## HOW TO VIEW AN INVOICE IN SAP/WEBGUI

As of March 2019, invoices from disbursements and PO-related payments (excluding W.B. Mason, Fisher Scientific, Sigma-Aldrich, and Life Technologies) will be available through BUworks reporting. To view invoices, follow the steps 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 IS&T website 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

   Alternatively, 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 field highlighted with the red box below, hit "Enter" on your keyboard, and then skip ahead to Step 3 of this guide.
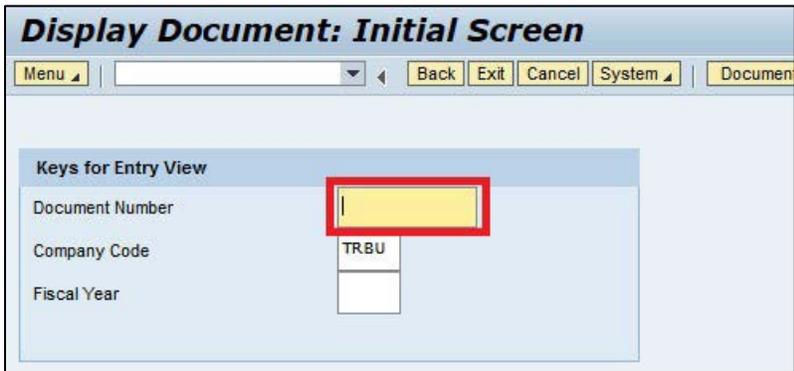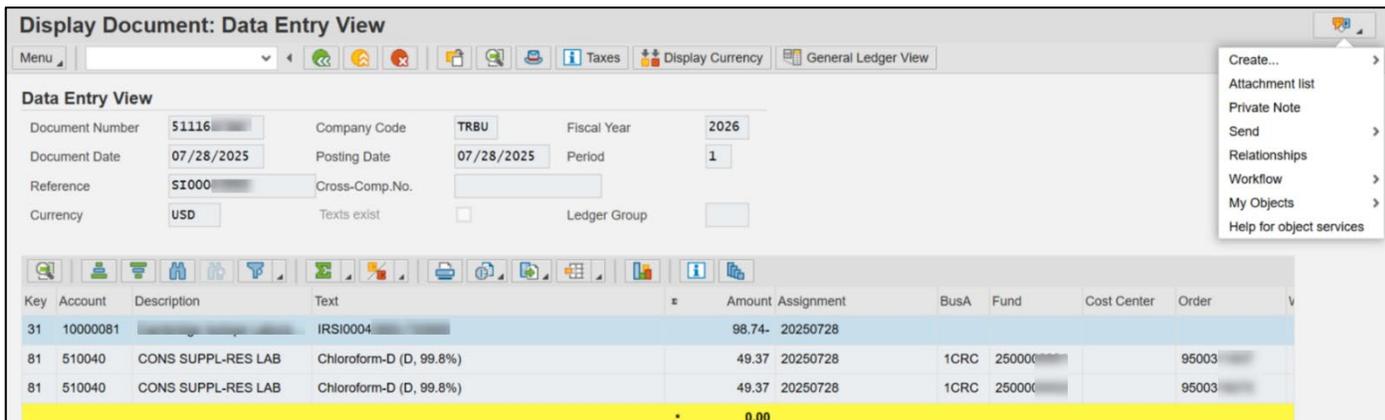

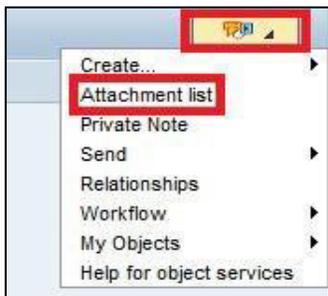2. Right-click on the appropriate FI Doc #, and select Goto > FB03

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

3. You are now in WebGUI, in the FB03 tab. You will see transaction data relating to your selected FI Doc #.

4. In the top right corner, there is a drop-down menu. Select "Attachment List."

A mini screen will pop up after you select "Attachment List." 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.

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