

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

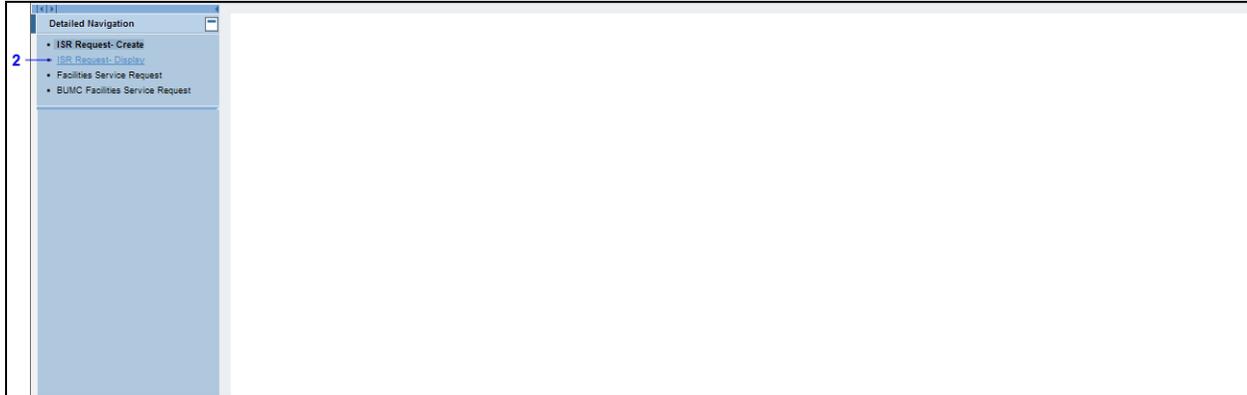
Use the following reports to identify the ISR number to be displayed:

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

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 [ISR Request-Display](#).

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

Provider Information

Provider: Agganis Arena - Catering/Events
 Requester Contact Detail: Cletus C Queen Phone Extension: 8-3082
 ISR Request No: 9040007960
 PI/Requester Detail: PI/Requester Email: cqueen@bu.edu Extension:

Delivery Information

Requested Delivery Date: 03/05/2012
 Deliver to Building: 1010 COMMONWEALTH AVENUE Rm #: 110 For Attention: Cletus C. Queen

Note Pad
 Welcome Back Breakfast for Andy

Charge Distribution

CostObject	Distribution	Object Text
1202020000	75.0	CAS BIOLOGY
1089000000	25.0	BUWORKS

Requested Items

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

Provider Information

Requested Items

Line Item ...	Short Text	Qty	Order Unit	Net Price	Total Am...	CostObject	Cost Objec...	Charge A...	Completi...	Change Date	Changed ...
00001	Begals	6	each	12.50	75.00			0.00	<input type="checkbox"/>	03/05/2012	PJWILLIA
00002	Pastry	6	each	15.00	90.00			0.00	<input type="checkbox"/>	03/05/2012	PJWILLIA
00003	coffee	2	each	15.00	30.00			0.00	<input type="checkbox"/>	03/05/2012	PJWILLIA
00004	Fruit	3	each	30.00	90.00			0.00	<input type="checkbox"/>	03/05/2012	PJWILLIA

