

ISR Provider Fulfillment New Enhancement Features

The screenshot shows the BUworks Central interface for Internal Service Request Fulfillment. The main content area displays a table titled "Request Document Details" with the following columns: Prov. ID, Prov. Name, Document No, Line No, Description, Amount, Already Charged Amount, Charge Amount, Posting Date, and Completion Indicator. A red box highlights the "Posting Date" and "Completion Indicator" columns. The table contains 10 rows of data.

Prov. ID	Prov. Name	Document No	Line No	Description	Amount	Already Charged Amount	Charge Amount	Posting Date	Completion Indicator
000027	BU Police Dept	9040022446	00001	BU PD	200.00	0.00	0.00	05/02/2013	<input type="checkbox"/>
000027	BU Police Dept	9040022597	00001	Estimate	600.00	250.00	0.00	05/02/2013	<input type="checkbox"/>
000027	BU Police Dept	9040021744	00001	BUPD	40,000.00	1,843.37	0.00	05/02/2013	<input type="checkbox"/>
000027	BU Police Dept	9040022833	00001	details will show on reports	280.00	0.00	0.00	05/02/2013	<input type="checkbox"/>
000027	BU Police Dept	9040022573	00001	BUPD Detail	200.00	0.00	0.00	05/02/2013	<input type="checkbox"/>
000027	BU Police Dept	9040021973	00001	Reception Coverage	100.00	100.00	0.00	05/02/2013	<input type="checkbox"/>
000027	BU Police Dept	9040020446	00001	Police Detail	100.00	8,777.64	0.00	05/02/2013	<input type="checkbox"/>
000027	BU Police Dept	9040020490	00001	BUPD for UO2012 Details	2,000.00	8,238.07	0.00	05/02/2013	<input type="checkbox"/>
000027	BU Police Dept	9040022116	00001	IFC officer 5 hrs 9/7/12	260.00	270.00	0.00	05/02/2013	<input type="checkbox"/>

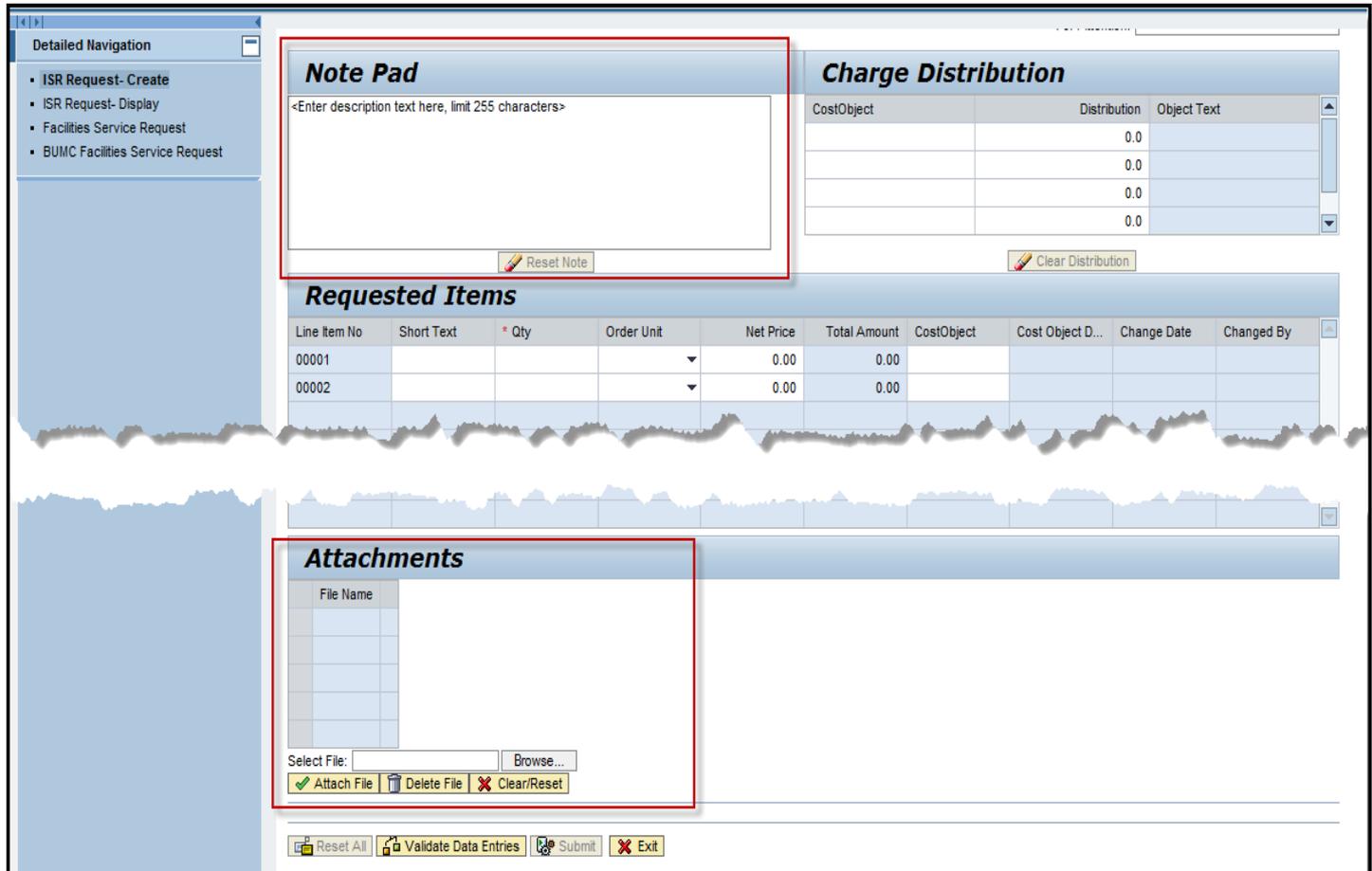
The screen for fulfilling and displaying an **ISR** has changed slightly

