

Introduction

The ZFI_OPEN_ISR Report can be used to identify open line item by ISR by Provider Number(s). Additionally it can be exported out of the system and used to create the Tab Text Delimited Upload file to be used in the Fulfillment process.

Prerequisites.

- ISR's are open in the system for the Provider number

Menu Path

Use the following menu path to begin this transaction:

- BUworks Central Portal ➔ Web GUI ➔ ECC System

Transaction Code

- ZFI_OPEN_ISR

Tips and Tricks

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

Reports

- None

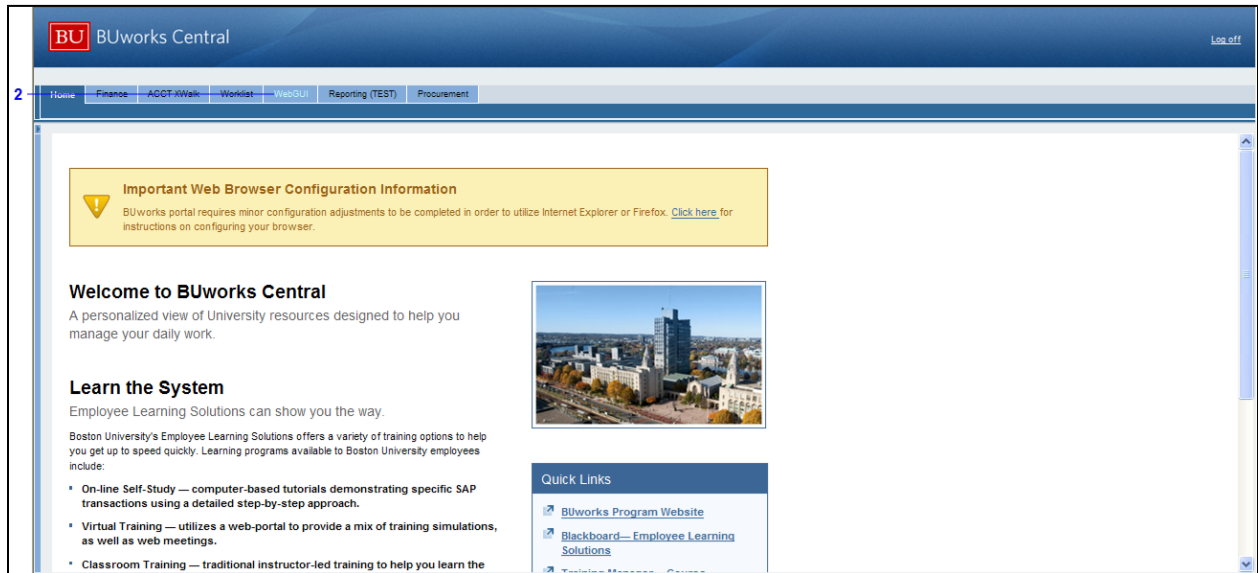
Procedure

1. Start the transaction using the above portal path



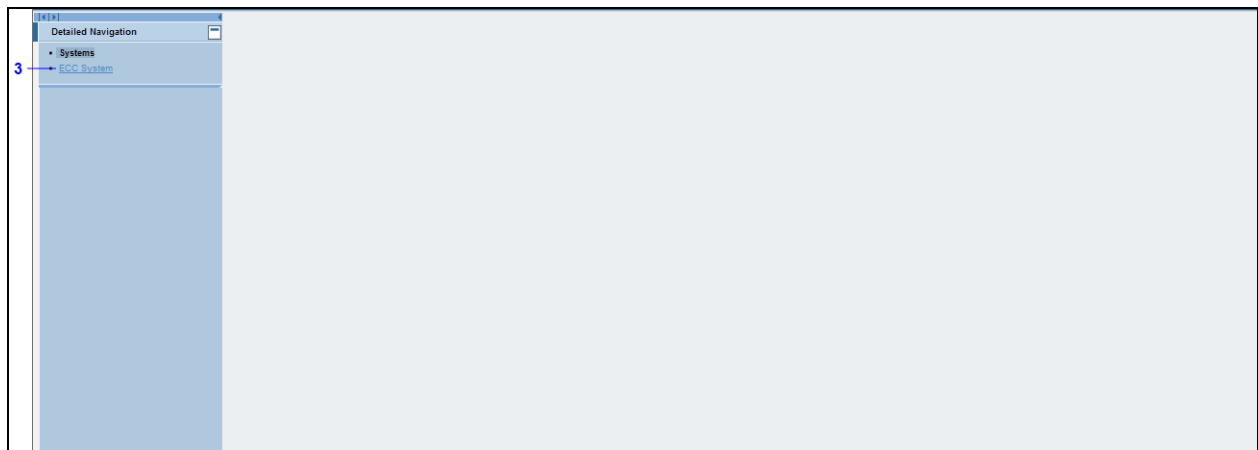
In this example, the ZFI_OPEN_ISR transaction will be used to generate an open ISR report for Provider 13, for the period of 8/1/2-11 to 10/30/2011. The report layout will be changed for the users purposes and saved as a default variant to be used in the future. The report will then be exported as an Excel spread sheet to a local file and saved, the local file will then be modified to post the current charges against the ISR's and saved in the format of the Upload Tab Text Delimited file to be used in the fulfillment process for the provider..

Home - DPO - Development - Windows Internet Explorer



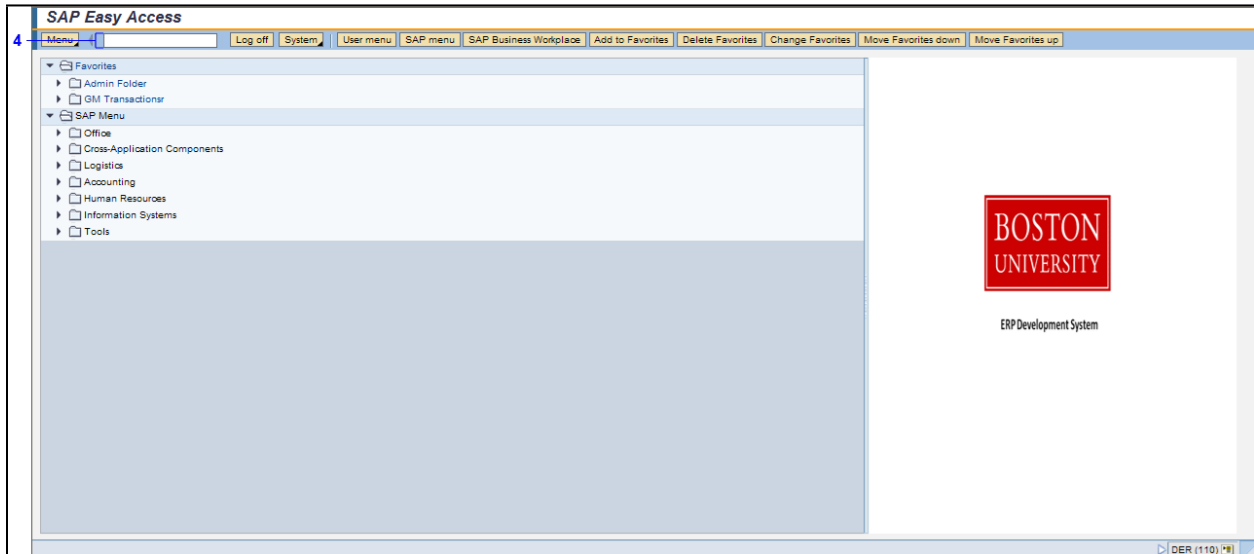
2. Click the **WebGUI** link label [WebGUI](#).

