

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

	BU BUworks Central		Log off
2 -	Hose France ACCT-Walk Worklas WebGU Reporting (TEST) Procurement		
	Important Web Browser Configuration Information BUworks portal requires minor configuration adjustments to be completed in order to ut instructions on configuring your browser.	vtilze internet Explorer or Firefox. <u>Click here</u> for	
	Welcome to BUworks Central		
	A personalized view of University resources designed to help you manage your daily work.		
	Learn the System		
	Employee Learning Solutions can show you the way.		
	Boston University's Employee Learning Solutions offers a variety of training options to help you get up to speed quickly. Learning programs available to Boston University employees include:		
	 On-line Self-Study — computer-based tutorials demonstrating specific SAP transactions using a detailed step-by-step approach. 	Quick Links	
	 Virtual Training — utilizes a web-portal to provide a mix of training simulations, as well as web meetings. 	Buworks Program Website Blackboard—Employee Learning Solutions	
	Classroom Training — traditional instructor-led training to help you learn the	Training Marcara Course	×

- 2. Click the WebGUI link label MebGUI.
- Systems DPO Development Windows Internet Explorer



3. Click the ECC System link label ECC System.



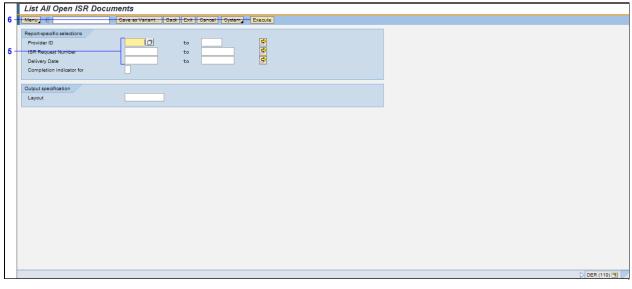
SAP Easy Access

SAP Easy Access									
Menu (Log off System	User menu SAP menu	SAP Business Workplace	Add to Favorites	Delete Favorites	Change Favorites	Move Favorites down	Move Favorites up	
Menc_ + Favoities Admin Folder Admin Folder Admin Folder GM Transactions GAM Transactions Office Cross-Application Componen Logistics Accounting Human Resources Information Systems Tools		User menu ji SAP menu j	SAP Business Workplace	Add to Favorites	Delete Favorites	[Change Favorites]	Move Favorites down	BOSTON UNIVERSITY ERP Development System	
									DER (110) [**]

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

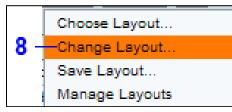
6. Click the Execute link label Execute.

