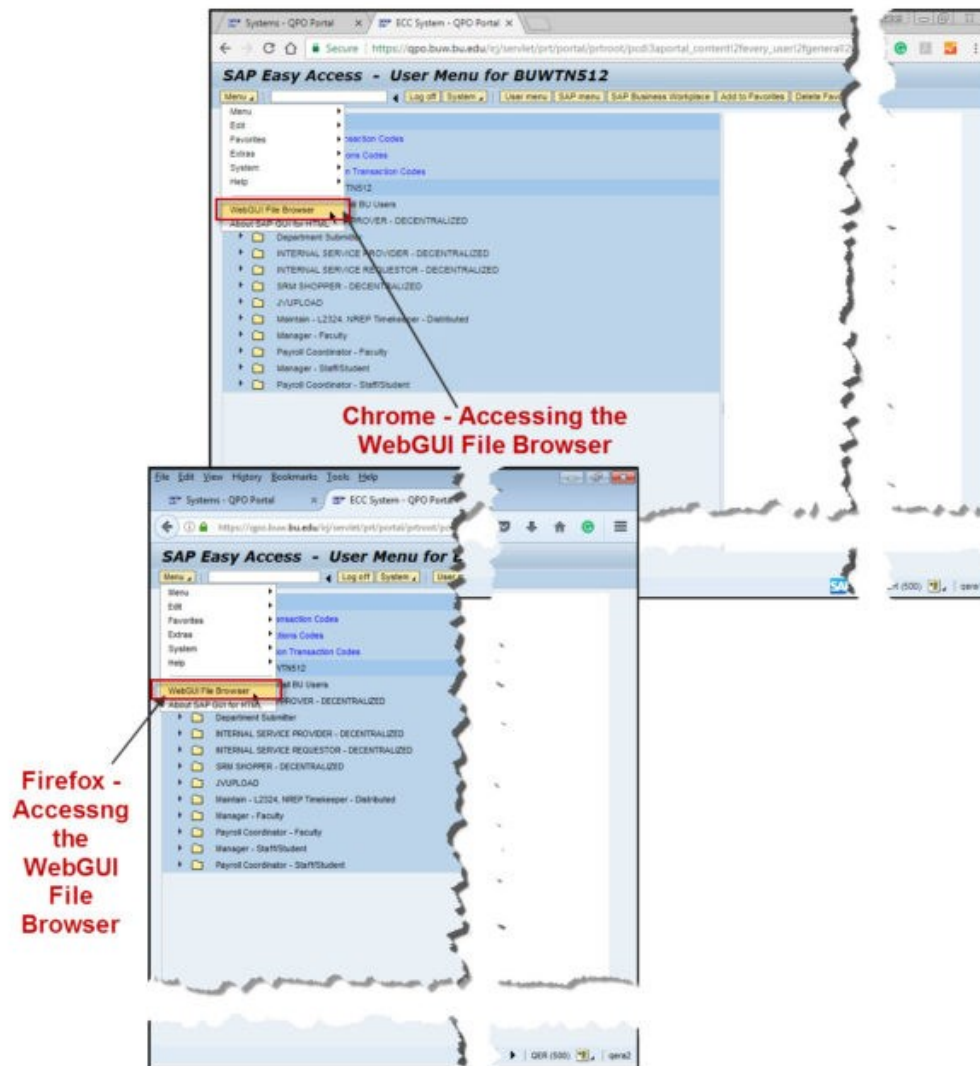


"In This Issue"

- 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.

