

## **BEX - 7.3 Quick User Guide**

#### Log into Citrix

https://sceisgateway.sc.gov/vpn/index.html

South Carolina Enterprise Information System	
	Welcome         Please log on to continue.         User name:         Password:         Password:         Sign up for self-service password? Click here Locked or forgotten password? Click here Change Password         Self Service Password Reset FAO         Log On

#### Choose BEX Analyzer



Details

BEX Analyzer 7-3



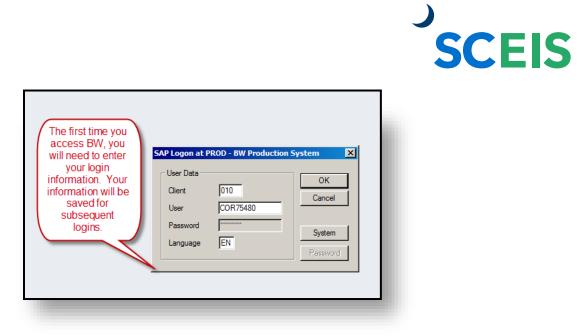
#### **Opening a Query**

- 1. Select Add Ins tab on the Excel Spreadsheet.
- 2. Click the "**Open**" icon
- 3. Select "Open Query..."

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File	Home	Insert	Page Layout	Formulas	Data	Review	View	v Add-Ins
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			en Query	<u> </u>				
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		- (*	f <sub>x</sub>					

The next screen shot will appear. Select the PROD – BW Production System and click "**OK**."

SAP Logon X
System Group Server Advanced
PROD - BW Production System
Use Selected System as Default
OK Cancel



#### How to Search for and Select a Query

- 1. Select "Roles."
- 2. Expand the appropriate folder by double-clicking on the folder. Choose the desired query.
- 3. Select "Open."

📳 Open	
Search in	[SAP_BW_USER_MENU] Roles 🔽 🗈 🔀 🕼 🕫 🕫 🗸
Find Find C History History T Favorites Roles InfoAreas	Name       Last Changed On         [YBI_EXE_QUERY-ALL] General Access to Execute Queries         [YBI_RPT_BUS_OBJ_HR_OM-GEN] Business Objects - HR OM         [YBI_RPT_BUS_OBJ_HR_PA-GEN] Business Objects - HR - PA         [YBI_RPT_BUS_OBJ_MM-GEN] Business Objects - MM         [YBI_RPT_FI_AP-GEN] Accounts Payable         [YBI_RPT_FI_AR-GEN] Accounts Receivable         [YBI_RPT_FI_AR-GEN] Accounts Receivable         [YBI_RPT_FI_GEN] Accounts Receivable         [YBI_RPT_FI_GEN] Accounts Receivable         [YBI_RPT_FI_GEN] Funds Management         [YBI_RPT_FI_GL-GEN] General Ledger         [YBI_RPT_FI_MINORITY-GEN] FI Minority Reports         [YBI_RPT_FI_PCA-GEN] Program Cost Allocation         [YBI_RPT_FI_SD-GEN] Sales and Distribution         [YBI_RPT_FI_SD-GEN] Sales and Distribution         [YBI_RPT_FI_RAVEL-GEN] Travel Reports         3         Name         Type

### Prompt Screen



## At this point, you can type in the criteria or use the what you want to filter by.

Select Values for Variables				
Available Variants	<u> </u>	8	🗙 🗉	
DATA_PROVIDER_1 - FM Budget vs Act		-	1	·
Fiscal Year (Single Value - Requir(*)	<u> </u>	Ο		Select Values for [0FISCYEAR]
Posting Period(*)	16 💌		16	Show 2 Single Values
Business Area	<u> </u>			Search
Funds Center	<u> </u>			Fiscal year
Fund				[2008]
Functional area	·			= [2009] = [2010]
Agency Appropriation				<b>=</b> [2011]
State Appropriation	<u> </u>			= [2012] = [2013] <b>3</b>
Grant Number Selection			(	=[2014]
Commitment Item Hierarchy	<u> </u>			
Non Statistical Postings	#		Not assigne	
GAAP Fund Code	<u> </u>			
GAAP Z Indicator				Direct Input
GAAP Budget Code	·	0		OK Cancel Help
			ОК	Cancel Check