List All Open ISR Documents

	Menu 🕴		Back Exit	Cancel System						
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4	Provider ID	n ISR Documer	*Request Number	Contact Name	Phone Extension	Requester Name	Requester Extension	Recipient Name	Delivery Date	Building Name
		buphotos@bu.edu	9040000604		3-3246	Malia Hill	3-3213	Nicole Moro	08/30/2011	2 SILBER WAY
ŀ		buphotos@bu.edu		buphotos@bu.edu	3-3670	Lauren Kudisch	3-2673	Emily Libby	08/22/2011	1 SILBER WAY
L		buphotos@bu.edu	9040001168		3-3450	Maureen Clark	3-8023	Entry Eloby	08/01/2011	622-640 COMMONWEALTH AVE
L		buphotos@bu.edu		Simon Payaslian	3-8313	Luis Chunga Celis	3-2555	Kenosian Chair Lecture	10/27/2011	225 BAY STATE ROAD
L		buphotos@bu.edu	9040001205		3-3666	O'Connor, Mary Tunney	3-4198	O'Connor, Mary Tunney	08/04/2011	1 SILBER WAY
L		buphotos@bu.edu		BU Photography	33870	Martha Totten	85374	Martha Totten	08/05/2011	765 COMMONWEALTH AVENUE
L		buphotos@bu.edu	9040001240		33670	Laura Mackin	84888	Laura Markin	08/03/2011	72 EAST CONCORD STREET
L		buphotos@bu.edu	9040001270		33670	Laura Mackin	84888	Laura Mackin	08/04/2011	72 EAST CONCORD STREET
L		buphotos@bu.edu	9040001282		33670	Laura Mackin	84888	Laura Mackin	08/02/2011	72 EAST CONCORD STREET
L		buphotos@bu.edu		Courtney Bogard	3.3081	Courtney Bogard	3.3081		08/03/2011	10 LENOX STREET
L		buphotos@bu.edu	9040001298		33670	Laura Mackin	84888		08/04/2011	72 EAST CONCORD STREET
L		buphotos@bu.edu		Heather MacLeod	3-9500	Leah Davis	3-9526	Leah Davis	08/12/2011	1 SILBER WAY
L		buphotos@bu.edu		Danielle LaJoie	8-6326	Danielle LaJoie	8-6326	Lean Davis	08/06/2011	971-977 COMMONWEALTH AVE
L		buphotos@bu.edu		Courtney Bogard	3.3081	Courtney Bogard	3.3081		08/04/2011	10 LENOX STREET
L		buphotos@bu.edu		Kalman Zabarsky	3-3670	Samantha Waite	3-6647		08/05/2011	765 COMMONWEALTH AVENUE
L		buphotos@bu.edu buphotos@bu.edu		BU Photography	33670	Kelly Proulx	3-0047		08/05/2011	2 SILBER WAY
L		buphotos@bu.edu		Chris Loken-Kim	8-6251	Chris Loken-Kim	8-6251		08/05/2011	725 COMMONWEALTH AVENUE
L				Chris Loken-Kim	8-6251	Chris Loken-Kim	8-0201		08/05/2011	725 COMMONWEALTH AVENUE 725 COMMONWEALTH AVENUE
Γ		buphotos@bu.edu buphotos@bu.edu	9040001513		33670	Joanne Hart	37311	Joanne Hart	08/05/2011	232 BAY STATE ROAD
L		buphotos@bu.edu buphotos@bu.edu		Corene Bradshaw	8-8498	Corene Bradshaw	8-8498	Mary Bradshaw	08/13/2011	85 EAST NEWTON STREET
Γ		buphotos@bu.edu buphotos@bu.edu		Corene Bradsnaw Dennis Carlberg	8-8498	Dennis Carlberg	8-8498	Mary bradshaw	08/09/2011	120 ASHFORD STREET
L					3-3670	-	8-5590	Rick in Photos		
L		buphotos@bu.edu	9040001855			Denise Joseph			08/22/2011	15 ST. MARY'S STREET
L		buphotos@bu.edu		Rick	3-3670	Denise Joseph	8-5973	Rick in Photos	08/22/2011	15 ST. MARY'S STREET
L		buphotos@bu.edu		Ridk	3-3670	Denise Joseph	8-5973	Rick in Photos	08/22/2011	15 ST. MARY'S STREET
t	4	6		incu.	0.0670	Dealer lavab	0 5070	D:2.12 D:2122	100/00/0044	45 CT MADVIC CTOFFT

7. Click the Choose Layout button **I**.

Empty page



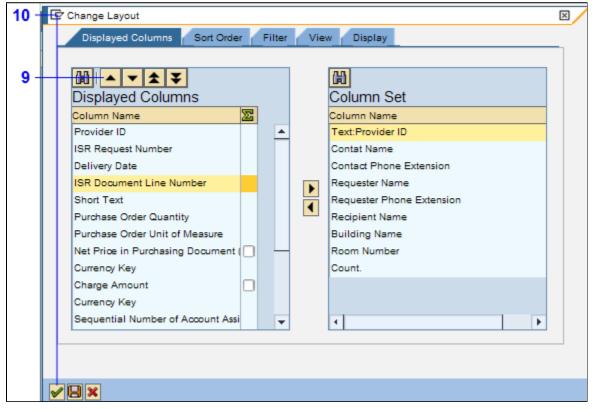
8. Click the Change Layout... label Change Layout...



