Introduction

Process andTrigger

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

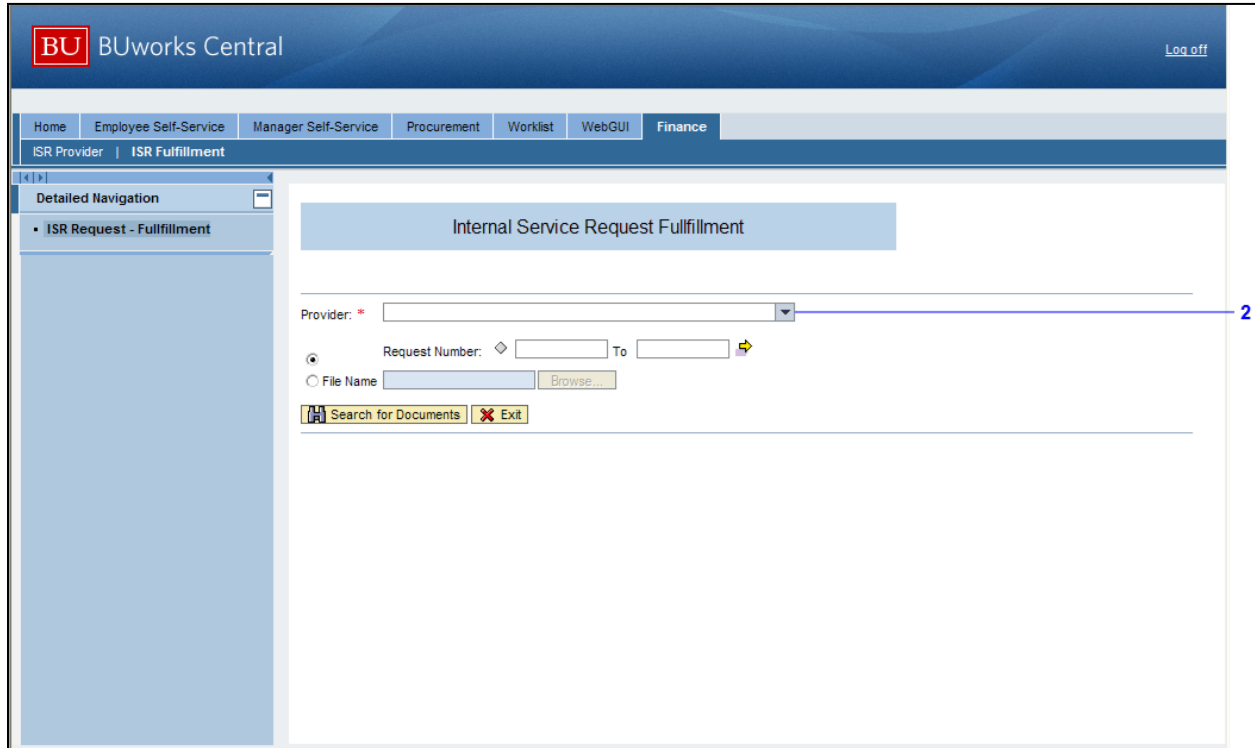- At times you may need to use your scroll bar to view additional information.

