

Viewing invoices in BUWorks WebGUI

Beginning in March 2019, invoices from disbursements and PO-related payments (excluding WB Mason, Fisher Scientific, Sigma-Aldrich, and Life Technologies) will be available through BUWorks reporting, by following the process below.

1) You must obtain the 10-digit FI Doc # related to the invoice in question. This can be found by running many different reports (see the <u>IS&T website</u> for training materials, if necessary), and will usually appear in a format such as this:

03/08/2019	Vendor Invoice	1900703749	MCI Communications Services, Inc.	1EX84718FEB2019	-	26888438	33.33

Or, if you already have the FI Doc #, you can go straight to WebGUI>ECC Systems in BUWorks and choose the FB03 transaction code. Enter the FI Doc # into the red square below and hit Enter on your keyboard, and then you can skip to Step 3 of this guide.

	Back Exit Cancel System 2 Docum
Keys for Entry View	
Company Code	TRBU
Fiscal Year	

2) Right-click on the appropriate FI Doc #, and select Goto > FB03

	1900705			
	100010	Back	•	***
ł.,	100396	Goto	FB03	
	511076	Filter	•	
	511076	Change Drilldown	1	
	511076		52	

This will open up a new tab (be sure that your pop-up blockers are disabled for this site).

3) You should now be in WebGUI, in the FB03 tab. You will see transaction data relating to your selected FI Doc #, looking like this:

Menu 🖌 📔	•	Back Exit Cance	el System 🖌 Di	isplay Anoti	her Docur	ment S	elect In	dividual Object	Display Doc	ument Header	Display Currency	General Ledger Vi
Data Entry View												
Document Number	1900703749	Company Code	TRBU FI	iscal Year		2019						
Document Date	02/11/2019	Posting Date	03/08/2019 P	Period		9						
Reference	1EX84718FEB2019	Cross-Comp.No.										
Currency	USD	Texts exist	L	edger Grou	p							
Key Account Desc	ription	Text			E	Amount	BusA	Fund	Cost Center	Order	WBS element	Grant
31 30029537 MCI 0	31 30029537 MCI Communications Ser *MCI FEB ACCT # 1EX84718 TEL # 617-353-1085				33.33-							
40 511510 TELE	COM USAGE	*MCI FEB ACCT # 1EX84718 TEL # 617-353-1085			33.33	1CRC	100000000	1515640000			GRANTNR	
						0.00						

4) In the top right corner, there is a dropdown menu:



5) From this, select Attachment List, and a mini-screen will pop up:

Service: /	Attachment list			×
Attachn	nentForTRBU19007037492019			
Nev	<u>~~&B262 56</u>	I SANK 2		
lcon Tr	tle	Created By	Created On	
d o	nBase incoming invoice		03/06/2019	
0	nBase disbursement request			

6) From here, you can select the invoice by double-clicking on it. Please note that if this transaction was related to a disbursement, you will also have the option of viewing the disbursement here as well, also by double-clicking. (You may again need to direct your browser to allow popups for this site).

The desired invoice should now be open on your screen.