- Posting date field is available to accommodate for first Fiscal Close Period
- Posting period needs to reflect the posting date or Fulfillment can not processed.

ISR Provider Fulfillment New Enhancement Features

The screen for creating and displaying an **ISR** form has changed slightly

- Addition to the **Note Pad** area informs requester's of field length limitations.
- A new area for **Attachments** is now available



The screenshot displays the ISR Provider Fulfillment form interface. It features a 'Detailed Navigation' sidebar on the left with options: 'ISR Request- Create', 'ISR Request- Display', 'Facilities Service Request', and 'BUMC Facilities Service Request'. The main content area is divided into several sections:

- Note Pad:** A text input area with a placeholder '<Enter description text here, limit 255 characters>' and a 'Reset Note' button below it.
- Charge Distribution:** A table with columns 'CostObject', 'Distribution', and 'Object Text'. The 'Distribution' column contains values 0.0, 0.0, 0.0, and 0.0. A 'Clear Distribution' button is located below the table.
- Requested Items:** A table with columns: 'Line Item No', 'Short Text', '* Qty', 'Order Unit', 'Net Price', 'Total Amount', 'CostObject', 'Cost Object D...', 'Change Date', and 'Changed By'. It contains two rows of data with line item numbers 00001 and 00002.
- Attachments:** A section with a 'File Name' column and a 'Select File' input field with a 'Browse...' button. Below this are buttons for 'Attach File', 'Delete File', and 'Clear/Reset'.

At the bottom of the form, there are buttons for 'Reset All', 'Validate Data Entries', 'Submit', and 'Exit'.

Description: Describe the changes made to ISR Fulfillment process

User/Role: Internal Service Provider

ISR Provider Fulfillment New Enhanced Features

Note Pad Area has changed

- An Internal Service Request form informs the requester of the character limitation on the Note Pad area prior to entry of a note via this informational text:

"<Enter description text here, limit 255 characters>"

- The **Note Pad** field allows up to 255 characters
- A note can be added in one of three ways:
 1. Type over the informational text.
 2. Delete the Informational text and then enter the note in the Note Pad area.
 3. Start to type the note below the informational text.