Reports

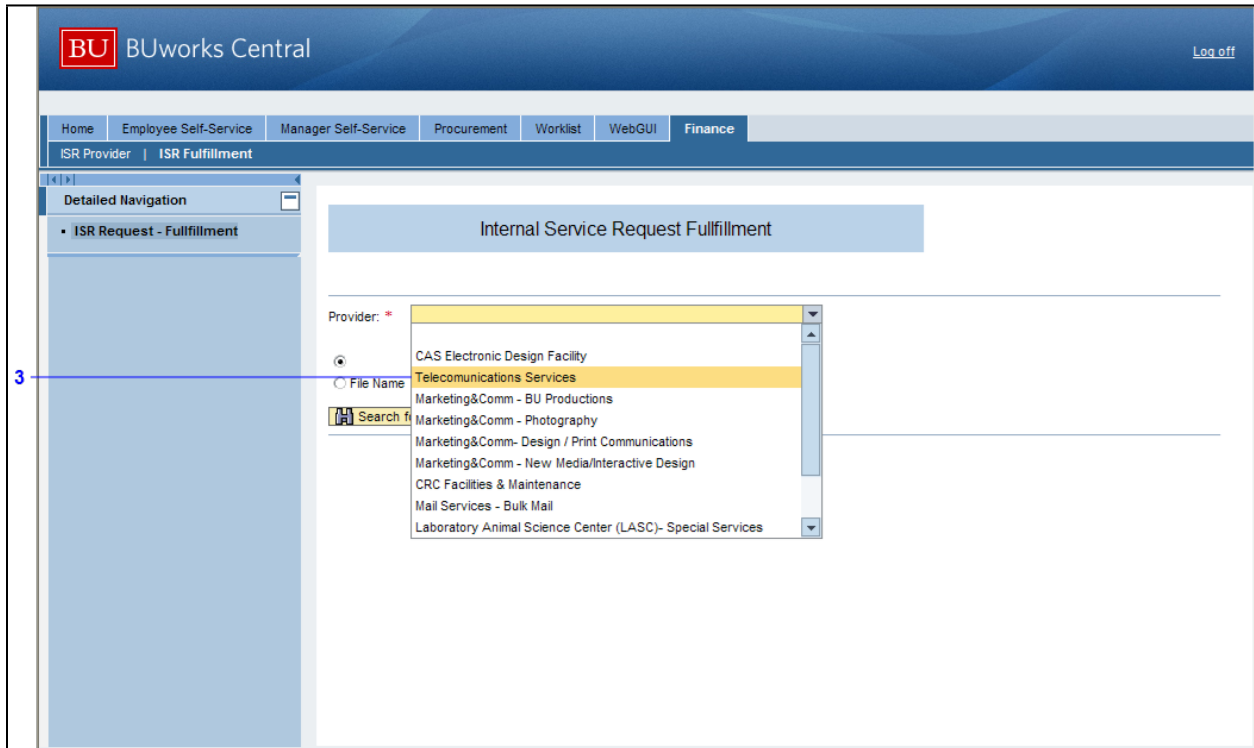None

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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 [▼].
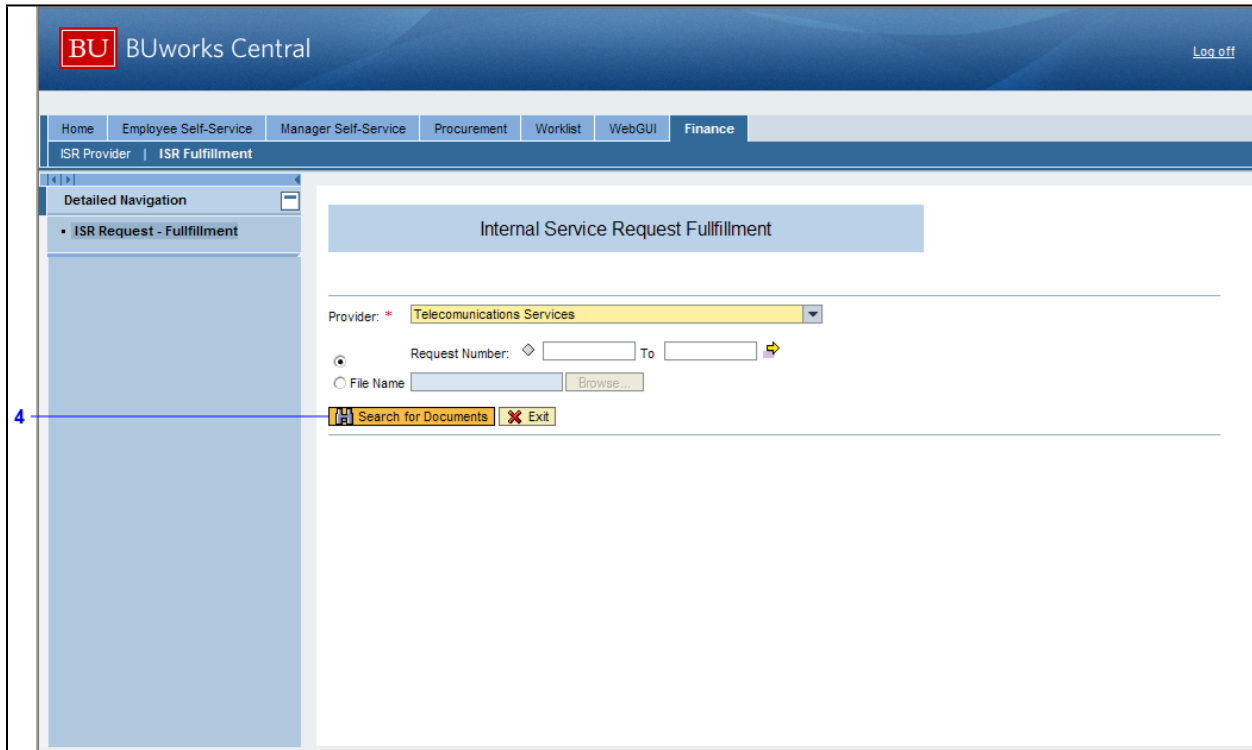
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ISR Request - Fulfillment (Finance)

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

Telecomunications Services .

ISR Request - Fulfillment (Finance)

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

ISR Request - Fulfillment (Finance)

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

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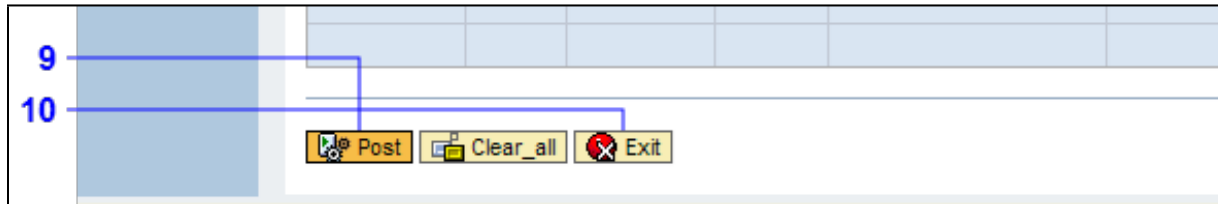
> The completion indicator is checked because fulfillment for this order is complete.

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 Post .

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.