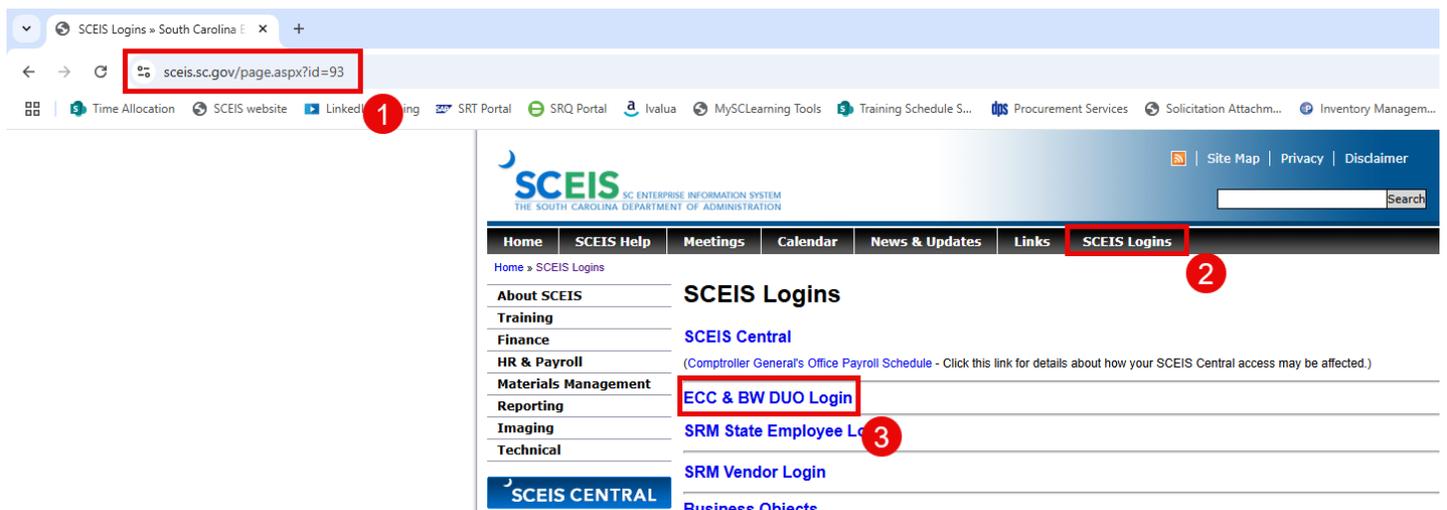


Purpose

The GM Budget Overview report enables users to view a grant’s budget, actuals and balances. This report is helpful for grant analysis and reporting requirements and can be accessed by using transaction code **GMBDGTVIEW** (GM Budget Overview) or **GMGRANT** (Display Grant Master). Users can analyze a grant’s External and Internal Funds (e.g., Cost Sharing, IDC Recovery and Program Income) and the related activities to ensure compliance with their reporting requirements.

Process

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



The screenshot shows a web browser window with the URL sceis.sc.gov/page.aspx?id=93 highlighted with a red box and a red circle '1'. The website header includes the SCEIS logo and navigation tabs: Home, SCEIS Help, Meetings, Calendar, News & Updates, Links, and SCEIS Logins (highlighted with a red box and a red circle '2'). The SCEIS Logins page lists several options: SCEIS Central, SCEIS Central (with a note about payroll schedule), ECC & BW DUO Login (highlighted with a red box and a red circle '3'), SRM State Employee Login, SRM Vendor Login, and Business Objects. A 'SCEIS CENTRAL' button is also visible.

4. Enter your SCEIS ID followed by “@sceis.sc.gov”.
5. Click **Next**.



The screenshot shows the 'SCEIS Login Example' form. It displays the email address `sceisid@sceis.sc.gov`. Below this, it says 'Single Sign-On' and 'SCEIS ID with domain in email address format'. A red box highlights the input field containing `ABC123456@sceis.sc.gov`, with a red circle '4' next to it. Below the input field is a 'Next' button, also highlighted with a red box and a red circle '5'. At the bottom right, it says 'Secured by Duo'.

6. Enter your Password.

- Click **Log in** and complete the DUO process.



SCEIS Login Example
sceisid@sceis.sc.gov

Single Sign-On

ABC123456@sceis.sc.gov [edit](#)

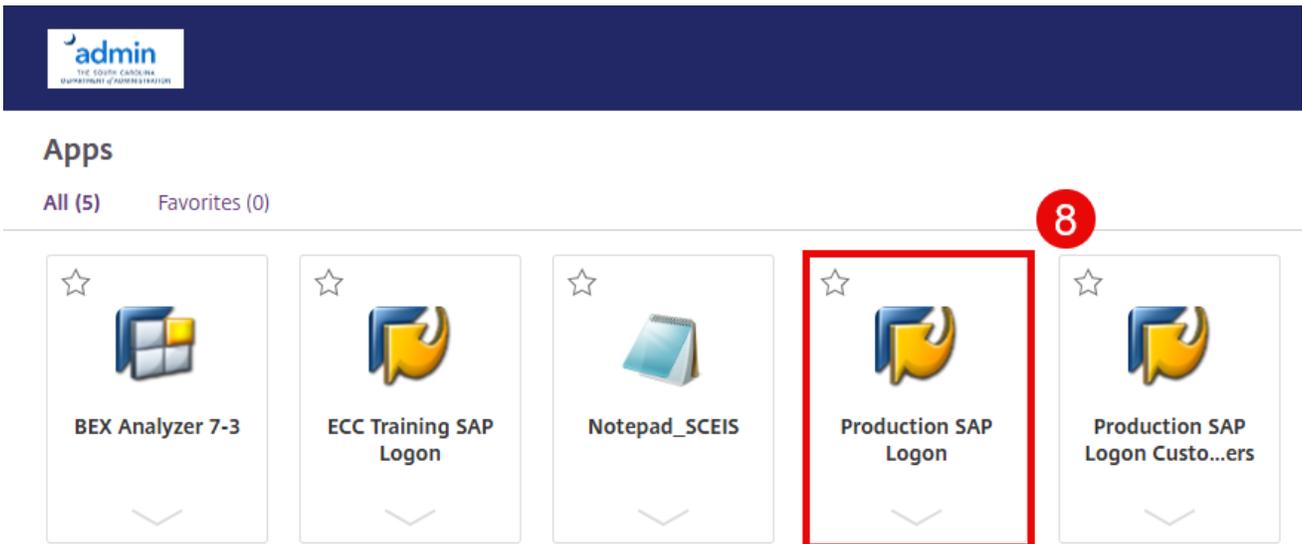
Password 6

.....

