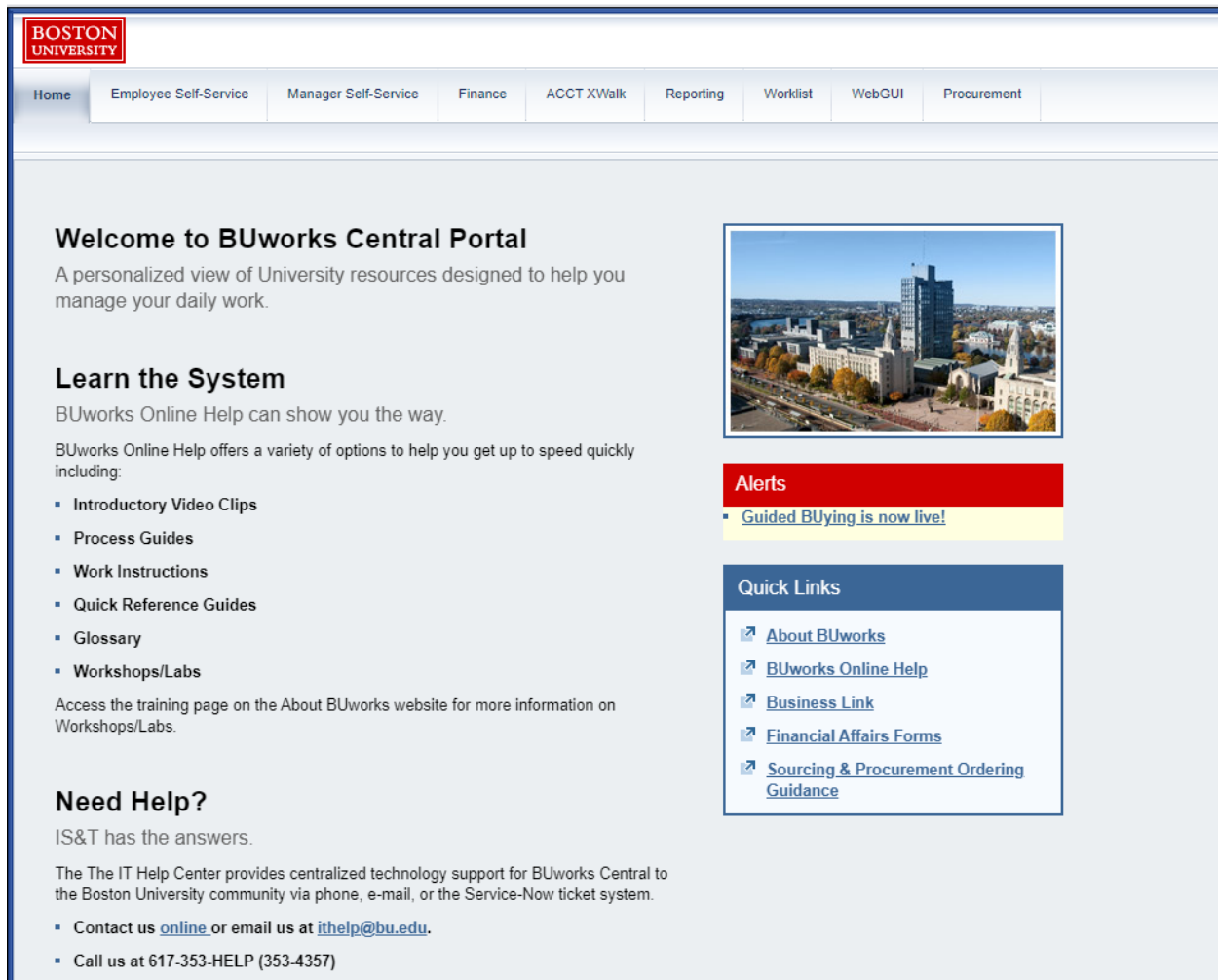


Navigating BUworks Central

BUworks Central is a system built on SAP that applies integrated business administration tools and processes.

The BUworks Central portal can be accessed here: <https://ppo.buw.bu.edu/>



The screenshot shows the BUworks Central Portal homepage. At the top left is the Boston University logo. A navigation bar contains links for Home, Employee Self-Service, Manager Self-Service, Finance, ACCT XWalk, Reporting, Worklist, WebGUI, and Procurement. The main content area is divided into several sections: a welcome message, a 'Learn the System' section with a list of resources, a 'Need Help?' section with contact information, an 'Alerts' section with a yellow banner, and a 'Quick Links' section with four links. An aerial photograph of the Boston University campus is also present.

BOSTON UNIVERSITY

Home Employee Self-Service Manager Self-Service Finance ACCT XWalk Reporting Worklist WebGUI Procurement

Welcome to BUworks Central Portal

A personalized view of University resources designed to help you manage your daily work.

Learn the System

BUworks Online Help can show you the way.

