

# **SCEIS Grant Budget Upload Instruction Guide**

## Document History

Version No.	Version Date	Summary of Changes	Author(s)
001	4/9/25	Initial Draft	Daphne Shook / Connie Reyes
002	8/5/25	Reformatting and content updates	Daphne Shook / Connie Reyes

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# 1 Introduction

## 1.1 Overview

This transaction (**ZGMBGTLOAD**) enables users to upload their Grant budgets in the South Carolina Enterprise Information System (SCEIS). Grant budgets will be entered using Grants Management (GM) master data objects such as Grant, Fund, Sponsored Program and Sponsored Class. Effective **August 2025**, GM budgets will be processed and maintained solely in the GM module.

## 1.2 Purpose and Objectives

The **ZGMBGTLOAD** transaction provides Grant users with an alternative option to upload Grant budgets instead of the manual process through transaction GM\_CREATE\_BUDGET:

- a. This transaction streamlines the process of uploading Grants budgets, enabling agencies with large, complex grants to do so more quickly than with the manual method.
- b. This transaction can be used to post many documents (e.g., at the beginning of a new fiscal year) in a shorter timeframe.
- c. Grant users may find this upload process easier than the manual budget transaction option.

## 1.3 Impacted Audience

Agencies using the Grants Management (GM) module.

## 2 Grant Budgeting

Grant budgets can be entered once the funding is approved and awarded to the respective entities. In GM, this budget is entered using a combination of Grant, Document Type, Budgeting Process and Document Date.

### 2.1 GM Budgeting Processes

Available GM Budgeting Processes are outlined below (the value in the parentheses indicates the “Process” to be entered on the GM budget template):

- a. Enter (**ENTR**) – This process creates the Grant budget. Only absolute amounts should be assigned.
- b. Supplement (**SUPL**) – This process is the same as ENTR but is intended to show a subsequent increase to the Grant budget (as opposed to an initial budget load). Only absolute amounts should be assigned.
- c. Return (**RETN**) – This process is the opposite of ENTR and reduces the Grant budget. Only absolute amounts should be assigned.
- d. Transfer (**TRAN**) – This process moves amounts from one combination of GM objects (Grant/Fund/Sponsored Program/Sponsored Class) to another. A negative sign (“-“) must be placed in front of the amounts from which funds will be transferred. Additionally, the line items in a TRAN document must net to zero. When using the TRAN process, you are transferring across GM objects. For example, you can move a budget from 50550000/H999 ADMINISTRATION/UTILITIES to 50550000/H999 ADMINISTRATION/SUPPLIES & MATERIALS (i.e., only GM objects are impacted when posting a transfer budget).
- e. Passthrough Transfer (**PTRN**) – This process transfers budget from the Primary Grant to Sub-Grants. Only absolute amounts should be assigned.
- f. Passthrough Transfer Return (**PRTN**) – This process returns budget from Sub-Grants to the Primary Grant. Only absolute amounts should be assigned.

### 2.2 GM Budget Document Types

There are three GM budget document types (the value in the parentheses indicates the “Budget Document Type” to be entered on the GM budget template):

- a. Sponsor Funded (**04**) – This document type represents the Sponsor’s funding and is used with the following GM budgeting processes: Enter (ENTR), Supplement (SUPL), Transfer (TRAN) or Return (RETN).

- b. **Cost Sharing (C4)** – This document type represents the State’s contribution/match to the Sponsor’s funding and is used with the following GM budgeting processes: Enter (ENTR), Supplement (SUPL), Transfer (TRAN) or Return (RETN).
- c. **Passthrough (P4)** – This document represents passthrough funding between the Primary Grant (Incoming) and Sub-Grants (Outgoing) and is used with the GM budgeting processes of Passthrough Transfer (PTRN) or Passthrough Transfer Return (PRTN).
- In the first field for every line item of the Grant’s passthrough document, enter the Incoming (Primary) Grant value. This document type functionally moves budget from the Incoming Grant to the Outgoing Grants.
  - When the line item relates to a movement **from** the Incoming Grant, use its objects (e.g., Fund, Sponsored Program, etc.) and leave the Sub-Grant field blank.
  - When a line item relates to a movement **to** an outgoing (Sub) Grant, keep the Incoming (Primary) Grant in the first column, enter the Sub-Grant in the Sub-Grant field, and enter the objects related to the Sub-Grant (the Sub-Grant’s Fund, Sponsored Program, etc.).
  - Do **NOT** use any negative signs in the amount field to represent a movement from the Incoming Grant since the program knows what to do with pluses and minuses.

