

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.

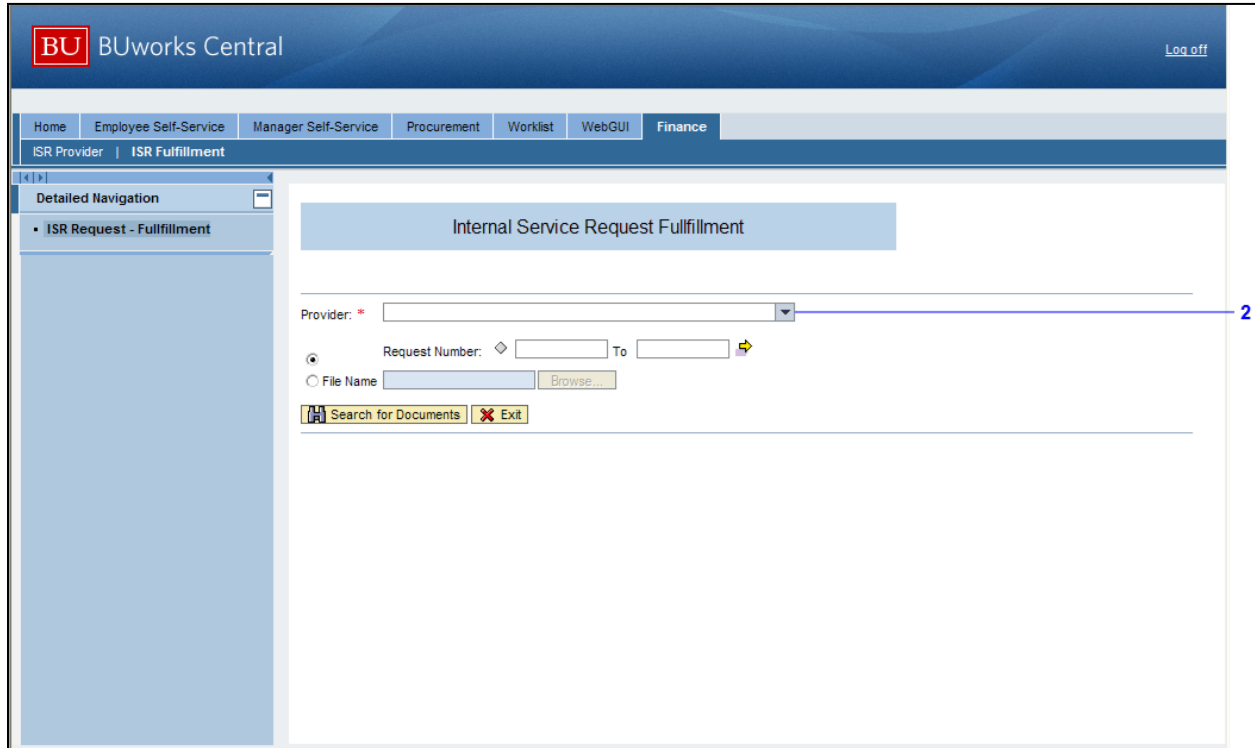
Reports


None

Procedure

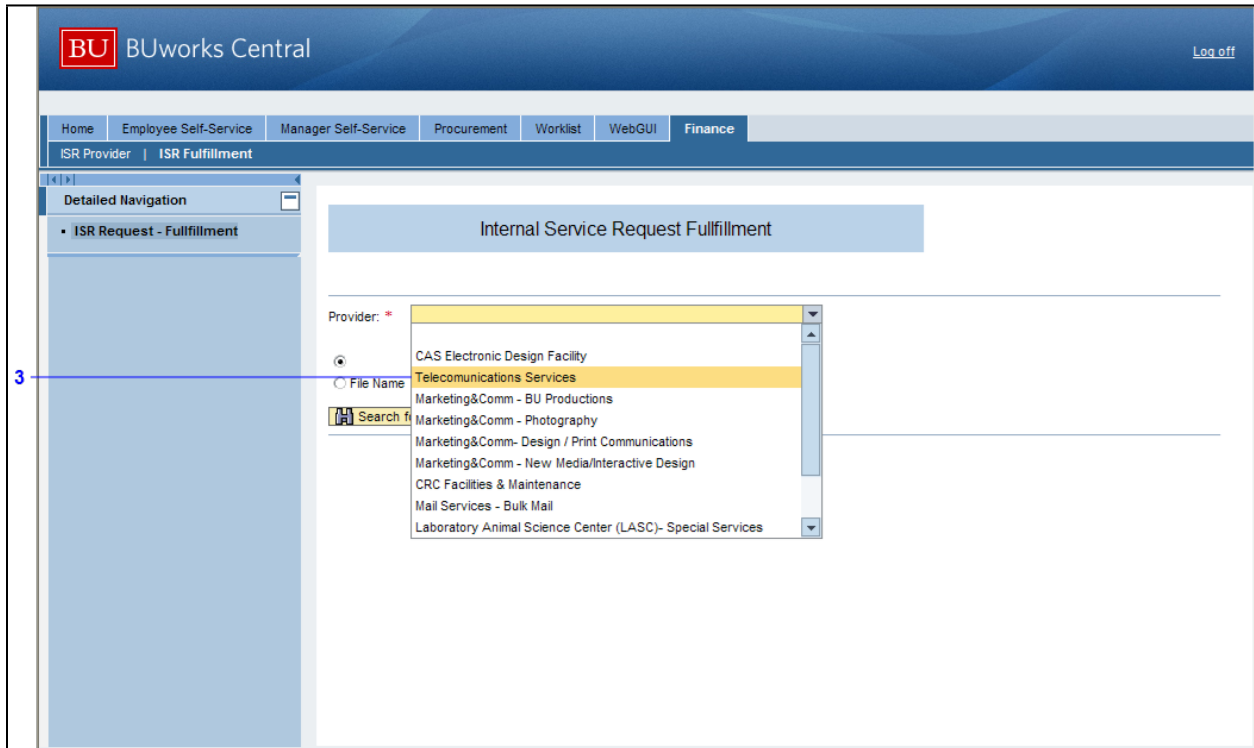
1. Start the transaction using the above