

Welcome to Today's Journal Entry Workflow Lab

1. Please login to your SAP account via Internet Explorer
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/>

Course Objectives/Overview

- Review Journal Workflow Process
- Review WebGUI transaction used to track Journal Entry Workflow Approval path
 - FBV3 Display Parked Entry
 - Services for Object
 - ✓ Workflow Overview
 - ✓ Attachments and Notes
- Review BUworks Central Portal – Worklist tab

Learn about useful WebGUI tools that will help you be a more productive, effective and efficient with job responsibilities.

Explain how to access and use the reference material and support.

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

<http://www.bu.edu/tech/support/buworks/>

Before logging off, please complete the survey available through link:

www.bu.edu/buworks/eval/