Job Aid – SC038 – SES Mass Upload

Purpose

Display the steps involved with uploading information for multiple services to create multiple Service Entry Sheets (SES) through the Mass Upload tool (SC038). This mass upload tool may be beneficial for individuals who have source data for SES creation already in excel format or if they find it more efficient to create multiple SES at one time.

Prerequisites

- Course – Receive Goods & Services

Transaction Code

- **Apps Launchpad – SC038 Service Entry Sheet(s) Upload**

Security Role

- Service Entry Sheets Processor – Employee
- Service Entry Sheets Processor – Contractors/Vendors

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Steps

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Context

This job aid explains how to use the SES Mass Upload tool. It will cover the following:

- How to download the Mass Upload excel template
- What fields are mandatory, conditional or optional
- How to enter required information
- How to upload the excel sheet and add any attachments

| Context	Download File	File Overview	Required Fields	Attachments	Upload

Download File

In order to use the PR Mass Upload tool, you must begin by downloading the template excel file from SAP. To do this:

1. Open **SC038** from the Fiori Apps Launchpad.
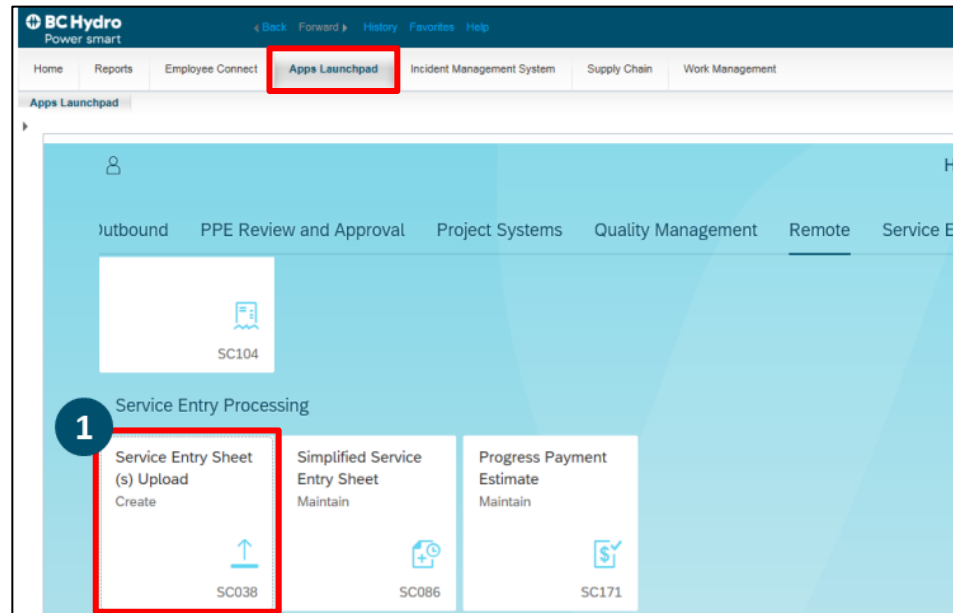
This will prompt the **Service Entry Sheet(s) Attach** screen to open, which will allow you to download the template. To download the template:

2. Select **Download** on the bottom right of SC038.
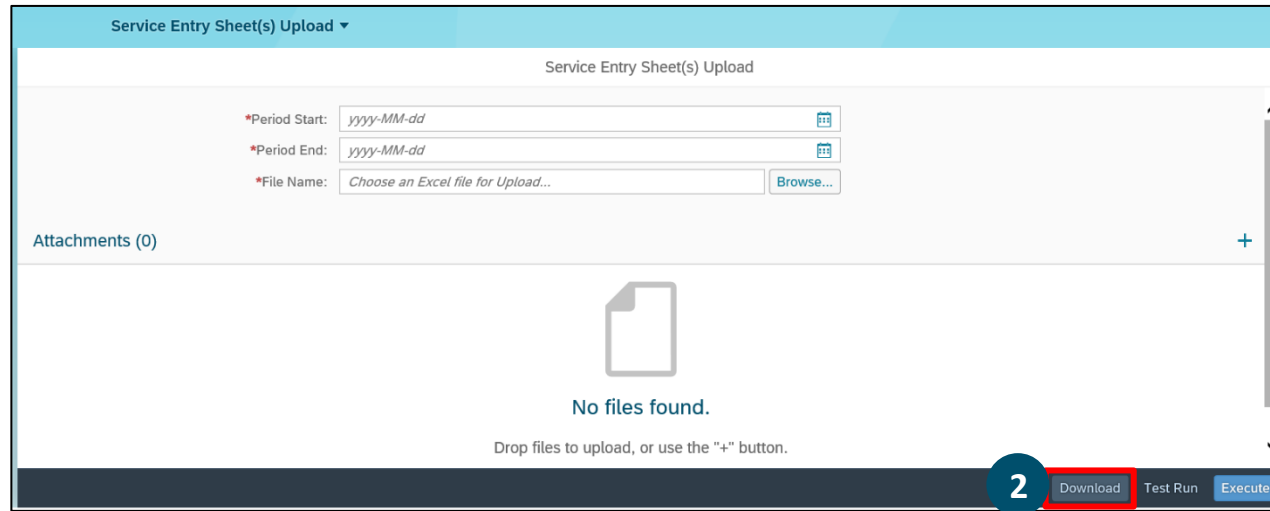
3. In Microsoft Excel, select the **File** tab.
4. Select **Save As** then **Browse**.
5. Select which folder you want the template saved in, and how you want to name it.
6. Select **Save**.
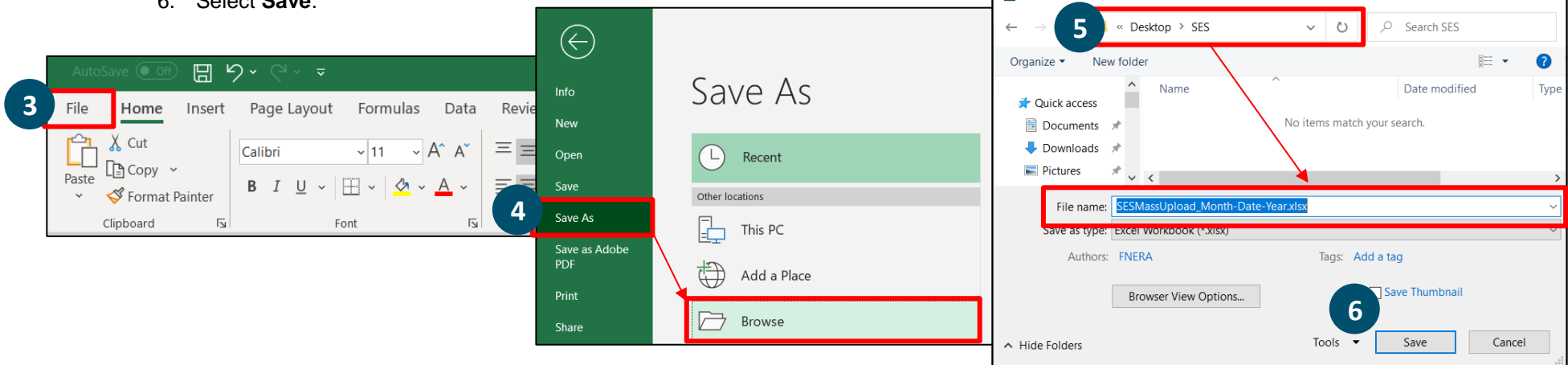
File Overview

Once you open the excel sheet, you will notice that the template has a table with 10 fields, each field is in a separate column ranging from columns A to J. Please note, this template could change periodically – if you have an older version saved on your computer and you get an error message when trying to upload, you may wish to consider downloading a new template in case of a change.

With the Mass Upload sheet, each row operates like a service line/item on a service entry sheet. Each row in the excel file will have mandatory fields that must contain information in order for the program to operate successfully. They will also contain conditional fields (the conditions will be explained below) as well as optional fields.

Each row becomes a service line on an SES.

TIP! Service entry sheets are created after the system sorts the data by PO, PO Item, Service No. and Description. Sort the file prior to loading so that it is easier to verify the results in SC038. If the upload file includes more than 100 service sheets, the results will be sorted by SES number.

Context ⟩ Download file ⟩ File Overview ⟩ **Required Fields** ⟩ Attachments ⟩ Upload

Required Fields

Within the Mass Upload tool, there are **Mandatory**, **Optional,** and **Conditional** fields. **Mandatory** fields must be completed in order to upload the SES Mass Upload sheet. **Optional** fields can be left empty. **Conditional** fields are specific conditions tied to them which are outlined in the table.

