

## 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 InitScrn

Funds reservation: Display InitScrn	
Menu Back Exit Cancel System Fast Data Entry Detail line item Select documents via processing list	
3	
2 Document number	
Line Item	

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

Field	R/O/C	Description
Document number	Required	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: 400000009

3. Click the Fast Data Entry button Fast Data Entry to continue.



# Funds reservation: Display Overview scrn

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Me	enu 🌔	Back	Exit	Cancel	System	Header	data	Detail line item	Select	all Dese	lect all	Document h	leader lon	g text	Consumption		
Doc Doc	ument: ument	number type	40000 11	00009	🔗 posti Department	ed al Funds R	eserv	Document Date	11. 11.	11.2010 11.2010							
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- **4.** Review the displayed information.
- 5. Click the Detail line item button Detail line item



Double click in the line items to open up details for the desired line.



## Funds reservation: Display Detail scr

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Menu Back	Exit Cancel Syste	m Previous item	Next item Header	data Fast Data Entry	Document line long text	Consumption	
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Control data							
Completion indi	icator 🔲 Item bloc	sked	ltem block	A More			
Values							
Currency	USD						
Overall amount	4.000	9,00					
Open amount		9,00					
Coding Block							
Cost Center	1202010000						
Fund	100000000	Grant	GRANTNR				
Functional Area	1100						
Funds Center	1202010000	Commitme	nt Item 501300				
				And More			

- **6.** Review the displayed information.
- 7. Click the Next item button Next item



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 Fast Data Entry to return to the *Funds reservation: Display Overview scrn* 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.