Below is an example of how to enter Passthrough budgets on the upload template:

Grant	Budget Doc			Header Description	Bud Val Nbr	Posting		Fund	Spon Pgm	Spon Class	Amount	Sub-Grant
	Type	Process	Doc Date			Date						
P24011111109	P4	PTRN	20100105	PT transfer	010	20090101	50550000	P240 GIGGING	ALLOCATION ENTITIES	100		
P24011111109	P4	PTRN	20100105	PT transfer	010	20090101	50550P00	P240 GIGGING	ALLOCATION ENTITIES	100		P2405AGENC09
P24011111109	P4	PTRN	20100105	PT transfer	010	20090101	50550000	P240 ADMINISTRATION	ALLOCATION ENTITIES	200		
P24011111109	P4	PTRN	20100105	PT transfer	010	20090101	50550P00	P240 ADMINISTRATION	ALLOCATION ENTITIES	50		P2405AGENC09
P24011111109	P4	PTRN	20100105	PT transfer	010	20090101	55420P00	P240 ADMINISTRATION	ALLOCATION ENTITIES	150		P2405SUB0109
P2401PRIM110	P4	PRTN	20100105	Return bud to primary	010	20090801	50550000	P240 EDUCATION	ALLOCATION ENTITIES	8500		
P2401PRIM110	P4	PRTN	20100105	Return bud to primary	010	20090801	50550000	P240 EDUCATION	ALLOC OTH ST AGY	2200		
P2401PRIM110	P4	PRTN	20100105	Return bud to primary	010	20090801	50550000	P240 EDUCATION	ALLOCATION ENTITIES	8500		P2405NCSUB10
P2401PRIM110	P4	PRTN	20100105	Return bud to primary	010	20090801	50550000	P240 EDUCATION	ALLOC OTH ST AGY	2200		P2404AGENC10

## 3 Grant Budget Template

### 3.1 Field Attributes and Notes

The field definitions below indicate which fields are required or optional on the template and related notes:

Description	Required (R)/ Optional (O)	File Field Length	Field-specific Notes
Grant	R	12	Repeat the Grant number for every line item of the Grant's budget document.  If this is a Passthrough Budget document, this will be the Primary Incoming Grant number.
Budget Document Type	R	2	04 – External Funding C4 – Cost Sharing P4 – Passthrough Funding (only if using SAP's Passthrough Funding functionality)  Repeat the Budget Document Type for every line item of the Grant's budget document.
GM Budgeting Process	R	4	ENTR: Enters the budget.  RETN: Returns the budget. Enter amounts as absolutes (positive amounts); the system will know to reduce budget.  SUPL: Supplements the budget (like ENTR) that was previously entered for a Grant.  TRAN: Transfers budget within a Grant (use a negative sign ('-') for the line items that reduce budget). The total budget document must net to \$0.00. Note, this budgeting process can only be used to move amounts across Sponsored Programs or Sponsored Classes and

Description	Required (R)/ Optional (O)	File Field Length	Field-specific Notes
			<p>cannot be used for budget moves that affect only FM objects (e.g., Fund).</p> <p>PTRN: Passthrough Transfer (use only with doc type 'P4'). Use this when pushing budget from the Primary Grant to Sub-Grants. Only absolute amounts should be assigned.</p> <p>PRTN: Passthrough Transfer Return (use only doc type 'P4'). Use this when returning budget from Sub-Grants to the Primary Grant. Only absolute amounts should be assigned.</p> <p>Repeat for every line item of the Grant's budget document.</p>
Document Date in the Document	R	8	<p>The format should be as follows: YYYYMMDD; this is the date at the header level of the budget document.</p> <p>Suggestion: use today's date.</p> <p>Repeat for every line item of the Grant's budget document.</p>
Header Description	O	50	<p>Free text.</p> <p>Repeat for every line item of the Grant's budget document if used.</p>
Budget Validity Number	R	3	<p><del>Only used</del> Generally used if you have multiple Budget Validity Periods (BVPs) on a grant (which is uncommon). If there are no multiple BVPs, the value should be "010". (Note, the leading zero must be included.)</p> <p>Repeat for every line item of the Grant's budget document.</p>



