

Welcome to Today's Fund Reservation 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/>

Contact Information:

Isabel Guillermo (MET '17)
BUworks SAP Finance System Trainer
1010 Commonwealth Ave, Suite 100 East
Boston, MA 02215
617-358-6829
iguiller@bu.edu

Course Objectives/Overview

- Review WebGUI transaction for reserving funds
 - Create Fund Reservation
 - Change Fund Reservation
 - Reduce/Close Fund Reservation
 - Display Earmarked Fund Journal report
- Discuss the importance of manually maintaining and reconciling of Fund Reservations.
- Discuss and review:
 - Options available for elimination of shadow systems.
 - Availability of automatic reduction of reserved funds for supplier and business expenses.
- Review relevant WebGUI reports.

Review 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 go to the link below:

www.bu.edu/buworks/eval/