Excel Column	Field Name	Description	Mandatory / Optional / Conditional	Usage Notes
A	Purchase Order	Number of the purchase order to which the entry of services performed relates.	Mandatory	-
B	Item	Purchase Order Line Item Number	Mandatory	-
C	External Number	Number assigned to the entry sheet by the vendor/supplier/ (sub) contractor. By default – there will be one SES created for rows with matching PO and Line Items. If you wish to split them further, you can provide unique external numbers to group them in separate SESs instead of one.	Optional	-
D	Document Date	Initial date that the first BCH Person received the correct backup documentation. **Note**: do not rely on the vendor invoice date (due to possible backdating).	Mandatory	-
E	Price Ref Date	Price Reference Date. This refers to the price validity date that the SES will use when picking up the rates from the Outline Agreement referenced by the PO. This allows different rates from different periods in the OA to be used in SESes. This functionality only works with the	Optional	When this field is unpopulated, the Price Reference Date will default to the date when the SES mass upload is performed. Each unique combination of PO#, Item #, and External Number can only have one

Excel Column	Field Name	Description	Mandatory / Optional / Conditional	Usage Notes
		Unplanned (Limits) portion of Flexible POs or Flexible Blanket POs. So when the SES creator wants to use a rate from the OA from a previous rate period, they will use a date from that rate period in this field.		Price Reference Date. Using more than one date will cause an error when uploading the Excel file. Date cannot be in the future.
F	Service No.	Specifies the number of the service master record for which you want to enter, change or display data.	Mandatory	N/A
G	Service Description	Short description of the service (activity or work).	Conditional	If the Service No. starts with a 3 (i.e., detailed Service Master), this field will be ignored. If the Service No. starts with a 9 (i.e., Generic Service Master), the description will show in SES. If the same generic service master will be used multiple times, a different description will need to be used for each service item to avoid SAP copying the same price.
H	External Service Number	Code assigned to the service by the vendor / supplier / subcontractor. This can also be used as an alternative reference number to the service number (e.g., ROC#).	Optional	N/A
I	Quantity	Quantity of service	Mandatory	N/A
J	Cost Object: Part1	A cost centre, an internal order, a WBS element, a Work Order Number or a Network.	Conditional	If the Account Assignment Category (AAC) on the PO is K, F, P, N, or Q - this field is ignored. If the ACC is X, this is optional: if left blank the default account assignment from PO will be taken. If the ACC is U, this is required.

Excel Column	Field Name	Description	Mandatory / Optional / Conditional	Usage Notes
K	Cost Object: Part2	Either a Work Order Operation or a Network Activity.	Conditional	If the Account Assignment Category (AAC) on the PO is K, F, P, N, or Q - this field is ignored. If the ACC is X or U, this is required if the ACC is a Work Order or Network.
L	First and Last Name	Field used for the first and last name of the CLRA resource.	Optional	N/A
M	URL Reference	References the URL (optional) listed on the 2nd tab of Excel if attaching a URL to the SES (explained below).	Optional	N/A

The table below contains details on how to enter various types of cost objects in the SES Mass Upload Excel template. Refer to Job Aid – Enter Charge Codes & Cost Objects in SAP for more details.

Cost Object Type + Example	How to Enter in SES Mass Upload Excel Template		
	Cost Object: Part 1	Cost Object: Part 2	Notes
Cost Centre: 11000	11000		
WBS Element: YT-12345.C.IMPL	YT-12345.C.IMPL		
Internal Order: 81234567	81234567		
Work Order: W01691510	W01691510		
Work Order Operation: W01691510 001	W01691510	0001	Do not include the Sub-Operation if provided. Examples: 2000, 3000, 9001
Network Activity: YM8004 1234	YM8004	1234	
Network Activity Element: YM8004 1234 BE01	YM8004	BE01	Do not include the middle portion (Activity); only the Element is required.

![BC Hydro Power smart]

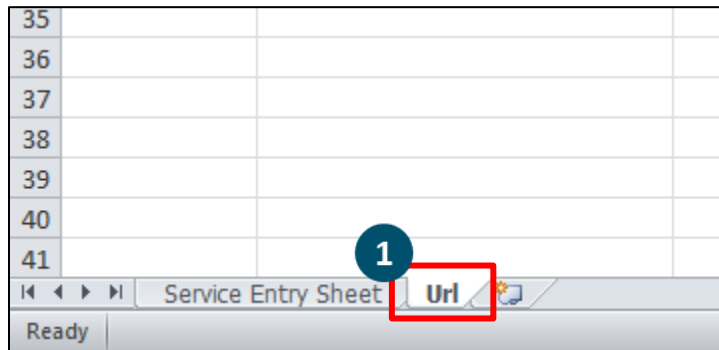| Context | Download file | File Overview | Required Fields | **Attachments** | Upload |

Attachments

Attaching an URL:

If you wish to attach a URL to a SES, follow these steps in the SES Mass Upload template Excel.

