BU BUworks Online Help

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

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:** 4000000009

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

Funds reservation: Display Overview scrn

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

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.