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



Change Layout



9. Click the up button A 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

Menu, 4		Back Exit	Cancel Syste									
3 A 7	n ISR Docume	nts	10 210 -	i III III III								
Provider ID	*Request Number	[*] Line Item Numbe	Delivery Date	Short Text	PO	0	Net Price	Charge Amount	G/L Acct	G/L Account Number	Cost Object	
000013	9040000604	00001	08/30/2011	Photographer	0001	н	205.00		893256	ISR: M&C PHOTOGRAPH	IY 1330400000	
	9040000979		08/22/2011	ISR: M&C Photo	0002	EA	185.00		893256	ISR: M&C PHOTOGRAPH	Y 1210410000	
	9040001168		08/01/2011	Digital Photo's	0003	EA	35.00	105.00	893256	ISR: M&C PHOTOGRAPH	Y 9300000731	
	9040001202		10/27/2011	Photo Services	0001	PAC	400.00		893256	ISR: M&C PHOTOGRAPH	IY 1200700000	
	9040001205		08/04/2011	Blanket Req. for Photo	1000	EA		175.00	893256	ISR: M&C PHOTOGRAPH	Y 1590200000	
	9040001240		08/05/2011	Photo	0001	EA	35.00	35.00	893256	ISR: M&C PHOTOGRAPH	Y 1312000000	
	9040001276		08/03/2011	Photography	0001	EA	530.00		893256	ISR: M&C PHOTOGRAPH	Y 2580440000	
	9040001281		08/04/2011	Photography	0001		530.00	725.00	893256	ISR: M&C PHOTOGRAPH	Y 2580440000	
	9040001282		08/02/2011	Photography	0001	EA	530.00		893256	ISR: M&C PHOTOGRAPH	Y 2580440000	
	9040001293		08/03/2011	Blanket ISR	0001	EA	75,000.00		893256	ISR: M&C PHOTOGRAPH	Y 1592000000	
	9040001298		08/04/2011	Photography	0001	EA	530.00		893256	ISR: M&C PHOTOGRAPH	Y 2580440000	
	9040001298		08/12/2011	digital photo	0001	EA	35.00		893256	ISR: M&C PHOTOGRAPH	Y 1135000000	
	9040001342		08/06/2011	Email Quote	0001	EA	205.00		893256	ISR: M&C PHOTOGRAPH	Y 1020400000	
	9040001345		08/04/2011	Blanket Photo ISR	0001	EA	25,000.00		893256	ISR: M&C PHOTOGRAPH	Y 1592200000	
	9040001372		08/05/2011	Photo Shoot	0001		625.00	300.00	893256	ISR: M&C PHOTOGRAPH	Y 1310500000	
	9040001411		08/05/2011	16x20 prints	0001	EA	54.00	108.00	893256	ISR: M&C PHOTOGRAPH	IY 1330490000	
	9040001455		08/05/2011	11-3822	0001	EA	150.00		893256	ISR: M&C PHOTOGRAPH	Y 9250001415	
		00002	08/05/2011	11-3823	0001	EA	354.00		893256	ISR: M&C PHOTOGRAPH	Y 9250001415	
	9040001513	00001	08/13/2011	Mandelo photo	0001		35.00		893256	ISR: M&C PHOTOGRAPH	Y 9500233796	
	9040001625		08/09/2011	Digital Image 6 x 9	0001	EA	35.00		893256	ISR: M&C PHOTOGRAPH	Y 2570500000	
	9040001798		08/11/2011	Photos & Photography	0001	EA	10,000.00		893256	ISR: M&C PHOTOGRAPH	Y 1860290010	
	9040001855		08/22/2011	Carbon Day	0001	ONE			893256	ISR: M&C PHOTOGRAPH	Y 909000341	
		00002	08/22/2011	Smart Parking	0001	ONE			893256	ISR: M&C PHOTOGRAPH	Y 909000419	
		00003	08/22/2011	SCI Showcase	0001	ONE			893256	ISR: M&C PHOTOGRAPH	Y 909000341	
		00004	08/22/2011	Methane EEE	0001	ONE			893256	ISR: M&C PHOTOGRAPH	Y 909000341	

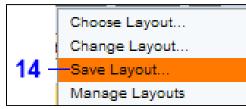
- 11. Click the column header field Request Number label * Request Number.
- **12.** Click the sort button $\overline{\mathbf{v}}$ to group all open line item for each ISR together on the report

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 **13**.