BUworks Online Help offers a variety of options to help you get up to speed quickly including:

- Introductory Video Clips
- Process Guides
- Work Instructions
- Quick Reference Guides
- Glossary
- Workshops/Labs


Access the training page on the About BUworks website for more information on Workshops/Labs.

Need Help?

IS&T has the answers.

The The IT Help Center provides centralized technology support for BUworks Central to the Boston University community via phone, e-mail, or the Service-Now ticket system.

- Contact us [online](#) or email us at ithelp@bu.edu.
- Call us at 617-353-HELP (353-4357)



Alerts

- [Guided BUYing is now live!](#)

Quick Links

- [About BUworks](#)
- [BUworks Online Help](#)
- [Business Link](#)
- [Financial Affairs Forms](#)
- [Sourcing & Procurement Ordering Guidance](#)

The Home page includes a section on how to get help and it provides users with a Quick Links section for easy access to web pages that users at BU frequently use.

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- Contact us [online](#) or email us at ithelp@bu.edu.
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Quick Links

- [About BUworks](#)
- [BUworks Online Help](#)
- [Business Link](#)
- [Financial Affairs Forms](#)
- [Sourcing & Procurement Ordering Guidance](#)

The number of tabs that you see at the top of your screen depends on your business role and your security authorization.

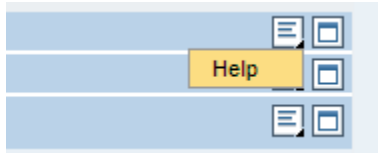


Below is a high-level description of the tabs that you might have access to through BUworks Central.

High-Level Overview of Tabs

Tab	Description
Employee Self Service	Provides easy access to information and services for employees.
Manager Self Service	Provides access to human resource functions related to areas and staff for which a person is responsible.
Finance	Provides access to Finance portal functions. Most are restricted to Central users and ISR Providers. The only distributed function is Asset Relocation.
ACCTX Walk	Provides a translator to convert account information from legacy ACK to SAP and from SAP to legacy ACK.
Reporting	Provides access to Business Warehouse (BW) reports for each of the BUworks functional areas which includes: Finance, Human Capital Management (HR), and Supplier Relationship Management (purchasing).
Procurement	Provides access to procurement functions.
Worklist	Shows Tasks, Alerts, Notifications, and Tracking for workflow items have been sent to a person.
WebGUI	Provides direct access to SAP ECC.

The icon on the left-hand side below can be clicked on for help and the icon on the right-hand side below either expands or collapses the section.



If you click on the reporting tab, you will be brought to a new page similar to the one below.

BU Business Warehouse Reporting

Reporting | Reporting Service Dashboard

Accounting (FI) | Human Capital Management (HCM) | Executive | Procurement (Guided BUying/SRM) | BW Technical Information

BU Reporting Home Page

Saved Views
[Saved Views](#)

BW Reporting Help
[BW Reporting Help](#)

BW Reporting Newsletter
[BW Reporting Newsletter](#)

Upcoming BW Training Opportunities
[Upcoming BW Training Opportunities](#)

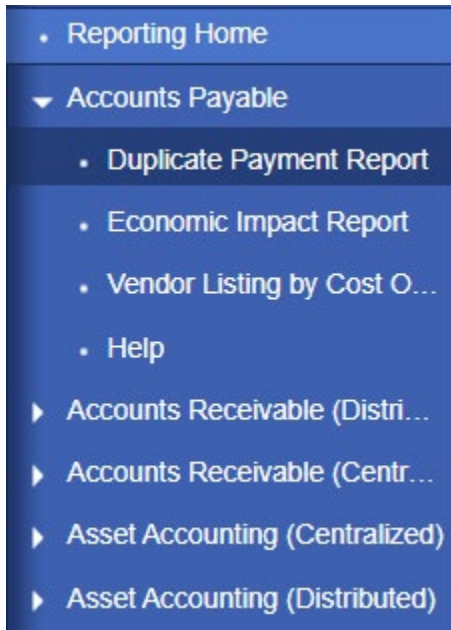
There are sub-tabs towards the top of the page that you can use to navigate to different pages.

Accounting (FI) | Human Capital Management (HCM) | Executive | Procurement (Guided BUying/SRM) | BW Technical Information

On the right side of the page, there is a link where users can get help.

BW Reporting Help
[BW Reporting Help](#)

The reports are in the menu pane on the left side of the screen.



Clicking on one of the reports will bring you to a new page similar to the one shown below.

Variable Entry

Available Variants: [Show Variable Personalization](#)

General Variables			
	Variable #*	Current Selection	Description
	Type of Business	<input type="checkbox"/>	
	Search Name	<input type="checkbox"/>	
	Vendor	<input type="checkbox"/>	
	Funds Center	<input type="checkbox"/>	
	Document Number	<input type="checkbox"/>	
*	Period/Fiscal Year	006/2021	<input type="checkbox"/> DEC 2021

After entering your search criteria in the form above, hit the ok button to run your report.