Systems - DPO - Development - Windows Internet Explorer



3. Click the **ECC System** link label [ECC System](#).

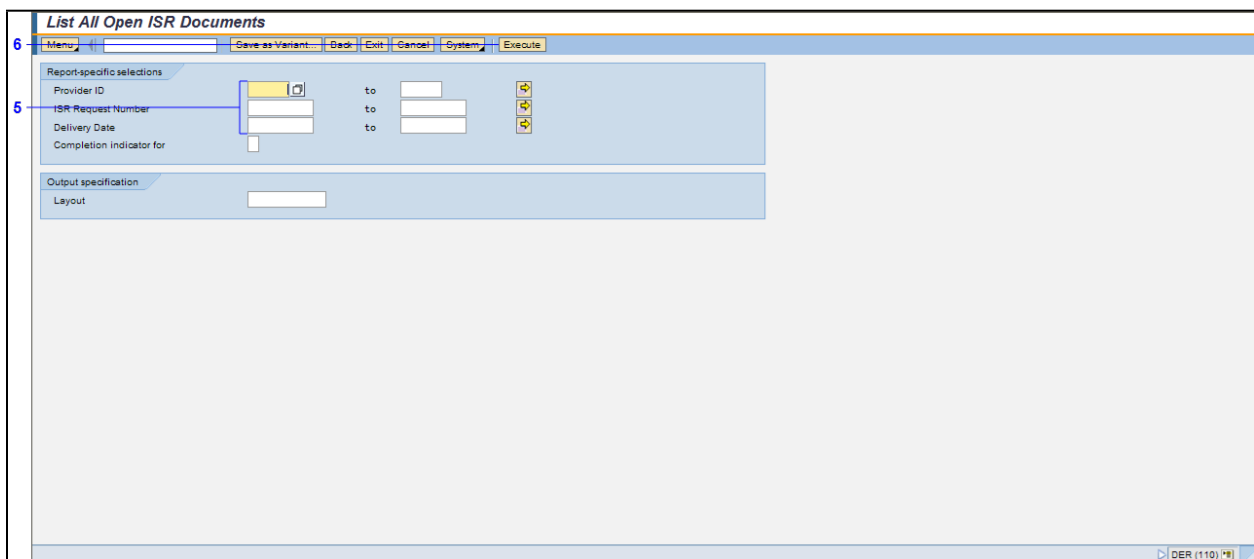
SAP Easy Access



4. As required, complete/review the following fields:

Field	R/O/C	Description
Expandable "Menu" button. Navigate with arrow keys. Accessible using F10. Expandable "Menu" button. Navigate with arrow keys. Accessible using F10. Menu	Required	Example: ZFI_OPEN_ISR

List All Open ISR Documents

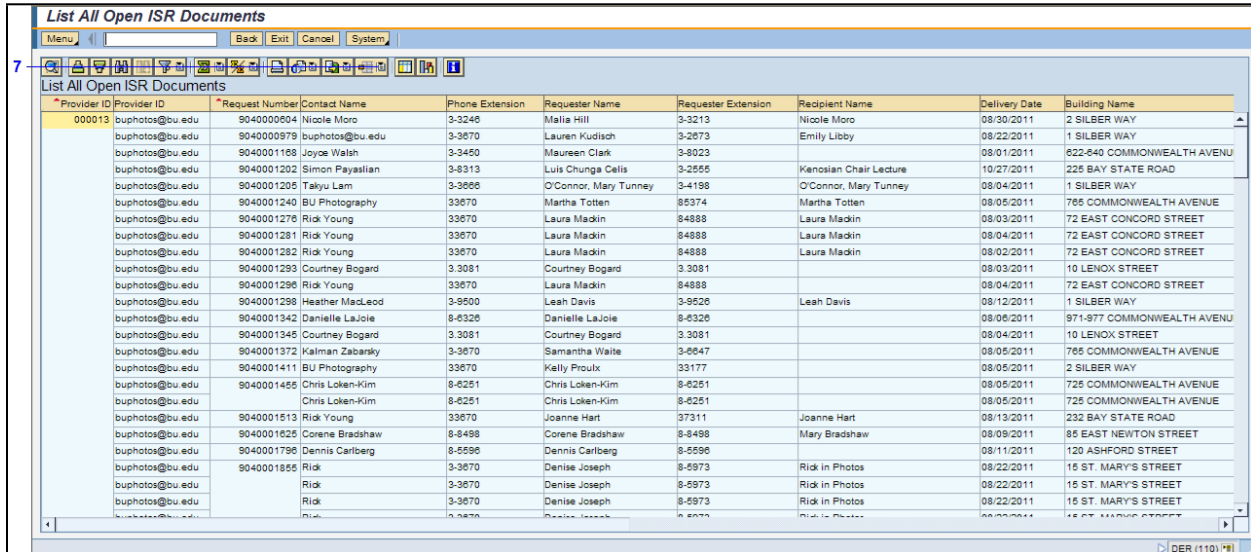


5. As required, complete/review the following fields:


Field	R/O/C	Description
Provider ID	Required	Example: 13
Delivery Date	Required	Example: 08/01/2011
to	Required	Upper limit of the range to be selected from a list. Example: 10/30/2011

- Click the **Execute** link label .

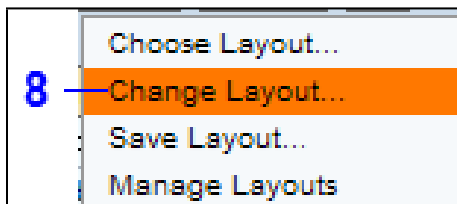
List All Open ISR Documents



Provider ID	Request Number	Contact Name	Phone Extension	Requester Name	Requester Extension	Recipient Name	Delivery Date	Building Name
000013	904000004	Nicole Moro	3-3246	Malia Hill	3-3213	Nicole Moro	08/30/2011	2 SILBER WAY
buphotos@bu.edu	9040000979	buphotos@bu.edu	3-3670	Lauren Kudisch	3-2073	Emily Libby	08/22/2011	1 SILBER WAY
buphotos@bu.edu	9040001168	Joyce Walsh	3-3450	Maureen Clark	3-8023		08/01/2011	622-640 COMMONWEALTH AVENUE
buphotos@bu.edu	9040001202	Simon Payaslian	3-8313	Luis Chunga Celis	3-2555	Kenosian Chair Lecture	10/27/2011	225 BAY STATE ROAD
buphotos@bu.edu	9040001205	Takyu Lam	3-3666	O'Connor, Mary Tunney	3-4198	O'Connor, Mary Tunney	08/04/2011	1 SILBER WAY
buphotos@bu.edu	9040001240	BU Photography	33670	Martha Totten	85374	Martha Totten	08/05/2011	765 COMMONWEALTH AVENUE
buphotos@bu.edu	9040001276	Rick Young	33670	Laura Madkin	84888	Laura Madkin	08/03/2011	72 EAST CONCORD STREET
buphotos@bu.edu	9040001281	Rick Young	33670	Laura Madkin	84888	Laura Madkin	08/04/2011	72 EAST CONCORD STREET
buphotos@bu.edu	9040001282	Rick Young	33670	Laura Madkin	84888	Laura Madkin	08/02/2011	72 EAST CONCORD STREET
buphotos@bu.edu	9040001293	Courtney Bogard	33081	Courtney Bogard	33081		08/03/2011	10 LENOX STREET
buphotos@bu.edu	9040001298	Rick Young	33670	Laura Madkin	84888		08/04/2011	72 EAST CONCORD STREET
buphotos@bu.edu	9040001298	Heather MacLeod	3-9500	Leah Davis	3-9526	Leah Davis	08/12/2011	1 SILBER WAY
buphotos@bu.edu	9040001342	Danielle Lajoie	8-8326	Danielle Lajoie	8-8326		08/06/2011	971-977 COMMONWEALTH AVENUE
buphotos@bu.edu	9040001345	Courtney Bogard	33081	Courtney Bogard	33081		08/04/2011	10 LENOX STREET
buphotos@bu.edu	9040001372	Kalman Zabarsky	3-3670	Samantha Waite	3-6647		08/05/2011	765 COMMONWEALTH AVENUE
buphotos@bu.edu	9040001411	BU Photography	33670	Kelly Proulx	33177		08/05/2011	2 SILBER WAY
buphotos@bu.edu	9040001456	Chris Loken-Kim	8-6251	Chris Loken-Kim	8-6251		08/05/2011	725 COMMONWEALTH AVENUE
buphotos@bu.edu	9040001456	Chris Loken-Kim	8-6251	Chris Loken-Kim	8-6251		08/05/2011	725 COMMONWEALTH AVENUE
buphotos@bu.edu	9040001513	Rick Young	33670	Joanne Hart	37311	Joanne Hart	08/13/2011	232 BAY STATE ROAD
buphotos@bu.edu	9040001623	Corene Bradshaw	8-6498	Corene Bradshaw	8-6498	Mary Bradshaw	08/09/2011	85 EAST NEWTON STREET
buphotos@bu.edu	9040001796	Dennis Carlberg	8-5596	Dennis Carlberg	8-5596		08/11/2011	120 ASHFORD STREET
buphotos@bu.edu	9040001856	Rick	3-3670	Denise Joseph	8-5973	Rick in Photos	08/22/2011	15 ST. MARY'S STREET
buphotos@bu.edu		Rick	3-3670	Denise Joseph	8-5973	Rick in Photos	08/22/2011	15 ST. MARY'S STREET
buphotos@bu.edu		Rick	3-3670	Denise Joseph	8-5973	Rick in Photos	08/22/2011	15 ST. MARY'S STREET

- Click the **Choose Layout** button .