menu path or transaction code.

ISR Request - Fulfillment (Finance)



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

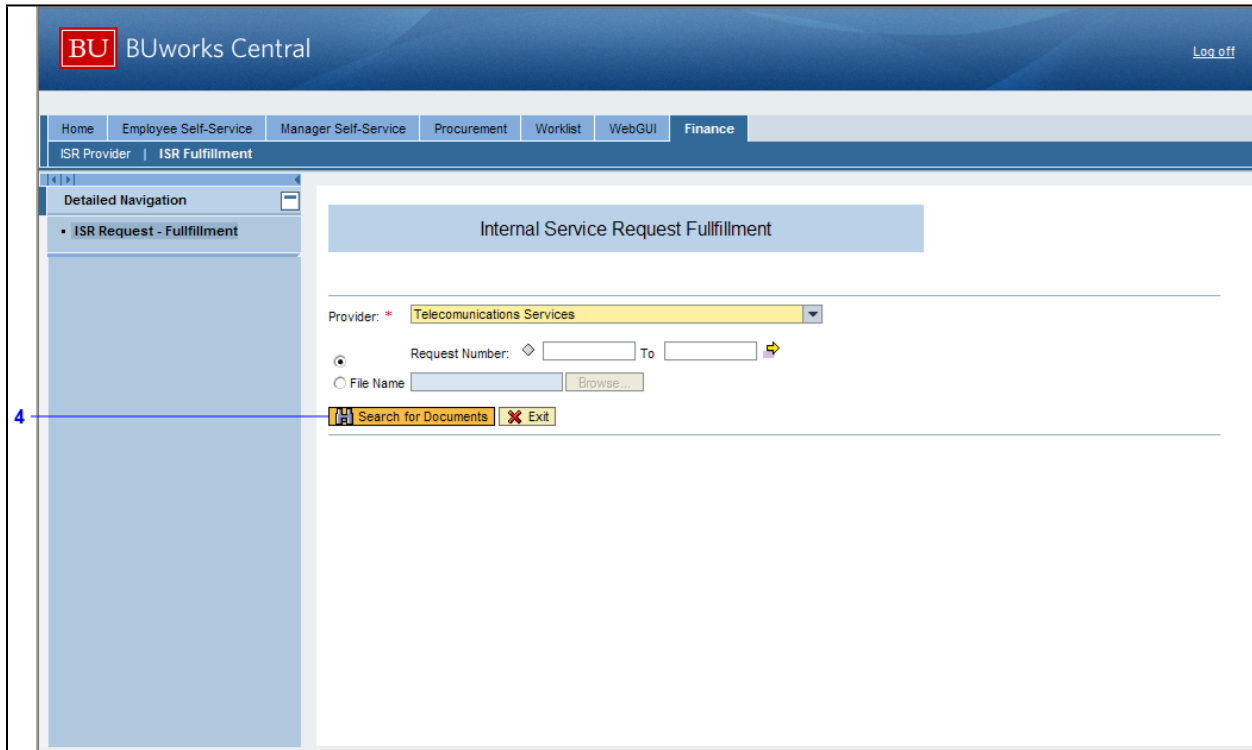
ISR Request - Fulfillment (Finance)



