

# Welcome to Today's Internal Service Requester (ISR) Lab

1. Please login to your SAP account via Internet Explorer  
[www.bu.edu/buworkscentral](http://www.bu.edu/buworkscentral) or go to  
<https://ppo.buw.bu.edu/>
2. Insure your browser's pop-blocking has been enabled.
  - Click on Tools → Internet Options → Privacy tab → Check off - Turn on Pop-up Blocker → Click Ok

## Browser and System Requirements for BUworks:

- For maintaining stability and security with BUworks, the following browsers are recommended (check browser requirements with other applications you use):
  - [Internet Explorer 11](#) (compatibility mode is no longer required)
  - [Firefox 52 ESR](#) \*Extended Support Release
  - [Google Chrome](#) (latest version)

For additional information go here:

<http://www.bu.edu/tech/services/admin/fin-hr-proc/requirements/>

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## Course Objectives/Overview

Review Internal Service Request functionality and process

- Creating a Internal Service Request form
- Displaying the Internal Service Request form
- Internal Service Request process
- **WebGUI ECC** system role and transaction codes
  - e.fi.internal\_service\_requestr distributed role
    - **FMX3** – Display Earmarked Fund
    - **FB03** – Display Document
- Relevant **SAP** and **Business Warehouse** Reports
  - **S\_P99\_41000147** – Earmarked Fund Journal
  - **FMRP\_RFFMEP1AX** – All Posting Report
  - **FMRP\_RFFMEP1OX** – Commitment and Funds Transfers

Help, reference material and support are available here:

- <http://www.bu.edu/tech/support/buworks/help/finance/finance-training-resources/>
- <http://www.bu.edu/tech/support/buworks/help/finance>
- <http://www.bu.edu/tech/support/buworks/>

**Before logging off, please go to the link below:**

[www.bu.edu/buworks/eval/](http://www.bu.edu/buworks/eval/)