### What the Query Will Look Like

	≌∼∣⊋ me Insert PageLavou	. Formulas	Data Data	View Add		FM	Budget vs Actual - Mice	osoft Excel										۵ (	,
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F	G	н	1	J	к	L	М	N	0	P	Q	R	S	т	U	V	/	W	
	FM Budget vs A	Actual																	
		Author	JGRANT		Status of Data	01/14/2014 06:03:59													
		Addior	JORMAN		Status of Data	01/14/2014 00:03:35													
Chart	Filter Information																		
	Table																		
	+	÷	\$	\$ >			¢ >		÷ •	÷									
	Fund	Commitment items	Original Budget	Budget Adjustments	Current Budget	MTD Actual Expense	YTD Actual Expense	Before	Commitments and Other Transactions	Remaining Balance									
	GENERAL FUND	501014	\$ 185.517.00	\$ 0.00	\$ 185.517.00			Commitments \$ 185,517.00		\$ 185.517.00									
		5010140000				\$ 7,729.87	\$ 92,758.44	-\$ 92,758.44		-\$ 92,758.44									
		501050 5010500000		\$ 408.00	\$ 408.00	\$ 140.00	\$ 140.00	\$ 408.00 -\$ 140.00		\$ 408.00 -\$ 140.00									
		501058	\$ 9,954,716.00	\$ 1,297,816.98	\$ 11,252,532.98	3 140.00	3 140.00	\$ 11,252,532.98		\$ 11,252,532.98									
		5010580000				\$ 410,322.36	\$ 4,870,032.49	-\$ 4,870,032.49	\$ 0.00	-\$ 4,870,032.49									
		501059 501060	\$ 1,491,187.00 \$ 1,225,911.00		\$ 0.00 \$ 2,185,135.00			\$ 0.00 \$ 2,185,135.00		\$ 0.00 \$ 2,185,135.00									
		5010600000	31,223,811.00	3 535,224.00	\$2,103,133.00	\$ 49,814.41	\$ 597,772.91	-\$ 597,772.91	\$ 0.00	-\$ 597,772.91									
		501061	\$ 870,000.00	-\$ 870,000.00	\$ 0.00			\$ 0.00		\$ 0.00									
		5010650001	\$ 497,182.00	\$ 5,762.02	\$ 502,944.02	\$ 10,011.94	\$ 120,143.28	-\$ 120,143.28 \$ 502,944.02		-\$ 120,143.28 \$ 502,944.02									
		5010710000	3437,102.00	3 3,702.02	\$ 502,544.02	\$ 7,477.30	\$ 73,132.71		\$ 0.00	-\$ 73,132.71									
		5010720000				\$ 245.00	\$ 455.00	-\$ 455.00	\$ 0.00	-\$ 455.00									
		5010730000 5010870000					\$ 61.90 \$ 87.00	-\$ 61.90 -\$ 87.00		-\$ 61.90 -\$ 87.00									
		5010890000				\$ 173.09	\$ 14,382.44		\$ 0.00	-\$ 14,382.44									
		5010970000					\$ 10,000.00			-\$ 10,000.00									
		5020010000 5020020000					\$ 288.00 \$ 3.011.83	-\$ 288.00 -\$ 3.011.83	\$ 0.00 \$ 631.97	-\$ 288.00 -\$ 3.643.80									
		5020030000				\$ 2,277.36	\$ 14,164.14		\$ 7,178.65	-\$ 21,342.79									
		5020070000				\$ 8,461.72	\$ 577,679.27		\$ 1,834.73	-\$ 579,514.00									
		5020070001 5020070002				\$ 4,128.97 \$ 4,495.00	\$ 7,362.21 \$ 2,502,053.32	-\$ 7,362.21 -\$ 2,502,053.32	\$ 0.00 \$ 124,700.84	-\$ 7,362.21 -\$ 2,626,754.16									
		5020070003				\$ 205,361.38	\$ 208,646.79		\$ 3,833.60	-\$ 212,480.39									
		5020070004				\$ 2,399.63	\$ 9,857.27	-\$ 9,857.27	\$ 568.86	-\$ 10,426.13									
		5020070005 5020080000				\$ 183.35	\$ 414,454.91 \$ 2,482.70		\$ 60,800.00 \$ 165.16	-\$ 475,254.91 -\$ 2.647.86									
		5020090000				\$ 3,551.60	\$ 23,311.98		\$ 1,993.51	-\$ 25,305.49									
		5020090002				\$ 8.77	\$ 65.20		\$ 134.80	-\$ 200.00									
		5020100000 5020110000				\$ 70,619.87 \$ 39.49	\$ 414,842.06 \$ 494.99	-\$ 414,842.06 -\$ 494.99	\$ 440,439.30 \$ 5,331.01	-\$ 855,281.36 -\$ 5,826.00									
		5020120000				\$ 1,880.96	\$ 8,606.66	-\$ 8,606.66	\$ 13,170.31	-\$ 21,776.97									
		5021310000					\$ 61.50	-\$ 61.50	\$ 0.00	-\$ 61.50									
		5021330000 5021330003					\$ 15,000.00	-\$ 15,000.00 -\$ 1,122,513.00	\$ 0.00 \$ 0.00	-\$ 15,000.00 -\$ 1,122,513.00									
		5021330004					\$ 319,857.25		\$ 0.00	-\$ 1,122,513.00									
		5021340000							\$ 2,310.12	-\$ 2,310.12									

