

## Introduction

### Process and Trigger

Perform this procedure when you need to post amounts from fulfillment of Internal Service Requests for multiple orders using an external spreadsheet.

An example includes:

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

### Prerequisites

- A tab-delimited text file must exist on the local machine in the correct format ((tab-delimited).txt) for upload.

### 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.
- Completion Indicator must be a Capital "X" in the upload file.

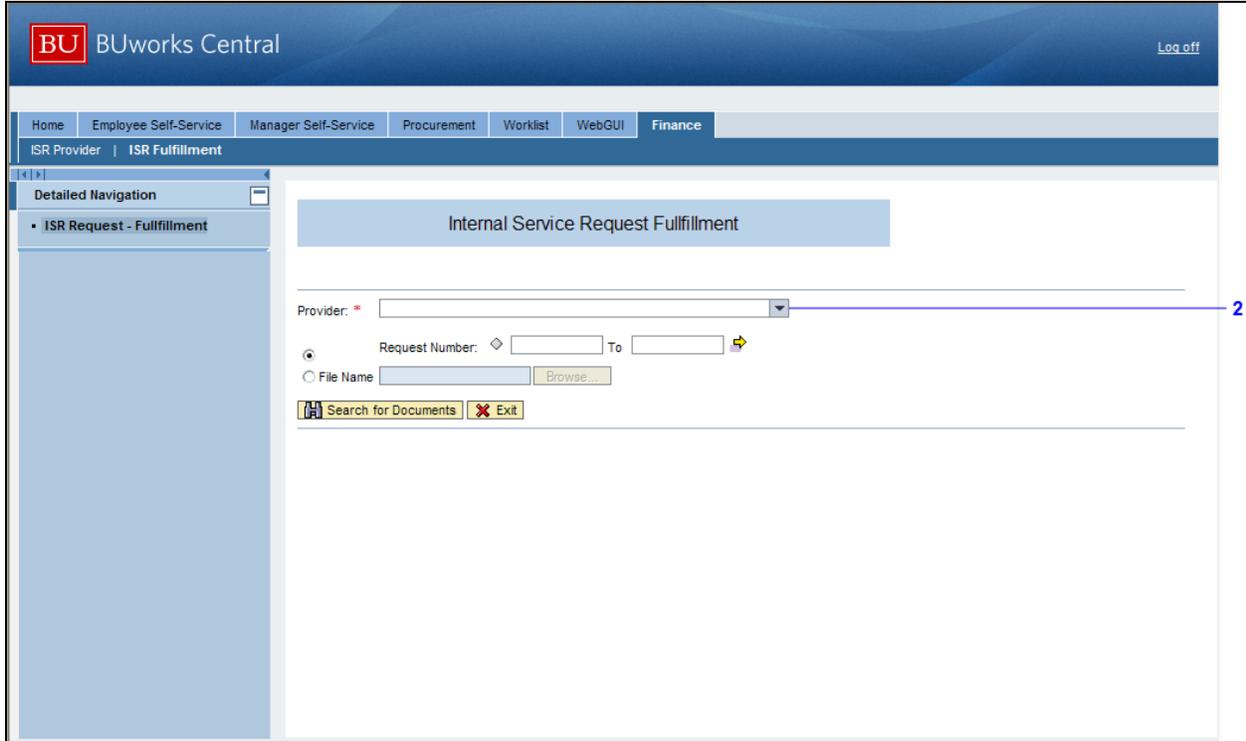
### Reports

None

**Procedure**

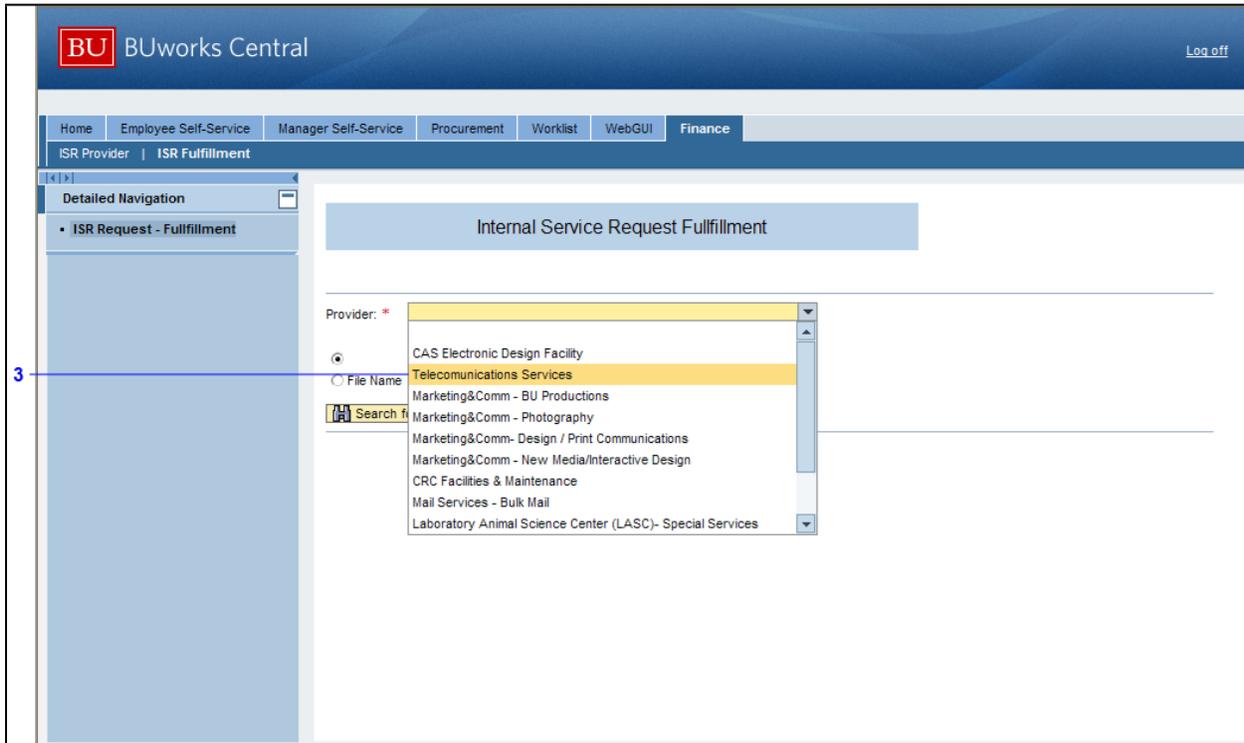
1. Start the transaction using the above menu path or transaction code.

**ISR Request - Fulfillment (Finance)**



2. Click the **Provider:** combo box .

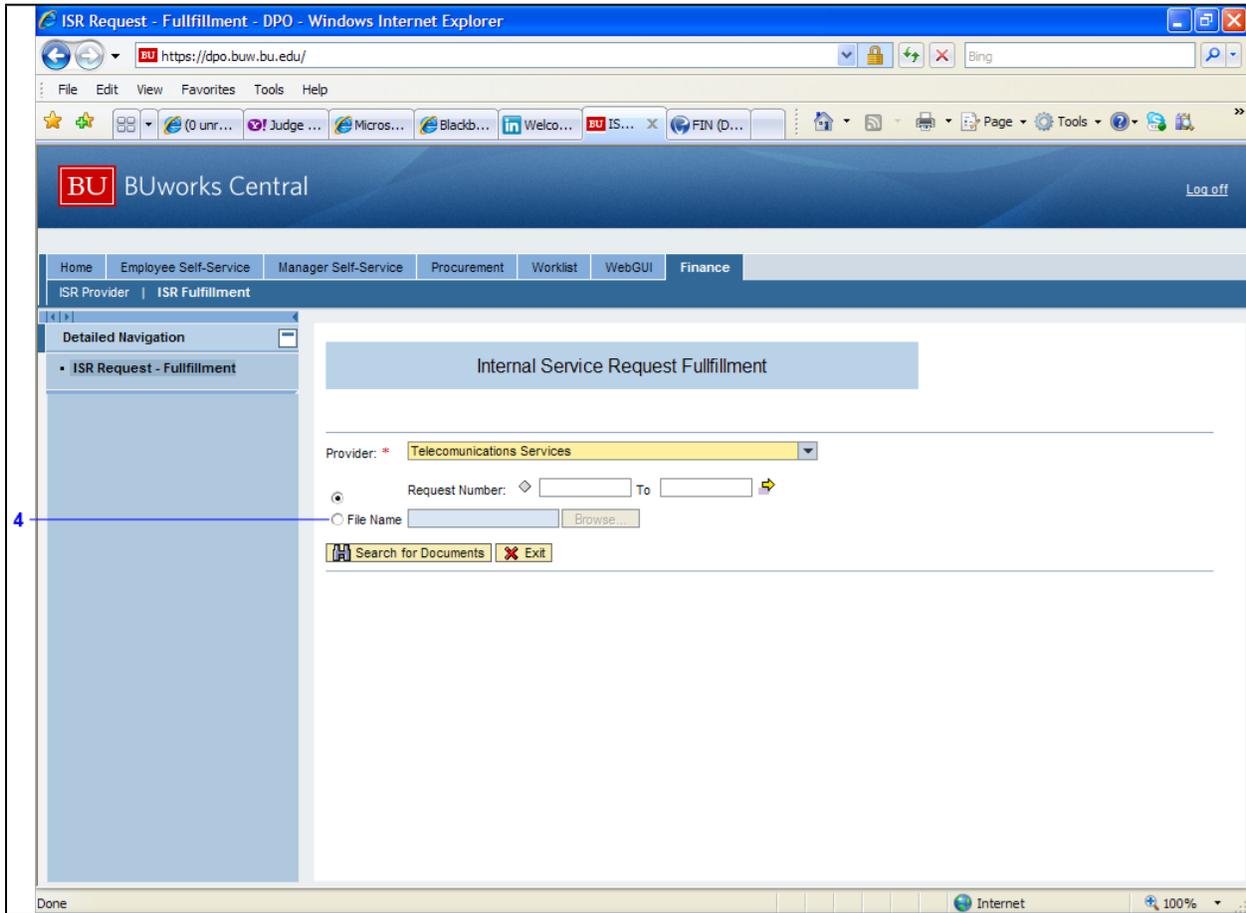
### ISR Request - Fulfillment (Finance)



