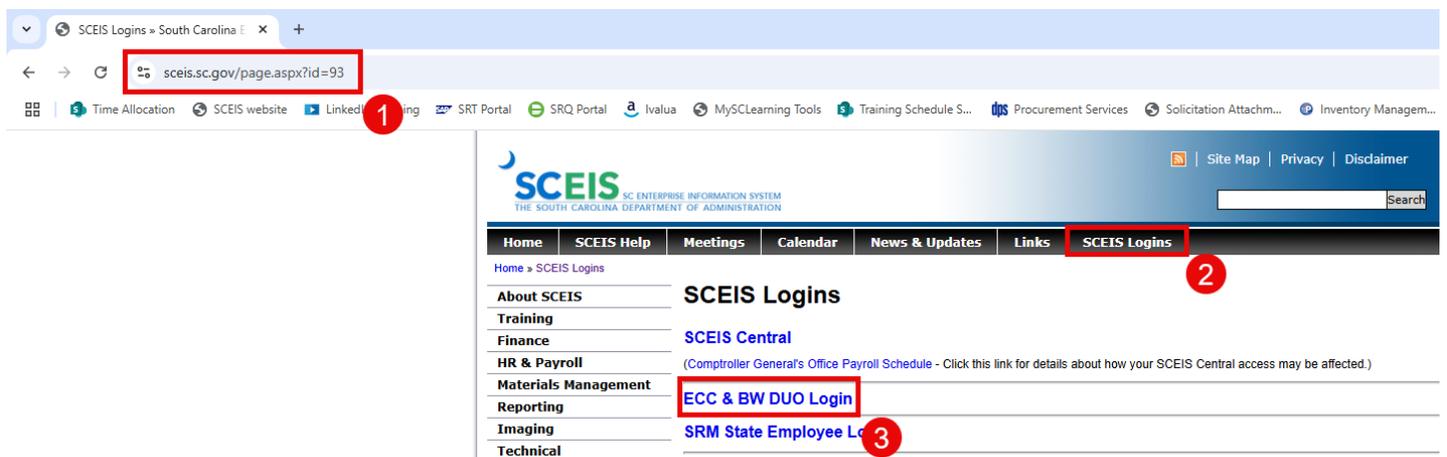


Purpose

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 **GMBDGTVIEW**) 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.



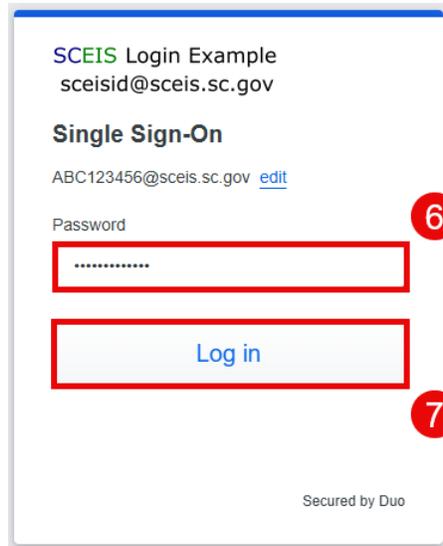
The screenshot shows a web browser window with the URL sceis.sc.gov/page.aspx?id=93. The browser's address bar and the website's navigation menu are highlighted with red boxes and numbered 1 and 2 respectively. The navigation menu includes links for Home, SCEIS Help, Meetings, Calendar, News & Updates, Links, and SCEIS Logins. The SCEIS Logins page is displayed, showing a sidebar with categories like About SCEIS, Training, Finance, HR & Payroll, Materials Management, Reporting, Imaging, and Technical. The main content area is titled "SCEIS Logins" and contains links for "SCEIS Central", "ECC & BW DUO Login", and "SRM State Employee Login". The "ECC & BW DUO Login" link is highlighted with a red box and numbered 3.

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



The screenshot shows a login form titled "SCEIS Login Example" with the email address "sceisid@sceis.sc.gov". Below the title, it says "Single Sign-On" and "SCEIS ID with domain in email address format". There is a text input field containing "ABC123456@sceis.sc.gov" and a "Next" button. Both the input field and the button are highlighted with red boxes and numbered 4 and 5 respectively. The form is secured by Duo.

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



SCEIS Login Example
sceisid@sceis.sc.gov

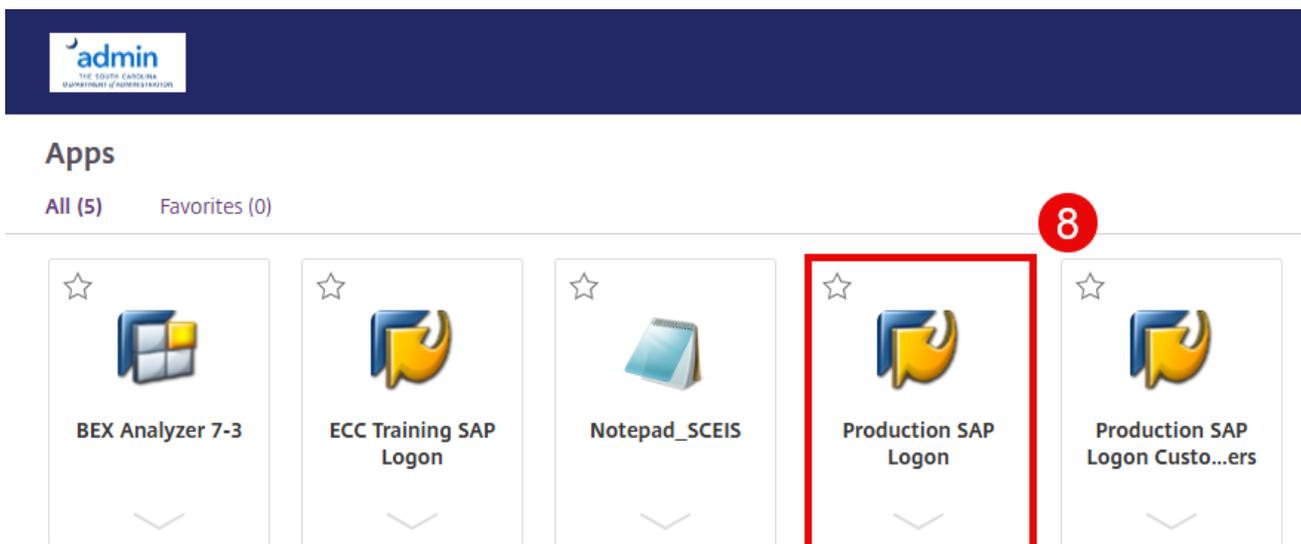
Single Sign-On
ABC123456@sceis.sc.gov [edit](#)