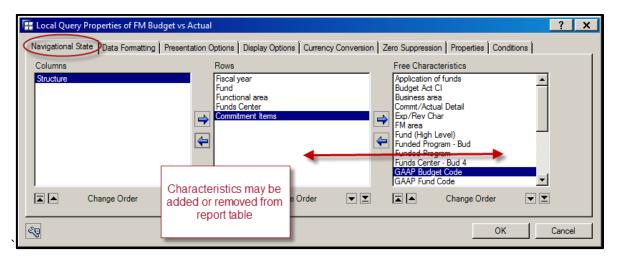


#### To Add, Remove or Modify Columns and Suppress Repeated Values

1. To add or remove columns from a report, right-click within a cell in the tab and **select** "Query Properties..."

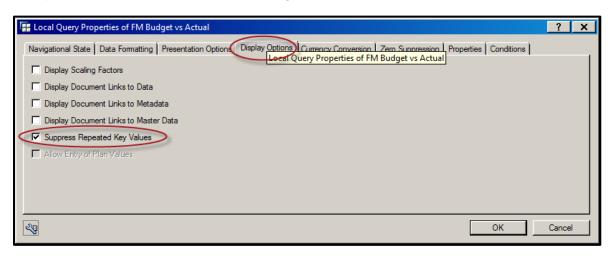
	\$	\$	\$ <b>&gt;</b>	\$	۵ ۲
Fund	Commitment Items	Original Budget	Budget Adjustments	Current Budget	MTD Ac
GENERAL FUND	501014	\$ 185,517.00	\$ 0.00	\$ 185,517.00	
	5010140000				
	501050		\$ 408.00	\$ 408.00	
	5010500000				
	501058	\$ 9,954,716.00	\$ 1,297,816.98	\$ 11,252,532.98	
	5010580000				
	501059	\$ 1,491,187.00	-\$ 1,491,187.00	\$ 0.00	
	501060	\$ 1,225,911.00	\$ 959,224.00	\$ 2,185,135.00	
	5010600000				
Right Clic	ck on the table	\$ 870,000.00		\$ 0.00	
	5010870000				
	5010890000			~	
	5010970000		Back One Navigati	on step	
	5020010000		Back to Start		
	5020020000		Convert to Formul	a	
	5020030000				
	5020070000		Properties		
	5020070001		Query Properties		
	5020070002		Key Figure Definiti		
	5020070003		itey rigure bernitti		
	5020070004		Create Condition	•	
	5020070005				
	5020080000		Goto		
	5020090000				
	5020090002	-			

 Select the "Navigation State" tab and move the desired fields from the "Free Characteristics" box into the "Rows" box or vice versa depending on whether or not the field is necessary in the report.