Empty page

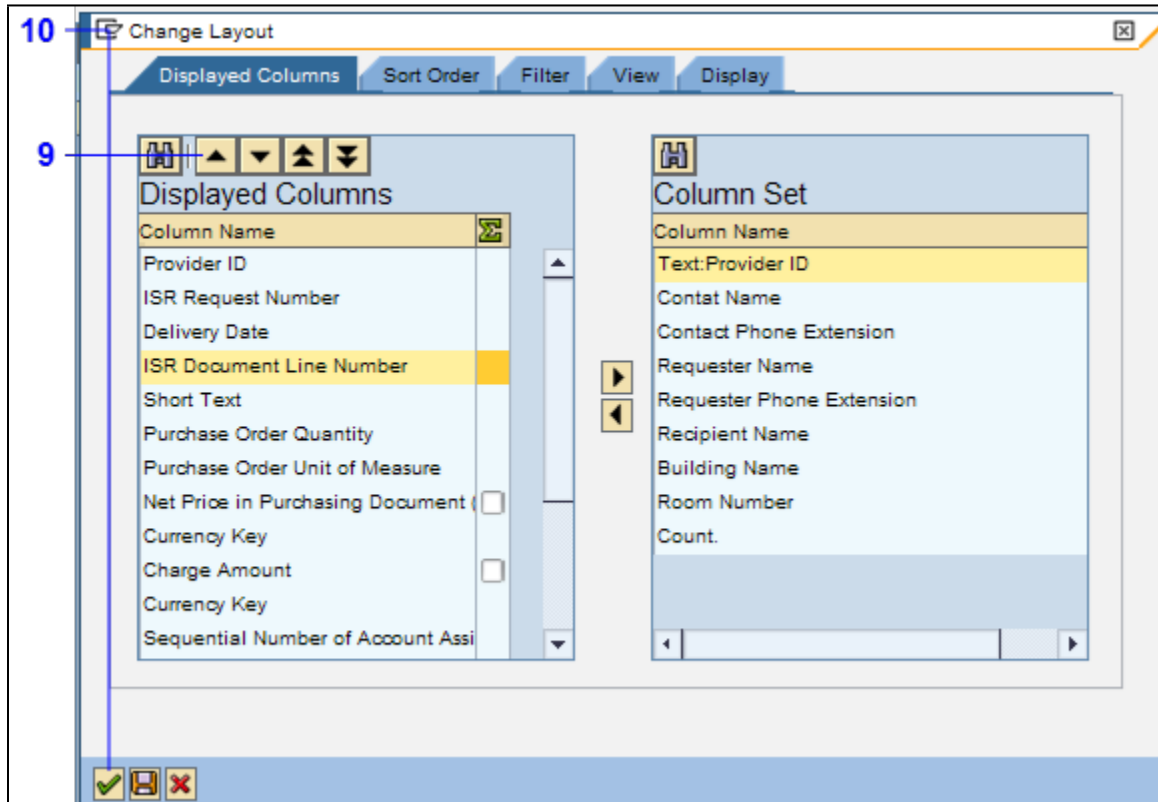


- Click the **Change Layout...** label .



Here the user removes un-needed field form the report layout

Change Layout



9. Click the up button ▲ to move the ISR Document Line Number up under the ISR Request Number. Next Click on the Delivery Date Column Name to HI-lite it, then Control+Click on all column Names to be removed from the report lay out to Hi-lite each. Finally click on the transfer button ► to move the columns to the Column Set column and off the report.
10. Click the **Transfer** link label ✓.

List All Open ISR Documents

Provider ID	Request Number	Line Item Number	Delivery Date	Short Text	PO	O	Net Price	Charge Amount	G/L Acct	G/L Account Number	Cost Object
000013	9040000004	00001	08/30/2011	Photographer	0001	H	205.00		893256	ISR: M&C PHOTOGRAPHY	1330400000
	9040000979		08/22/2011	ISR: M&C Photo	0002	EA	185.00		893256	ISR: M&C PHOTOGRAPHY	1210410000
	9040001168		08/01/2011	Digital Photo's	0003	EA	35.00	105.00	893256	ISR: M&C PHOTOGRAPHY	9300000731
	9040001202		10/27/2011	Photo Services	0001	PAC	400.00		893256	ISR: M&C PHOTOGRAPHY	1200700000
	9040001205		08/04/2011	Blanket Req. for Photo	1000	EA		175.00	893256	ISR: M&C PHOTOGRAPHY	1590200000
	9040001240		08/05/2011	Photo	0001	EA	35.00	35.00	893256	ISR: M&C PHOTOGRAPHY	1312000000
	9040001276		08/03/2011	Photography	0001	EA	530.00		893256	ISR: M&C PHOTOGRAPHY	2580440000
	9040001281		08/04/2011	Photography	0001	EA	530.00	725.00	893256	ISR: M&C PHOTOGRAPHY	2580440000
	9040001282		08/02/2011	Photography	0001	EA	530.00		893256	ISR: M&C PHOTOGRAPHY	2580440000
	9040001293		08/03/2011	Blanket ISR	0001	EA	75,000.00		893256	ISR: M&C PHOTOGRAPHY	1592000000
	9040001296		08/04/2011	Photography	0001	EA	530.00		893256	ISR: M&C PHOTOGRAPHY	2580440000
	9040001298		08/12/2011	digital photo	0001	EA	35.00		893256	ISR: M&C PHOTOGRAPHY	1135000000
	9040001342		08/08/2011	Email Quote	0001	EA	205.00		893256	ISR: M&C PHOTOGRAPHY	1020400000
	9040001345		08/04/2011	Blanket Photo ISR	0001	EA	25,000.00		893256	ISR: M&C PHOTOGRAPHY	1592200000
	9040001372		08/05/2011	Photo Shoot	0001	EA	625.00	300.00	893256	ISR: M&C PHOTOGRAPHY	1310500000
	9040001411		08/05/2011	16x20 prints	0001	EA	54.00	108.00	893256	ISR: M&C PHOTOGRAPHY	1330490000
	9040001455		08/05/2011	11-3822	0001	EA	150.00		893256	ISR: M&C PHOTOGRAPHY	9250001415
		00002	08/05/2011	11-3823	0001	EA	354.00		893256	ISR: M&C PHOTOGRAPHY	9250001415
	9040001513		08/13/2011	Mandelo photo	0001	EA	35.00		893256	ISR: M&C PHOTOGRAPHY	9500233796
	9040001625		08/09/2011	Digital Image 6 x 9	0001	EA	35.00		893256	ISR: M&C PHOTOGRAPHY	2570500000
	9040001796		08/11/2011	Photos & Photography	0001	EA	10,000.00		893256	ISR: M&C PHOTOGRAPHY	1800280010
	9040001855		08/22/2011	Carbon Day	0001	ONE			893256	ISR: M&C PHOTOGRAPHY	9090000341
		00002	08/22/2011	Smart Parking	0001	ONE			893256	ISR: M&C PHOTOGRAPHY	9090000419
		00003	08/22/2011	SCI Showcase	0001	ONE			893256	ISR: M&C PHOTOGRAPHY	9090000341
		00004	08/22/2011	Methane EEE	0001	ONE			893256	ISR: M&C PHOTOGRAPHY	9090000341

11. Click the column header field **Request Number** label **Request Number**.

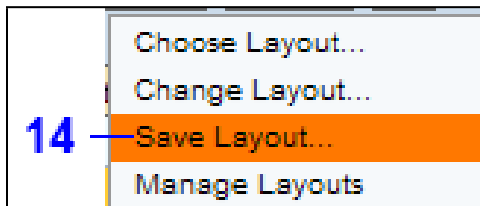
12. Click the sort button to group all open line item for each ISR together on the report



If the user wants to save this report layout as the default for when the transaction is run in the future, as the Default layout then follow steps 13 through 17.