Log in 7

Secured by Duo

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



admin
THE SOUTH CAROLINA
DEPARTMENT OF ADMINISTRATION

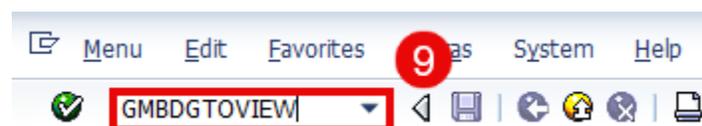
Apps

All (5) Favorites (0)

8

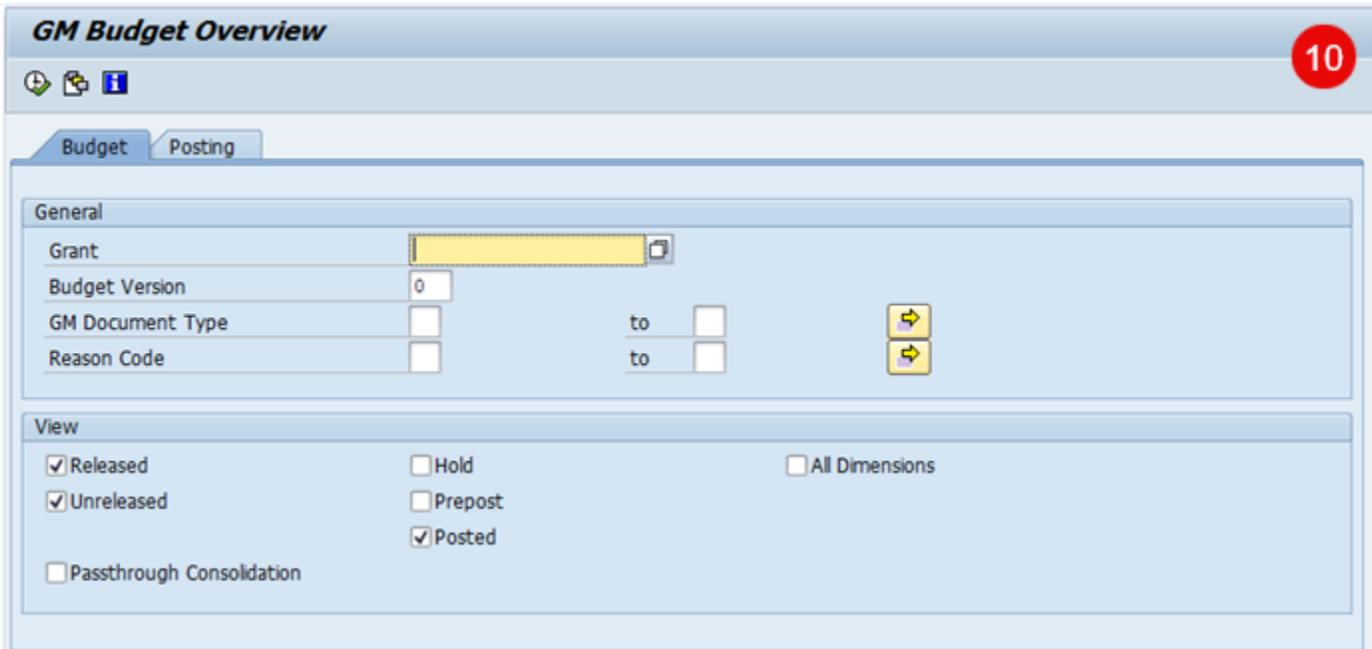
 BEX Analyzer 7-3	 ECC Training SAP Logon	 Notepad_SCEIS	 Production SAP Logon	 Production SAP Logon Custo...ers
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- In the Command field, enter transaction code **GMBDGTVIEW** and press **Enter** on the keyboard.