Description	Required (R)/ Optional (O)	File Field Length	Field-specific Notes
Posting Date in the Document	R	8	<p>The format should be as follows: YYYYMMDD; this is the date at the line item level in the GM objects section.</p> <p>The Posting Date must be within the Grant's validity date range.</p> <p>Suggestion: use the start date of the Grant or today's date.</p>
Fund	R	8	For "04" Document Types (Sponsor Funded), this value should only be an External Fund (e.g., 50550000). For "C4" Document Types (Cost Sharing), this value should only be an Internal Fund (e.g., 10010000, 30350000).
Sponsored Program	R	20	Must be upper case/capitalized (e.g., D500 ADMINISTRATION).
Sponsored Class	R	20	Must be upper case/capitalized (e.g., ALL EXPENSES).
Amount	R	17	<p>The format of the Amount is as follows: XXXXXXXXXXXXXXXX.XX</p> <p>Note, <b>NO COMMAS</b>.</p>
Sub-Grant	O	12	If Budget Document Type = "P4" (Passthrough), enter the associated Sub (Outgoing) Grant value.

## 3.2 Budgeting Scenarios

When populating the template, divide certain transactions into separate budget uploads as the module does not automatically determine the order in which to process lines. For example, users are unable to do a Return (RETN), a Passthrough Transfer Return (PRTN) and an Enter (ENTR) on the same document if the ENTR-related budget lines were dependent on the RETN-related budget lines processed first. The formatting and order of the budgeting processes may require some trial and error until familiarity is achieved with the appropriate scenarios.

The ENTR and the PTRN line items can be on the same document.

See the file below for valid scenarios when sufficient budget is available (double click icon to open file).



GM\_Budgeting\_Scenarios (Revised).xlsx

### 3.3 Template Format / Examples

The Grant budget file structure has Header and Grant object information for every line item. The upload program rolls up the data appropriately and posts it. Reference the following template (double click icon to open file):



Sample%20Grant%20Budget%20Upload

Consider the following grant budget scenarios:

- a. Lines 2-4: This document is a straightforward, three-line ENTR document, creating a total of \$600 of budget on the grant.

1	Budget Doc		Process	Doc Date	Header Description	Bud Val Nbr	Posting		Fund	Spon Pgm	Spon Class	Amount	Sub-Grant
	Grant	Type					Date						
2	P2401ABCDE09	04	ENTR	20100105	Orig Budget	010	20090101	50550000	P240 OUTREACH	PERSONAL SERVICES	300		
3	P2401ABCDE09	04	ENTR	20100105	Orig Budget	010	20090101	50550000	P240 OUTREACH	EMPLOYER CONTRIB	200		
4	P2401ABCDE09	04	ENTR	20100105	Orig Budget	010	20090101	50550000	P240 SECURITY	CONTRACTUAL SERVICES	100		

- b. Lines 5-6: This document is a simple cost sharing budget document (Document Type “C4” and Internal Fund 10010000).

