

BUworks Finance Newsletter

Boston University

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SAP Latest Upgrade Changes Firefox and Chrome Users new WebGUI File Browser function

In this month's issue, we'll talk about SAP upgrade change in **WebGUI File Browser** function. The "**WebGUI File Browser**" functionality replaces the way files are extracted (downloaded) out of **WebGUI ECC** system.

Firefox and Chrome User new WebGUI File Browser Download Function

There's a new way to extract file, reports, listing, or entries out of the **WebGUI ECC** system when using Firefox and or Chrome browsers.

Firefox and Chrome no longer support the Java Plug-In for **SAP WebGUI ECC** system. **SAP** created an alternate approach for accessing a client's desktop for downloads. It uses the **WebGUI File Browser**, an intermediate storage platform associated with the browser.

This change requires two additional steps which consist of pulling the file from the "Z" drive accessed through the **Menu** button on your transaction screen and then downloading it onto your laptop or desktop.

There is a default pointer to the "Z" drive which is not mapped on your machine but represents the **WebGUI File Browser**. This is the only destination that you can download to.

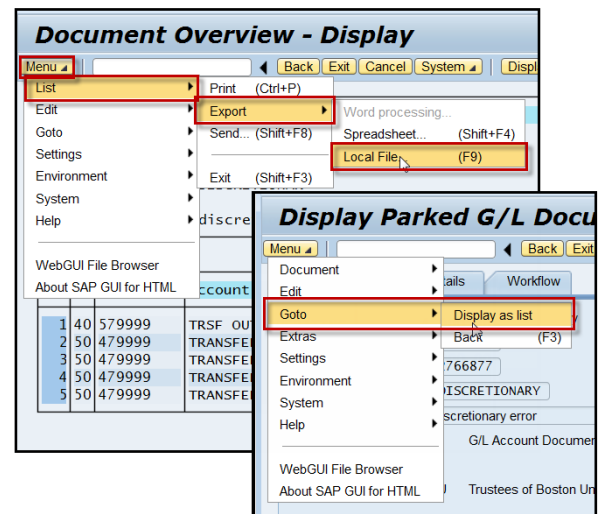
The same procedure in Firefox is used in Chrome. The one difference is that the **WebGUI File Browser** is working with Firefox's internal file system instead of Chrome's.

FAQs and Tips & Tricks for WebGUI File Browser Z:\ drive

1. I use Firefox browser and I have a journal entry that I'd like to print for supporting documentation. How am I able to do this now?

While viewing the journal entry using transaction code **FVB3 - Display Parked Document or FB03 - Display FI Document**; go to the **Menu** button on the top left hand side of the screen window. Highlight and select **GoTo** then select and click **Display as List**.

The **Document Overview - Display** screen will appear. Click on the **Menu** button again then select and highlight **List, Export** and then click on **Local File**.



"In This Issue"

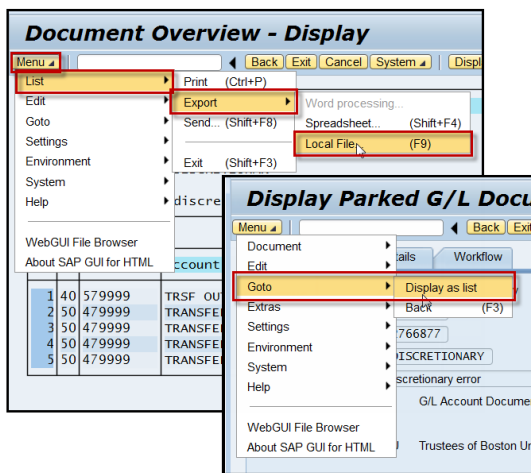
- SAP Latest Upgrade Changes
- Firefox & Chrome Users WebGUI File Browser function
- FAQ and Tips & Tricks using WebGUI File Browser - Z:\ drive

Contact Us:

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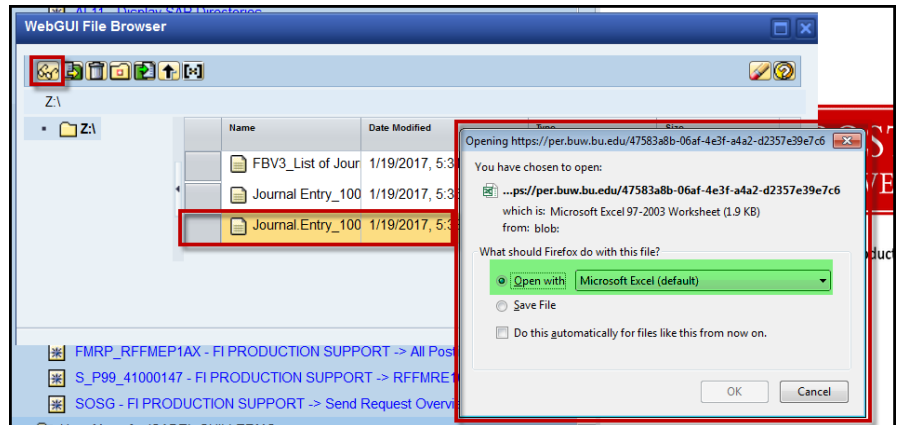
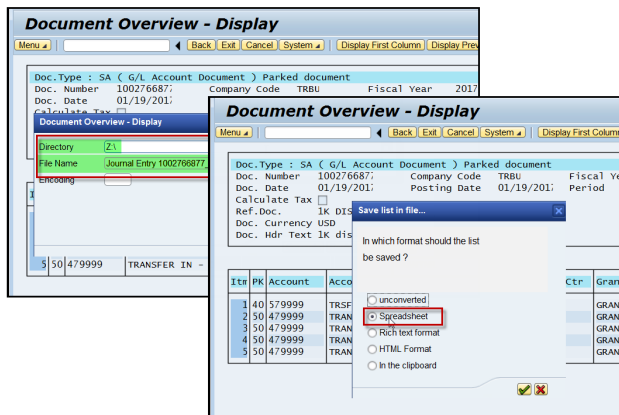
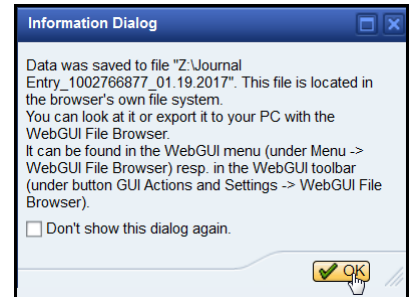


A new window will display asking which format you'd like to save the document as; Select **Spreadsheet** to extract a Microsoft Excel file.

Another window will display, you will need to name the file. Next click on the **Generate** button to run and create the Excel file

A system message will display, it provides you with information on where to access your browser's file system **WebGUI File Browser**.

The message reads *"This file is located in the browser's own file system. You can look at it or export it to your PC with the WebGUI File Browser. 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)."*



To access the file go to **WebGUI File Browser** located in the **Menu** button. A new window displays, double click on the file you'd like to open

2. How do I directly access my downloaded files?

The **WebGUI File Browser is used** to view or maintain your downloaded files. Select the **Menu** button in the upper left hand side of any screen window to access all downloads

3. What functions are available in WebGUI File Browser?

WebGUI File Browser has several functions available; **Open File**, **Export to native file system**, **Delete file/directory**, **Create a folder**, **Import from native file system**, **Go to parent directory**, **Rename file directory** and **Clear browser file system**.