Report – GM Budget Overview

10. The following selection screen displays. Users can enter/select criteria such as **Grant** and **GM Document Type**.



GM Budget Overview 10

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Budget Posting

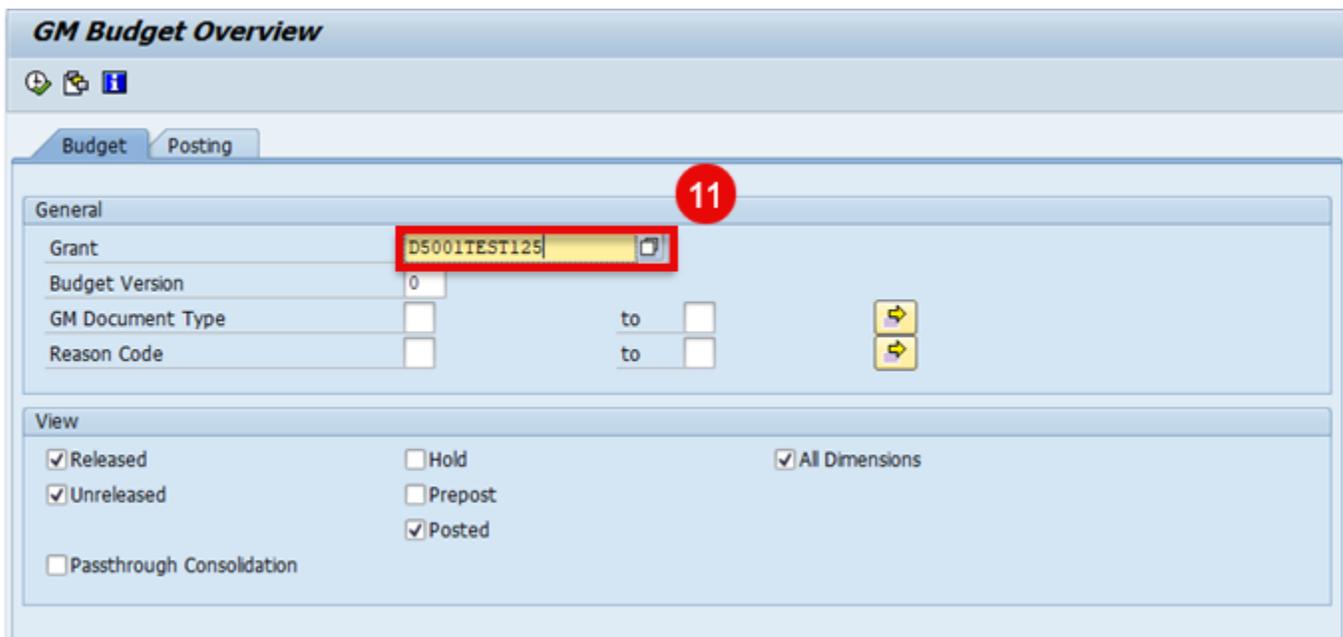
General

Grant	<input type="text"/>			
Budget Version	<input type="text" value="0"/>			
GM Document Type	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Reason Code	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>

View

Released Hold All Dimensions
 Unreleased Prepost
 Passthrough Consolidation Posted

11. Enter the **Grant** value or select from the dropdown.



GM Budget Overview

🕒 📄 📘

Budget Posting

General

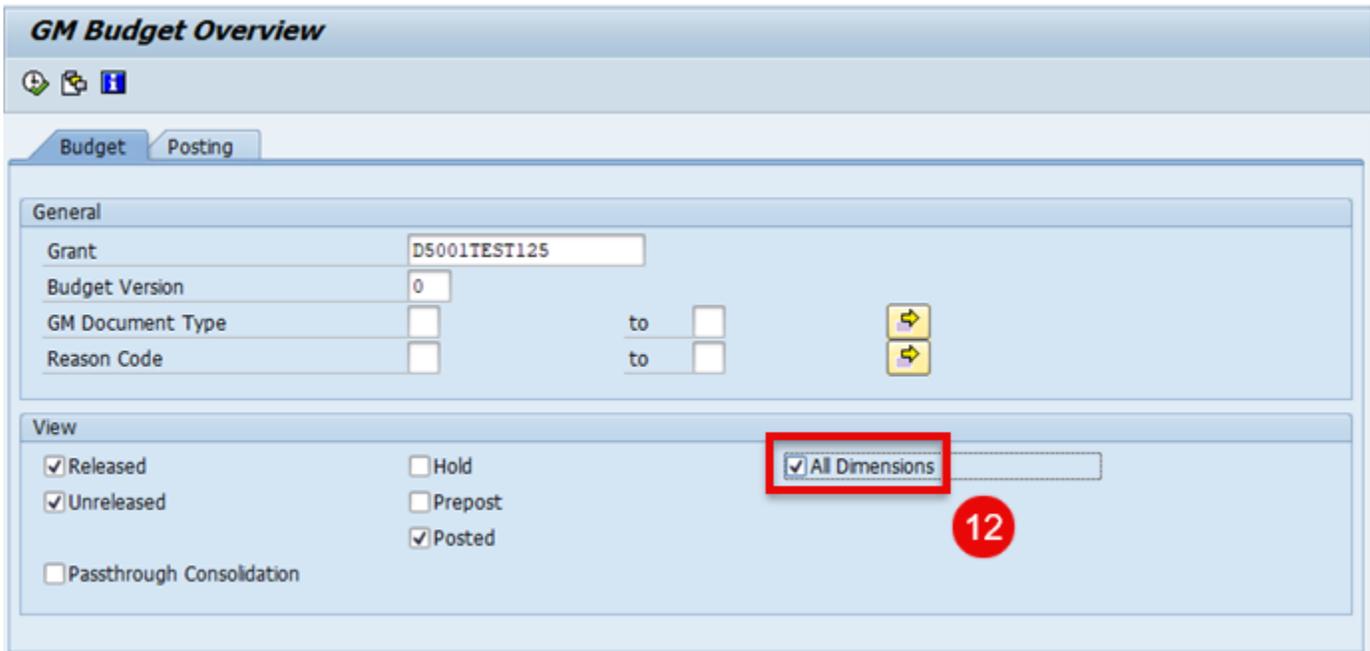
Grant	<input type="text" value="D5001TEST125"/>			
Budget Version	<input type="text" value="0"/>			
GM Document Type	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Reason Code	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>

View

Released Hold All Dimensions
 Unreleased Prepost
 Passthrough Consolidation Posted