1	Budget Doc		Process	Doc Date	Header Description	Bud Val Nbr	Posting		Fund	Spon Pgm	Spon Class	Amount	Sub-Grant
	Grant	Type					Date						
5	P2401ABCDE09	C4	ENTR	20100105	Orig Cost Share Bud	010	20090101	10010000	P240 SECURITY	CONTRACTUAL SERVICES	200		
6	P2401ABCDE09	C4	ENTR	20100105	Orig Cost Share Bud	010	20090101	10010000	P240 SECURITY	TRAVEL	500.5		

- c. Lines 7-11: This document is a passthrough transfer. It is moving \$100 from the Primary Grant (P24011111109) and Sponsored Program P240 GIGGING to Sub-Grant P2405AGENC09 and \$200 from the Primary Grant and Sponsored Program P240 ADMINISTRATION to Sub-Grants P2405AGENC09 and P2405SUB0109 (*Note, there are no negative signs in the amount field.*)

	Budget Doc					Posting								
1	Grant	Type	Process	Doc Date	Header Description	Bud Val Nbr	Date	Fund	Spon Pgm	Spon Class	Amount	Sub-Grant		
7	P24011111109	P4	PTRN	20100105	PT transfer	010	20090101	50550000	P240 GIGGING	ALLOCATION ENTITIES	100			
8	P24011111109	P4	PTRN	20100105	PT transfer	010	20090101	50550P00	P240 GIGGING	ALLOCATION ENTITIES	100	P2405AGENC09		
9	P24011111109	P4	PTRN	20100105	PT transfer	010	20090101	50550000	P240 ADMINISTRATION	ALLOCATION ENTITIES	200			
10	P24011111109	P4	PTRN	20100105	PT transfer	010	20090101	50550P00	P240 ADMINISTRATION	ALLOCATION ENTITIES	50	P2405AGENC09		
11	P24011111109	P4	PTRN	20100105	PT transfer	010	20090101	55420P00	P240 ADMINISTRATION	ALLOCATION ENTITIES	150	P2405SUB0109		

- d. Lines 12-14: This document is a budget transfer. It is moving \$4,000 of SUPPLIES & MATERIAL from one Sponsored Program to two others (*Note, the "From Amount" has a negative sign ("-") in front of the value.*)

		Budget Doc					Posting							
1	Grant	Type	Process	Doc Date	Header Description	Bud Val Nbr	Date	Fund	Spon Pgm	Spon Class	Amount	Sub-Grant		
12	P2401TTTT09	04	TRAN	20100105		010	20090701	50550000	P240 ADMINISTRATION	SUPPLIES & MATERIALS	-4000			
13	P2401TTTT09	04	TRAN	20100105		010	20090701	50550000	P240 GIGGING	SUPPLIES & MATERIALS	3000			
14	P2401TTTT09	04	TRAN	20100105		010	20090701	50550000	P240 SECURITY	SUPPLIES & MATERIALS	1000			

- e. Lines 15-16: This document is a simple example of a Cost Sharing budget using the SUPL process.

		Budget Doc				Posting									
1	Grant	Type	Process	Doc Date	Header Description	Bud Val Nbr	Date	Fund	Spon Pgm	Spon Class	Amount	Sub-Grant			
15	P2403ZZZZ09	C4	SUPL	20100105	Addl Budget	010	20090701	10010000	P240 ADMINISTRATION	PERSONAL SERVICES	10000				
16	P2403ZZZZ09	C4	SUPL	20100105	Addl Budget	010	20090701	10010000	P240 ADMINISTRATION	EMPLOYER CONTRIB	3500				

- f. Line 17: This document is a simple example of a RETN budget. Note, the amount is an absolute (i.e., no negative sign is required). This line item will result in a budget reduction of \$4200.50.

Budget Doc													
1	Grant	Type	Process	Doc Date	Header Description	Bud Val Nbr	Posting	Date	Fund	Spon Pgm	Spon Class	Amount	Sub-Grant
17	P2403ZZZZ09	04	RETN	20100105	Addl Budget	010	20090701	51530000	P240 MARKETING		SUPPLIES & MATERIALS	4200.50	

- g. Lines 18-21: This document is a Passthrough Return budget document. It is returning budget from Sub-Grants to their Primary Grant. Note, the amounts are also absolute. The system infers the positives and negatives based on the type of grant. (For this PRTN process, Primary Grants are positive budget line items and Sub-Grants are negative budget line items.)