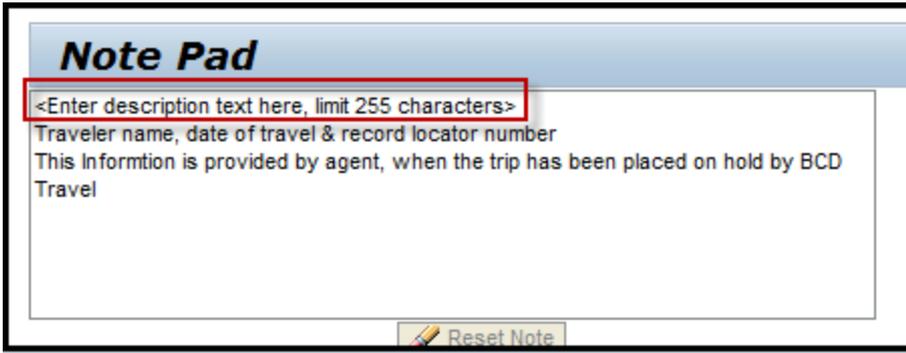
Once the Internal Service Request is completed and submitted the text will automatically disappear.

- There is an option to clear or reset the Note Pad area if it is necessary to delete the text that was entered .

New Area for Attachments

- An Internal Service Requester has the ability to attach documents to the **Internal Service Request** form as backup for the ISR Provider.
- The Provider will receive a copy via email.
 - Acceptable attachments documents include PDF, Word and/or Excel files.
 - Multiple documents can be attached to the **Internal Service Request** form
 - Attached documents can be deleted if necessary
 - Attached documents can also be cleared and reset if necessary

Changes to Note Pad Area



Note Pad

<Enter description text here, limit 255 characters>

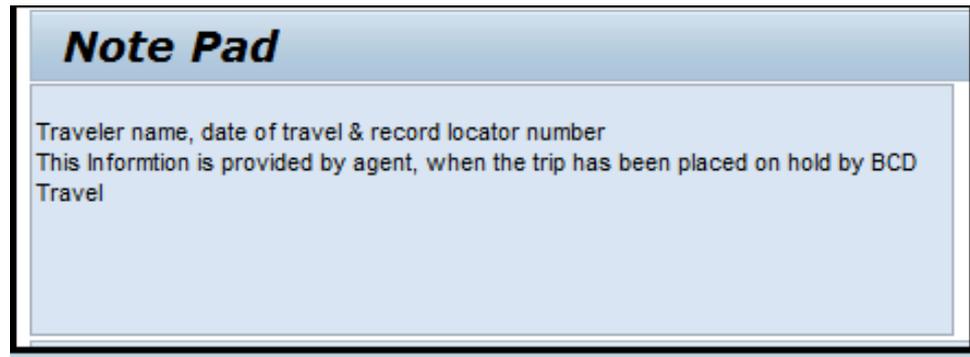
Traveler name, date of travel & record locator number
This Information is provided by agent, when the trip has been placed on hold by BCD
Travel



In this example the note was added after the informational text

Note: Once the ISR has been completed and submitted the informational text is automatically removed.

Provider will be able to view the complete note on the Note Pad area when displayed or printed.



Note Pad

Traveler name, date of travel & record locator number
This Information is provided by agent, when the trip has been placed on hold by BCD
Travel

View of Print Request Of a Internal Service Request form

Internal Service Request

Provider Name: BCD Travel - Foreign		Request Number: 9040022838	
Contact Name: Isabel Guillermo	Phone: X8-682	PI/Requester: PI or Request contact info	Phone:
E-Mail: iguiller@bu.edu			

Delivery Information

Requested Delivery Date: 2013-04-01

Deliver To: 1010 COMMONWEALTH AVENUE Room: 102 For

Notepad

Traveler name, date of travel & record locator number
This information is provided by agent, when the trip has been placed on hold by BCD Travel

Cost Object	P	A
1202020000	6	4
1202400000		

Requested Items

Line Item Number	Item Description	Qty	Unit	Net Price	Total Amount	Cost Object	Charged Amount	Cos
00001	Traveler's name & record	1	EA	549.00	549.00		0.00	

Created On: Apr 1, 2013 Created At: 10:52:22 AM Created By: BUWTN503

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BUworks Central

Home | Employee Self-Service | Manager Self-Service | Finance | ACCT XWak | Reporting | Procurement | Worklist | WebGui