Password 6
.....

Log in 7

Secured by Duo

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



admin
THE SOUTH CAROLINA
SUPERINTENDENT OF ADMINISTRATION

Apps
All (5) Favorites (0)

8

BEX Analyzer 7-3

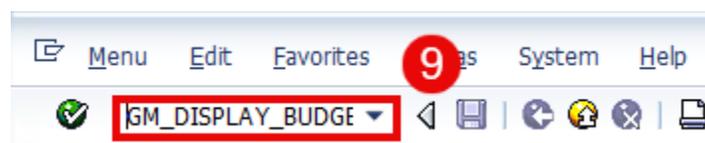
ECC Training SAP Logon

Notepad_SCEIS

Production SAP Logon

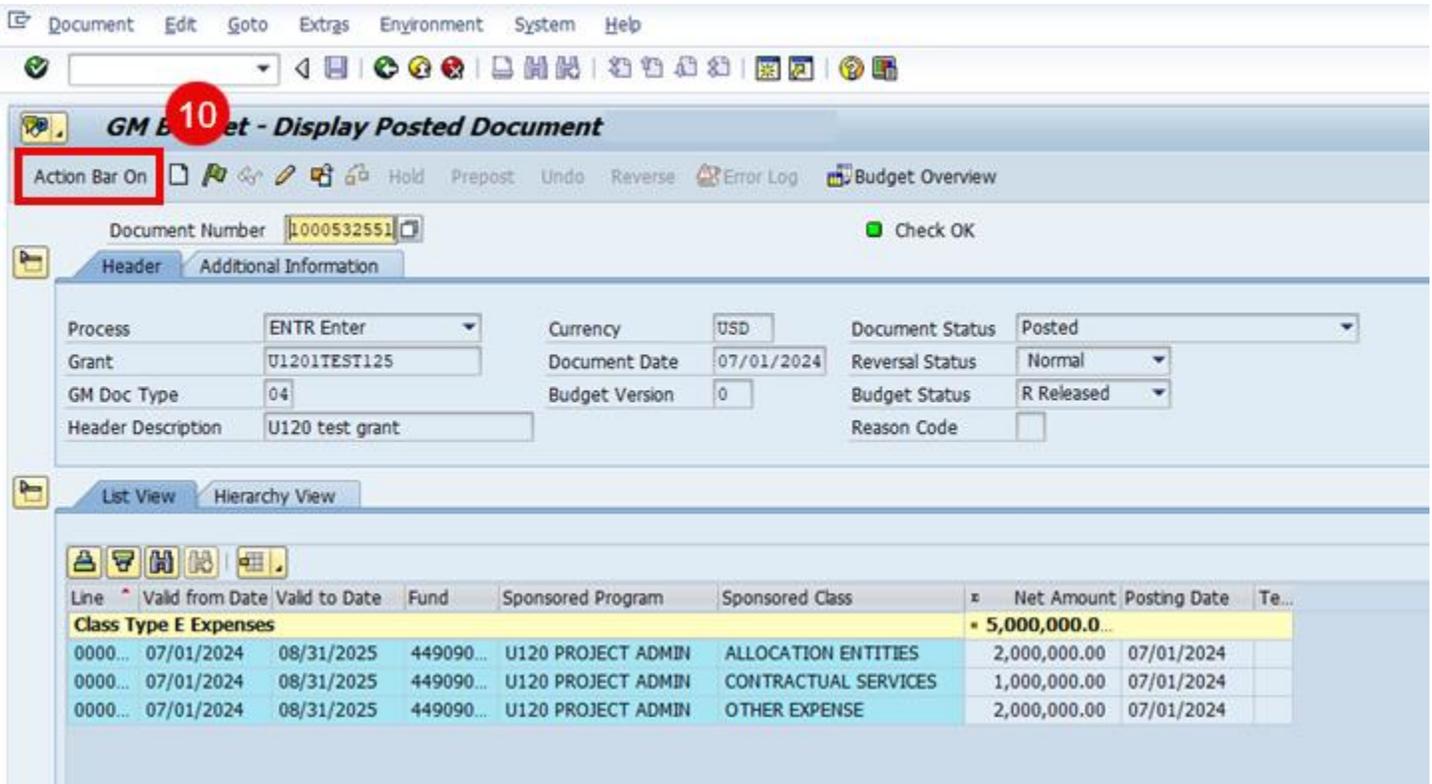
Production SAP Logon Custo...ers