Report – GM Budget Overview

12. Under the **View** section, check the box for **All Dimensions**.



GM Budget Overview

Budget Posting

General

Grant D5001TEST125

Budget Version 0

GM Document Type to

Reason Code to

View

Released Hold All Dimensions

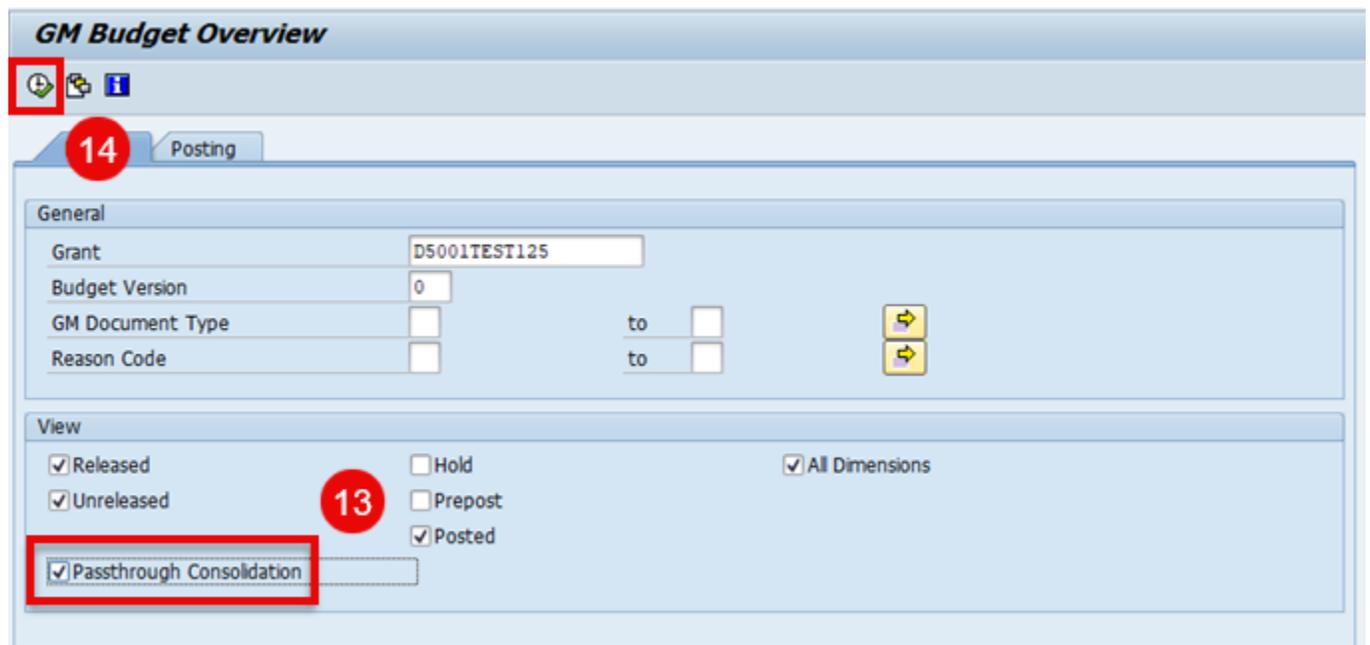
Unreleased Prepost

Passthrough Consolidation Posted

12

13. If the Grant to be displayed has passthrough budgeting, check the box for **Passthrough Consolidation**.

14. Click the **Execute** icon.



GM Budget Overview

Execute

14 Posting

General

Grant D5001TEST125

Budget Version 0

GM Document Type to

Reason Code to

View

Released Hold All Dimensions

Unreleased Prepost

Passthrough Consolidation Posted

13

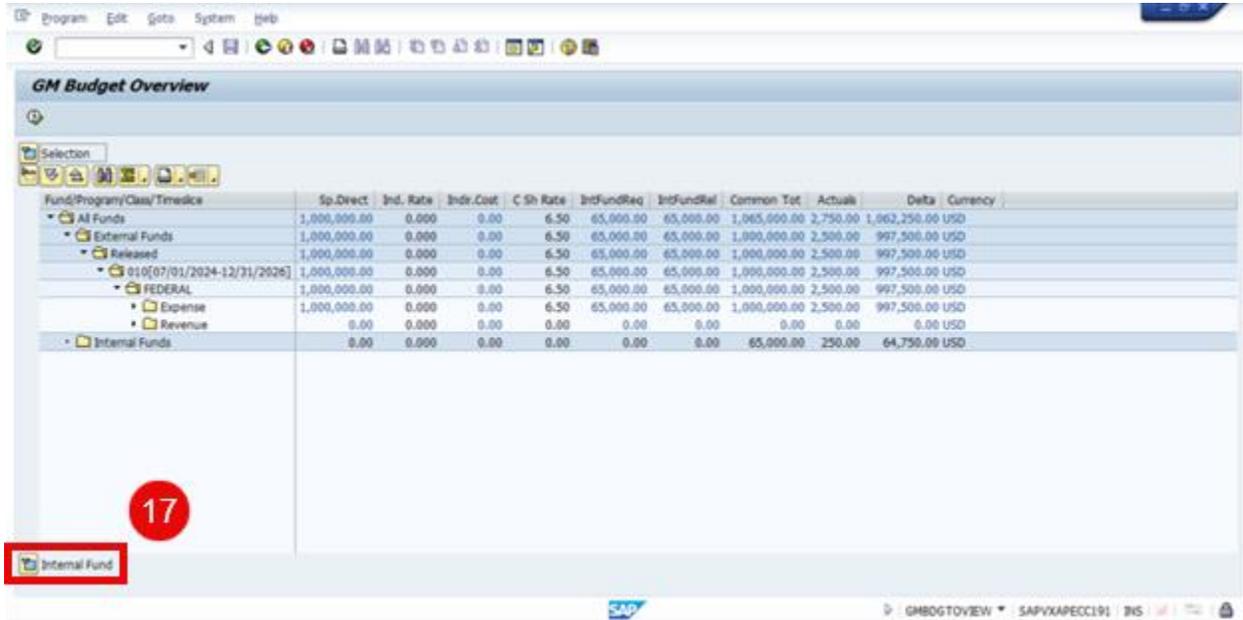
15. The report displays.