3. Select the **Telecommunications Services** list item

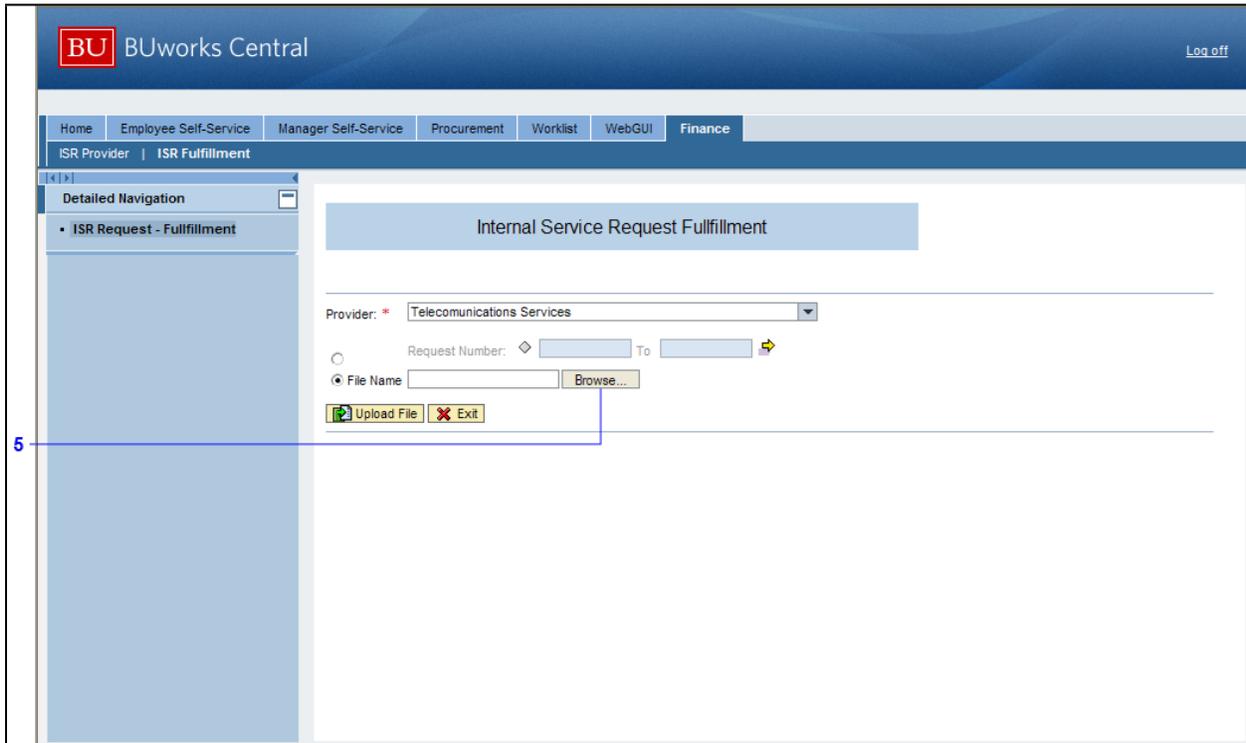
Telecommunications Services