9. In the Command field, enter transaction code **GM_DISPLAY_BUDGET** and press **Enter** on the keyboard.

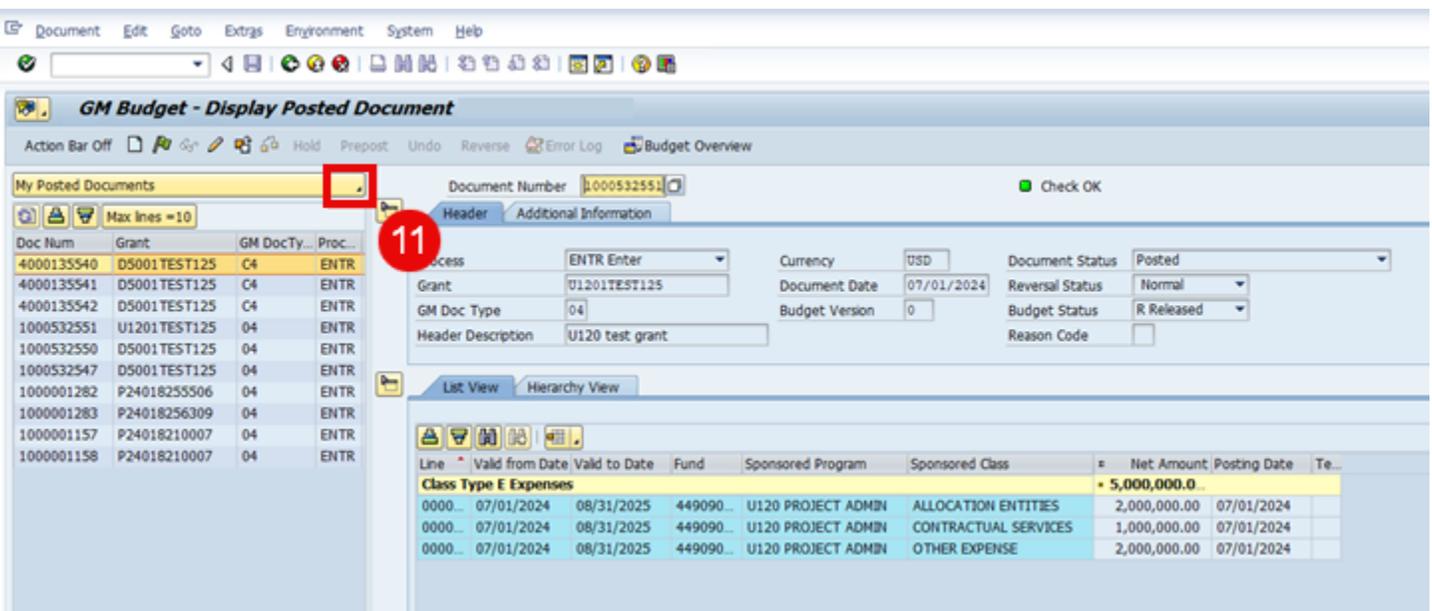


Transaction – Display GM Budget Document

10. Click the **Action Bar On** button.

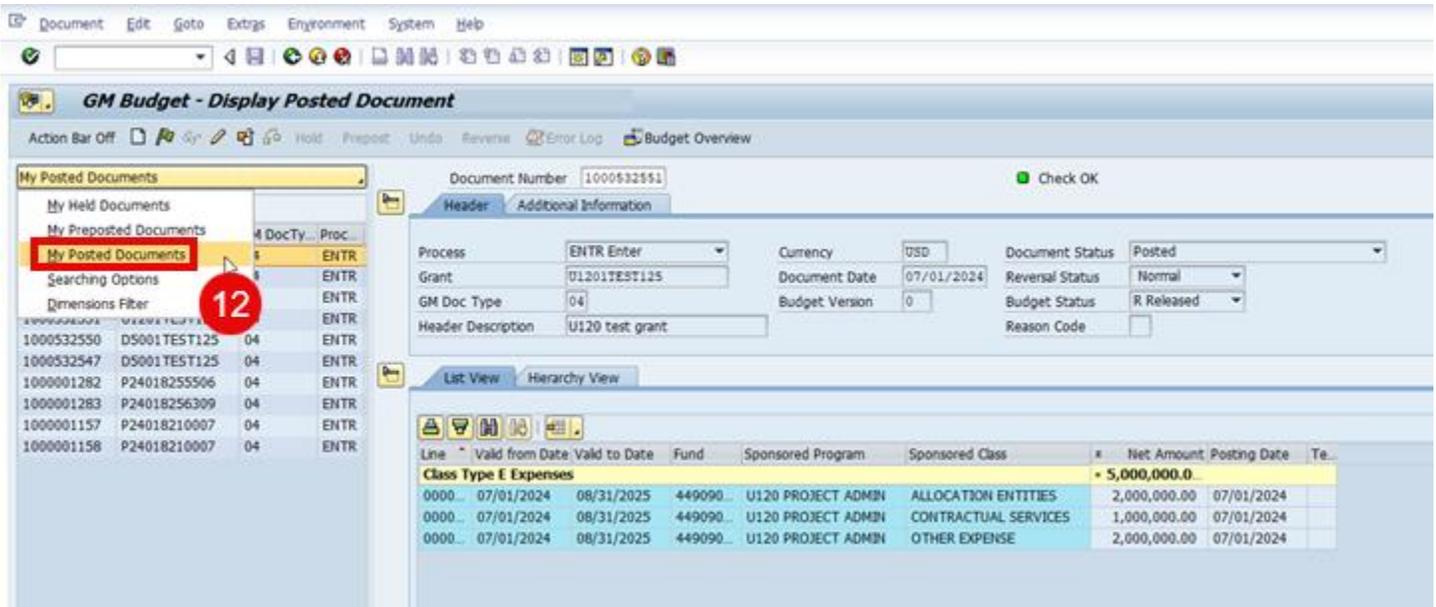


11. The left side of the screen shows the GM budget documents processed with the corresponding document status (e.g., Held, Posted). Click the bottom right corner of the yellow bar to view more options.

