ISR Provider Fulfillment

BUworks Central portal \rightarrow Finance tab \rightarrow ISR Request – Fulfillment – subtab

Log into BUworks Central portal web site	https://ppo.buw.bu.edu/					
Click on Finance tab	Portal tab section					
Click on ISR Request - Fulfillment	Sub tab section					

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	Home Employee Self-Service	Manager Self-Service	Payroll Coordinator	Organizational Chart	Finance	ACCT XWalk	Procurement	Workli
	Detailed Navigation ISR Request - Fullfillment ISR Request - Display		Internal Se	rvice Request Fu	Ilfillment			
	Related Links • Help 1	Provider: * File Name Credit Proces	Request Number: MICRO-CT IMAG Mail Services - Bi Marketing&Comn	To ING FACILITY ING FACILITY Ik Mail Innications - BU Producti	ive Design	Dduction)	×	
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ISR Fulfillment Distributed Forms	e Request Fullfillment							
Related Units H 2 Provider: * File Name Credit Processing Search for Documents 4	To To	¥						

Ready to select provider and fulfill (bill) Internal Service Requests

1	Select Provider	Required	Select radio button and using drop down menu search						
			for provider name from listing or start typing provider						
			name and select from list.						
The	There are three methods of fulfilling (billing) Internal Service Requests:								
	1. ISR Request number –	If ISR numbe	r is known, billing can be performed individually or in						
	ranges.								
	2. Available ISR's - Click of	on the Search	for Documents button to display a list of available						
	requests for billing from s	elected provi	der.						
	3. File upload - ISR provid	er fulfillment t	emplate file can be uploaded to fulfill (charge) ISR's.						
Thi	s example demonstrate how to	o fulfill availat	ble ISR's for a selected provider (Option #2 above)						
2	File Name	Optional	Click radio button to perform ISR provider fulfillment file						
		-	upload. Browse local file to find and select file.						
3	entant	Optional	Click box to perform credit request(s) posting.						
	Credit Processing								

4 Search for Documents Required Click button to display requests to be processed.



List of Available Requests will Display



5	Charge Amount	Required	Enter amount to be charged.
6	Posting Date	Optional	 Date defaults to current day, however it can be changed to reflect open accounting period. Example: the system's Accounting Period 3 is open. Entered posting date must be between 9/1/15 to 9/30/15.
7	Completion Indicator	Optional	Click here if request should be closed and Commitment Items to GL account relieved.
8 8a	Validate System message	Required	 Click here to confirm Posting date against system open accounting period(s). System message will display if posting possible. The Post button is available once validated.
9	Clear all	Optional	Click here to clear all entries and restart.
10	Exit	Optional	Click here to exit available request(s) for select provider.
11 11a	Post System message	Required	Click here to post entered amount to charge and request to close. System message will display if post successful.

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 Exit
 Required
 Click here to close and return to BUworks Central Portal.

 You have successfully charged and closed ISR requests.

ISR Provider fulfillment upload file

If an upload is required:

- ISR Upload File Template must be downloaded to your desktop.
- Modify and updated template; follow instructions for successful upload.
- Save as a tab delimited file.
- Click radio button File Name then click Browse button to locate tab delimited file.
- Upload file in test mode first.

Click here Internal Service Provider Upload Template for instructions and ISR provider template file.

Transaction code ZFI OPEN ISR

Available ISR's listing can be extracted using **WebGUI** transaction, **ZFI_OPEN_ISR** report.

An extraction of open ISR data can be exported into Excel and used as the **Upload File** in the fulfillment process. Modify the Excel spreadsheet to achieve a successful upload.

Transaction code S_P99_41000147 Earmarked Fund Journal

Earmarked Fund Journal reports is used to display listing of **ISR's** pending fulfillment (awaiting billing). The report is run based of criteria such as **GL** account, **Cost Center** or **Internal Order**.

Tips on ISR Corrections, Errors and Credits

Once an **ISR** is closed (**completion indicator** selected), the request cannot be re-opened for posting or crediting.

If a requestor creates an **ISR** form in <u>error</u> and requires the **Commitment item** to be deleted from financial reports. The provider must charge the request as \$0.00 and check off the **Completion indicator** to close and relieve the **ISR** request.

If a provider overbilled a request and it hasn't been marked as **Complete** a credit posting can be processed.

If a provider overbills a request and has closed the **ISR**, a journal entry is required to correct the charge.