View invoice information in Atlas

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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.