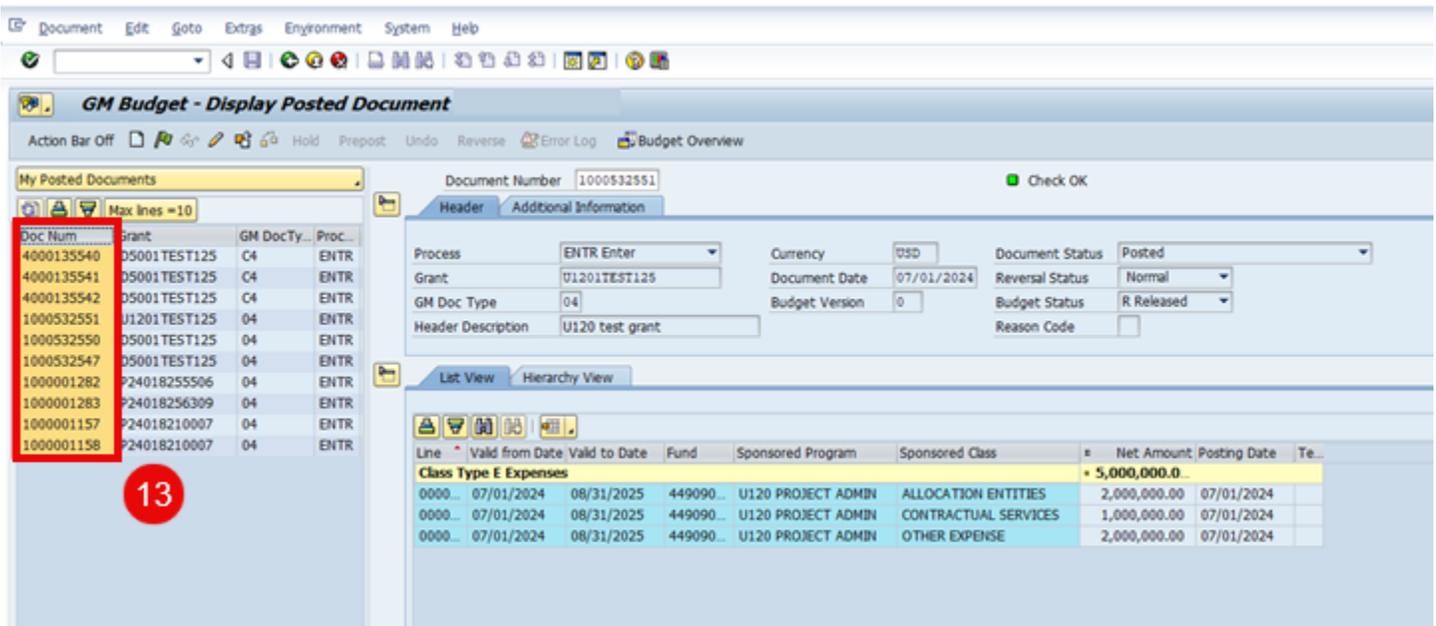


Transaction – Display GM Budget Document

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

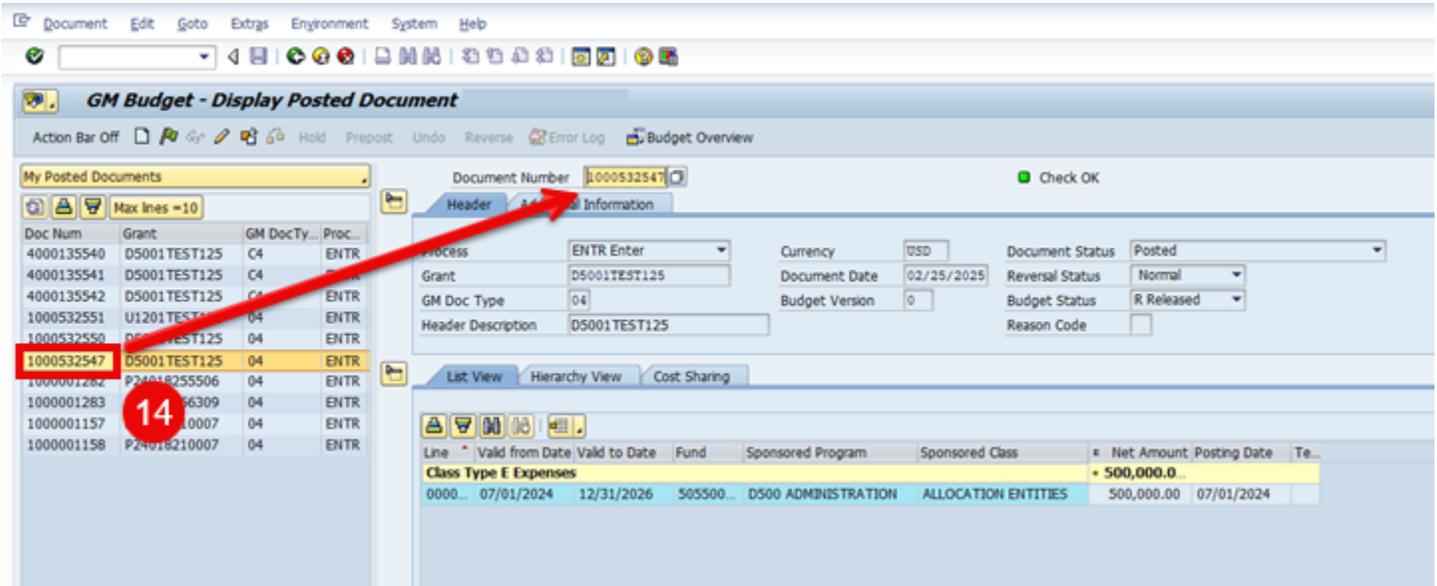


13. A list of the posted GM budget documents displays under the **Doc Num** column.

