

Volume 1	BUworks Finance Newsletter	January 9, 2018
----------	----------------------------	-----------------

"In This Issue"

- WebGUI File Browser Tool
- When is the WebGUI File Browser Used
- Accessing the Z:\ drive and its functions
- FAQs & Tips & Tricks WebGUI File Browser

In this month's issue, we'll talk about the **WebGUI File Browser** function and review how it works. We'll also discuss when the **WebGUI File Browser** tool is available for use and how to access, import, export and maintain your **WebGUI File Browser** list.





## WebGUI File Browser Tool

This month's newsletter will provide some guidance on when to use the tool and how to display, add, and extract files.

This function is used whenever:

- 1. You're using *Firefox* or *Chrome* website browser to access the **SAP BUworks** financial system.
- 2. A need arises to attach a file such as a Word, Excel or PDF document to a entry.
- 3. A need arises to extract (export) a report or listing.

#### When is WebGUI File Browser Used

The **WebGUI File Browser** tool is used when utilizing *Firefox* and *Chrome* website browsers to access the **BUworks Central** portal **WebGUI** tab, **ECC system** sub-tab.

Typically supporting documentation is attached to journal entries for reviewers and approvers to reference. The reviewer/approver may have questions on the entry or may require additional information on the transaction before approving the entry for posting.

Problem 12/01/2037 Period   Document Number 10031177235   Reference 10031177235   Document Number 10001100   Document Number 1000100   Document Number 10001000   Document Number 10001000   Document Number 10001000   Document Number 1000000   Document Number 1000000   Document Number 1000000   Document Number 1000000   Document Number 10000000000   Document Number 1000000000000000000000000000000000000		d Back Ext Carcel System	Meno "
Josephere Use 12/14/203 Currently vold   Moderap Date 12/03/2037 Period   Moderap Date 100327728   Reference 100327728   Document Type ZX   Grant Cost Transfer 1003200   Document Type ZX   Grant Cost Transfer 1003200   Document Type ZX   Grant Cost Transfer 1000.00/USD   Document Type X   Document Y X		Details Workflow	Basic Data
2 Itams (No entry variant selected )     Amount in dot. our     Assignment       S1. 04. extr     Shof Text     D/C     Amount in dot. our     T     Assignment       S1.004.00     CONS SUPPIDED     E.000.00     21     Import from native file system       S1.004.00     0.00     0.00     20     Import from native file system       V 0.00     0.00     0.00     0.00     0.00     0.00     0.00       V 0.00     0.00		1003177235 teat 2x Grant Cost Transfer	Posting Date Document Number Reference Doc Header Text Document type Doc suffering
	P. Na P. Na I	Short Text     D/C     Amount in doc.out     T     Assignm       CONS SUBPLICE     \$,000.00 <td< th=""><th>B SL. OL. set</th></td<>	B SL. OL. set

Attach a file to a Journal Entry - Import from native file system.

The tools is also used whenever there is a need to extract (export) a listing or report from the **WebGUI ECC system**. For example, you may wanted to export a list of your departments *Internal Service Requests* using the *Earmark Fund Journal* report (transaction code **S\_P99\_41000147**).



	1000	Information Dialog 🗙	
Display Parke	ed Docume	e Data was saved to file "Z:\testing.txt". This file is	×
Directory	Z:\	located in the browser's own file system.	
File Name	testing	You can look at it or export it to your PC with the WebGUI File Browser.	
Encoding		It can be found in the WebGUI menu (under Menu -> WebGUI File Browser) resp. in the WebGUI toolbar (under button GUI Actions and Settings -> WebGUI File Browser).	ice Extend 🔀

Export file from WebGUI File Browser

### Accessing the Z:\ drive and its functions

The **Z:\ drive (WebGUI File Browser)** is accessed in **WebGUI ECC system** sub-tab on your "*Menu*" button and <u>only applies to Firefox and Chrome website users</u>. The **WebGUI File Browser** is available in any of the **ECC** system transactional screen this includes your **User Menu** or **SAP Menu**.

The following are quick instructions on how to attach a file and on how to extract a spreadsheet or listing to a finance entry in **SAP BUworks WebGUI ECC system**.

Note, within the SAP WebGUI ECC system there are multiple ways to complete the same task. I will show you the most simplified way to attach and extract a file.

### **Attaching Files (Importing**

To attach (import) a file to a SAP BUworks finance document entry:

• Step 1 - Click the *Menu* button, select and click on WebGUI File Browser then click on the "*Import from native file system*" button.

Your defaulted browser directory will display; locate, highlight and select the file you want to attach to the entry.

Once the file has been imported to the :**Z**\ **drive**, a message will display on your **WebGUI File Browser** window.

You are now ready to attach the file to the finance document entry.

- Step 2 Go to transaction code *FB03 Display FI Document* or *FBV3 Display Parked Document*, click and highlight the *Service for Object* button, then select Create Attachment.
- Step 3 The :Z\ drive window appears, highlight and select the file you wish to attach to the SAP finance document.
- Step 4 Click the Choose button to finalize the attachment.

#### **Extracting Files (Exporting)**



To extract (export) a file from WebGUI ECC system:

- Step 1 -Run a listing or report from a transaction screen. For example, run a report listing all of your department's ISR's, using transaction code S\_P99\_41000147 (Earmark Fund Journal) in WebGUI ECC system.
- Step 2 -Select Spreadsheet or Download button which is located on the WebGUI window toolbar. Spreadsheet option defaults to exporting an Excel file. The Download option defaults to export a text file.
- Step 3 Add a name to the File Name field on the "Choose a file to save" window.
- Step 4 For Spreadsheet option: Click the Choose button to download, open or extract the file to your Desktop. For *Download* option: Click the Choose button to export to :Z\ - WebGUI File Browser.

Note, the results for "Spreadsheet" option is contingent on your browser defaulted preferences and settings.

Step 5 - For *Download* option: to download or export the file, click the *Menu* button, select and click on WebGUI File Browser then click on the "*Export to native file system*" button. Note, a system message will display with instructions on how to access WebGUI File Browser option.

The file is now available on your "Z:\ drive - WebGUI File Browser."

# FAQs & Tips & Tricks - WebGUI File Browser

- 1. Where do I access the "Exported" file? Use your Menu button to access WebGUI File Browser option. The file you've downloaded will display Z:\ drive window screen.
- How do I access the "Imported: file? Use your Menu button to access WebGUI File Browser option. The file will appear on your Z:\ drive window screen.
- How do you delete the file in WebGUI File Browser? Use your Menu button to access WebGUI File Browser option to get to the Z:\ drive window. A toolbar with icons will display with options to create a new file to attach, display file, delete, sort filter etc.

Contact Us: Thanks for taking the time to read this newsletter. Click <u>here</u> to leave any comments or suggestions.	BUworks Finance Trainer Isabel Guillermo 1010 Commonwealth Ave, Suite 100 Boston, MA 02215 617-358-6829 iguiller@bu.edu
---	--