Empty page

П



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



Save layout

17 🕂	Save layout			\boxtimes
	Save as	Save with		
	Layout	Layout description	Default setting	
	Save layout	V]	15
	Name:			
		User-specific	Default setting	16
	× ×			

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

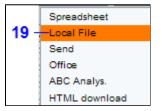
Menu 4	pen ISR Doc		Cancel System									
went 1		Back Exit	cander System									
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	n ISR Docume											
Provider ID	*Request Number	Line Item Numbe	Delivery Date	Short Text	PO	0	Net Price	Charge Amount	G/L Acct	G/L Account Number	Cost Object	
000013	9040007807	00001	10/27/2011	ISR: M&C Photo	0001		210.00		893256	ISR: M&C PHOTOGRAPH	Y 1260410000	
000013	9040007769	00001	10/27/2011	headshot of frank guenther	0001	ST	50.00		893256	ISR: M&C PHOTOGRAPH	Y 1220450000	
000013	9040007767	00001	10/28/2011	for CGS collegian	0001	ONE	500.00		893256	ISR: M&C PHOTOGRAPH	Y 1250400000	
000013	9040007699	00001	10/28/2011	Photo Buyout	0001	ONE	237.50		893256	ISR: M&C PHOTOGRAPH	Y 1131750000	
000013	9040007595	00001	10/18/2011	photo shoot EWCJS	0001		250.00		893256	ISR: M&C PHOTOGRAPH	Y 1203030000	
000013	9040007565	00001	10/28/2011	Photographer: Day 2	0001	EA	335.00		893256	ISR: M&C PHOTOGRAPH	Y 2570470000	
000013	9040007559	00001	10/27/2011	Photographer	0001	EA	465.00		893256	ISR: M&C PHOTOGRAPH	Y 2570470000	
000013	9040007509	00001	10/21/2011	Photo shoot 10/20/11	0001	EA	465.00		893256	ISR: M&C PHOTOGRAPH	Y 2561120000	
000013	9040007507	00001	10/24/2011	Photography for Endowed chairs Luncheon/	0001	EA	465.00		893256	ISR: M&C PHOTOGRAPH	Y 909000291	
000013	9040007492	00001	10/29/2011	Photo Services	0002	EA	465.00		893256	ISR: M&C PHOTOGRAPH	Y 2580490000	
000013	9040007449	00001	10/28/2011	ENG Lab Shoot	0001	EA	205.00		893256	ISR: M&C PHOTOGRAPH	Y 1246100000	
000013	9040007444	00001	10/28/2011	ENG Alumni Shoot	0001	EA	270.00		893256	ISR: M&C PHOTOGRAPH	Y 1246100000	
000013	9040007394	00001	10/22/2011	photography	0001		205.00		893256	ISR: M&C PHOTOGRAPH	Y 1132000000	
000013	9040007248	00001	10/18/2011	Photo	0001	ST	10,000.00		893256	ISR: M&C PHOTOGRAPH	Y 1051110000	
000013	9040007224	00001	10/19/2011	LCD Proj. and Audio	0001	EA	150.00		893256	ISR: M&C PHOTOGRAPH	Y 1352020000	
000013		00002	10/19/2011	Media Technician	0001	EA	150.00		893256	ISR: M&C PHOTOGRAPH	Y 1352020000	
000013	9040007218	00001	10/25/2011	4 Profile Images for CGS Brochures	0001	EA	740.00		893256	ISR: M&C PHOTOGRAPH	Y 1152420000	
000013	9040007171	00001	10/28/2011	10/28/11 Topping Off Ceremony	0001	EA	500.00		893256	ISR: M&C PHOTOGRAPH	Y C.000001.1	
000013	9040007131	00001	10/21/2011	ISR: M&C Photo	0001		220.00		893256	ISR: M&C PHOTOGRAPH	Y 1260410000	
000013	9040007112	00001	10/18/2011	Image purchase	0001	EA	55.00		893256	ISR: M&C PHOTOGRAPH	Y 1202090000	
000013	9040007060	00001	10/22/2011	Aerial Campus Photo	0001	EA	275.00		893256	ISR: M&C PHOTOGRAPH	Y 1152420000	
000013	9040007020	00001	10/17/2011	Photo Session	0001	н	205.00		893256	ISR: M&C PHOTOGRAPH	Y 1352150000	
000013	9040006980	00001	10/14/2011	photo shoot cost for 9/14/11	0001	EA	465.00		893256	ISR: M&C PHOTOGRAPH	Y 2561120000	
000013	9040006785	00001	10/20/2011	Portrait	0001	EA	125.00		893256	ISR: M&C PHOTOGRAPH	Y 2540710000	
000013	9040006757	00001	10/12/2011	100BSR Construction Photos	0001	EA	400.00		893256	ISR: M&C PHOTOGRAPH	Y C.000001.1	