Fund/Program/Class/ Timeslice	Sp.Direct	Ind. Rate	Indr.Cost	C Sh Rate	IntFundReq	IntFundRel	Common Tot	Actuals	Delta	Currency
All Funds	1,000,000.00	0.000	0.00	6.50	65,000.00	65,000.00	1,065,000.00	2,750.00	1,062,250.00	USD
External Funds	1,000,000.00	0.000	0.00	6.50	65,000.00	65,000.00	1,000,000.00	2,500.00	997,500.00	USD
Released	1,000,000.00	0.000	0.00	6.50	65,000.00	65,000.00	1,000,000.00	2,500.00	997,500.00	USD
010 (07/01/2024-12/31/2026)	1,000,000.00	0.000	0.00	6.50	65,000.00	65,000.00	1,000,000.00	2,500.00	997,500.00	USD
FEDERAL	1,000,000.00	0.000	0.00	6.50	65,000.00	65,000.00	1,000,000.00	2,500.00	997,500.00	USD
Expense	1,000,000.00	0.000	0.00	6.50	65,000.00	65,000.00	1,000,000.00	2,500.00	997,500.00	USD
Revenue	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	USD
Internal Funds	0.00	0.000	0.00	0.00	0.00	0.00	65,000.00	250.00	64,750.00	USD

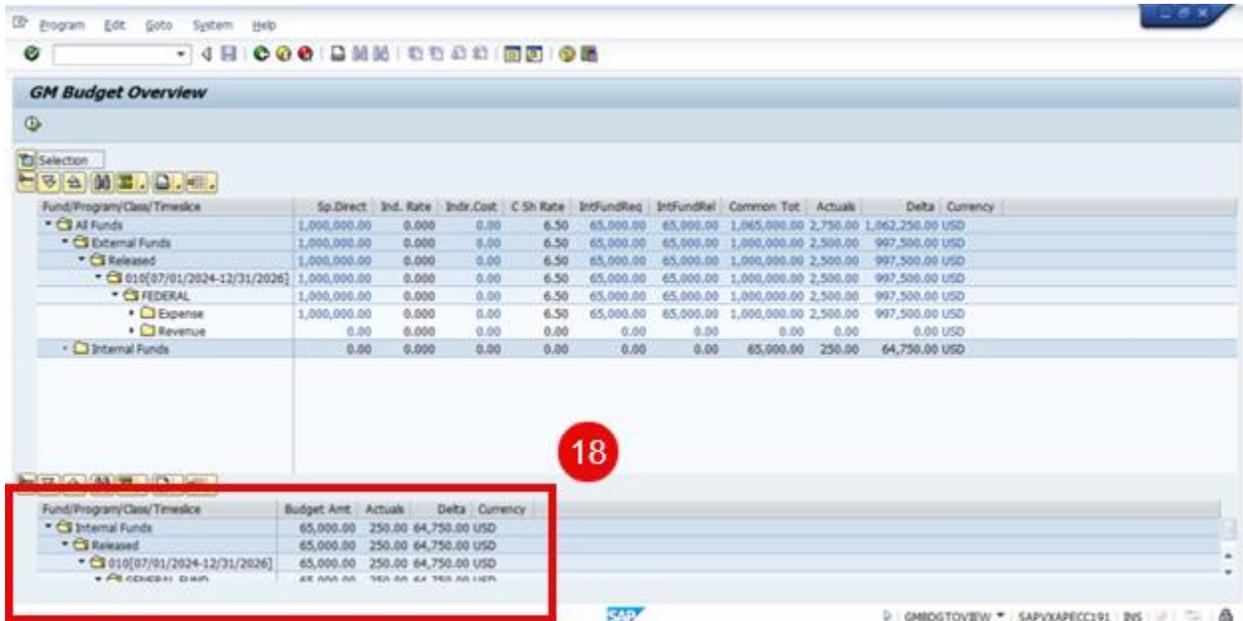
16. Expand the subsections to view details.

Fund/Program/Class/ Timeslice	Sp.Direct	Ind. Rate	Indr.Cost	C Sh Rate	IntFundReq	IntFundRel	Common Tot	Actuals	Delta	Currency
All Funds	1,000,000.00	0.000	0.00	6.50	65,000.00	65,000.00	1,065,000.00	2,750.00	1,062,250.00	USD
External Funds	1,000,000.00	0.000	0.00	6.50	65,000.00	65,000.00	1,000,000.00	2,500.00	997,500.00	USD
Released	1,000,000.00	0.000	0.00	6.50	65,000.00	65,000.00	1,000,000.00	2,500.00	997,500.00	USD
010 (07/01/2024-12/31/2026)	1,000,000.00	0.000	0.00	6.50	65,000.00	65,000.00	1,000,000.00	2,500.00	997,500.00	USD
EXPENSES	1,000,000.00	0.000	0.00	6.50	65,000.00	65,000.00	1,000,000.00	2,500.00	997,500.00	USD
Grant Administration	1,000,000.00	0.000	0.00	6.50	65,000.00	32,500.00	1,000,000.00	2,500.00	997,500.00	USD
ALLOTMENT PRIVATE SECTOR	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	USD
ALLOCATIONS OTHER EXPENSES	150,000.00	0.000	0.00	10.00	15,000.00	7,500.00	150,000.00	0.00	150,000.00	USD
ALLOCATION ENTITIES	500,000.00	0.000	0.00	10.00	50,000.00	25,000.00	500,000.00	2,500.00	497,500.00	USD
CONTRACTUAL SERVICES	250,000.00	0.000	0.00	0.00	0.00	0.00	250,000.00	0.00	250,000.00	USD
EMPLOYER CONTRIBUTIONS	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	USD
FIXED ASSETS (NON-CAPITALIZED)	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	USD
FIXED CHARGES & CONTRACTUAL	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	USD
IDC EXPENSE	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	USD
LIGHT POWER HEAT	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	USD
PERS SVCS TEMPORARY GRANT EMPL	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	USD
PERSONAL SERVICES	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	USD
PERSONAL SVCS TEMP	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	USD
SUPPLIES AND MATERIALS	100,000.00	0.000	0.00	0.00	0.00	0.00	100,000.00	0.00	100,000.00	USD
TRANSPORTATION	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	USD
TRAVEL	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	USD
UNCLASSIFIED POSITIONS	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	USD
UTILITIES	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	USD
CS90 Cyber Security grants	0.00	0.000	0.00	0.00	0.00	32,500.00	0.00	0.00	0.00	USD
Revenue	0.00	0.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	USD
Internal Funds	0.00	0.000	0.00	0.00	0.00	0.00	65,000.00	250.00	64,750.00	USD