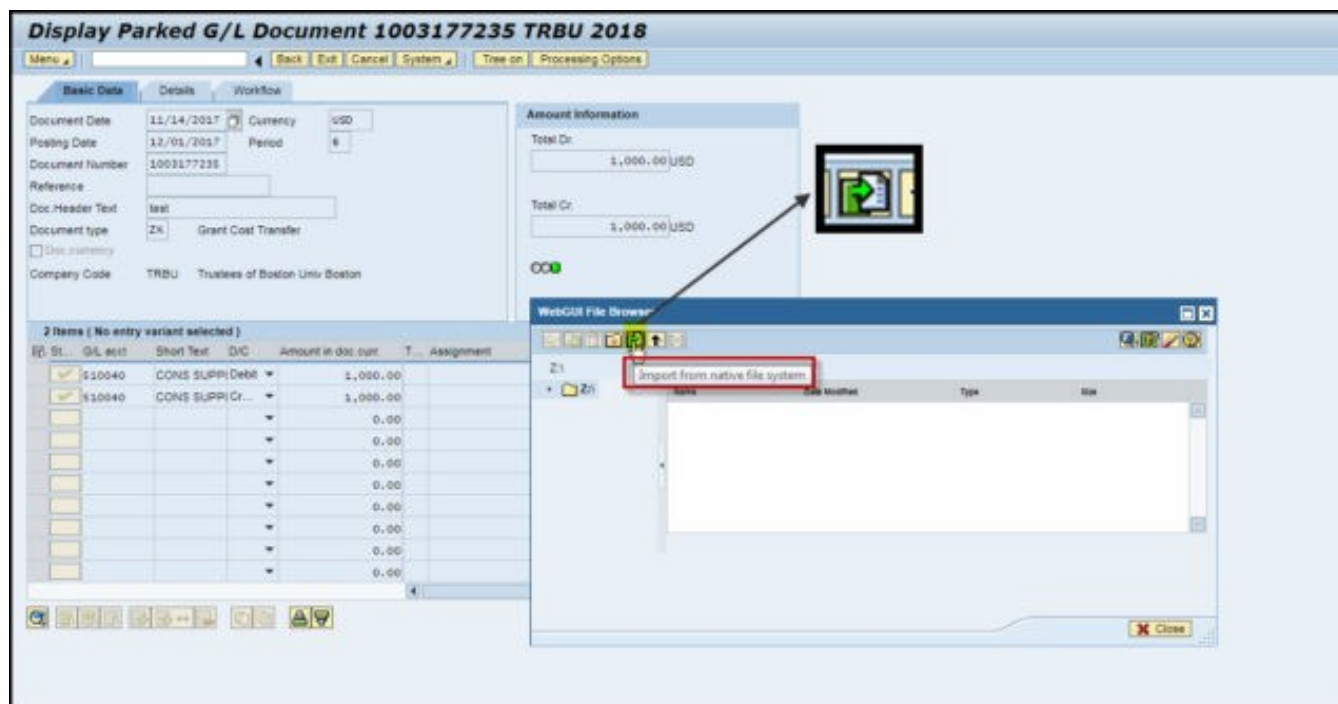
This function is used whenever:

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

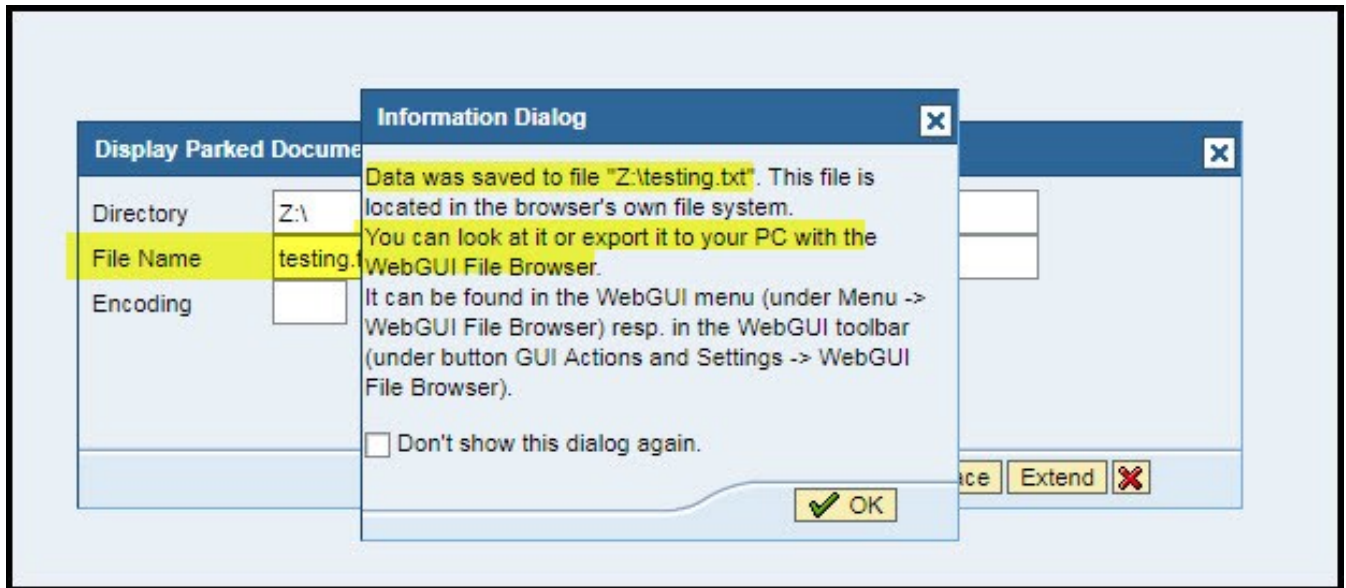
The **WebGUI File Browser** tool is used when utilizing [Firefox](#) and [Chrome](#) website browsers to access the **BUworks Central** portal **WebGUI** tab, **ECC system** sub-tab.

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.



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

The tool is also used whenever there is a need to extract (export) a listing or report from the **WebGUI ECC system**. For example, you may want to export a list of your departments [Internal Service Requests](#) using the [Earmark Fund Journal](#) report (transaction code **S_P99_41000147**).



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 *only applies to Firefox and Chrome website users*. 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.
2. **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.
3. **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 [here](#) 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