View invoice information in Atlas

View invoice information in Atlas

This documentation refers to the Atlas Online Gateway.
You can access Atlas at https://atlas.mit.edu/

Question

I want to view information about an invoice in SAP. I don't necessarily need the scanned copy, just the information. How can I do this?

Answer

Use these instructions to view the information contained in an invoice, including dates and document numbers.

1. In Atlas, search for the Purchase Order.
2. On the Purchase Order display, select the link for Go to Invoice/Payment History.
3. Click the View Invoice link.