## **Transaction – Display GM Budget Document**

### Purpose

This document explains how to display a grant's budget document through the Grants Management (GM) module using transaction **GM\_DISPLAY\_BUDGET**. This transaction enables users to view the details of a grant's budget document. Users can also use GM ERP Central Components (ECC) reports to view a grant's budget, such as the Availability Control (AVC) Overview for Grants Management Dimensions Report (transaction code **ZGMAVCOVRW**), GM Budget Overview Report (transaction code **GMBDGTOVIEW**) or the Grants Management Line Item Display Report (transaction code **ZS\_PLN\_16000269**).

#### Process

- 1. Go to the SCEIS website (sceis.sc.gov).
- 2. Click the SCEIS Logins tab.
- 3. Click the ECC & BW DUO Login link.



- 4. Enter your SCEIS ID followed by "sceis@sc.gov."
- 5. Click Next.

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## Transaction – Display GM Budget Document

- 6. Enter your Password.
- 7. Click **Log in** and complete the DUO process.

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8. Click the **Production SAP Logon** icon.

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9. In the Command field, enter transaction code GM\_DISPLAY\_BUDGET and press Enter on the keyboard.



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10. Click the Action Bar On button.



11. The left side of the screen shows the GM budget documents processed with the corresponding document status (e.g., Held, Posted). Click the bottom right corner of the yellow bar to view more options.

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### 12. If not already selected, click **My Posted Documents** from the dropdown.

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13. A list of the posted GM budget documents displays under the **Doc Num** column.

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## **Transaction – Display GM Budget Document**

14. Double click the budget document number to be displayed. The document will appear to the right of the Action Bar.

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15. Another option to view GM budget documents – if numerous budget documents have been previously processed – is to click the **Other Document** icon.

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## Transaction – Display GM Budget Document

16. When the pop-up screen displays, click the **Effective** button to view posted GM budget documents.

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17. A pop-up screen displays where values such as **Grant**, **GM Document Type** and **Process** can be entered.

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## Transaction – Display GM Budget Document

18. Once the values are entered, press **Enter** on the keyboard or click the **Start Search (ENTER)** icon to view the related budget documents.

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19. Double click the GM budget document to be viewed.

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20. The GM budget document is displayed. After viewing the budget document details, click the **Exit** icon to return to the SAP menu OR click on the **Other Document** icon and repeat the previous steps (9-19) to view another document.

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If you have difficulty using this procedure, contact the SCEIS Service Desk at 803.896.0001 and select option #2.

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