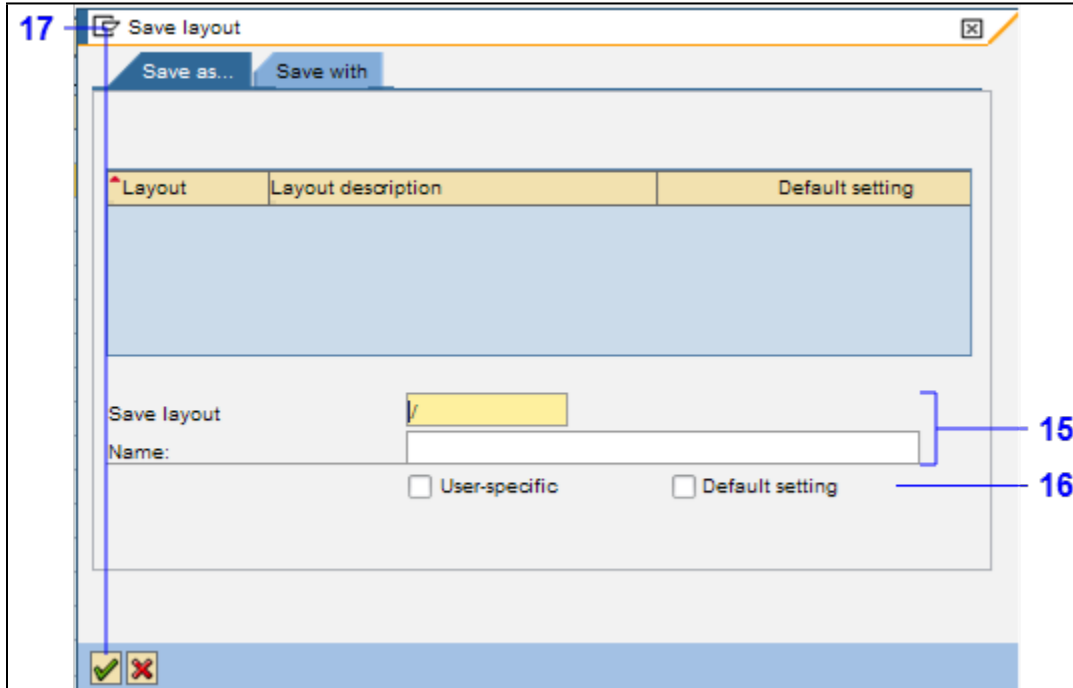
13. Click the Choose Layout button .

Empty page



14. Click the **Save Layout...** label **Save Layout...** and name the new layout to be saved.

Save layout



15. As required, complete/review the following fields:

Field	R/O/C	Description
Save layout	Required	Example: /13 Open ISR
Name:	Required	Example: Provider 13 Open ISR's

16. Click the **Default setting** control **Default setting** to save the layout as the default.

17. Click the **Continue** link label

List All Open ISR Documents

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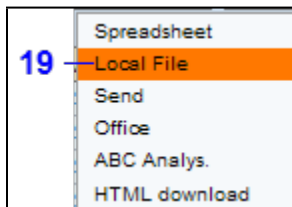
Provider ID	Request Number	Line Item Number	Delivery Date	Short Text	PO...	O...	Net Price	Charge Amount	G/L Acct	G/L Account Number	Cost Object
000013	9040007807	00001	10/27/2011	ISR: M&C Photo	0001		210.00		893256	ISR: M&C PHOTOGRAPHY/1260410000	
000013	9040007769	00001	10/27/2011	headshot of frank guenther	0001	ST	50.00		893256	ISR: M&C PHOTOGRAPHY/1220450000	
000013	9040007767	00001	10/28/2011	for CGS collegian	0001	ONE	500.00		893256	ISR: M&C PHOTOGRAPHY/1250400000	
000013	9040007699	00001	10/28/2011	Photo Buyout	0001	ONE	237.50		893256	ISR: M&C PHOTOGRAPHY/1131750000	
000013	9040007595	00001	10/18/2011	photo shoot EWGJS	0001		250.00		893256	ISR: M&C PHOTOGRAPHY/1203030000	
000013	9040007565	00001	10/28/2011	Photographer: Day 2	0001	EA	335.00		893256	ISR: M&C PHOTOGRAPHY/2570470000	
000013	9040007569	00001	10/27/2011	Photographer	0001	EA	465.00		893256	ISR: M&C PHOTOGRAPHY/2570470000	
000013	9040007509	00001	10/21/2011	Photo shoot 10/20/11	0001	EA	465.00		893256	ISR: M&C PHOTOGRAPHY/2561120000	
000013	9040007507	00001	10/24/2011	Photography for Endowed chairs Luncheon/	0001	EA	465.00		893256	ISR: M&C PHOTOGRAPHY/9090000291	
000013	9040007492	00001	10/29/2011	Photo Services	0002	EA	465.00		893256	ISR: M&C PHOTOGRAPHY/2580490000	
000013	9040007449	00001	10/28/2011	ENG Lab Shoot	0001	EA	205.00		893256	ISR: M&C PHOTOGRAPHY/1246100000	
000013	9040007444	00001	10/28/2011	ENG Alumni Shoot	0001	EA	270.00		893256	ISR: M&C PHOTOGRAPHY/1246100000	
000013	9040007394	00001	10/22/2011	photography	0001		205.00		893256	ISR: M&C PHOTOGRAPHY/1132000000	
000013	9040007248	00001	10/18/2011	Photo	0001	ST	10,000.00		893256	ISR: M&C PHOTOGRAPHY/1051110000	
000013	9040007224	00001	10/19/2011	LCD Proj. and Audio	0001	EA	150.00		893256	ISR: M&C PHOTOGRAPHY/1352020000	
000013	9040007218	00002	10/19/2011	Media Technician	0001	EA	150.00		893256	ISR: M&C PHOTOGRAPHY/1352020000	
000013	9040007171	00001	10/25/2011	4 Profile Images for CGS Brochures	0001	EA	740.00		893256	ISR: M&C PHOTOGRAPHY/1152420000	
000013	9040007131	00001	10/28/2011	10/28/11 Topping Off Ceremony	0001	EA	500.00		893256	ISR: M&C PHOTOGRAPHY/C.000001.1	
000013	9040007112	00001	10/21/2011	ISR: M&C Photo	0001		220.00		893256	ISR: M&C PHOTOGRAPHY/C.000001.1	
000013	9040007080	00001	10/18/2011	Image purchase	0001	EA	55.00		893256	ISR: M&C PHOTOGRAPHY/1202090000	
000013	9040007060	00001	10/22/2011	Aerial Campus Photo	0001	EA	275.00		893256	ISR: M&C PHOTOGRAPHY/1152420000	
000013	9040007020	00001	10/17/2011	Photo Session	0001	H	205.00		893256	ISR: M&C PHOTOGRAPHY/1352150000	
000013	9040006980	00001	10/14/2011	photo shoot cast for 9/14/11	0001	EA	465.00		893256	ISR: M&C PHOTOGRAPHY/2561120000	
000013	9040006785	00001	10/20/2011	Portrait	0001	EA	125.00		893256	ISR: M&C PHOTOGRAPHY/2540710000	
000013	9040006757	00001	10/12/2011	100BSR Construction Photos	0001	EA	400.00		893256	ISR: M&C PHOTOGRAPHY/C.000001.1	

18. Click the Export button



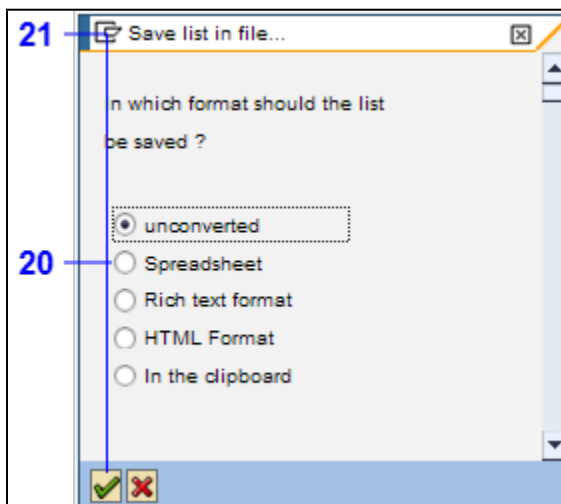
At this point the user can export the report to a local Excel file and then reformat it to upload current charges to be post through the Fulfillment process.

Empty page



19. Click the Local File label **Local File**.

Save list in file...



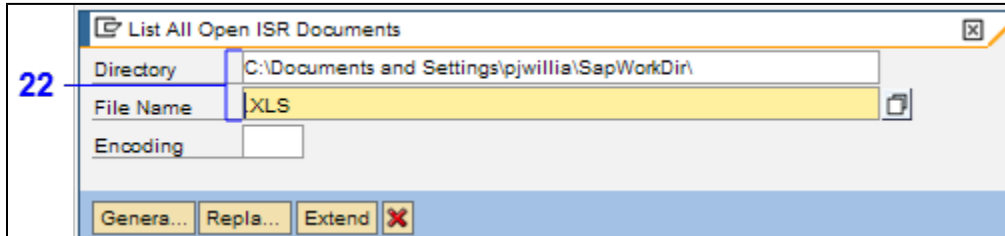
20. Click the **Spreadsheet** control Spreadsheet .

