Retrieve Invoice Copies: When you know the invoice number

From the SAP start page, enter transaction code FB03 in the fast path then click **Execute**.

From the Display Document: Initial Screen, enter the Invoice Number in the Document Number field. Delete the Fiscal Year. Click the Enter key on your keyboard.

From the Document Display Overview use the top menu path: Environment>Additional Assignments>Object Links

Double click on Sponsored Billing Document in Attachment list.

billing-issues@mit.edu
Retrieve Invoice Copies: When you know the invoice number

A printable copy of the customer invoice will appear in IXOS format.

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