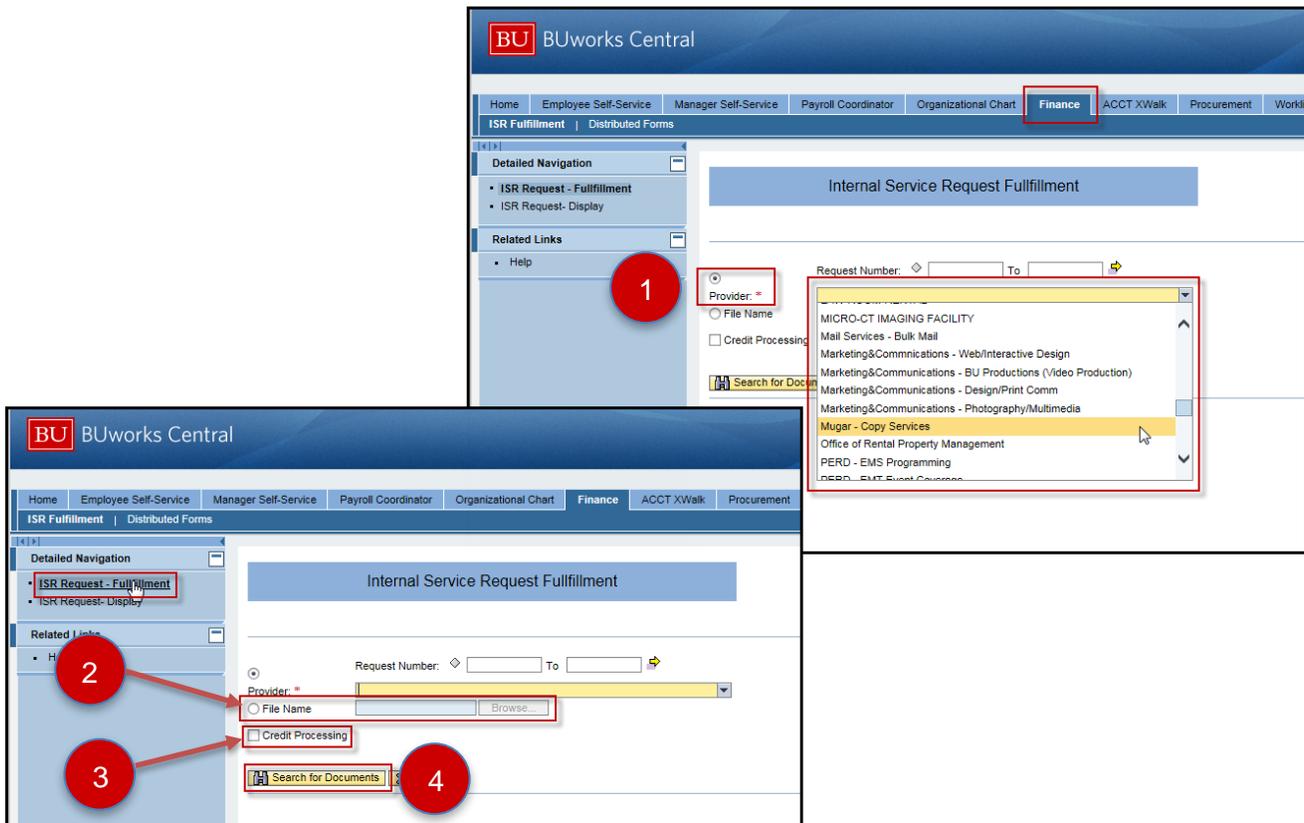


ISR Provider Fulfillment

BUworks Central portal → Finance tab → ISR Request – Fulfillment – subtab

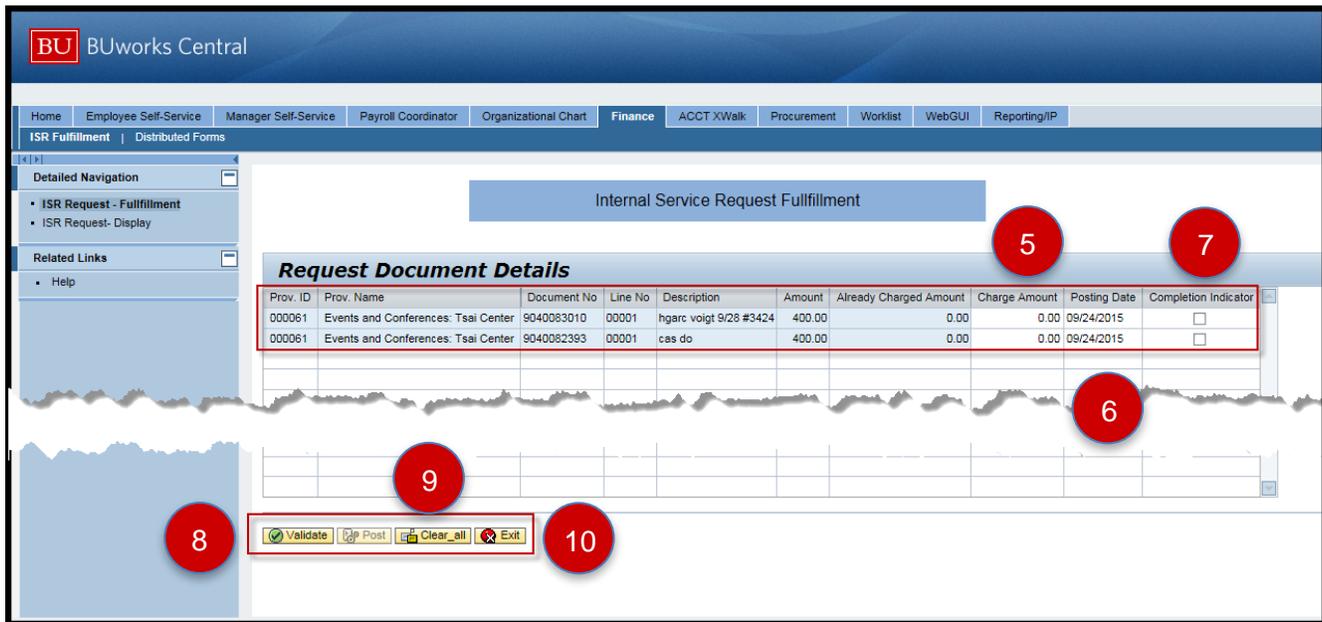
Log into BUworks Central portal web site	https://ppo.buw.bu.edu/
Click on Finance tab	Portal tab section
Click on ISR Request - Fulfillment	Sub tab section