Request Header Information

Date and Time Created 03/05/2012 11:18:48 Created By PJWILLIA

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

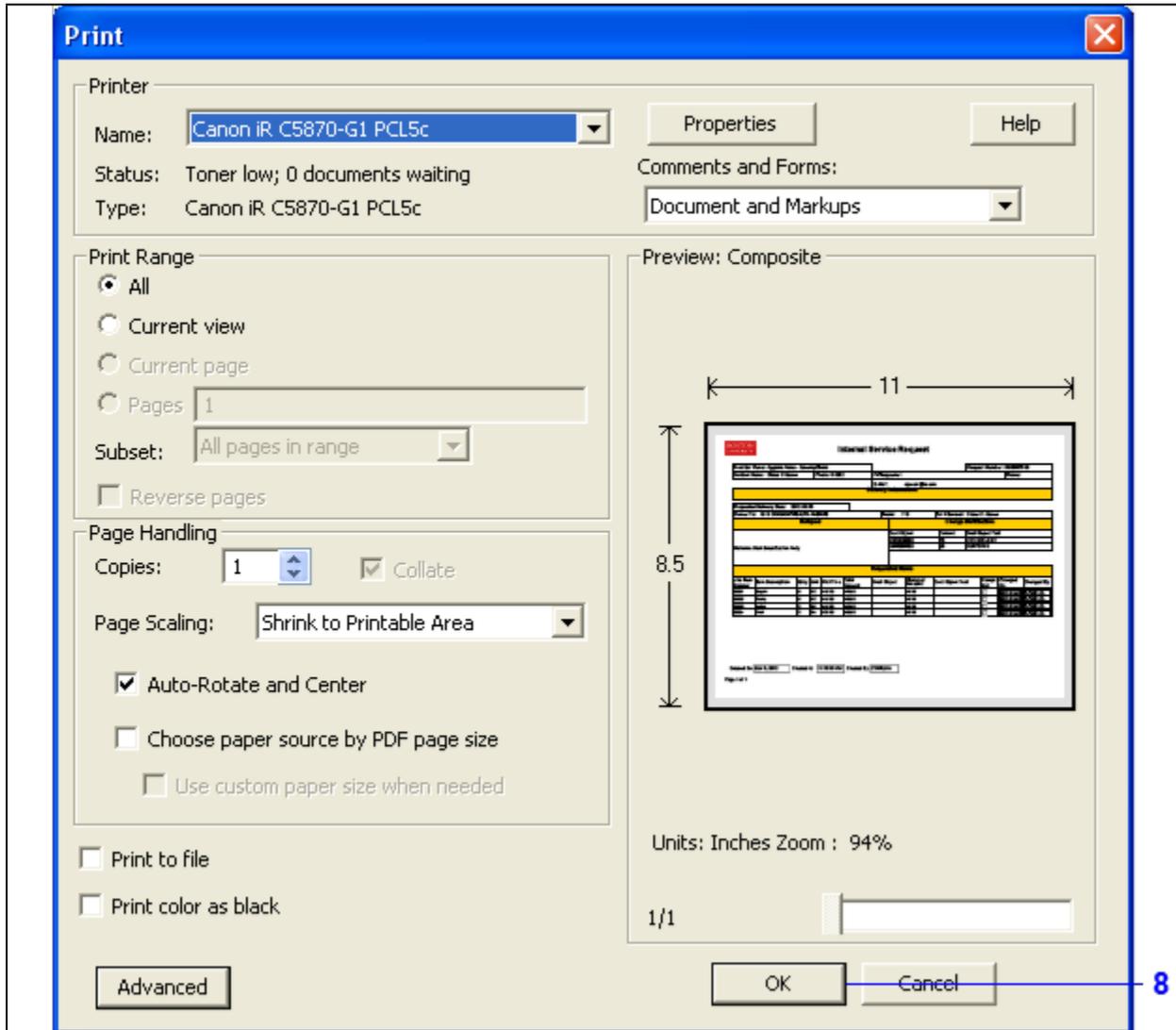
ISR Application

Request Name: Regents Arena - Catering/Event		Request Number: 00000000									
Contact Name: Cletus C Quenn	Phone: 8-3062	PI/Requester:	Phone:								
		E-Mail: cqueen@bu.edu									
Delivery Information											
Requested Delivery Date: 2012-03-05											
Deliver To: 1010 COMMONWEALTH AVENUE		Room: 110	For Attention: Cletus C. Queen								
Notepad		Charge Distribution									
Welcome Back Breakfast for Andy		Cost Object	Percent	Cost Object Text							
		1202020000	75	CAS BIOLOGY							
		1089000000	25	BUWORKS							
Requested Items											
Line Item Number	Item Description	Qty	Unit	Net Price	Total Amount	Cost Object	Charged Amount	Cost Object Text	Compl. Ind.	Changed On	Changed By
00001	Begals	6	DZ	\$12.50	\$75.00		\$0.00		<input type="checkbox"/>	2012-03-05	PJWILLIA
00002	Past...	6	DZ	\$15.00	\$90.00		\$0.00		<input type="checkbox"/>	2012-03-05	PJWILLIA

6. Scroll to the top of the screen.

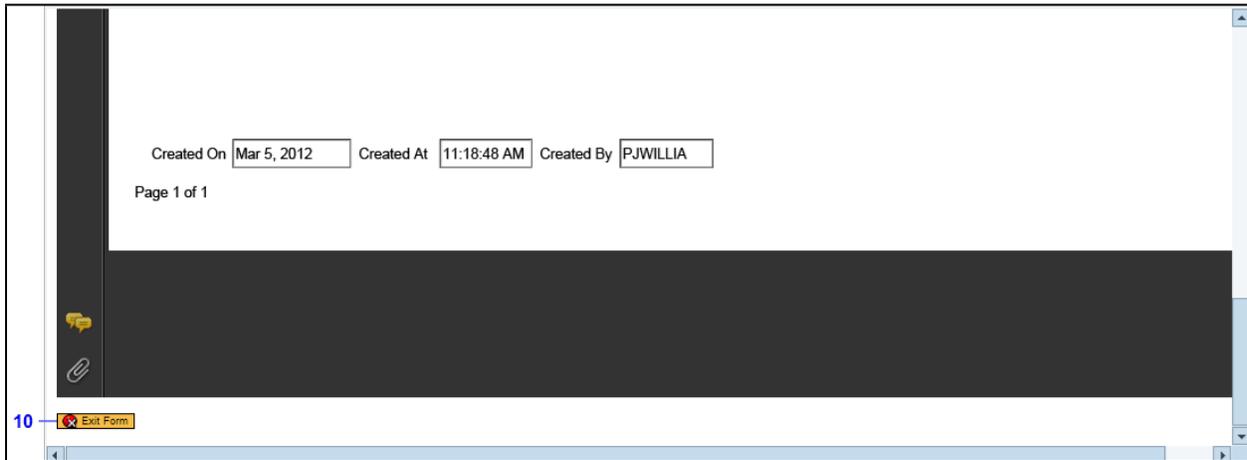
7. Click the **Print** button  if a copy of the request is desired.

Print



8. Click the **OK** button  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 .

Results and Next Steps

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