

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 ((tabdelimited).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 - Fullfillment (Finance)

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2. Click the Provider: combo box 🔽.



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3. Select the Telecomunications Services list item Telecomunications Services



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4. Click the File Name radio button ^O File Name.



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5. Click the Browse button Browse...



Choose file

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6. Click the ISPFulfill.txt list item 🗒 ISPFulfill.txt



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

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



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Click the Upload File button Pload File 8.

Any corrections can be manually made before posting the entries.



Last Modified:6/23/2015





- 9. Click the Post button Post
- **10.** Click the **Exit** button **Exit**

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

11. The transaction is complete.

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Results and Next Steps

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