BU BUworks Online Help

Introduction

Process and Trigger

Perform this procedure when a Requester or Provider needs to view an ISR Request Form or when a hard copy or a soft copy of an ISR Request Form are needed.

Prerequisites.

The desired ISR Document number is known.

Menu Path

Use the following menu path to begin this transaction:

- **BUworks Central Portal ➜ Procurement ➜ Internal Service Request**
- **BUworks Central Portal ➜ Finance ➜ ISR Fulfillment**

Transaction Code

None

Tips and Tricks

- The search functionality to identify the ISR Document number for this transaction is difficult at best to use since all ISR documents are Public documents and not associated with the Requestor/Provider performing the search.
- At times you may need to use your scroll bar to view additional information.

Reports

Use the following reports to identify the ISR number to be displayed:

- BUworks Central Portal ➜ Reporting ➜ Accounting (FI) ➜ Funds Management Distributed ➜ Detailed Commitments
- S_P99_41000147
- FMRP_RFFMEP1AX

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Procedure

1. Start the transaction using the above menu path or transaction code.

ISR Request- Create - DPO - Windows Internet Explorer
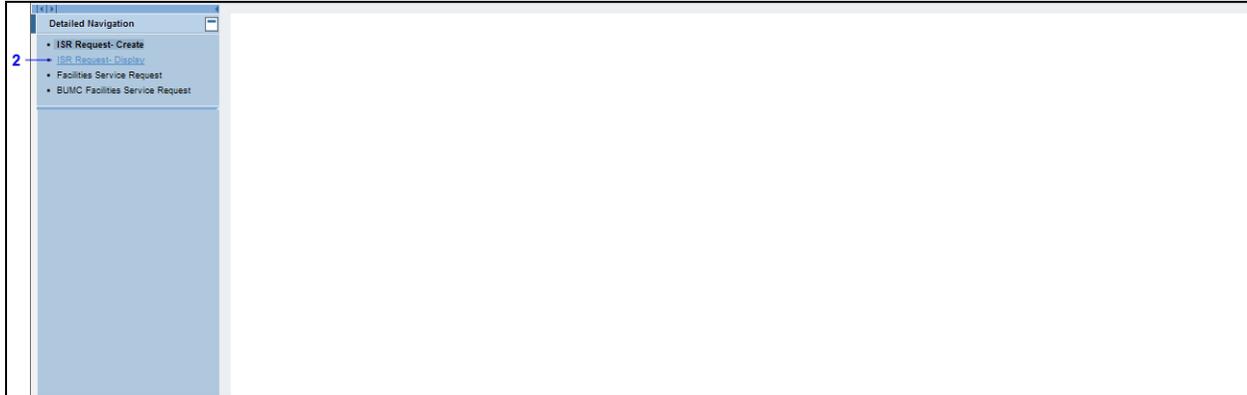
2. Click the **ISR Request-Display** link label <u>ISR Request- Display</u>.

Provider Information

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

Field	R/O/C	Description
ISR Request No:	Required	Number that identifies an Internal Service Request. **Example:** 9040007960