### ISR Request - Fulfillment (Finance)



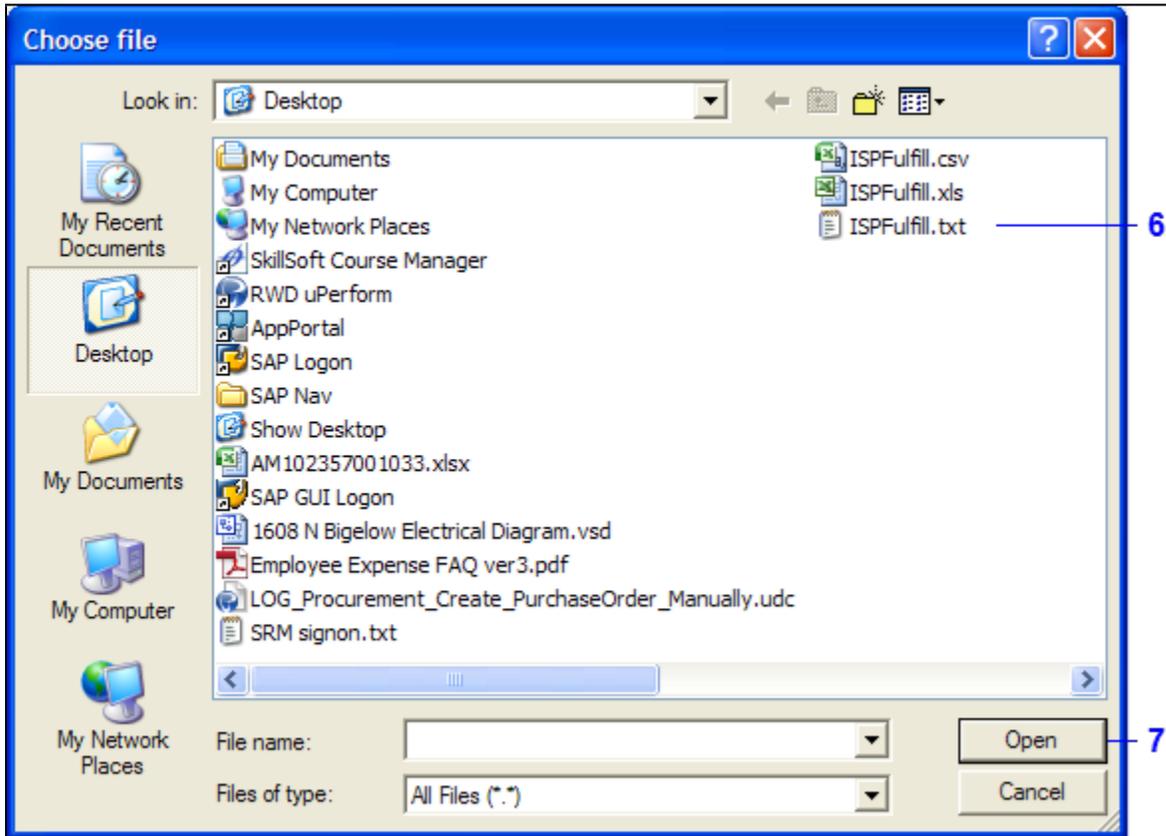
4. Click the **File Name** radio button  File Name.

