BUworks Finance Newsletter

Boston University	BUworks Finance Newsletter	February 2017

Reconciling Internal Service Requests (ISR's) and Facility Service Requests (FSR's)

In this month's issue, we'll talk about how to utilizes **WebGUI ECC** system transactions codes to reconciling your departmental **Internal Service Requests** (**ISR's**) and **Facilities Service Request (FSR's)**.

Using WebGUI transaction codes available in your ISR role (e.fi.internal_service_requestr)

Two transaction codes that are available to those that have the Internal Service requester role are **Earmark Fund Journal report - S_P999_41000147** and **Display Funds Reservation - FMX3**.

The **Earmark Fund Journal** report allows you to pull all your manual and system-generated funds reservation based off your search criteria. The display reserved funds transaction code allows you to view the header, line item, and consumption of reserved funds.

The nice thing about running this report, is that your able to drill down to the document transaction level (**FMX3 - Display Funds Reservation**) to review what has posted against or what is available to use the reserved funds (**ISR** or **FSR** form).

To view a Quick Reference Guide on how to reconcile your **ISR's** and **FSR's** you can click on this link: http://www.bu.edu/tech/files/2017/02/FI_ISR_Reconciling_ISRs_and_FSRs_S_P99_41000147_QRG.pdf.

FAQs

1. How do I know if a charge posted against my department's ISR or FSR request?

Using transaction code **FMX3 - Display Funds Reservation** you can drill down to each line item to view whether a charge has posted, funds are consumed and if the **ISR** or **FSR** is closed.

2. What BW report should I used to pull all reserved funds?

Any **BW Funds Management (distributed)** reports that provides commitment items should generate a listing of your departmental reserved funds such as Sub-Awards, ISR's, FSR's or manually entered reserved funds.

Here are some suggested reports: Unrestricted Budget to Actual by FC - GL/CI Detailedand Designated/Restricted Balance & Activity - GL/CI Detail. Additional help resource and information on Funds Management can be found here: http://www.bu.edu/tech/support/buworks/help/bw/fm-main/

"In This Issue"

- Reconciling Internal Service Requests (**ISR's**) and Facility Service Requests (**FSR's**)

- Using **WebGUI** transaction codes available in your **ISR** role (e.fi.internal_service_requestr)

- FAQ - charges, BW reports and role t-codes

- Tips & Tricks - Closed **ISR's** & **FSR's** and Provider contact list

Contact Us:

Thanks for taking the time to read this newsletter. Click here to leave any comments or suggestions.

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3. What are the other transaction codes available with the Internal Service requester role?

The additional transactions codes available with the internal service requester role are **FB03** - **Display Document** and **FMJ_Display - Display FM Commt Carryforward Doc's.**

Display Document (FB03) transaction code allows you to view and Finance related document type. The **Display FM Commitment Carryforward Document (FMJ_Display)** allow you to pull a report listing of any commitment items which have carried forward to the new fiscal year.

Tips & Tricks

How to look up to see if your ISR or FSR has been closed (commitment item relieved)

To view what's consumed and if the **ISR** or **FSR** is closed use **FMX3 - Display Funds Reservation**.

Go to **BUworks Central Portal**, Click on **WebGUI** tab and then **ECC** system sub tab. Enter the transaction code **FMX3** in the Command Bar, Enter the **ISR** or **FSR** number in the **Document Number** field.

Locate the **Completing Indicator** box to see if it's marked with an "**X**." To see what has been charged Click on the **Consumption** button.

A transactional screen shows **Header** and **Line Item** data with an **FI Document** number. This **FI Doc** number represents the charge which posted against the **Cost Object** entered on the form which was billed to the by the internal Provider.

How to contact an Internal Service Provider - ISR Contact Listing

The Internal Service Provider Contact List is available accessing the **BUworks Central Portal**, **Procurement** tab to the **Internal Service Request** sub-tab.

The link is located on the left-hand side of your computer screen under "Related Links" area labeled Help Provider - Contact List.