

Introduction

Process and Trigger

Perform this procedure when you need to post amounts from fulfillment of Internal Service Requests for individual or selected orders.

An example includes:

• When G/L entries related to an Internal Service Request need to be posted.

Prerequisites

• Internal Service Request must exist

Menu Path

Use the following menu path to begin this transaction:

• Portal → Finance → ISR Request - Fulfillment

Transaction Code

Portal

Tips and Tricks

• At times you may need to use your scroll bar to view additional information.

Reports

None



Procedure

1. Start the transaction using the above menu path or transaction code.

ISR Request - Fulfillment (Finance)

BU BUworks Cer	ntral	
Home Employee Self-Service ISR Provider ISR Fulfillment Detailed Navigation • ISR Request - Fulfillment	Manager Self-Service Procurement Worklist WebGUI Finance	
	Provider: * To * File Name Provider: * * File Name Provider: * * File Name * Exit	2

2. Click on the Provider field and Select the Drop Down Menu



	BU	BUworks Ce	ntral							<u>Log off</u>
	Home ISR Prov	Employee Self-Service ider ISR Fulfillment	Manager Self-Service	Procurement	Worklist	WebGUI	Finance			
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3 -			Provider: * © File Name [#] Search	CAS Electronic Dr Telecomunication Marketing&Comm Marketing&Comm Marketing&Comm Marketing&Comm Marketing&Comm Marketing&Comm Mai Services - Bu Laboratory Anima	esign Facility Services BU Producti Photography Design / Prin New Media/ aintenance IK Mail I Science Cer	ons y t Communicat Interactive De nter (LASC)- :	ions Isign Special Service	25		

3. In this example Telecommunication Services was selected from the listed items

Telecomunications Services



	BU	BUworks Cei	ntral									<u>Log off</u>
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4 -			Prov © O F	vider: * T Re File Name Search for	elecomunications equest Number: Documents	Services	To		▼] \$			

4. To display a list of Internal Service Requests Click the Search for Documents button



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tailed Na	wigation	-	Cuttin	ent for ISDND 0/	40022507 Line	00001 em							
R Reque	est - Fulfillment st- Display		V Follow	ent for iskink st	40022397 Ellie	00001 500	ccessiully posted.						
lated Lin	nks	-					Internal Ser	vice Req	uest Fullfillment				
Help		_											
			Rea	uest Do	ocumen	t De	tails						
			Prov. ID	Prov. Name	Document No	Line No	Description	Amount	Already Charged Amount	Charge Amount	Posting Date	Completion Indicator	
			000027	BU Police Dept	9040022446	00001	BU PD	200.00	0.00	_ 0.00	05/02/2013		
			000027	BU Police Dept	9040022597	00001	Estimate	600.00	250.00	100.00	05/02/2013	v	
			000027	BU Police Dept	9040021744	00001	BUPD	40,000.00	1,843.37	0.00	05/02/2013		
			000027	BU Police Dept	9040022833	00001	details will show on reports	280.00	0.00	0.00	05/02/2013		
			000027	BU Police Dept	9040022573	00001	BUPD Detail	200.00	0.00	0.00	05/02/2013		
			000027	BU Police Dept	9040021973	00001	Reception Coverage	100.00	100.00	0.00	05/02/2013		
			000027	BU Police Dept	9040020446	00001	Police Detail	100.00	8,777.64	0.00	05/02/2013		
			000027	BU Police Dept	9040020490	00001	BUPD for UO2012 Details	2,000.00	8,238.07	0.00	05/02/2013		
			000027	BU Police Dept	9040022116	00001	IFC officer 5 hrs 9/7/12	260.00	270.00	0.00	05/02/2013		
													-

5. As required, complete/review the following fields:

Field	R/O/C	Description
Charge Amount for ISR	Required	Amount to be charged to the Internal Service Request.
		Example: 50



ISR Request - Fulfillment

BU BUworks Ce	entral									<u>Log off</u>
Home Employee Self-Service	Manage	er Self-Service	Procure	ment Work	list We	bGUI Finance				
ISR Provider ISR Fulfillment										
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 ISR Request - Fullfillment 						Internal S	Service Requ	est Fullfillment		
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		Document No	Line No	Description	Amount	Already Charged Amount	Charge Amount	Completion Indicator		
		9050000052	00001	8888	110,00	0,00	50			
		905000066	00001	dfbsdfg	10,00	0,00	0,00			
		905000000	00001	various jobs	735,00	10,00	0,00			
		9050000012	00001	pipettes	1.000,00	1,00	0,00			
		905000032	00001	sdfgsdfb	10,00	0,00	0,00			
		905000045	00001	testin	150,00	0,00	0,00			
		905000094	00001	Test Split	1.000,00	1,00	0,00			
		905000013	00001	air nails	100,00	10,00	0,00			
		905000014	00001	ducks	3.333,00	0,00	0,00			
		905000001	00001	Paint Wall	50,00	0,00	0,00			
		905000015	00001	ducks	3.333,00	4.333,00	0,00			
									*	

6. As required, complete/review the following fields:

Field	R/O/C	Description
Posted Date	Optional	
		Example:
		05/02/2013

7. To close the entry Click the **Completion Indicator** check box \Box . This action will indicate that this request has been fulfilled completely and closed.



The completion indicator is checked because fulfillment for this order is complete.

ISR Request - Fulfillment (Finance)

9050000014	00001	ducks	3.333,00	0,00	0,00	
905000001	00001	Paint Wall	50,00	0,00	0,00	
9050000015	00001	ducks	3.333,00	4.333,00	0,00	
						-

8. To fulfill another Internal Service Request, Click the Scroll button 🔽 to display additional ISR's.





9. To Post and Save the entries, Click the Post button



The system displays the message: "Fulfillment for ISRNR XXXX Line XXXX successful posted" for each successful posting.

- **10.** Click the **Exit** button **Exit** until you return to the *ISR Provider* screen.
- **11.** The transaction is complete.



Results and Next Steps

You have posted amounts from fulfillment of Internal Service Requests for individual or selected orders.