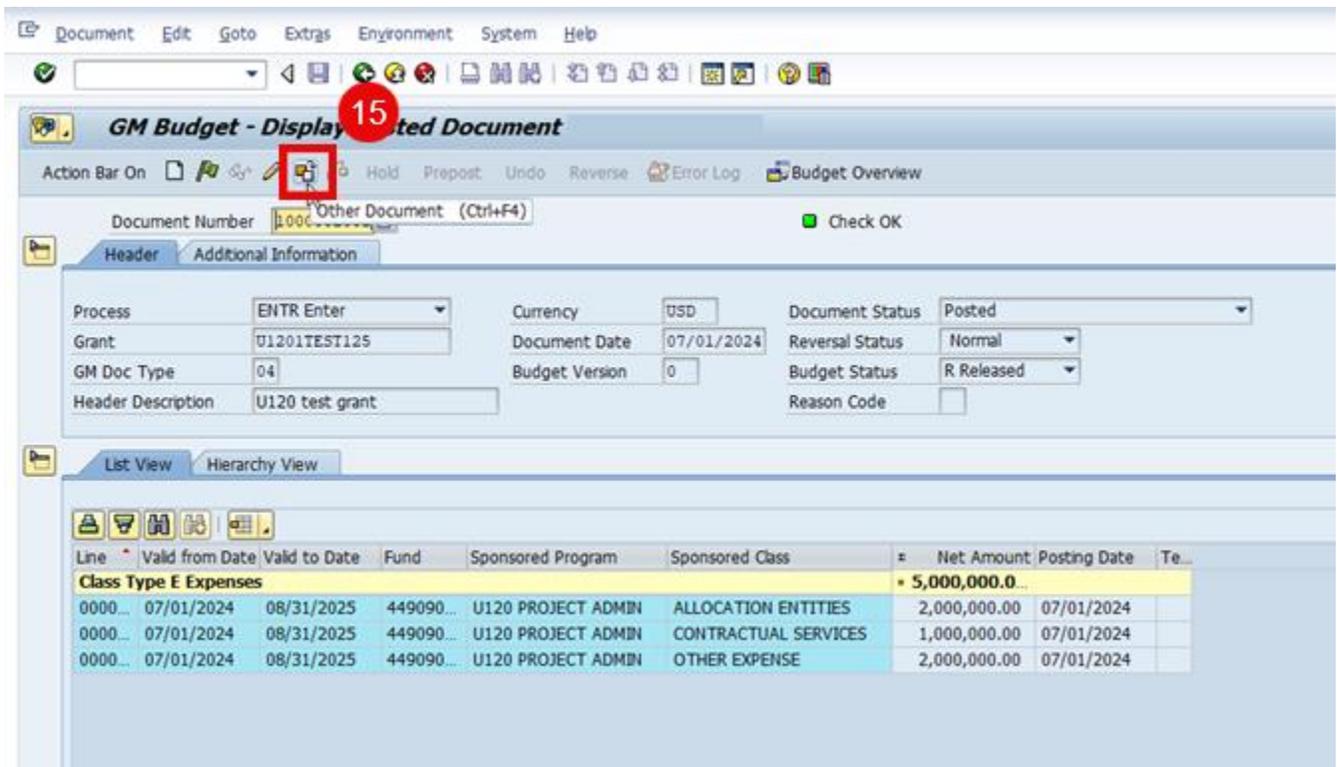


Transaction – Display GM Budget Document

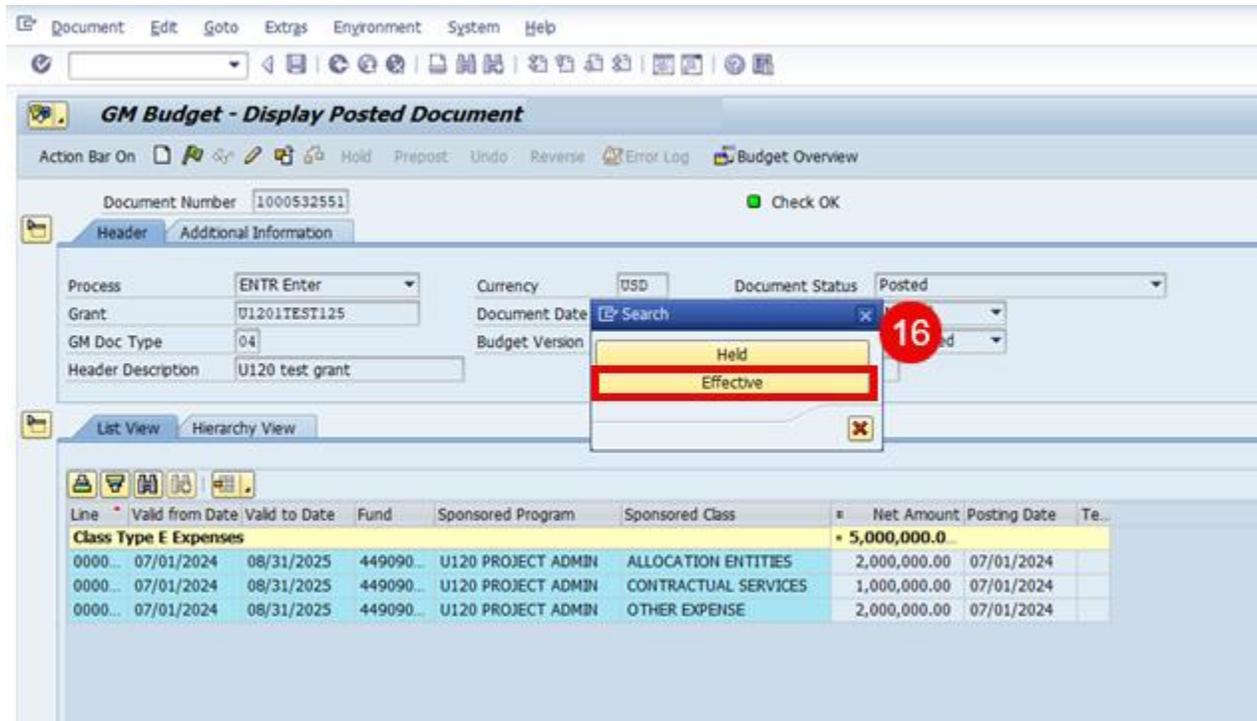
14. Double click the budget document number to be displayed. The document will appear to the right of the Action Bar.