17. If the Grant has any Cost Sharing, IDC Recovery and/or Program Income Funds, click the **Internal Fund** section.

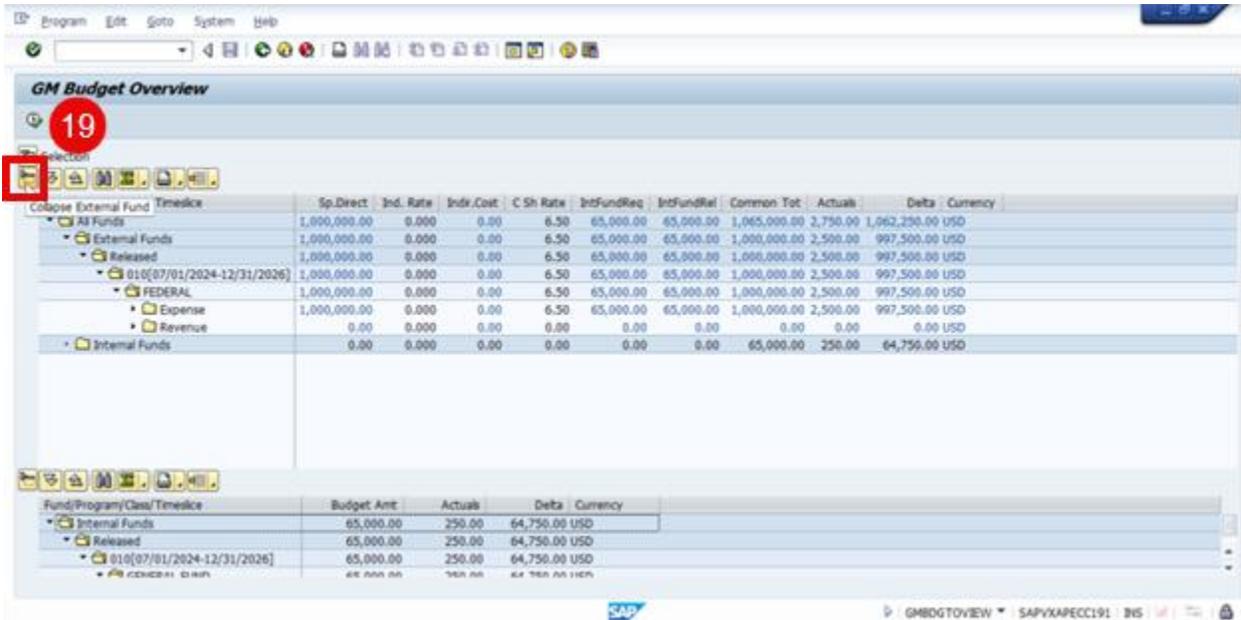


18. The Grant’s related Budget, Actuals and Delta balances display.

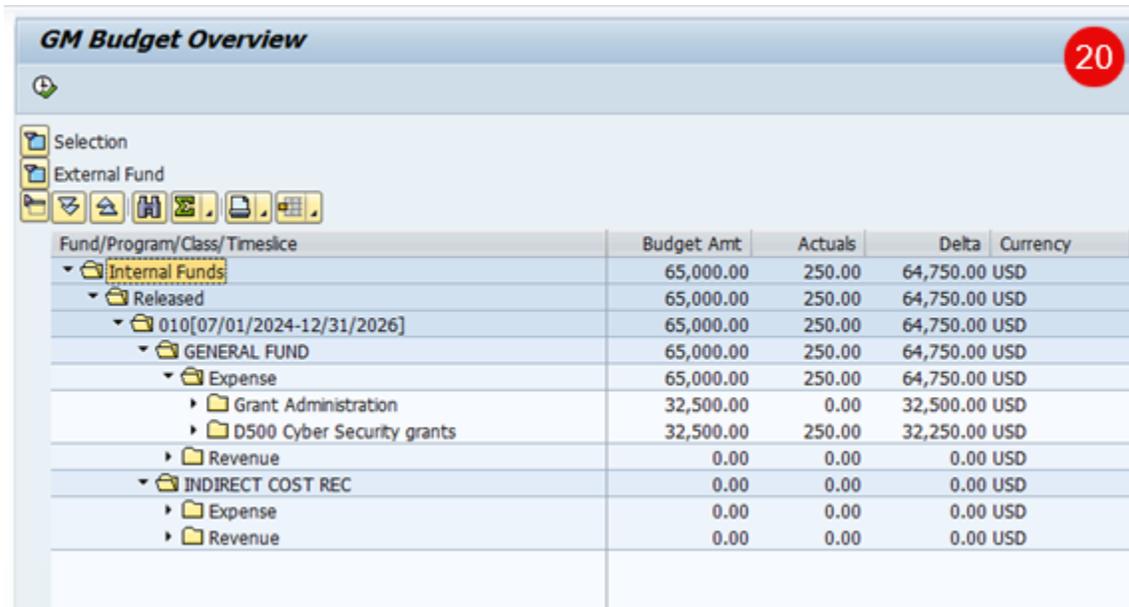


Report – GM Budget Overview

19. Click the **Collapse External Fund** icon to have an expanded view of the **Internal Funds** section.



20. Once collapsed, the **Internal Funds** section can be fully displayed.



21. In the **Internal Funds** section, expand the subsections to view details.

GM Budget Overview

Selection
External Fund

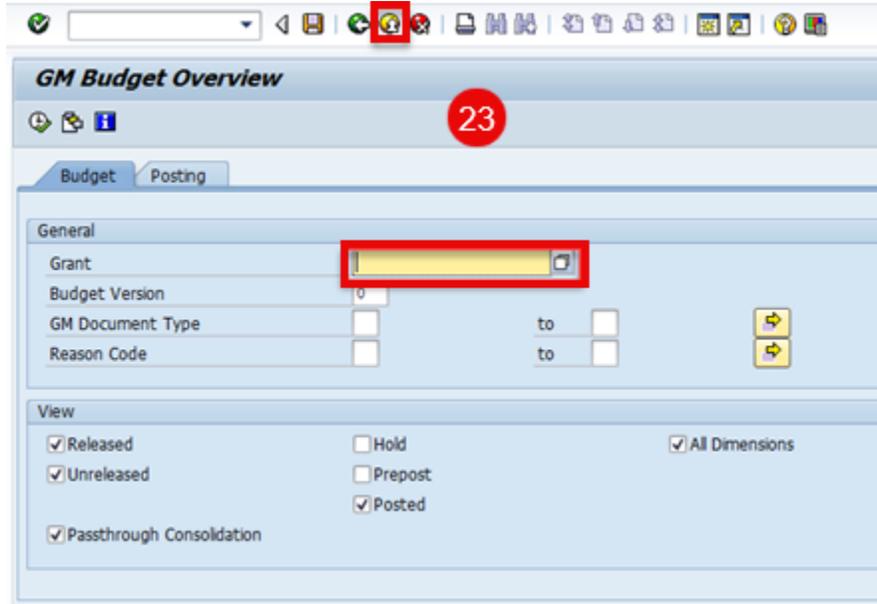
Fund/Program/Class/Timeslice	Budget Amt	Actuals	Delta	Currency
Internal Funds	65,000.00	250.00	64,750.00	USD
Released	65,000.00	250.00	64,750.00	USD
010[07/01/2024-12/31/2026]	65,000.00	250.00	64,750.00	USD
GENERAL FUND	65,000.00	250.00	64,750.00	USD
Expense	65,000.00	250.00	64,750.00	USD
Grant Administration	32,500.00	0.00	32,500.00	USD
D500 Cyber Security grants	32,500.00	250.00	32,250.00	USD
ALLOCATE PRIVATE SECTOR	0.00	0.00	0.00	USD
ALLOCATIONS OTHER EXPENSES	7,500.00	0.00	7,500.00	USD
ALLOCATION ENTITIES	25,000.00	250.00	24,750.00	USD