21. Click the **Continue** link label .



In the Directory field, the user can change the destination of where the local file is saved.

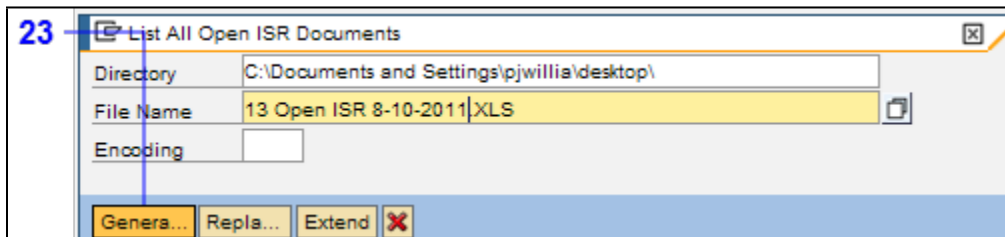
List All Open ISR Documents



22. As required, complete/review the following fields:

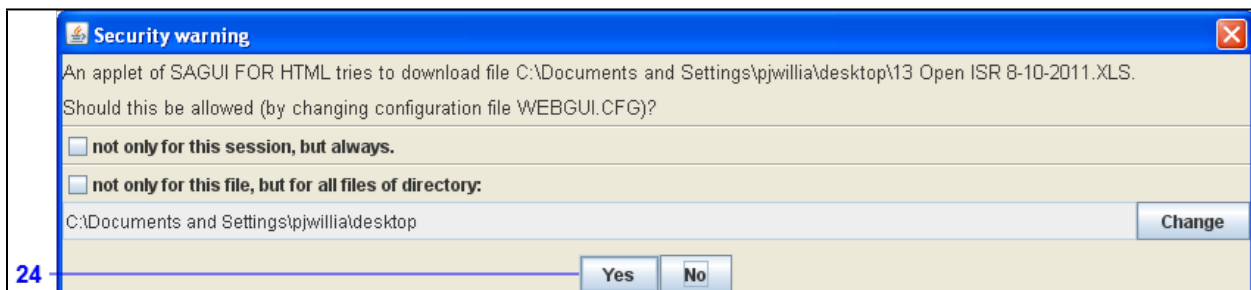
Field	R/O/C	Description
Directory	Required	File Path where the batch proof or production processing log is stored. Example: C:\Documents and Settings\pjwillia\desktop\
File Name	Required	The name of the file you are creating or trying to locate. Example: 13 Open ISR 8-10-2011.XLS


List All Open ISR Documents



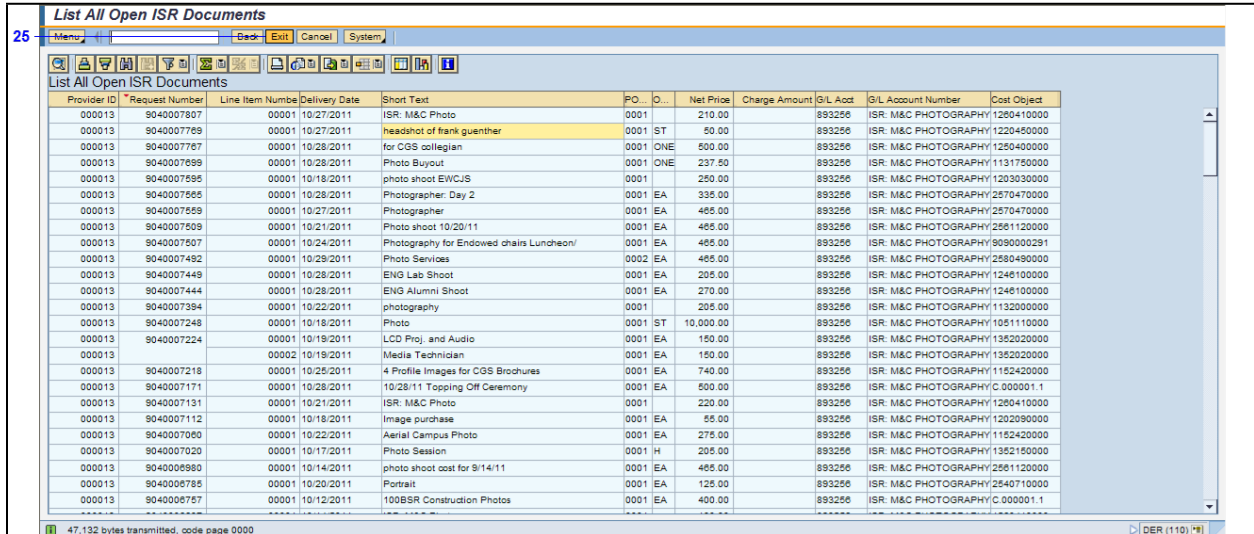
23. Click the **Generate** link label .

Security warning




24. Click the **Yes** button  for the pop-up window. The system will generate the local file in the background.

List All Open ISR Documents

25. 

Provider ID	Request Number	Line Item Number	Delivery Date	Short Text	PO...	O...	Net Price	Charge Amount	GL Acct	GL Account Number	Cost Object
000013	9040007807	00001	10/27/2011	ISR: M&C Photo	0001		210.00		893256	ISR: M&C PHOTOGRAPHY	1260410000
000013	9040007769	00001	10/27/2011	headshot of frank guenther	0001	ST	50.00		893256	ISR: M&C PHOTOGRAPHY	1220450000
000013	9040007767	00001	10/28/2011	for CGS collegian	0001	ONE	500.00		893256	ISR: M&C PHOTOGRAPHY	1260400000
000013	9040007699	00001	10/28/2011	Photo Buyout	0001	ONE	237.50		893256	ISR: M&C PHOTOGRAPHY	1131750000
000013	9040007595	00001	10/18/2011	photo shoot EWCJS	0001		250.00		893256	ISR: M&C PHOTOGRAPHY	1203030000
000013	9040007565	00001	10/28/2011	Photographer Day 2	0001	EA	335.00		893256	ISR: M&C PHOTOGRAPHY	2570470000
000013	9040007559	00001	10/27/2011	Photographer	0001	EA	455.00		893256	ISR: M&C PHOTOGRAPHY	2570470000
000013	9040007509	00001	10/21/2011	Photo shoot 10/20/11	0001	EA	455.00		893256	ISR: M&C PHOTOGRAPHY	2561120000
000013	9040007507	00001	10/24/2011	Photography for Endowed chairs Luncheon/	0001	EA	455.00		893256	ISR: M&C PHOTOGRAPHY	9090000291
000013	9040007492	00001	10/29/2011	Photo Services	0002	EA	455.00		893256	ISR: M&C PHOTOGRAPHY	2580490000
000013	9040007449	00001	10/28/2011	ENG Lab Shoot	0001	EA	205.00		893256	ISR: M&C PHOTOGRAPHY	1246100000
000013	9040007444	00001	10/28/2011	ENG Alumni Shoot	0001	EA	270.00		893256	ISR: M&C PHOTOGRAPHY	1246100000
000013	9040007394	00001	10/22/2011	photography	0001		205.00		893256	ISR: M&C PHOTOGRAPHY	1132000000
000013	9040007248	00001	10/18/2011	Photo	0001	ST	10,000.00		893256	ISR: M&C PHOTOGRAPHY	1051110000
000013	9040007224	00001	10/19/2011	LCD Proj. and Audio	0001	EA	150.00		893256	ISR: M&C PHOTOGRAPHY	1352020000
000013	9040007218	00002	10/19/2011	Media Technician	0001	EA	150.00		893256	ISR: M&C PHOTOGRAPHY	1352020000
000013	9040007171	00001	10/25/2011	4 Profile Images for CGS Brochures	0001	EA	740.00		893256	ISR: M&C PHOTOGRAPHY	1152420000
000013	9040007171	00001	10/28/2011	10/28/11 Topping Off Ceremony	0001	EA	500.00		893256	ISR: M&C PHOTOGRAPHY	C_000001.1
000013	9040007131	00001	10/21/2011	ISR: M&C Photo	0001		220.00		893256	ISR: M&C PHOTOGRAPHY	1260410000
000013	9040007112	00001	10/18/2011	Image purchase	0001	EA	55.00		893256	ISR: M&C PHOTOGRAPHY	1202090000
000013	9040007060	00001	10/22/2011	Aerial Campus Photo	0001	EA	275.00		893256	ISR: M&C PHOTOGRAPHY	1152420000
000013	9040007020	00001	10/17/2011	Photo Session	0001	H	205.00		893256	ISR: M&C PHOTOGRAPHY	1352150000
000013	9040006980	00001	10/14/2011	photo shoot cost for 9/14/11	0001	EA	455.00		893256	ISR: M&C PHOTOGRAPHY	2561120000
000013	9040006785	00001	10/20/2011	Portrait	0001	EA	125.00		893256	ISR: M&C PHOTOGRAPHY	2540710000
000013	9040006757	00001	10/12/2011	100BSR Construction Photos	0001	EA	400.00		893256	ISR: M&C PHOTOGRAPHY	C_000001.1