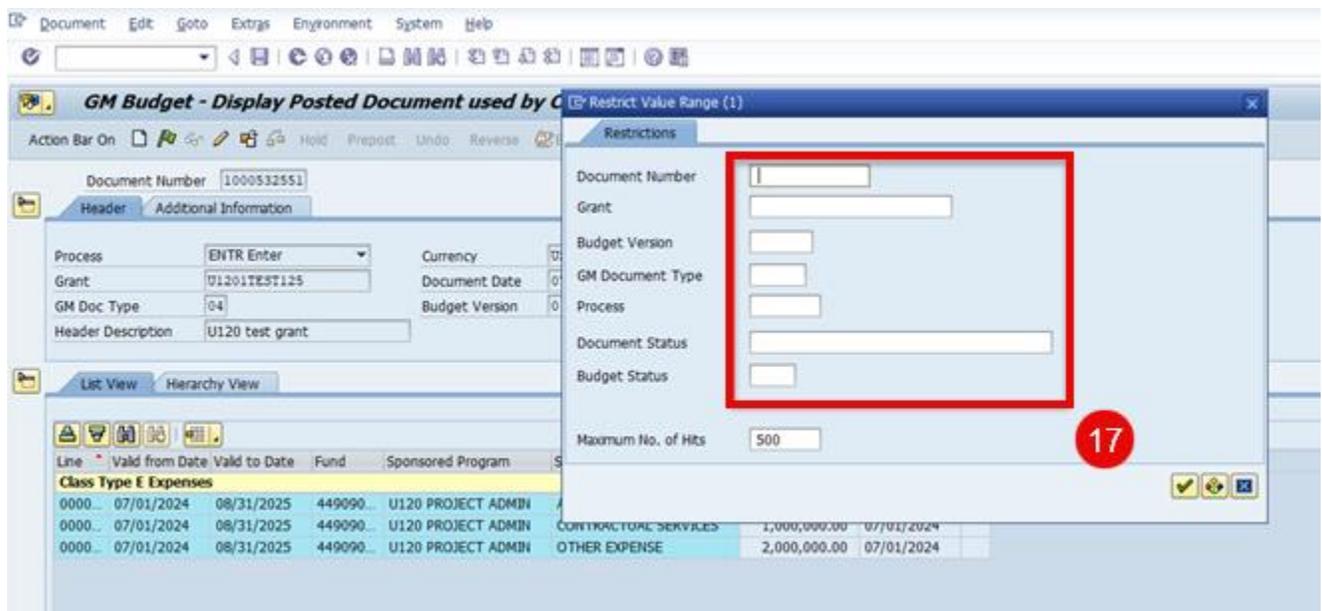
15. Another option to view GM budget documents – if numerous budget documents have been previously processed – is to click the **Other Document** icon.



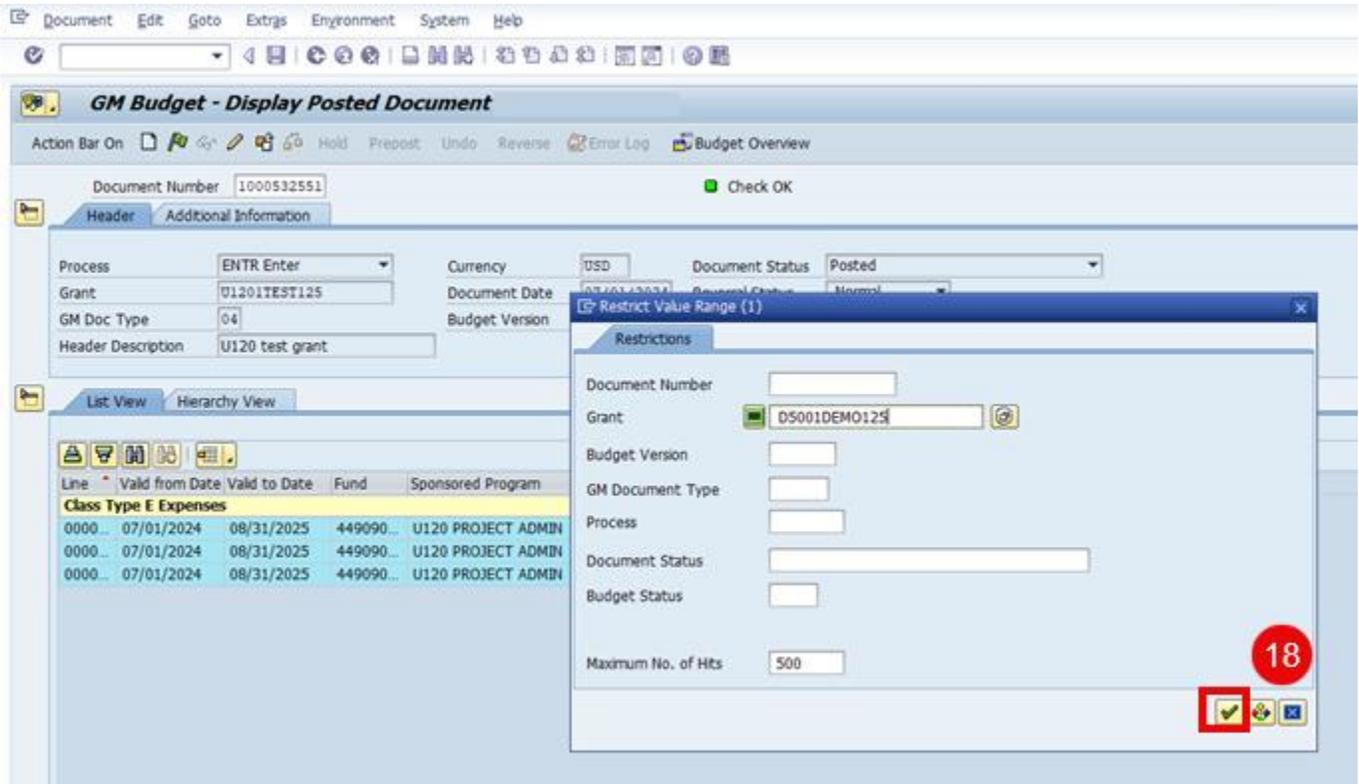
16. When the pop-up screen displays, click the **Effective** button to view posted GM budget documents.