Overview | Personalization | Building Address Maintenance | Internal Service Request

Provider Information

Provider: BCD Travel - Foreign Request Number: 9040022838

Requester Contact Detail: Isabel Guillermo Phone Extension: X8-6829 PI/Requester Detail: PI or Request contact info Extension: PI/Requester Email: iguiller@bu.edu

Delivery Information

Requested Delivery Date: 04/01/2013 For Attention: BCD Travel Agent name

Deliver to Building: 1010 COMMONWEALTH AVENUE Rm #: 102

Note Pad

Traveler name, date of travel & record locator number
This information is provided by agent, when the trip has been placed on hold by BCD Travel

Charge Distribution

Cost Object	Distribution	Object Text
1202020000	60.0	CAS BIOLOGY
1202400000	40.0	CAS BOSTON UNIVERSIT...

Requested Items

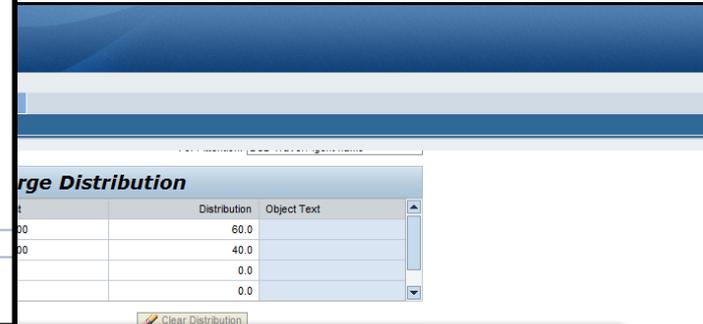
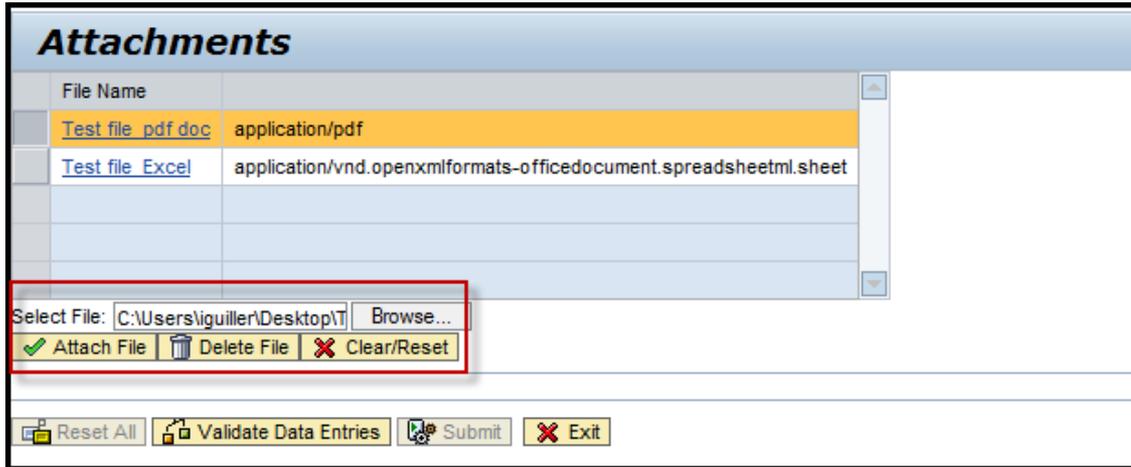
Line Item No	Short Text	* Qty	Order...	Net Price	Total ...	Cost...	Cost Object...	C...	Com...	Change D...	Changed ...
00001	Traveler's name & record locator # + fee	1	esch	549.00	549.00	0.00			<input type="checkbox"/>	04/01/2013	BUWTN503

Request Header Information

Date and Time Created: 04/01/2013 10:52:22 AM Created By: BUWTN503

Validate Data Entries | Print Request | Exit

Addition of New Attachments Area



- Requester has the ability to attach documents to the ISR form.
- ISR Provider will be notified by email and will receive a copy of attachment and form.