25. Click the **Exit** link label .

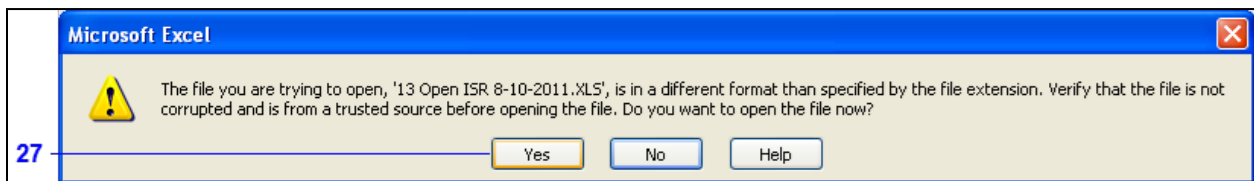
 The User can now open the Local Excel file created above, modify it, add the charges to be uploaded via Fulfillment and save the file again as the Upload Tab Text Delimited file needed.

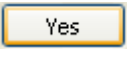
- 26.



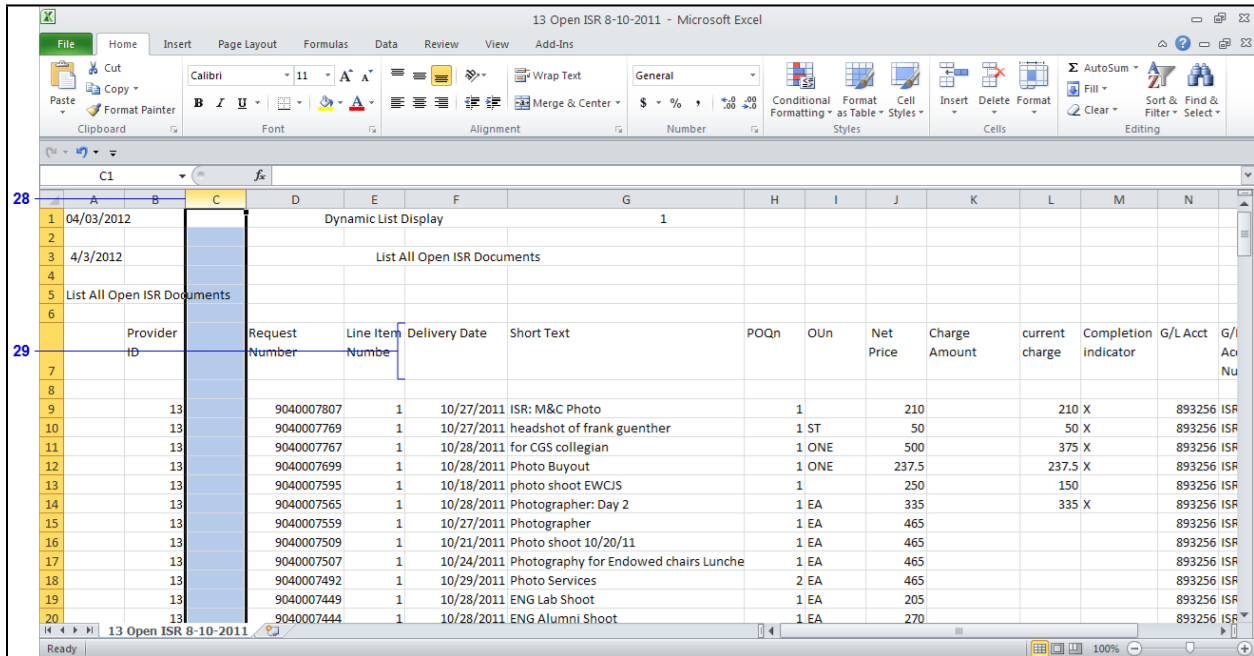
Here the file was saved to the Users Desktop, Click the **Desktop** control to open the file.

Microsoft Excel



27. Click the **Yes** button  for the pop-up window. And the file will open. At this point the user can expand the field as needed to see all the information. And add columns for "Current Charges" and "Completion Indicator" fields. And then delete columns C, as it is blank and Column F, the delivery date field in this example as the user has decided it is not necessary.

Microsoft Excel - 13 Open ISR 8-10-2011

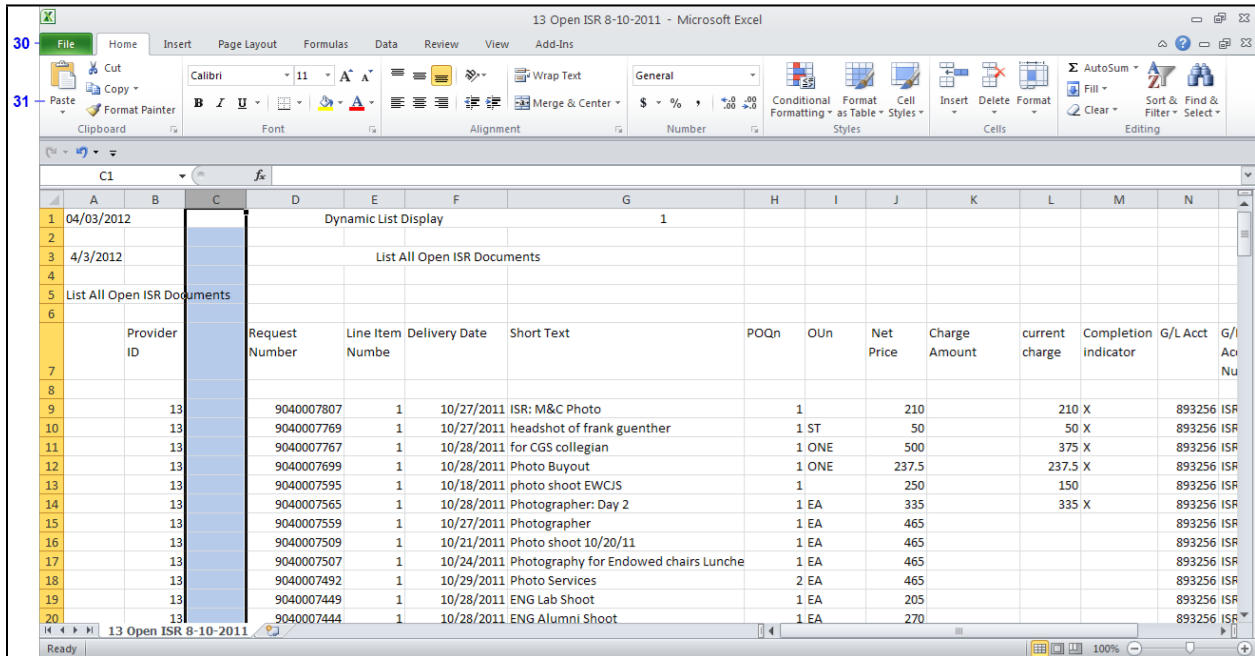


28. Right-click the C field **C**.

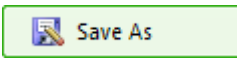
29. As required, complete/review the following fields:

Field	R/O/C	Description
F / 7	Required	Example: Delivery Date

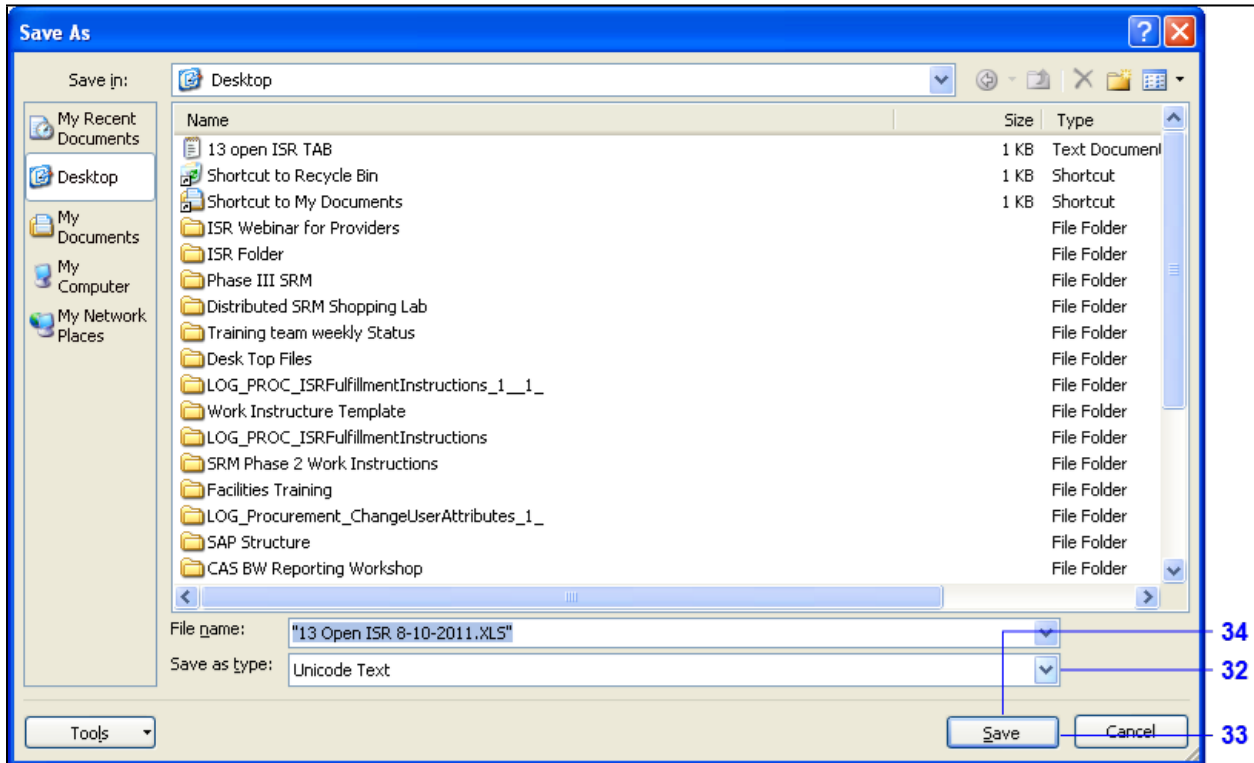
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30. Click the **File Tab** button .

31. Click the **Save As** main menu .

Save As



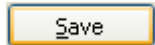
32. Click the **Save as type:** combo box



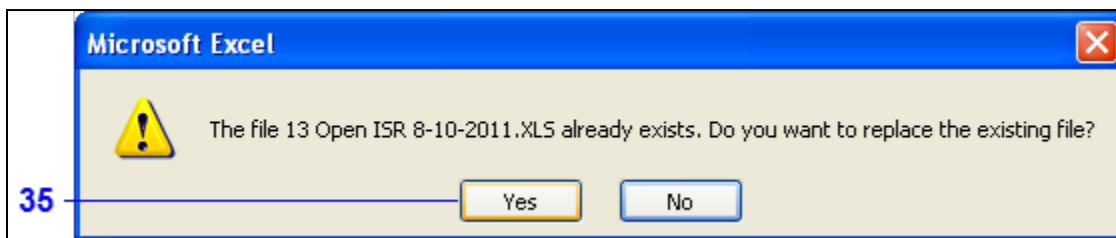
33. Select the **Excel 97-2003 Workbook** list item



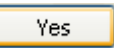
34. Click the **Save** button



Microsoft Excel



35. Click the **Yes** button



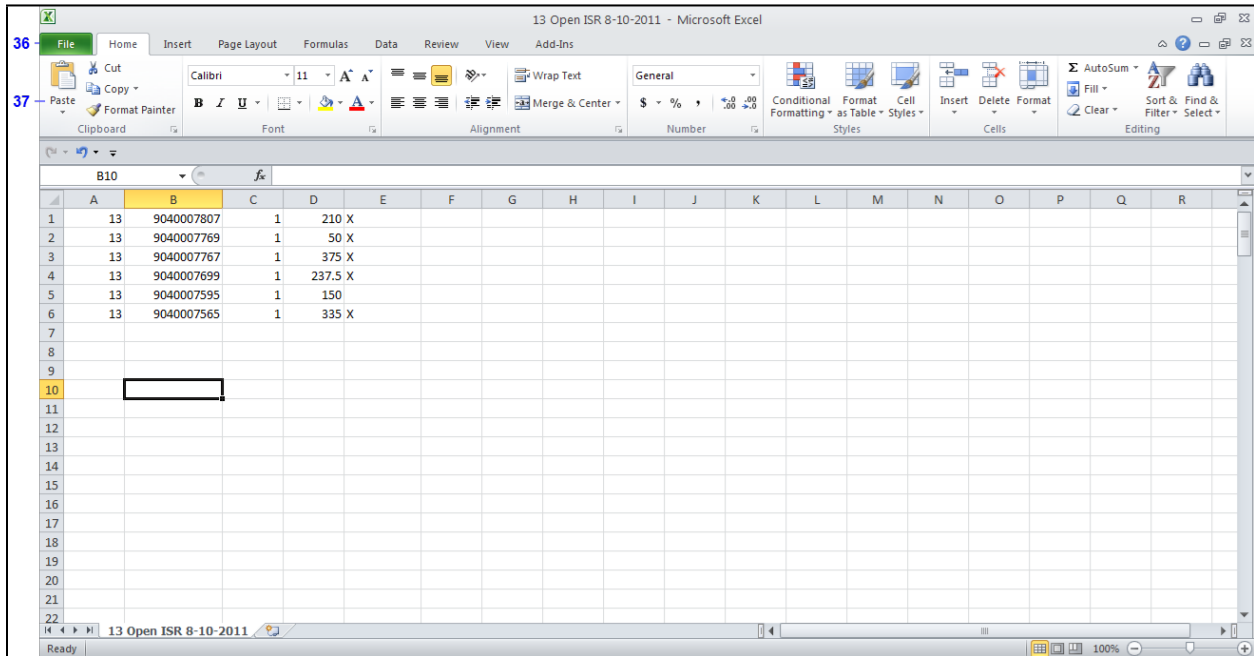
At this point the user has saved the file in the format desired. Next the file will be reformatted to create the Upload file - to be used in the fulfillment process by deleting all the un-necessary columns and rows.. Per the following template,

	A	B	C	D	E
1	Fulfillment Upload Template				
2	Provider Number	Request Number	Request Line Number	Charge Amount	Completion In
3	Will be validated against the values in the Provider Table. If not in the table, the upload will be aborted with an error condition. Note: enter the Provider Number with a leading single quote ' before the number to preserve the leading zeros. Example: '000112	Must be in the number as assigned by the SAP system at the time the document was created in the ISR module. If not the the upload will be aborted, and an error condition indicating the record number in the upload file causing the error will be generated.	Must be in the range 001 to 999	The amount to be charged against the requesters' account(s)	Can be blank or a indicate the task is completed. It Must be capital X
4	000112	9040000063	1	25	X
5	000112	9040000074	3	250	
6	000112	9040000075	6	55.75	X
7	000112	9040000075	2	75.25	
8					
11	Instructions: Copy this Excel Spreadsheet template to an Excel File on your computer				
12	1. Complete the five columns				
13	2. Ensure the Completion indicator field is capitalized, if line is complete				
14	3. Ensure a charge amount is entered				
15	Once the spreadsheet is populated, then				
16	4. Delete the header rows, blank rows and sample lines above				
17	5. Save as a "text, tab-delimited" file on your computer and use it for upload				
18					

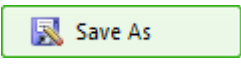


The final file for the upload in this example looks as follows:

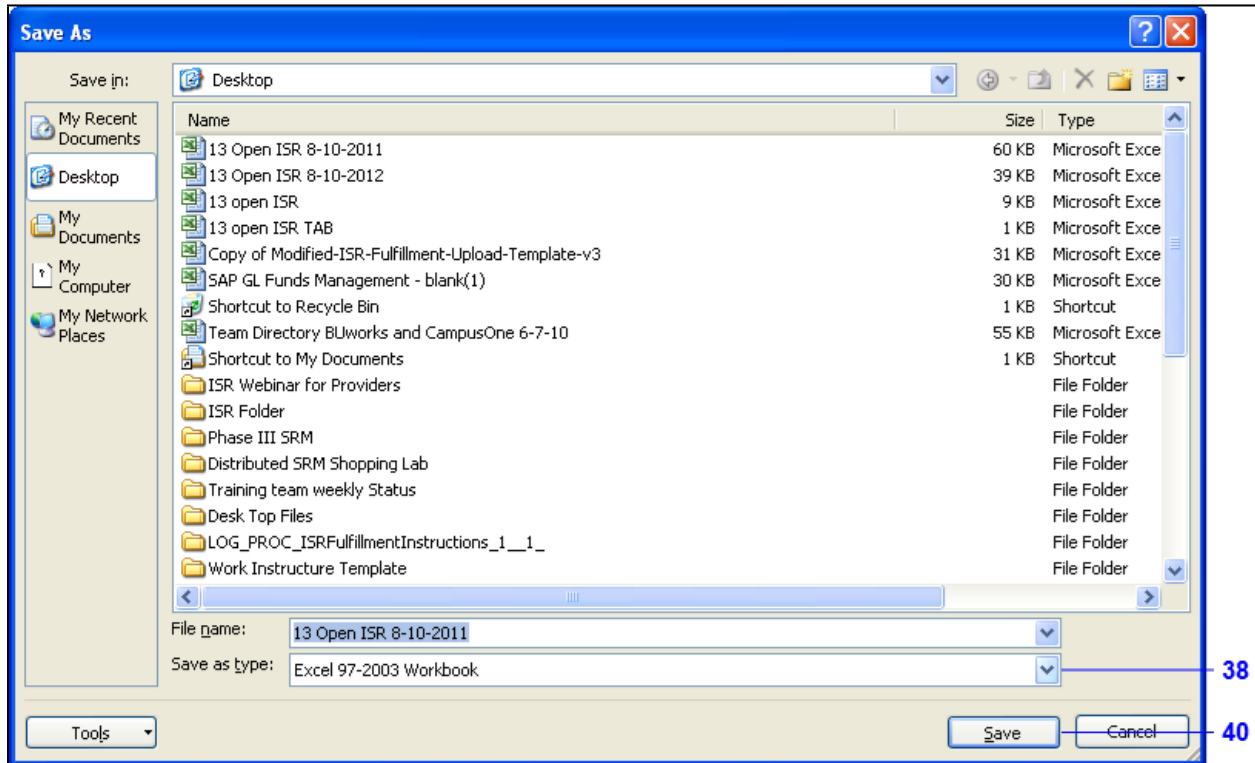
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36. Click the **File Tab** button .

37. Click the **Save As** main menu .

Save As



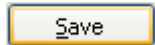
38. Click the **Save as type:** combo box



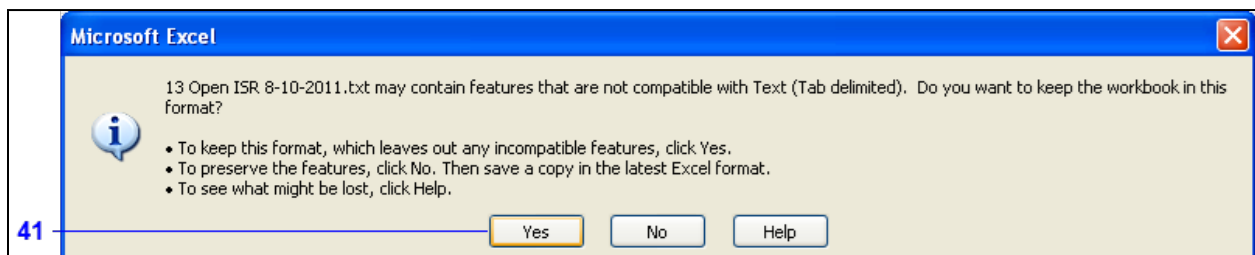
39. Select the **Text (Tab delimited)** list item



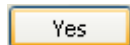
40. Click the **Save** button



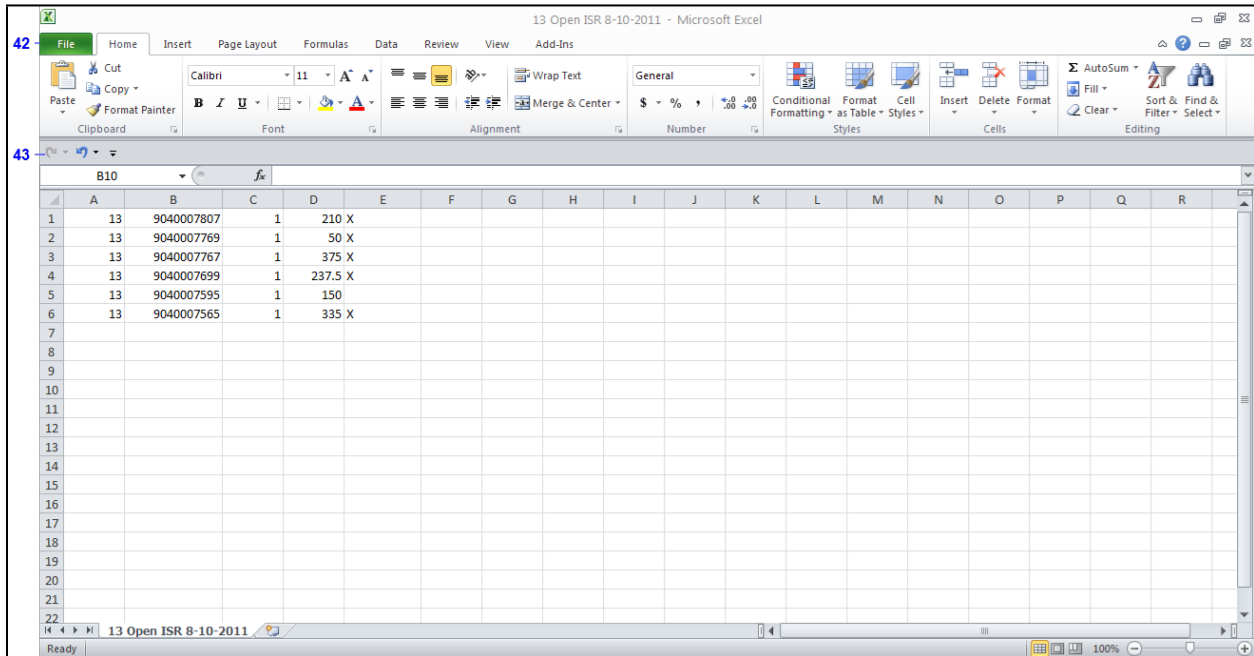
Microsoft Excel



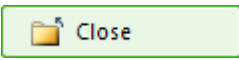
41. Click the **Yes** button



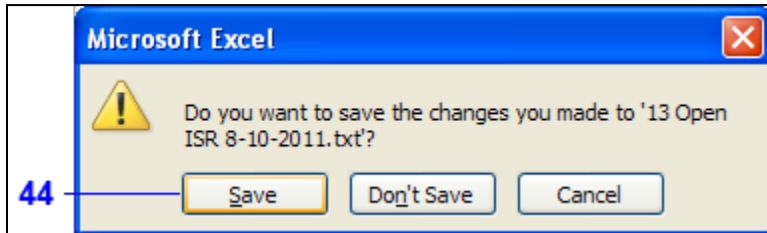
Microsoft Excel - 13 Open ISR 8-10-2011

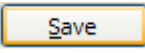


42. Click the **File Tab** button .

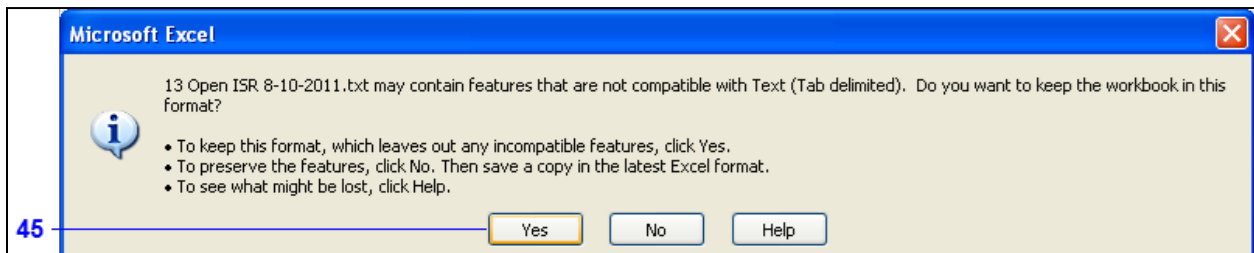
43. Click the **Close** main menu .

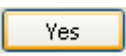
Microsoft Excel



44. Click the **Save** button .

Microsoft Excel



45. Click the **Yes** button .

Results and Next Steps

You have executed transaction ZFI_OPEN_ISR, save a default layout for the report to be used in the future. Exported the report to a local file and generated the Upload file used in the fulfillment process.