

#### Purpose

This document explains how to load grant budgets through the Grants Management (GM) module. The Life to Date (LTD) budget will be entered in the Detail Data section of the grant budget creation transaction (GM\_CREATE\_BUDGET) for a grant's sponsored program/sponsored class combination. The result is that the grant's LTD budget is posted and can be viewed in the Availability Control (AVC) Overview for the 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 Enter your SCEIS ID followed by "@sceis.sc.gov."
- 5. Click Next.

5	SCEIS Login Example sceisid@sceis.sc.gov
S	Single Sign-On
s	CEIS ID with domain in email address format
I	ABC123456@sceis.sc.gov
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- 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\_CREATE\_BUDGET and press Enter on the keyboard.



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#### 10. In the **Header** tab, enter the following information:

#### Process: ENTR or SUPP

Grant: Enter the grant number or select from the dropdown (Example: D5001DEMO125)

#### GM Doc Type: 04

**Net Amount:** LTD grant budget for the corresponding sponsored program/sponsored class combinations

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#### 11. Click the **Check Document** icon.

12. Click the **Post** icon to save the GM budget 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.