheet will be created on the basis of a schedule of values entered on the purchase order. It can also be used to list and specify unplanned services that have been performed and whose precise scope and nature were unknown at time of planning phase.

OBJECTIVE(S):
- To properly create a Service Entry Sheet
Access the Display Entry Sheet screen

1. Select Logistics > Materials Management > Service Entry Sheet > Maintain

**NOTE:**
Entering the technical name for the transaction in the Command field can shortcut using the menu tree. Here you could enter `<ML81N>` to go the same screen.

2. The *Display Entry Sheet* screen appears.
**Display Entry Sheet screen**

1. If previous Service Entry Sheets have been entered, the system will default to the last service entry sheet entered. Use the icon to enter the new PO of the service to be entered.

   For training purposes, click once on the icon.

2. The **Select Purchase Order/Entry Sheet** pop-up screen appears. Enter a PO number. If you do not know the PO number, then use the Matchode icon to create a list of possible PO numbers.

   For training purposes, enter the PO reference number you have created in training in the **Purchase order** field. Click on the **(Enter)** button.
The Service Entry Against Purchase Order screen

1. The Create Entry Sheet screen re-appears with the PO field populated.

2. The Basic data tab will be present.
3. The Location field determines where the location the service was performed.
4. The Period Field identifies the period during which the service was performed.
5. The Price Ref. Field determines the date on which the price (cost) of the service was maintained in the service entry sheet.
6. The PRsp. Intern field identifies the LACCD employee responsible.
7. The PRsp. Extern field identifies the person responsible for the service (on the vendor side).
8. Click on the Accept. Data tab.
9. The **Doc.** field identifies today’s date.
10. The **Posting date** is the date the document is to be posted.
11. The **Reference** field identifies the Document number provided on the vendor’s invoice.
12. You can enter any text that may apply to the entire document in the **Doc. text** field.
13. Review the other tabs: “Value,” “Long txt.” And “History”

14. Select the icon to create the service entry sheet.
15. The fields on the **Service Entry Against Purchase Order** screen turn white.

16. To select the services that were planned from the PO, select the **Serv. selection** icon. The following screen appears.

17. Click on the \(\checkmark\) (Enter) button.
18. The **Select Services as Reference** screen appears.
Select Services as Reference screen

1. The Select Services as Reference screen displays the services that were entered as the schedule of values.

2. Select the service(s) to be confirmed by selecting the box to the left of the “line” field.

3. Select the icon to apply the selected service to the Service Entry Sheet.
4. The **Create Entry Sheet** screen appears.

**Create Entry Sheet screen**

1. The amount remaining to be accepted defaults into the “Quantity” field. Change the value to the amount to be accepted.

2. If the amount entered is to be accepted, select the icon.

3. Once the entry sheet has been accepted, the status indicator will change from **No acceptance** to **Will be accepted**.

4. If this service entry sheet is the last to be entered, select the icon to indicate this as the final entry sheet.

5. Click on the *(Save)* icon to save the entry.
6. Once the document is posted, the status bar will present the user with the message: “Service entry sheet saved, acceptance document xxx posted.”