

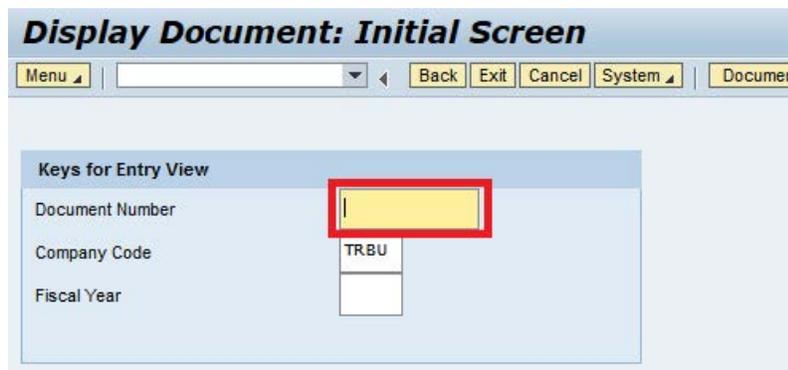
### Viewing invoices in BUWorks WebGUI

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 [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
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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.

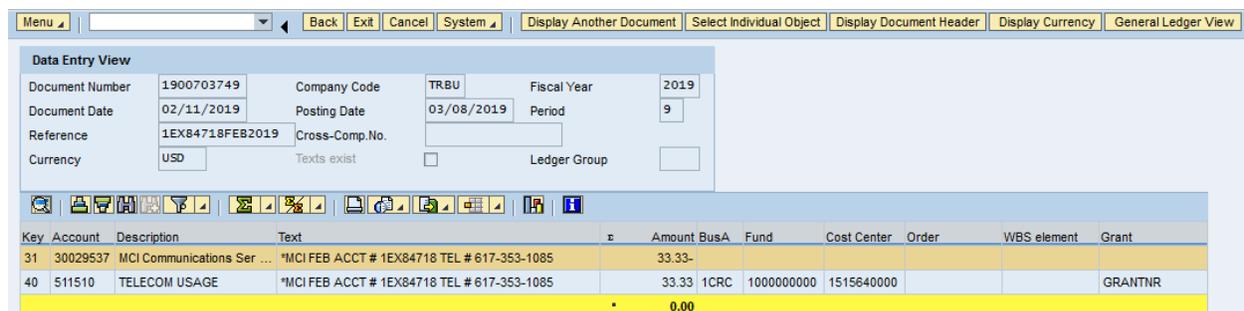


2) Right-click on the appropriate FI Doc #, and select Goto > FB03



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

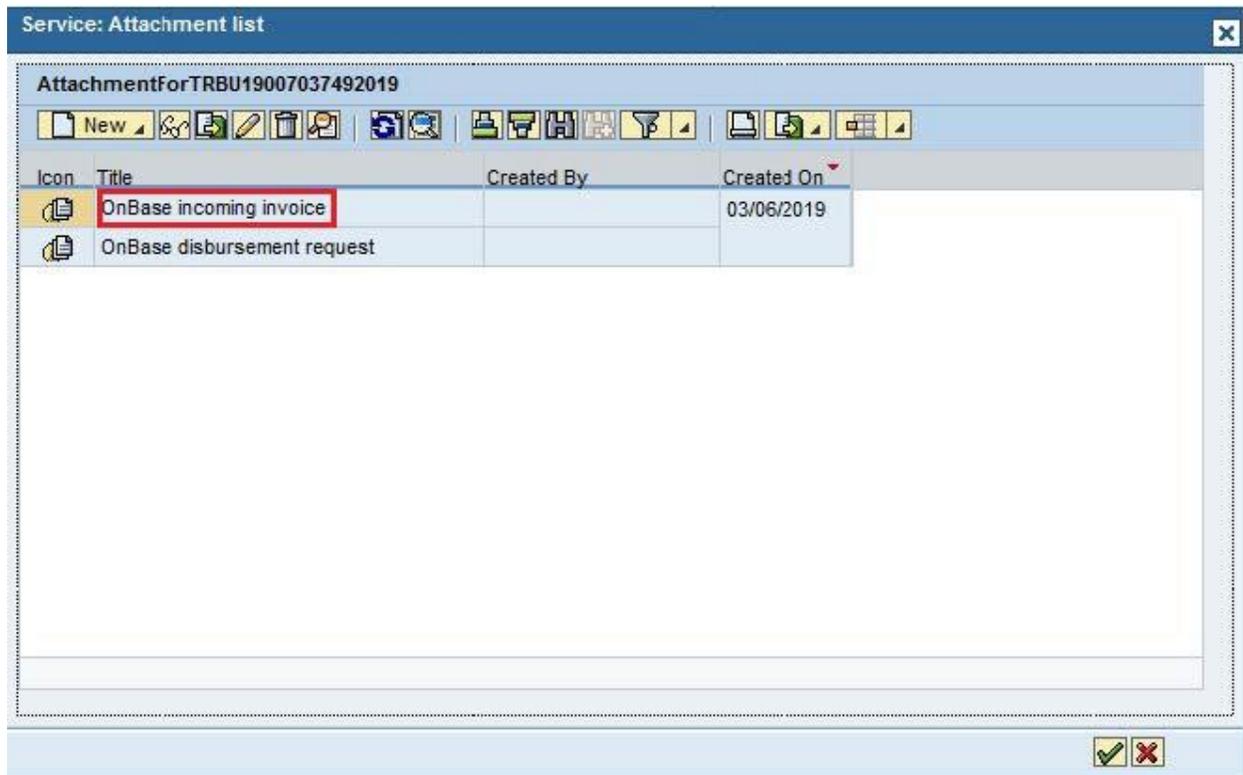
3) You should now be in WebGUI, in the FB03 tab. You will see transaction data relating to your selected FI Doc #, looking like this:



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



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



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.