CONTRACTUAL SERVICES	0.00	0.00	0.00	USD
EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	USD
FIXED ASSETS (NON-CAPITALIZED)	0.00	0.00	0.00	USD
FIXED CHARGES & CONTRACTUAL	0.00	0.00	0.00	USD
IDC EXPENSE	0.00	0.00	0.00	USD
LIGHT POWER HEAT	0.00	0.00	0.00	USD
PERS SVCS TEMPORARY GRANT EMPL	0.00	0.00	0.00	USD
PERSONAL SERVICES	0.00	0.00	0.00	USD
PERSONAL SVCS-TEMP	0.00	0.00	0.00	USD
SUPPLIES AND MATERIALS	0.00	0.00	0.00	USD
TRANSPORTATION	0.00	0.00	0.00	USD
TRAVEL	0.00	0.00	0.00	USD
UNCLASSIFIED POSITIONS	0.00	0.00	0.00	USD
UTILITIES	0.00	0.00	0.00	USD
Revenue	0.00	0.00	0.00	USD
INDIRECT COST REC	0.00	0.00	0.00	USD
Expense	0.00	0.00	0.00	USD
Revenue	0.00	0.00	0.00	USD

22. Click the **Back** icon to return to the report's selection screen.

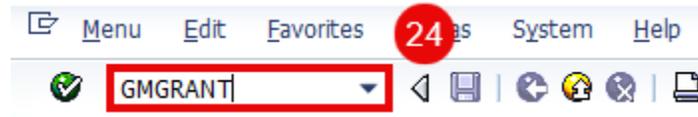


Report – GM Budget Overview

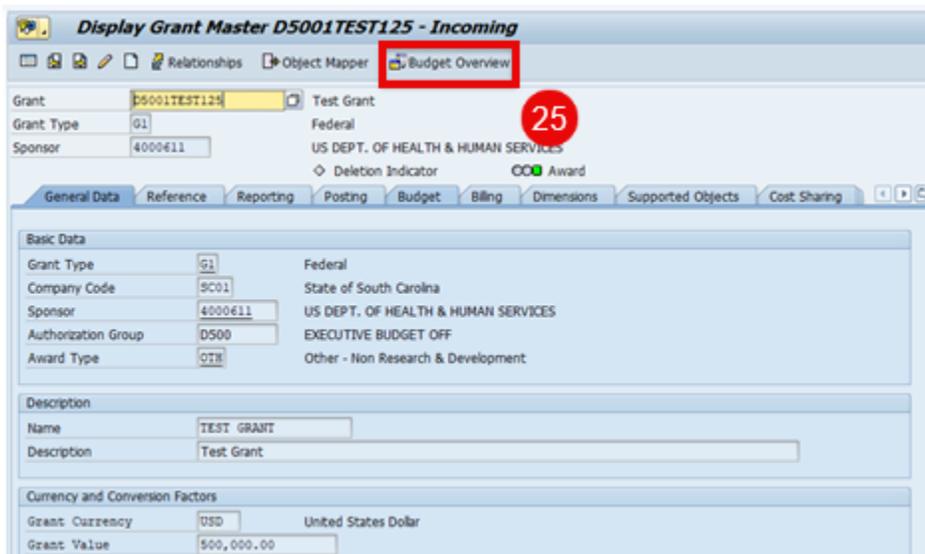
23. Enter another grant value to evaluate OR click the **Exit** icon to exit the report.



24. The GM Budget Overview report can also be accessed through transaction code **GMGRANT**. From the SAP Menu screen, in the Command field, enter **GMGRANT** and press **Enter** on the keyboard.