	Budget Doc					Posting							
1	Grant	Type	Process	Doc Date	Header Description	Bud Val Nbr	Date	Fund	Spon Pgm	Spon Class	Amount	Sub-Grant	
18	P2401PRIM110	P4	PRTN	20100105	Return bud to primary	010	20090801	50550000	P240 EDUCATION	ALLOCATION ENTITIES	8500		
19	P2401PRIM110	P4	PRTN	20100105	Return bud to primary	010	20090801	50550000	P240 EDUCATION	ALLOC OTH ST AGY	2200		
20	P2401PRIM110	P4	PRTN	20100105	Return bud to primary	010	20090801	50550000	P240 EDUCATION	ALLOCATION ENTITIES	8500	P2405NCSUB10	
21	P2401PRIM110	P4	PRTN	20100105	Return bud to primary	010	20090801	50550000	P240 EDUCATION	ALLOC OTH ST AGY	2200	P2404AGENC10	

### 3.4 Expected Outputs

Every unique combination of Grant, Budget Document Type, GM Budgeting Process and Document Date in the file will result in a new budget document.

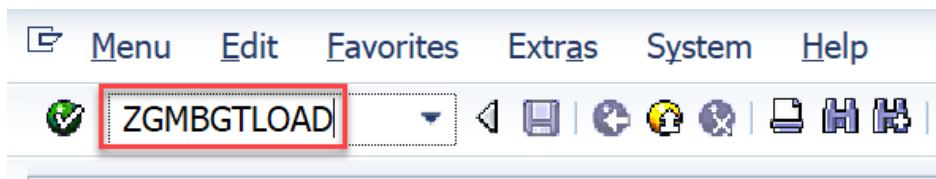
There are three types of budget documents created:

- a. Externally funded [Document Type “04” (Sponsor Funded)] – budgeting for External Funds (e.g., 50550000).
- b. Internally funded [Document Type “C4” (Cost Sharing)] – budgeting for Internal Funds (cost matching involving Funds such as 10010000, 30350000, etc.). There are some exceptions to this scenario where SCEIS had to create “P” funds and assign them as “Internal” Fund Types for passthrough grants.
- c. Passthrough [Document Type “P4” (Passthrough)] – budgeting for Passthrough Funds. These documents are *only* for those agencies that are using the SAP GM passthrough functionality. This document transfers budget from the Incoming (Primary) Grant to its Outgoing (Sub) Grants.

## 4 Program Execution

### 4.1 Transaction Code

The custom transaction code for the grant budget upload program is “ZGMBGTLOAD”.



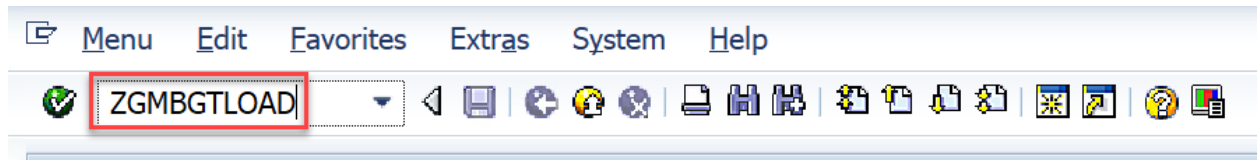
### 4.2 Procedures

#### 4.2.1 Prerequisites

Create a budget upload template. (See instructions referenced in Section 3.)

#### 4.2.2 Steps

- a. Once the budget upload template has been prepared per the instructions, copy the budget line items (**exclude the column headings**) to a text file (preferably using Notepad).
- b. Enter the transaction **ZGMBGTLOAD** in the Command field:



- c. Enter the **Business Area** or select from the dropdown:

 A screenshot of the 'Upload GM Grant Budgets into SAP' dialog box. The dialog has a title bar with 'Program', 'Edit', 'Goto', 'System', and 'Help' menus. Below the title bar is a toolbar. The main area is divided into sections: 'Load', 'Input', and 'Options'. In the 'Load' section, there is a 'Business Area' field with a dropdown arrow, highlighted by a red rectangular box. In the 'Input' section, there is a 'File path' field with a checkbox. In the 'Options' section, there are two radio buttons: 'Test Load GM Budgets' (selected) and 'Load GM Budgets'.