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

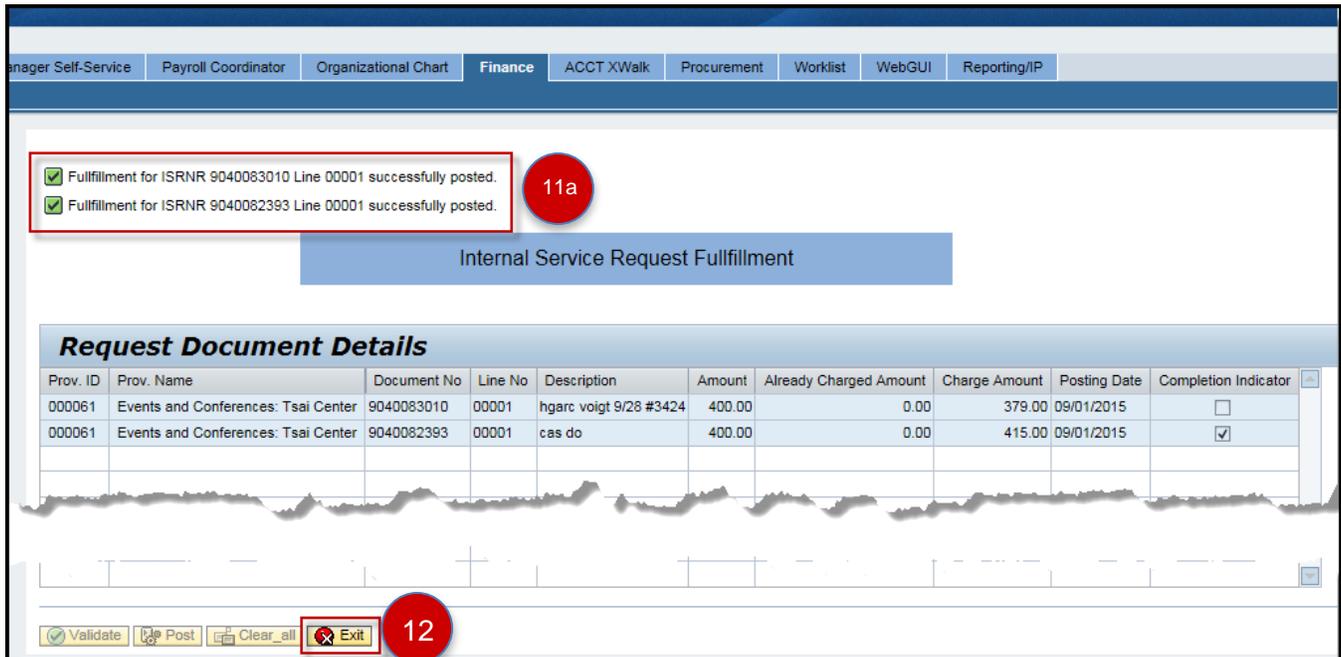
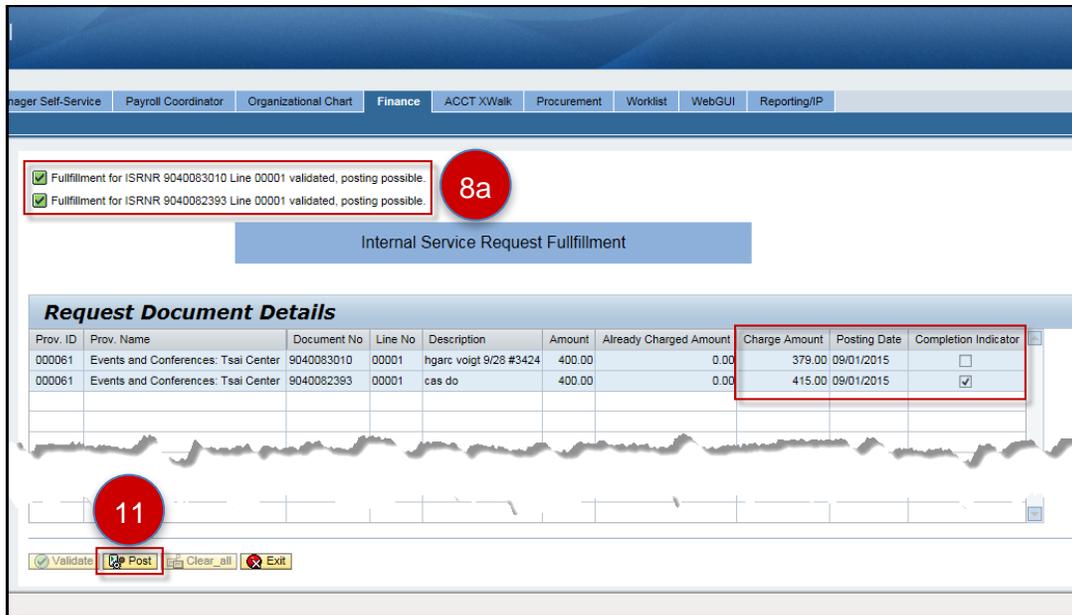


1	Select Provider	Required	Select radio button and using drop down menu search for provider name from listing or start typing provider name and select from list.
<p>There are three methods of fulfilling (billing) Internal Service Requests:</p> <ol style="list-style-type: none"> 1. ISR Request number – If ISR number is known, billing can be performed individually or in ranges. 2. Available ISR's – Click on the Search for Documents button to display a list of available requests for billing from selected provider. 3. File upload – ISR provider fulfillment template file can be uploaded to fulfill (charge) ISR's. <p>This example demonstrate how to fulfill available ISR's for a selected provider (Option #2 above)</p>			
2	File Name	Optional	Click radio button to perform ISR provider fulfillment file upload. Browse local file to find and select file.
3	Credit Processing	Optional	Click box to perform credit request(s) posting.
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. <ul style="list-style-type: none"> 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). <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> System message will display if post successful.



12	Exit	Required	Click here to close and return to BUworks Central Portal.
You have successfully charged and closed ISR requests.			
<u>ISR Provider fulfillment upload file</u>			
If an upload is required:			
<ul style="list-style-type: none"> • 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 error 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.