

Welcome to Today's Journal Entry 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/>

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Course Objectives/Overview

Review Journal Entries Functionality

- Create Journal Entry
- Display Journal Entry
- Change the Parked Document
- Add Attachment or Notes to a Journal Entry - **Service for Object**
- Park Journal Entry – **Save as Parked**
- Track Journal Entry through Workflow
- Post Journal Entry – **Save as Complete**
- **WebGUI ECC System** Transaction Codes
 - ✓ **FV50** – Park G/L Account Items
 - ✓ **FBV2** – Change Parked Document
 - ✓ **FBV3** – Display Parked Document
 - ✓ **ZGM_CSTR-REQ** – Grant Non-Salary Cost Transfer Request
- Review WebGUI reports to display posted entry

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

Before logging off, please complete the survey available through link: www.bu.edu/buworks/eval/