- d. Enter the **File path** or use the dropdown to select the Grant budget file:

**Upload GM Grant Budgets into SAP**

Load  
Business Area: E200

Input  
File path: [Yellow box with file path icon]

Options  
☒ Test Load GM Budgets  
☐ Load GM Budgets

- e. Select the radio button for **Test Load GM Budgets**:

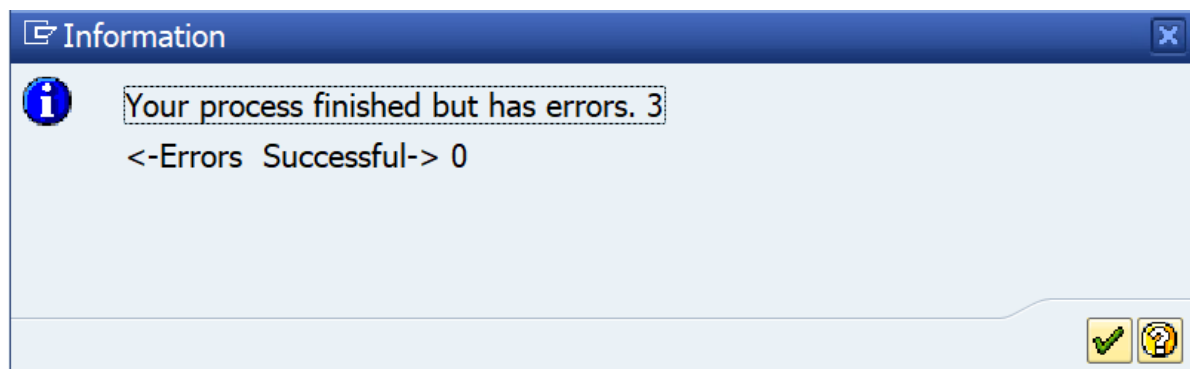
**Upload GM Grant Budgets into SAP**

Load  
Business Area: E200


Input  
File path: Q:\SCEIS Finance Team\GM\FM-GM Enhancements\E5D Sub...

Options  
☒ Test Load GM Budgets  
☐ Load GM Budgets

- f. Once the test run has been executed, you will either get a message that the transaction processed without errors or an output log showing the lines that encountered errors. Below is an example in which errors occurred:



- g. If there are errors, press **Enter** to view the details. The screen will display the line items for which errors occurred. Note, the messages will differ based on the error(s) generated.

Upload GM Grant Budgets into SAP												
												
User ID : System : E5Q / 010 Program : ZFI_ALL_CNV_GM_CREATE_BUDGET						South Carolina Enterprise Information Systems(SCEIS) Upload GM Grant Budgets into SAP (TESTRUN) Budget Edit Errors						
Grant	Typ	Proc	Doc	Date	VNO	Pst	Date	Fund	Sponsored Program	Sponsored Class	Amount	Sub Grant
E2001VOCA022	04	ENTR	20250210	10	20211001	50570000			E200 GRANTS	ALLOC-CONTR	5.036	
More than 2 Decimals Error Amount : 5.036												
E2001VOCA022	04	ENTR	20250210	10	20211001	50570000			E200 GRANTS	ALLOC-TRAVEL	5.036	
More than 2 Decimals Error Amount : 5.036												
E2001VOCA022	04	ENTR	20250210	10	20211001	50570000			E200 GRANTS	ALLOC MUNI-RESTRICTD	10.072	
More than 2 Decimals Error Amount : 10.072												
User ID : System : E5Q / 010 Program : ZFI_ALL_CNV_GM_CREATE_BUDGET						South Carolina Enterprise Information Systems(SCEIS) Upload GM Grant Budgets into SAP (TESTRUN) Budget Load Statistics						
Transactions Read :								3				
Transactions Consolidated :								0				
Transactions Processed Successfully :								0				
Transactions With Errors :								3				

- h. Click on the Grant number to execute transaction GMGRANTD (Display Grant Master – Incoming):