**ISR Request - Fulfillment (Finance)**



5. Click the **Browse** button .

Choose file



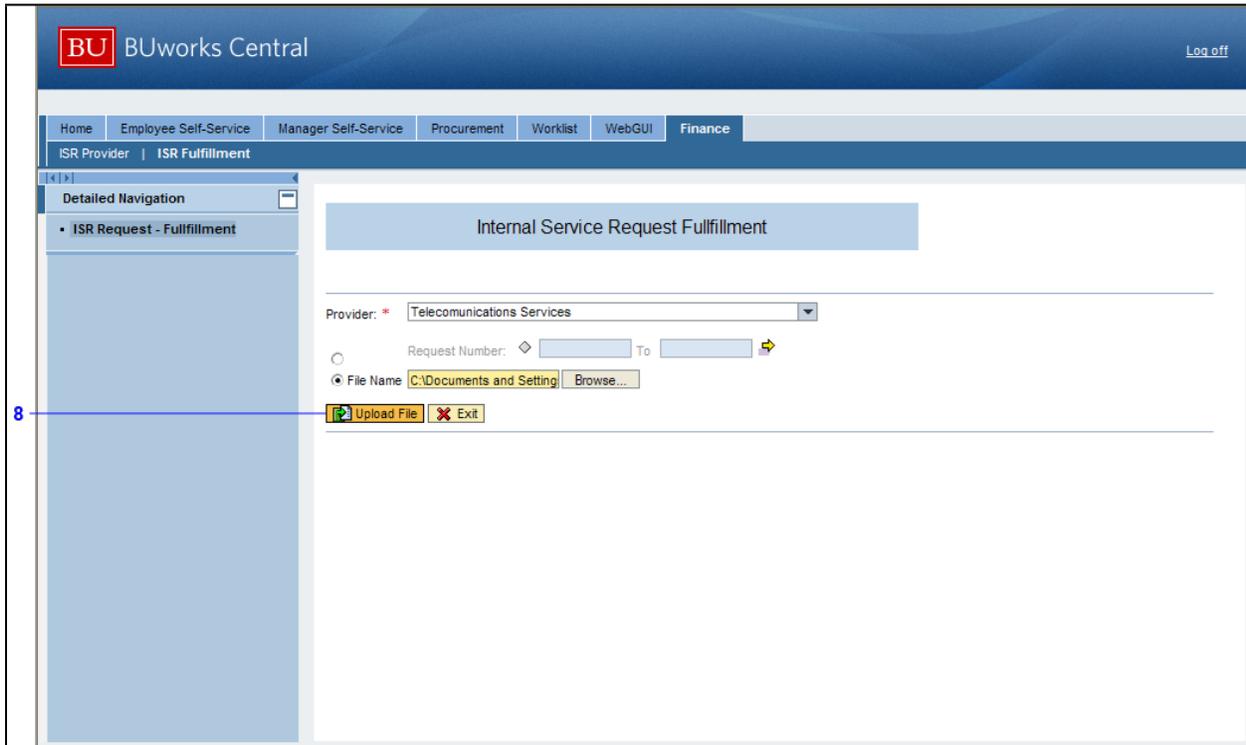
- 6. Click the **ISPFulfill.txt** list item  .



The location of the prepared file may be different on your local machine.

- 7. Click the **Open** button .

**ISR Request - Fulfillment (Finance)**



8. Click the **Upload File** button .



Any corrections can be manually made before posting the entries.

**ISR Request - Fulfillment (Finance)**

The screenshot shows the BUworks Central interface for the Finance module, specifically the 'ISR Fulfillment' screen. The top navigation bar includes 'Home', 'Employee Self-Service', 'Manager Self-Service', 'Procurement', 'Worklist', 'WebGUI', and 'Finance'. Below this, there are sub-navigators for 'ISR Provider' and 'ISR Fulfillment'. A 'Detailed Navigation' pane on the left shows 'ISR Request - Fulfillment'. The main area contains a table with the following data:

ID	Code	Amount 1	Amount 2	Amount 3	Amount 4	Checkbox
9050000000	00001	0,00	0,00	700,00		<input type="checkbox"/>
9050000012	00001	0,00	0,00	999,00		<input checked="" type="checkbox"/>
9050000032	00001	0,00	0,00	10,00		<input checked="" type="checkbox"/>
9050000045	00001	0,00	0,00	150,00		<input checked="" type="checkbox"/>
9050000094	00001	0,00	0,00	499,00		<input type="checkbox"/>

At the bottom of the screen, there are three buttons: 'Post', 'Clear\_all', and 'Exit'. A blue line with the number '9' points to the 'Post' button, and another blue line with the number '10' points to the 'Exit' button.

9. Click the **Post** button .

10. Click the **Exit** button .

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

11. The transaction is complete.

**Results and Next Steps**

You have posted amounts from fulfillment of Internal Service Requests for multiple orders using an external spreadsheet.