

# Welcome to Today's Purchase Order Invoice Workflow

1. Please login to your SAP account via Internet Explorer  
[www.bu.edu/buworkscentral](http://www.bu.edu/buworkscentral) or go to  
<https://ppo.buw.bu.edu/>
2. Insure your browser's pop-blocking has been enabled.
  - Click on **Tools** → **Internet Options** → **Privacy** tab →  
Check off - **Turn on Pop-up Blocker** → Click **Ok**

## Browser and System Requirements for BUworks:

- For maintaining stability and security with BUworks, the following browsers are recommended (check browser requirements with other applications you use):
  - [Internet Explorer 11](#) (compatibility mode is no longer required)
  - [Firefox 52 ESR](#) \*Extended Support Release
  - [Google Chrome](#) (latest version)

For additional information go here:

<http://www.bu.edu/tech/services/admin/fin-hr-proc/requirements/>

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## Course Objectives/Overview

Review Purchase Order Invoice Workflow process

- PO Invoice Workflow notification process
- Review PO Invoice Decision form on your Worklist
- Triggers for PO Invoice Notifications:
  - ✓ Over \$5,000 PO Invoices
  - ✓ Under \$5,000 PO Invoices
- Shopper and Approver roles for PO Invoice Workflow
- **WebGUI ECC** system Transaction codes:
  - ✓ **MIR4** – Display Document (PO)
  - ✓ **FB03** – Display Finance Document
- Frequently Asked Questions on PO Invoice Workflow process.

Review links to reference material and support:

- <http://www.bu.edu/tech/support/buworks/help/finance/finance-training-resources/>
- <http://www.bu.edu/tech/support/buworks/help/finance>
- <http://www.bu.edu/tech/support/buworks/>

**Before logging off, please go to the link [www.bu.edu/buworks/eval/](http://www.bu.edu/buworks/eval/) to complete course evaluation.**

# Procure to Pay Process at Boston University