25. The **Display Grant Master** screen displays. Click the **Budget Overview** button.



26. The **GM Budget Overview** screen displays.

Fund/Program/Class/Time	Sp.Direct	Ind. Rate	Indir.Cost	C Sh Rate	IntFundReq	IntFundRel	Common Tot	Actuals	Delta	Currency
All Funds	1,000,000.00	0.000	0.00	6.50	65,000.00	32,500.00	1,065,000.00	2,750.00	1,062,250.00	USD
External Funds	1,000,000.00	0.000	0.00	6.50	65,000.00	32,500.00	1,000,000.00	2,500.00	997,500.00	USD
Released	1,000,000.00	0.000	0.00	6.50	65,000.00	32,500.00	1,000,000.00	2,500.00	997,500.00	USD
010[07/01/2024-12/31/2026]	1,000,000.00	0.000	0.00	6.50	65,000.00	32,500.00	1,000,000.00	2,500.00	997,500.00	USD
FEDERAL	1,000,000.00	0.000	0.00	6.50	65,000.00	32,500.00	1,000,000.00	2,500.00	997,500.00	USD
Expense	1,000,000.00	0.000	0.00	6.50	65,000.00	32,500.00	1,000,000.00	2,500.00	997,500.00	USD
Internal Funds	0.00	0.000	0.00	0.00	0.00	0.00	65,000.00	250.00	64,750.00	USD

27. Click the **Expand Selection** icon.

Fund/Program/Class/Time	Sp.Direct	Ind. Rate	Indir.Cost	C Sh Rate	IntFundReq	IntFundRel	Common Tot	Actuals	Delta	Currency
All Funds	1,000,000.00	0.000	0.00	6.50	65,000.00	32,500.00	1,065,000.00	2,750.00	1,062,250.00	USD
External Funds	1,000,000.00	0.000	0.00	6.50	65,000.00	32,500.00	1,000,000.00	2,500.00	997,500.00	USD
Released	1,000,000.00	0.000	0.00	6.50	65,000.00	32,500.00	1,000,000.00	2,500.00	997,500.00	USD
010[07/01/2024-12/31/2026]	1,000,000.00	0.000	0.00	6.50	65,000.00	32,500.00	1,000,000.00	2,500.00	997,500.00	USD
FEDERAL	1,000,000.00	0.000	0.00	6.50	65,000.00	32,500.00	1,000,000.00	2,500.00	997,500.00	USD
Expense	1,000,000.00	0.000	0.00	6.50	65,000.00	32,500.00	1,000,000.00	2,500.00	997,500.00	USD
Internal Funds	0.00	0.000	0.00	0.00	0.00	0.00	65,000.00	250.00	64,750.00	USD

28. The **Selection** section opens. Check the box for **All Dimensions**.

29. Click the **Execute** icon to view the Grant’s Budget, Actuals and Delta data.

Selection

All Dimensions

Grant: D5001TEST... TEST GRANT

Budget Version: 0 SC Budget

GM Doc Type: []

Reason Code: []

View

Released Hold

Unreleased Prepost

Passthrough Consolidation Posted

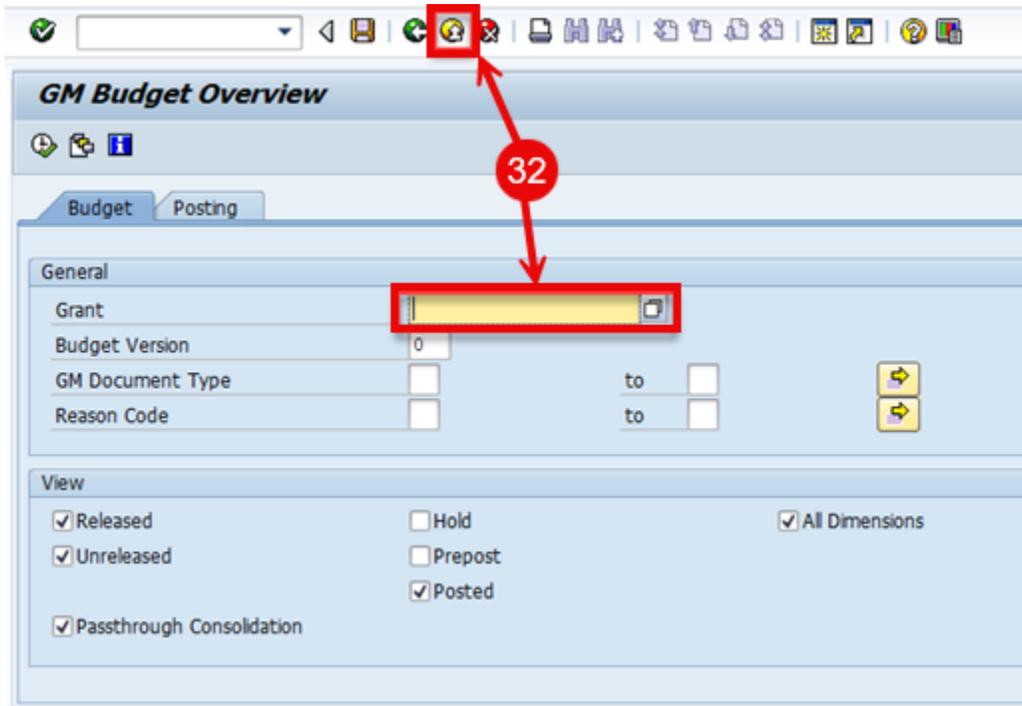
Report – GM Budget Overview

30. Expand each section to view more details.

31. Click the **Back** icon to return to the report’s selection screen.

Report – GM Budget Overview

32. Enter another grant value to evaluate OR click the **Exit** icon to exit the report.

A screenshot of the "GM Budget Overview" web application interface. The interface has a light blue header with the title "GM Budget Overview" and a sub-header with "Budget" and "Posting" tabs. Below this is a "General" section with fields for "Grant", "Budget Version" (set to 0), "GM Document Type", and "Reason Code". There are also "to" fields and arrows for the document type and reason code. A "View" section contains several checkboxes: "Released", "Unreleased", "Passthrough Consolidation", "Hold", "Prepost", "Posted", and "All Dimensions". A red box highlights the "Grant" input field, and a red arrow labeled "32" points from a red box around the "Exit" icon in the browser's toolbar to this field. The "Exit" icon is a small red square with a white 'X' inside.

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