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

Telecommunications Services

ISR Request - Fulfillment (Finance)



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



ISR Request - Fulfillment (Finance)

Request Document Details

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	<input type="checkbox"/>
000027	BU Police Dept	9040022597	00001	Estimate	600.00	250.00	350.00	05/02/2013	<input checked="" type="checkbox"/>
000027	BU Police Dept	9040021744	00001	BUPD	40,000.00	1,843.37	0.00	05/02/2013	<input type="checkbox"/>
000027	BU Police Dept	9040022833	00001	details will show on reports	280.00	0.00	0.00	05/02/2013	<input type="checkbox"/>
000027	BU Police Dept	9040022573	00001	BUPD Detail	200.00	0.00	0.00	05/02/2013	<input type="checkbox"/>
000027	BU Police Dept	9040021973	00001	Reception Coverage	100.00	100.00	0.00	05/02/2013	<input type="checkbox"/>
000027	BU Police Dept	9040020446	00001	Police Detail	100.00	8,777.64	0.00	05/02/2013	<input type="checkbox"/>
000027	BU Police Dept	9040020490	00001	BUPD for UO2012 Details	2,000.00	8,238.07	0.00	05/02/2013	<input type="checkbox"/>
000027	BU Police Dept	9040022116	00001	IFC officer 5 hrs 9/7/12	260.00	270.00	0.00	05/02/2013	<input type="checkbox"/>

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

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 . This action will indicate that this request has been fulfilled completely and closed.

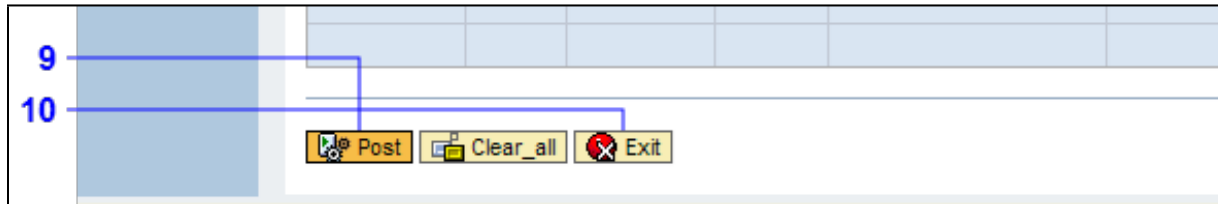


The completion indicator is checked because fulfillment for this order is complete.

ISR Request - Fulfillment (Finance)


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

ISR Request - Fulfillment (Finance)



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

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

10. Click the **Exit** button  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.