18. Click the Export button 🖾



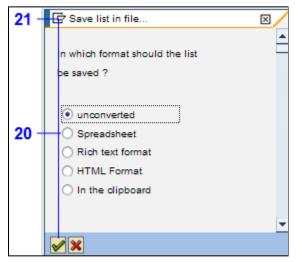
At this point the user can export the report to a local Excel file and then reformat it to upload current charges to be post through the Fulfillment process.

Empty page



19. Click the Local File label Local File

Save list in file...





- 20. Click the Spreadsheet control O 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

	List All Open ISR Documents Directory C:\Documents and Settings\pjwillia\SapWorkDir\ File Name XLS										
	C List All Open ISR Documents										
22 -	Directory										
~~	File Name	7									
	Encoding										
	Genera Re	epla Extend 🕱									

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 -	œ١	ist All Ope	n ISR Documents		\times
	Direc	tory	C:\Documents and Settings\pjwillia\desktop\		
	File I	lame	13 Open ISR 8-10-2011 XLS	đ	
	Enco	ding			
	Gen	era Rep	ola Extend 🕱		

23. Click the Generate link label Genera...

Security warning

	Security warning	
	An applet of SAGUI FOR HTML tries to download file C:\Documents and Settings\pjwillia\desktop\13 Open ISR 8-10-2011.XLS.	
	Should this be allowed (by changing configuration file WEBGUI.CFG)?	
	not only for this session, but always.	
	not only for this file, but for all files of directory:	
	C:\Documents and Settings\pjwillia\desktop	Change
24 -	Yes No	



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

Menu (Back Exit	Cancel System	n.								
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	n ISR Docume											
Provider ID	*Request Number	Line Item Numbe	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 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	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		00002	10/19/2011	Media Technician	0001	EA	150.00		893256	ISR: M&C PHOTOGRAPHY	1352020000	
000013	9040007218	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	н	205.00		893256	ISR: M&C PHOTOGRAPHY	1352150000	
000013	9040006980	00001	10/14/2011	photo shoot cost 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	9040008757	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 ⁸⁻¹⁰⁻²⁰¹¹ to open the file.

Microsoft Excel

	Microsof	it Excel
	⚠	The file you are trying to open, '13 Open ISR 8-10-2011.XLS', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?
27 -		Yes No Help
27		

27. Click the Yes button Yes 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.



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

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

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



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5. Click t	the Yes butt	Yes										
	to create the	ne user has saved the file in the for Upload file - to be used in the fulfill rows Per the following template,										



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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 use it for upload
18	



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



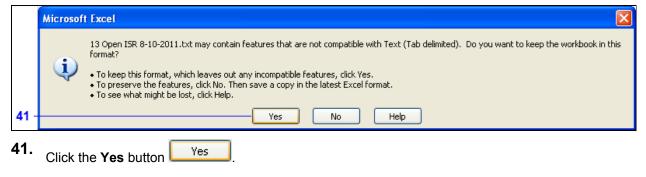
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Microsoft Excel





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- 42. Click the File Tab button File .
 43. Click the Close main many Close
- Click the Close main menu

Microsoft Excel

	Microsoft Excel
	Do you want to save the changes you made to '13 Open ISR 8-10-2011.txt'?
44 ·	Save Don't Save Cancel
44.	Click the Save button

Microsoft Excel

	Microso	ft Excel
	¢	 13 Open ISR 8-10-2011.txt may contain features that are not compatible with Text (Tab delimited). Do you want to keep the workbook in this format? To keep this format, which leaves out any incompatible features, click Yes. To preserve the features, click No. Then save a copy in the latest Excel format. To see what might be lost, click Help.
45 -		Yes No Help
45.	Click	he Yes button Yes



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.