BU BUworks Online Help

Quick Reference Guide
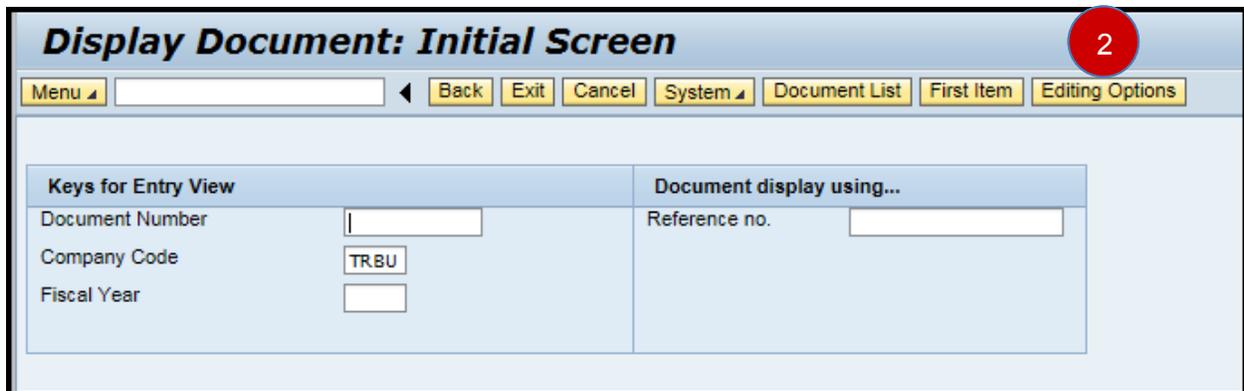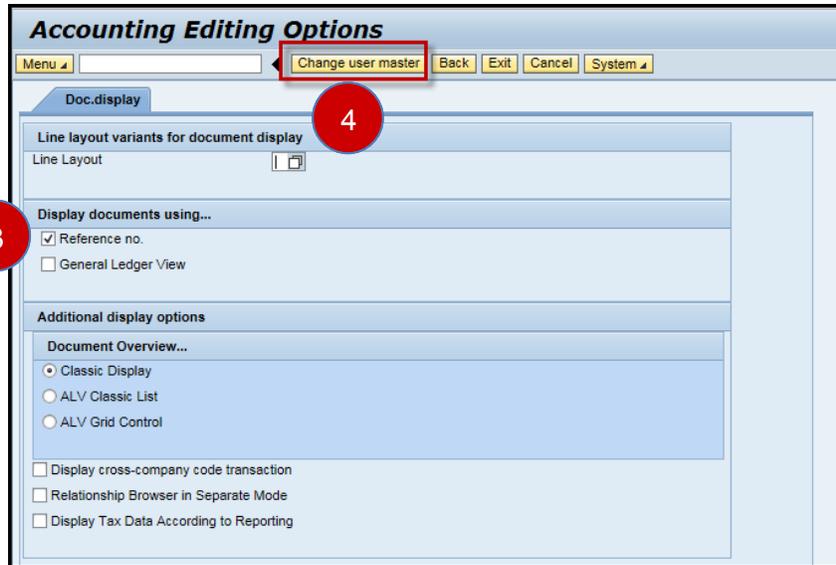Editing Options - How to add the
Reference no. field to **FB03**

How to add the Reference no. field to FB03

## BUworks Central Portal → WebGUI → ECC System → FB03 – Display Document

		Editing Options Function
1	Go to Transaction code **FB03**	**Menu Path**: BUworks Central Portal → WebGUI tab → ECC system → Transaction code **FB03** – Display Finance Document **Enter SAP** transaction code number **FB03** in the **Command** field or locate transaction code in the **Department Submitter** Role.

2	**Editing options**	**Click** on the **Editing options** button.

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3	**Display documents using…..**	**Select** and **Check off** the Reference no. box.
4	**Change user master**	**Click** on the **Change user master** button to **save** selection.
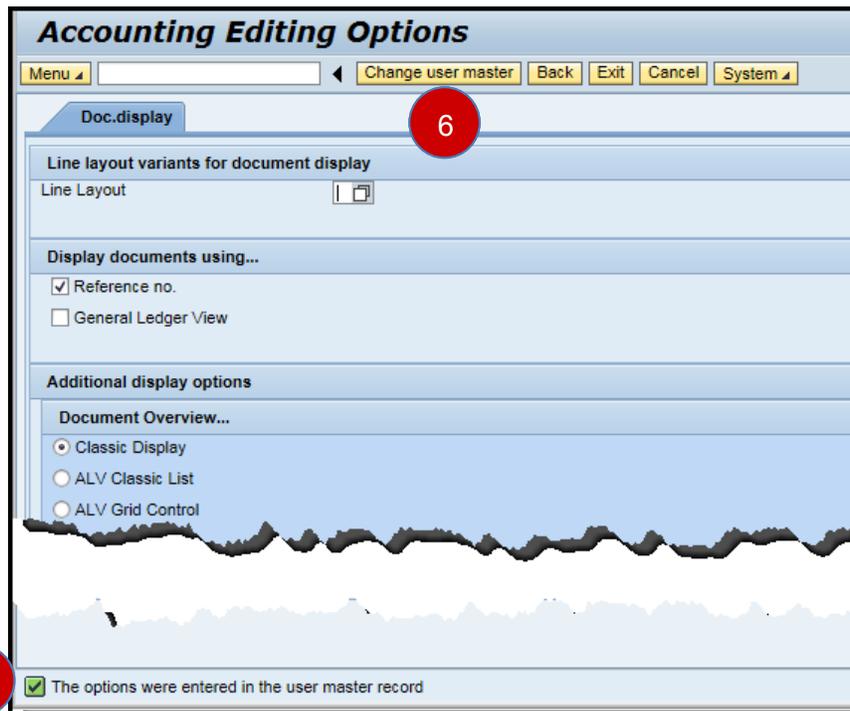
5	**System Message**	A system message will display with the results of selection. In this example a system message "The options were entered in the user master record" displays.
6	**Back**	**Click** on the **Back** button to return to **FB03** transaction.

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Display Document: Initial Screen

Menu ◢ | ◀ Back | Exit | Cancel | System ◢ | Document List | First Item | Editing Options

Keys for Entry View		Document display using...
Document Number		Reference no.
Company Code	TR.BU	
Fiscal Year		

(7)

7	**Display Document**	The **Reference no**. field is displayed
		The *Reference no*. is available for input. Search to see if Supplier invoice has been entered in the General Ledger system by entering the vendor invoice number on the **Reference no.** field.