Introduction

Process and Trigger
Perform this procedure to display a funds reservation.

Prerequisites

- Department Submitter or Department Approver Role
- A Funds reservation number exists
- An Internal Service Request number or Facilities Request number exists.

Menu Path

Use the following menu path to begin this transaction:

**Department Submitter or Department Approver Role ➔ FMX3 Display Funds Reservation**

Transaction Code

FMX3

Tips and Tricks

- At times you may need to use your scroll bar to view additional information.
- Can double click in line items to open up detail for the line (or use **Detail line item** tool).
- This example demonstrates the FM process for this transaction.

Reports

None
Procedure

1. Start the transaction using the above menu path or transaction code.

Funds reservation: Display InitScr

2. As required, complete/review the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document number</td>
<td>Required</td>
<td>The unique identification value assigned to a business event as it is processed in SAP; the system automatically creates and assigns document numbers as each document is posted, manual assigning of document numbers is not possible. Example: 4000000009</td>
</tr>
</tbody>
</table>

3. Click the Fast Data Entry button to continue.
4. Review the displayed information.

5. Click the **Detail line item** button. Double click in the line items to open up details for the desired line.
6. Review the displayed information.

7. Click the **Next item** button. A line item can be entered to go directly to that line (Position). The consumption button will display transactions posted to the funds reservation.

8. Review the displayed information.

9. Click the **Fast Data Entry** button to return to the Funds reservation: Display Overview screen.

10. The transaction is complete.
Results and Next Steps

You have successfully displayed a funds reservation. See work instruction "Fund Reservation - Change (WEBGUI)" to change or close a Funds reservation.