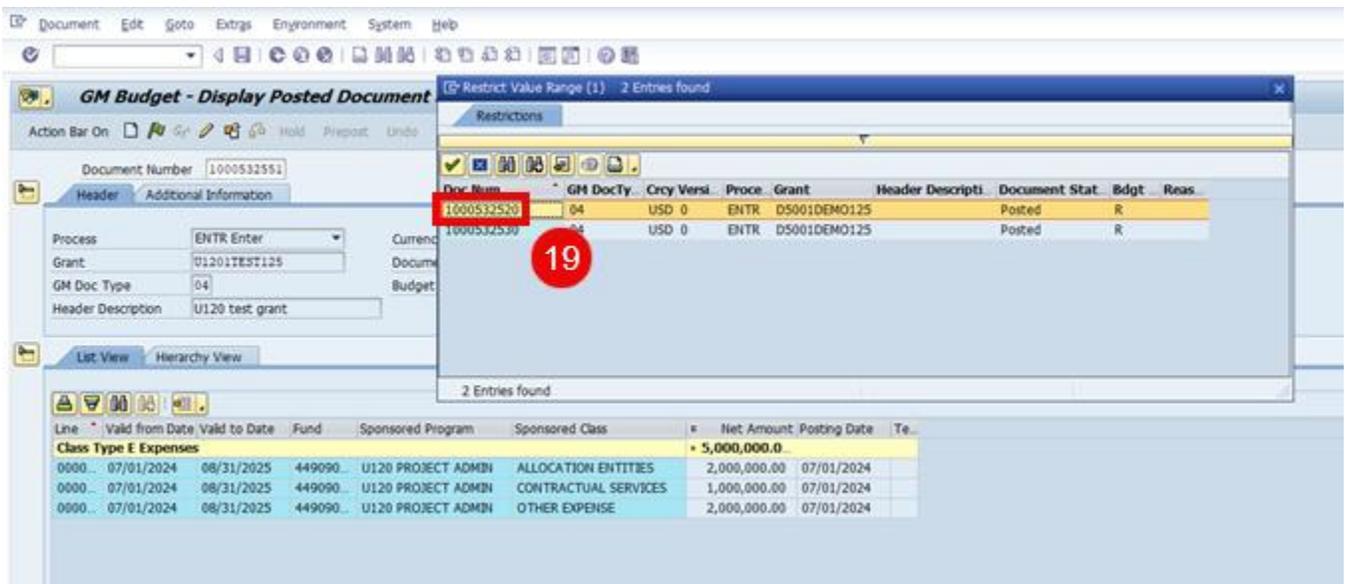
17. A pop-up screen displays where values such as **Grant**, **GM Document Type** and **Process** can be entered.



