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BOSTON UNIVERSITY

Internal Service Request Fulfillment Upload Template Instructions

1) Copy Internal Service Provider Fulfillment Upload template into a new excel workbook

- **a)** Right click on template tab
- **b)** Select **Copy**
- **c)** Under **Move selected sheets**: to book, use the arrow to select **"new book"**
- **d)** **Check** the box next to **Create a copy**

2) Complete the required fields on Internal Service Provider Fulfillment Upload template.

Columns	Name	Description
A	**Provider Number**	Enter the Provider Number. The Provider Number which will be validated against the values in the Provider Table. If it is not in the table, the upload will be aborted with an error condition. **Note: Enter the Provider Number with a leading singlr quote ' before the number to preserve the leading zeros. Example: '000112.**
B	**Request Number**	Enter ISR Request Number **Must be in the number as assigned by the SAP system at the time the document was created in the ISR module.** Upload will be aborted with error condition if entered incorrectly. An error message indicating the record number in the upload file will be generated.
C	**Request Line Number**	Enter Request line item number.
D	**Charge Amount**	Enter the amount to be charged against the requester account(s).
E	**Completion Indicator**	Enter **"X"** to indicate the line item as completed **(must be a capital X)** Closing the line item will relieve any remaining budget commitment. Column E can be left blank, only if there will be no additional charges to that line item.
F	**Posting Date**	Enter Posting date. Date must be in yyyymmdd format to upload. If left blank, the current date will apply once uploaded **Posting date can be changed to accommodate First Fiscal Close Period.**

3) Review the template for accuracy

- **a)** Ensure the Completion Indicator field is capitalized, if line is completed.
- **b)** Ensure a charge amount is entered
- **c)** Ensure the Posting Date is entered in yyyymmdd format
- **d)** To process a crediting posting upload select **Credit Processing** box

Once the spreadsheet is populated, then

4) Delete the header row, blank rows and sample lines above

5) Save as a "text, tab-delimited" file on your computer and use file for Internal Service Fulfillment upload
.

Note: changes can be made to **Charge Amount, Posting Date** and the **Completion Indicator** columns prior to posting the Internal Service Request.

6) SAP Log In:

- **a)** Log into the portal for SAP
- **b)** Go to **Finance** tab
- **c)** Select **ISR Fulfillment**
- **d)** Click on the radio button for **File Name**
- **e)** Select Browse and locate the template
- **f)** Click on **Upload File** button
- **g)** Message will display on bottom left hand side of screen