1. Select the **URL tab** in the Excel.

Note – the **URL Reference** number will match the URL with the number in column **M** of the Service Entry Sheet tab. The system will attach this URL to the SES for any line in the first tab that has the number in column K.

2. Fill in the fields in the template.

	A	B	C
1	URL Reference	URL Title	URL
2	1	Description - Vendor Catalogue	http://vendorcataloguetest.ca
3			

Attaching Files:

If you wish to upload attachment files from your computer, follow these steps.

1. Follow the appropriate naming conventions:
    a. If only 1 SES is being created per PO line: **PO#_Line#_Description**
    b. If multiple SES are being created per PO line: **PO#_Line#_ExternalNumber_Description**
    Note: Renaming the files as per the above is required. If you do not follow this convention, the system will not know which SES to attach the document to. It will also return an error message and not upload any information from the Excel file.

2. Select **the plus button.**
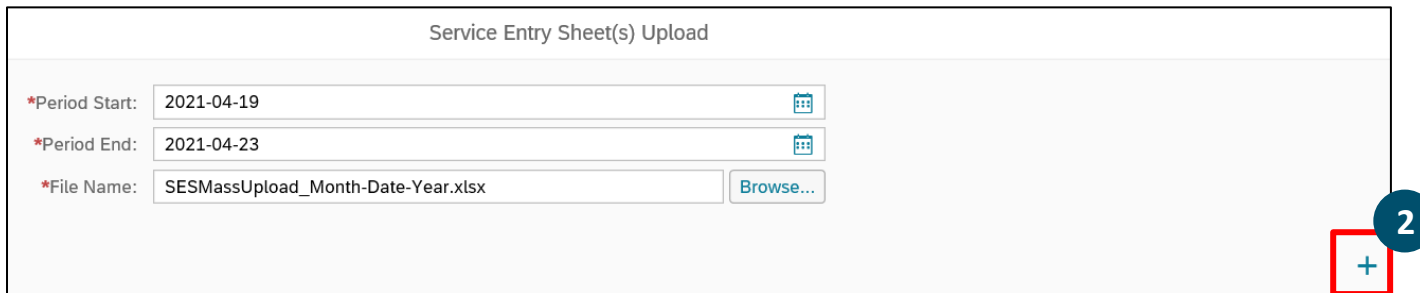
3. Select the **file(s)** you wish to attach.
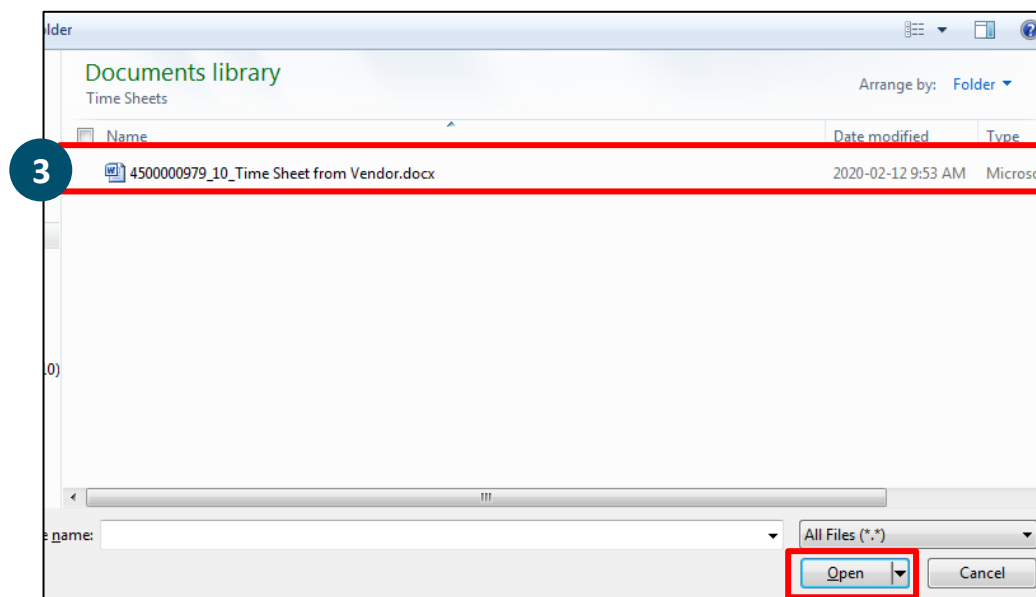
The attachment(s) will appear here.
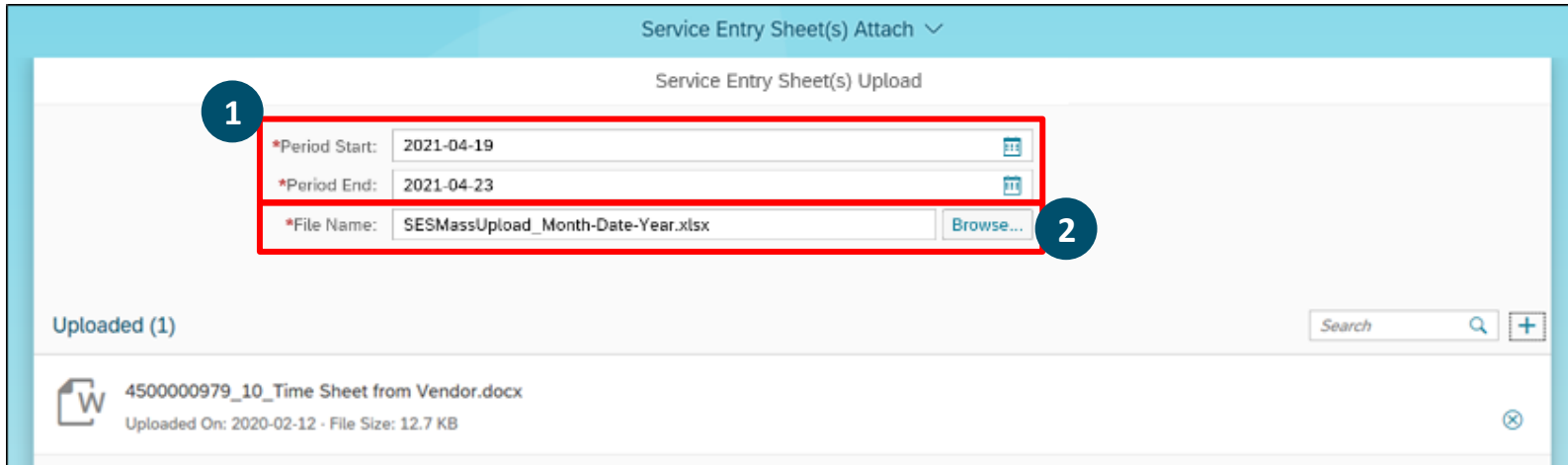
Upload

