Boston University Office of the Comptroller

Miscellaneous Receivables
881 Commonwealth Avenue
Boston, Massachusetts 02215
Phone (617) 353-2342

Instructions

To Create Account Receivable Customer

1) Log onto BUworks Central Portal
2) Click on the Finance Tab
3) Click on the Distributed Forms
4) Click on the Customer Master Data
5) Enter Contact Information on the left hand side
6) Choose "No" to change an existing customer Data.

Enter the following information (USE ALL CAPS) on the right side of form

- Title Drop Down: Company or Salutation
- Customer Name: Company Name or Last Name, First Name
- Search Term: Same as the Customer Name
- C/O (if applicable)
- Customer Address (Select the expand/enlarge box + to enter additional line items, i.e. Suites and PO Box)
- City, State, Country and Zip code
- Telephone
- Fax
- Email
- WBUR Salesperson (ONLY for WBUR Customers)
- Description of Sales and Services

Click on Validate Request, scroll up to top to see if you have any error messages. If there are no errors, scroll back down to click Submit Request.

Note: Your screen may time out and will ask if you wish to log out. Select yes if you are done or no if there are other accounts that need to be set up.

The system will auto generate an email to you with the tracking number and the new customer number. It is recommended that you should verify the new customer number in SAP, T-Code FD03 "Display Customer" to ensure the customer data is accurate.

***DEPARTMENT IS RESPONSIBLE TO OBTAIN ANY PURCHASE ORDER NUMBER PRIOR TO BILLING.