Viewing Workflow for Posted e-NPO’s

- Log into SAPGUI
- Enter T-Code **FB03** and press the green check mark to proceed to the next screen.
- If you have the document number, enter it into the appropriate field.
- Select the Check Mark to proceed to the Document Overview – Display screen.

- If you do not have the document number select “Document List” for a list of posted documents.
  - To narrow the search, enter the year, document type or any other information that will help with the search.
• Select the dropdown option on the upper left hand side of the screen.

Select Workflow from the dropdown menu.
Select Workflow Overview to see the Workflows for Current Context.

You can also double click the DocumentNo that you would like to view the Workflow.

➢ From the tool list at the very top or the screen select “Environment”.
➢ Scroll down to Document Environment.
➢ Relationship Browser.
➢ Double click Workflow.
➢ Select the dropdown arrow to expand and view Workflow.