Once you have completed the SES Mass Upload Sheet, you can proceed by uploading the file into SAP.

1. Enter the **Period Start** and **Period End** date (when the services were completed) it is for information purposes only
2. Select the **Browse** button, select the saved file from your files – the File name will appear in the **File Name** field.

3. **Optional:** It is good practice to select the **Test Run** button. The system will check all of the data in the Excel sheet and the attachments to ensure an upload is possible. If there are any errors, the system will also tell you when you select **Execute.**

    At this point, you may receive **Error, Warnings**, or **Success** messages. Only **Error** messages require action in order to have the file upload successfully. **Warnings** are just for your information. For example, if you put a description in the conditional box but the Service Number starts with a 3, the system may warn you that the description will not be uploaded.

4. When you have fixed all errors (if any). Click the Execute button. You will either receive an **Error** message with notification on what needs to be changed or a **Confirmation.**
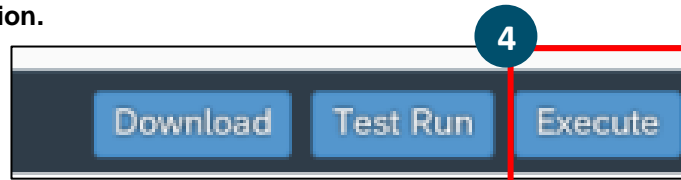
Note: if you receive an Error message, none of the information will upload from the excel sheet. Only at the time of a confirmation will any and all information from the Mass Upload Excel be consumed by the system and made into SESs. Furthermore, if you make any edits to the excel template, you must re-upload it into SAP.

TIP! It is recommended that you perform a high-level scan of the load results in SC038, comparing it to your uploaded spreadsheet. SESs are created after sorting the data by PO, PO Item, Service No. and Description. If the upload file includes more than 100 service sheets, the results will be sorted by SES number.

End of Job Aid