

# Introduction to WebGUI Finance Training Session

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/>

## **Contact Information:**

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## **Training Overview**

Intro to WebGUI – Agenda

- BUworks Central Portal Access
- **WebGUI ECC System**
  - **SAP Easy Access /User Menu**
  - User Authorization
  - Navigation of Menu
  - **WebGUI Finance Transactions**
    - ✓ **FB03** – Display FI document
    - ✓ **MIR4** – Display PO Invoice
    - ✓ **FMRP\_RFFMEP1AX** – Posting report
  - Creating Favorites
  - Creating Multiple Sessions
  - Creating Personal Variant
  - Proper Logon & Logoff **WebGUI ECC** system
  - Questions and Answers

**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/)