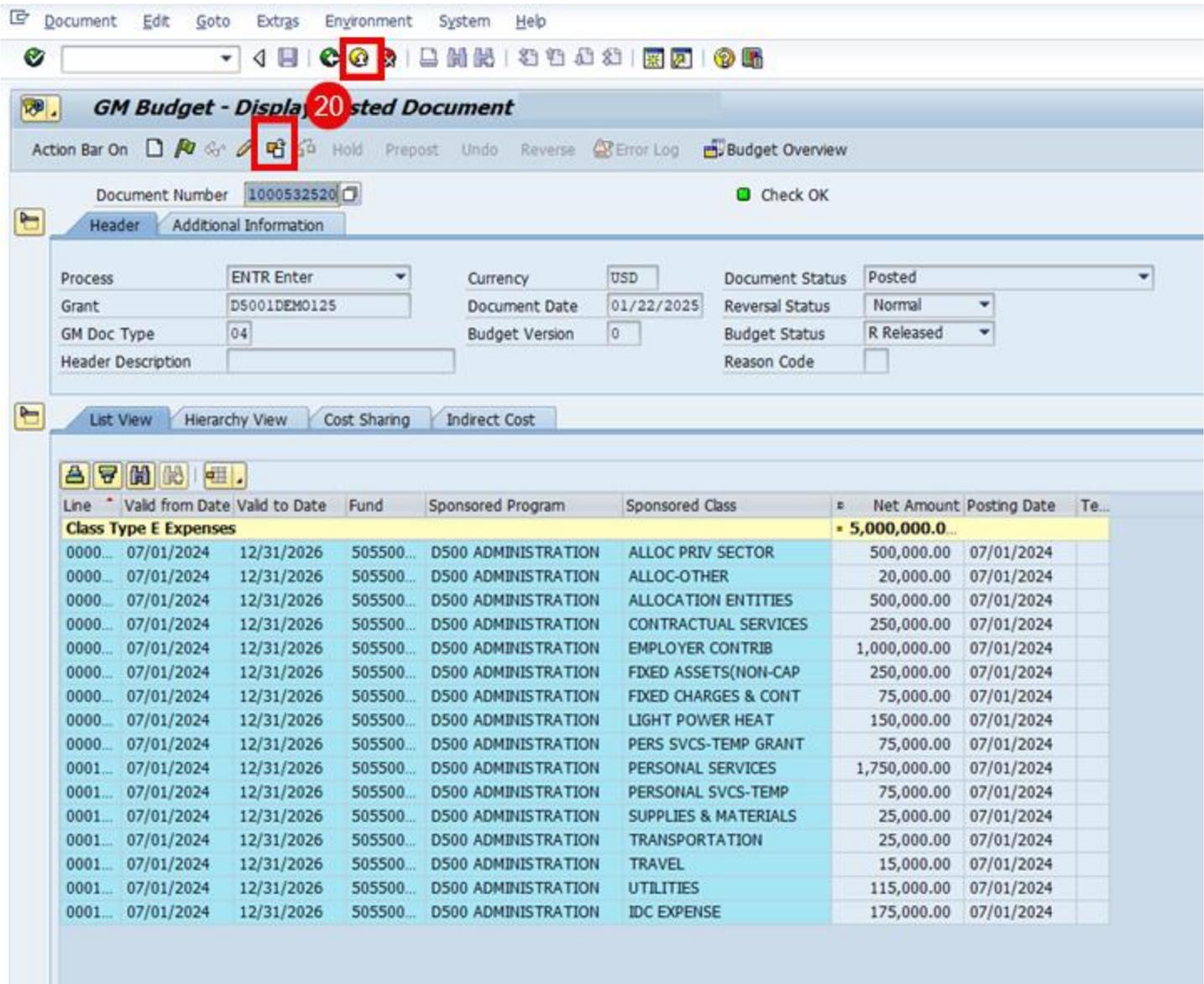
18. Once the values are entered, press **Enter** on the keyboard or click the **Start Search (ENTER)** icon to view the related budget documents.



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



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.



Document Number: 1000532520

Process: ENTR Enter, Grant: D5001DEM0125, GM Doc Type: 04, Document Date: 01/22/2025, Budget Version: 0, Document Status: Posted, Reversal Status: Normal, Budget Status: R Released, Reason Code:

Line	Valid from Date	Valid to Date	Fund	Sponsored Program	Sponsored Class	Net Amount	Posting Date	Te...
Class Type E Expenses						5,000,000.00		
0000...	07/01/2024	12/31/2026	505500...	D500 ADMINISTRATION	ALLOC PRIV SECTOR	500,000.00	07/01/2024	
0000...	07/01/2024	12/31/2026	505500...	D500 ADMINISTRATION	ALLOC-OTHER	20,000.00	07/01/2024	
0000...	07/01/2024	12/31/2026	505500...	D500 ADMINISTRATION	ALLOCATION ENTITIES	500,000.00	07/01/2024	
0000...	07/01/2024	12/31/2026	505500...	D500 ADMINISTRATION	CONTRACTUAL SERVICES	250,000.00	07/01/2024	
0000...	07/01/2024	12/31/2026	505500...	D500 ADMINISTRATION	EMPLOYER CONTRIB	1,000,000.00	07/01/2024	
0000...	07/01/2024	12/31/2026	505500...	D500 ADMINISTRATION	FIXED ASSETS(NON-CAP	250,000.00	07/01/2024	
0000...	07/01/2024	12/31/2026	505500...	D500 ADMINISTRATION	FIXED CHARGES & CONT	75,000.00	07/01/2024	
0000...	07/01/2024	12/31/2026	505500...	D500 ADMINISTRATION	LIGHT POWER HEAT	150,000.00	07/01/2024	
0000...	07/01/2024	12/31/2026	505500...	D500 ADMINISTRATION	PERS SVCS-TEMP GRANT	75,000.00	07/01/2024	
0001...	07/01/2024	12/31/2026	505500...	D500 ADMINISTRATION	PERSONAL SERVICES	1,750,000.00	07/01/2024	
0001...	07/01/2024	12/31/2026	505500...	D500 ADMINISTRATION	PERSONAL SVCS-TEMP	75,000.00	07/01/2024	
0001...	07/01/2024	12/31/2026	505500...	D500 ADMINISTRATION	SUPPLIES & MATERIALS	25,000.00	07/01/2024	
0001...	07/01/2024	12/31/2026	505500...	D500 ADMINISTRATION	TRANSPORTATION	25,000.00	07/01/2024	
0001...	07/01/2024	12/31/2026	505500...	D500 ADMINISTRATION	TRAVEL	15,000.00	07/01/2024	
0001...	07/01/2024	12/31/2026	505500...	D500 ADMINISTRATION	UTILITIES	115,000.00	07/01/2024	
0001...	07/01/2024	12/31/2026	505500...	D500 ADMINISTRATION	IDC EXPENSE	175,000.00	07/01/2024	

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