Provider Information

4. Scroll to the bottom of the screen to access the Print Request button

Provider Information

5. Click the **Print Request** button ![Print Request] and the ISR Request form is displayed.

ISR Application

6. Scroll to the top of the screen.

7. Click the **Print** button 🖨 if a copy of the request is desired.

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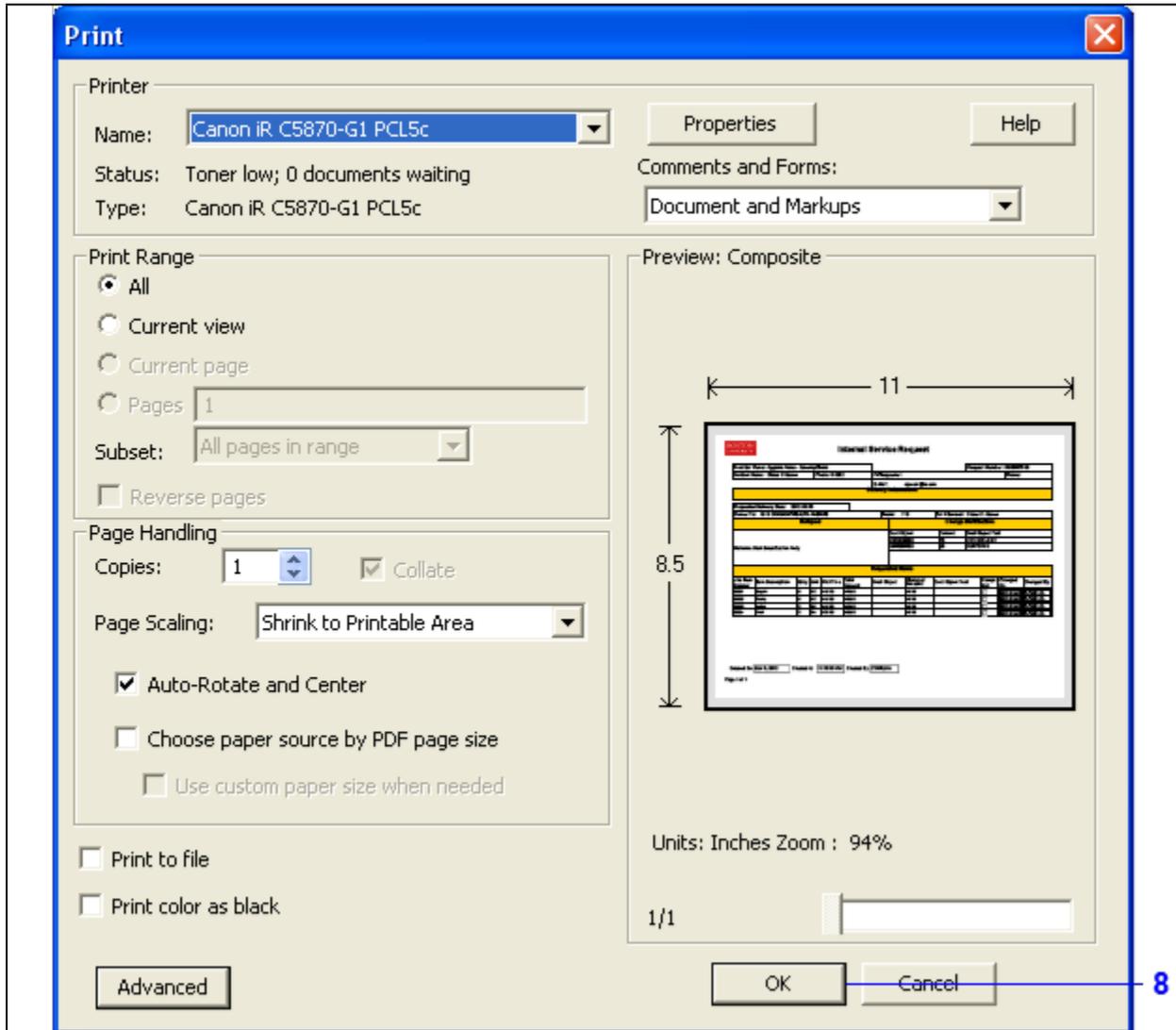
Print

8.   Click the **OK** button [OK] to print on a local printer.

9.   Click the **Save** button 💾 to save the ISR Request Form as a PDF document to a file on your computer.

ISR Application
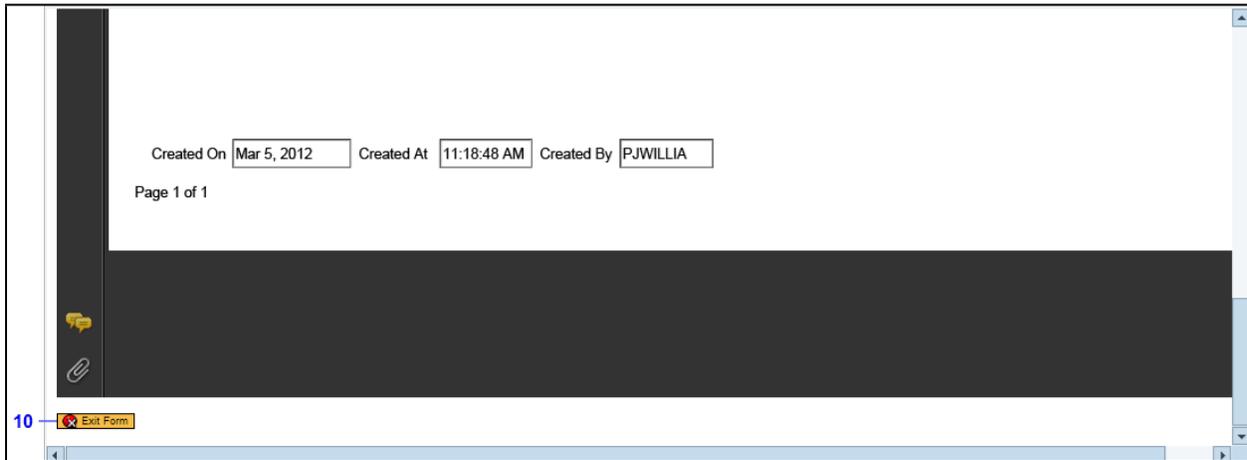
10. Click the **Exit Form** button Exit Form .

Status:

Results and Next Steps

You have viewed an ISR Request Form, printed a hard copy and saved a soft copy.

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Work Instruction

Last Modified:7/2/2015

7/7
File Name:ISR Request - Display.udc

Status:
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