Upload GM Grant Budgets into SAP												
												
User ID : System : E5Q / 010 Program : ZFI_ALL_CNV_GM_CREATE_BUDGET						South Carolina Enterprise Information Systems(SCEIS) Upload GM Grant Budgets into SAP (TESTRUN) Budget Edit Errors						
Grant	Typ	Proc	Doc	Date	VNO	Pst	Date	Fund	Sponsored Program	Sponsored Class	Amount	Sub Grant
E2001VOCA022	04	ENTR	20250210	10	20211001			50570000	E200 GRANTS	ALLOC-CONTR	5.036	
More than 2 Decimals Error Amount : 5.036												
E2001VOCA022	04	ENTR	20250210	10	20211001			50570000	E200 GRANTS	ALLOC-TRAVEL	5.036	
More than 2 Decimals Error Amount : 5.036												
E2001VOCA022	04	ENTR	20250210	10	20211001			50570000	E200 GRANTS	ALLOC MUNI-RESTRICTD	10.072	
More than 2 Decimals Error Amount : 10.072												
User ID : System : E5Q / 010 Program : ZFI_ALL_CNV_GM_CREATE_BUDGET						South Carolina Enterprise Information Systems(SCEIS) Upload GM Grant Budgets into SAP (TESTRUN) Budget Load Statistics						
Transactions Read :						3						
Transactions Consolidated :						0						
Transactions Processed Successfully :						0						
Transactions With Errors :						3						

- i. Displaying the Grant will enable users to view what data (dates, master data, etc.) may need to be revised on the template:

**Display Grant Master E2001VOCA022 - Incoming**

Relationships Object Mapper Budget Overview

Grant  2022 VICTIMS OF CRIME ACT

Deletion Indicator ☐ Award ☒

General Data Reference Reporting Posting Budget Billing Dimensions

**Basic Data**













Grant Type	<input type="text" value="G1"/>	Federal
Company Code	<input type="text" value="SC01"/>	State of South Carolina
Sponsor	<input type="text" value="4000839"/>	U. S. Department of Justice
Authorization Group	<input type="text" value="E200"/>	ATTORNEY GENERAL
Award Type	<input type="text" value="OTH"/>	Other - Non Research & Development

**Description**

Name	<input type="text" value="2022 VOCA"/>
Description	2022 VICTIMS OF CRIME ACT

- j. Once the user has determined what errors need to be corrected, click on the **Back** icon to return to the previous screen:


Grant Edit Goto Extras Environment System Help



- k. Select the **Load GM Budgets** radio button and click on the **Execute** icon:

**Upload GM Grant Budgets into SAP**



**Load**

Business Area

**Input**

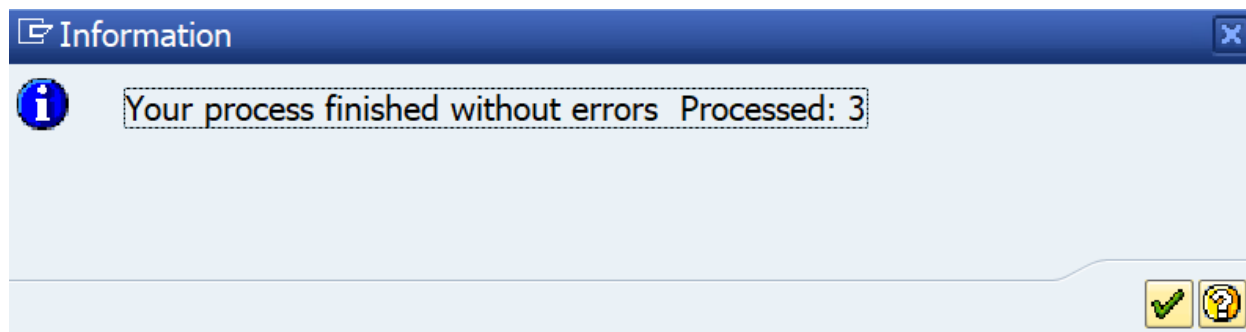
File path

**Options**

☐ Test Load GM Budgets

☒ **Load GM Budgets**

- l. If there are no errors, the following pop-up screen will display:



- m. Press **Enter** to continue. The screen will display a report of the GM budget document numbers that were successfully processed:

**Upload GM Grant Budgets into SAP**

User ID : South Carolina Enterprise Information Systems(SCEIS) Page: 1  
System : E5Q / 010 Upload GM Grant Budgets into SAP Run Date: 04/08/2025  
Program : ZFI\_ALL\_CHV\_GM\_CREATE\_BUDGET (POSTRUN) Budget Load Processed Documents Run Time: 14:06:01


Grant	Document #	Typ	Proc	Doc Date	VNO	Pst	Date	Fund	Sponsored Program	Sponsored Class	Amount	Sub Grant
E2001VOCA022	1000533655	04	ENTR	20250210	10	20211001	50570000	E200 GRANTS	ALLOC MUNI-RESTRICTD		10.0600	
E2001VOCA022	1000533655	04	ENTR	20250210	10	20211001	50570000	E200 GRANTS	ALLOC-CONTR		5.0300	
E2001VOCA022	1000533655	04	ENTR	20250210	10	20211001	50570000	E200 GRANTS	ALLOC-TRAVEL		5.0300	

User ID : South Carolina Enterprise Information Systems(SCEIS) Page: 1  
System : E5Q / 010 Upload GM Grant Budgets into SAP Run Date: 04/08/2025  
Program : ZFI\_ALL\_CHV\_GM\_CREATE\_BUDGET (POSTRUN) Budget Load Statistics Run Time: 14:06:01

Transactions Read :	3
Transactions Consolidated :	0
Transactions Processed Successfully :	3
Transactions With Errors :	0



q. Users are returned to the Budget Load Statistics screen:

Upload GM Grant Budgets into SAP													
													
User ID : _____				South Carolina Enterprise Information Systems(SCEIS)						Page: _____			
System : ESQ / 010				Upload GM Grant Budgets into SAP						Run Date: 04/08/2025			
Program : ZFI_ALL_CNV_GM_CREATE_BUDGET				(FOSTRUN) Budget Load Processed Documents						Run Time: 14:06:01			
Grant	Document #	Typ	Proc	Doc	Date	VNO	Pat	Date	Fund	Sponsored Program	Sponsored Class	Amount	Sub Grant
E2001VOCRA022	1000533655	04	ENTR	20250210	10	20211001	505700000	E200	GRANTS	ALLOC MUNI-RESTRICTD		10.0600	
E2001VOCRA022	1000533655	04	ENTR	20250210	10	20211001	505700000	E200	GRANTS	ALLOC-CONTR		5.0300	
E2001VOCRA022	1000533655	04	ENTR	20250210	10	20211001	505700000	E200	GRANTS	ALLOC-TRAVEL		5.0300	
User ID : _____				South Carolina Enterprise Information Systems(SCEIS)						Page: 1			
System : ESQ / 010				Upload GM Grant Budgets into SAP						Run Date: 04/08/2025			
Program : ZFI_ALL_CNV_GM_CREATE_BUDGET				(FOSTRUN) Budget Load Statistics						Run Time: 14:06:01			

r. Repeat the previous steps as needed if other grant budget documents are to be loaded.

### 4.2.3 Troubleshooting

If there are budget errors, perform an analysis and make the appropriate corrections. Once these tasks have been completed, recopy the updated lines to the Excel template and save as a Text (Tab delimited) file (\*.txt). Open the text file using Notepad and re-process the budget file. As a reminder, the header rows should be omitted from the text file that will be uploaded.

**Note:** Occasionally, there are errors that may be difficult to interpret. Use the following tips to assist in troubleshooting:

- Confirm there are no extra spaces/tabs/returns. Also check that none exist after the last entry on the last line of the file.
- Validate the values selected for fields like Sponsored Programs and Sponsored Classes are an exact match with the values in the system (e.g., check for any misspellings or extra characters/spaces that should not be entered).
- Ensure all values for the Grant, Sponsored Program and Sponsored Class are capitalized. (Note, this is not required for the Header Description.)
- Ensure there are no commas in the Amount fields and that the Amount figures have only two decimals (if used).