3. To suppress key repeated values, in the "Display Options" tab of the "Query Properties..." option, select "Supress Repeated Key Values" and click "OK."



#### **To Suppress Results Rows**

1. To suppress results, right-click within a cell where the results begin and choose "Properties..."

5.00 \$ 1,522,848.00 \$ 13,564,083.00 0.00 -\$ 306,532.00 \$ 4,297,128.00
0.00 -\$ 306,532.00 \$ 4,297,128.00
ion Step
la
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ording To
Items
472.21 \$ 11,975,013.21
812.21 \$ 42,962,761.21

2. On the "General" tab, in the "Results Rows" dropdown box, select "Always Suppress."

Properties for Characterist	ic Commitment Items		<u>?×</u>
General Attributes Hierarchy			
Display Key	Text Type Default Text		
Sort By Key	Commitment Items	Sort Direction Ascending	•
Results Rows			
Always Suppress Always Display Always Suppress			
Display if More than One Value	_		
Cumulate Values			
29		OK Ca	ancel

SCEIS



#### To Display Key and Text

- 1. To display the key and text of a field, right-click within a cell in the desired field and select "**Properties...**"
- 2. Under the "General" tab, select "Key and Text" from the "Display" dropdown box.

Properties for Characterist	ic Commitment Items		? ×
General Attributes Hierarchy			
Display Key None Key Key and Text Text and Key Text Text and Key Text Text Text Always Display Access Type for Result Value Default	Text Type Default Text	Sort Direction Ascending	
Cumulate Values	_		
Real Provide American Science Provide American		ОК	Cancel

#### **Setting a Filter**

1. Right-click on the desired field in the "Filter" section of the report and choose "Select Filter Value..."

					Author	JGRANT	
8	Chart	Information					
+							
2							
4	Filter			Table			
-	T HIGH				\$	\$	\$
				<ul> <li>Fiscal year</li> </ul>	Fund	•	* Functional area
				Fiscal year	Fund		Functional area
5	Application of funds						
6	Budget Act Cl			2014	10010000	GENERAL FUND	000000000000000000000000000000000000000
7	Business area				10010000	GENERAL FUND	000000000000000000000000000000000000000
8	Commitment Items	Right cl	ick on F	und	10010000	GENERAL FUND	000000000000000000000000000000000000000
9	Commt/Actual Detail	Ŭ			10010000	GENERAL FUND	000000000000000000000000000000000000000
0	Exp/Rev Char			2014	10010000	GENERAL FUND	000000000000000000000000000000000000000
1	Fiscal year			2014	10010000	GENERAL FUND	000000000000000000000000000000000000000
2	FM area			2014	10010000	GENERAL FUND	000000000000000000000000000000000000000
3	Functional area			2014	10010000	GENERAL FUND	000000000000000000000000000000000000000
4	Fund (High Level)			2014	10010000	GENERAL FUND	000000000000000000000000000000000000000
5	Fund			2014	10010000	GENERAL FUND	F030XAB00
6	Funded Program -	Back One Navigat	ion Step		0	GENERAL FUND	F030XAB00
7	Funded Program	Back to Start			0	GENERAL FUND	F030XAB01
8	Funds Center - Bu				0	GENERAL FUND	F030XAB02
9	Funds Center	Select Filter Value			0	GENERAL FUND	F030XAB02
0	GAAP Budget Cod	Remove Drilldowr			0	GENERAL FUND	F030XBA11
1	GAAP Fund Code				0	GENERAL FUND	F030XDA01
2	GAAP Z Indicator	Add Drilldown Ac	cording to	Fund in Col	umns 0	GENERAL FUND	F030XDA01
3	Grant	Sort Fund			. 0	GENERAL FUND	F030XEF00
4	Ledger				• 0	GENERAL FUND	F030XEF00
5	Major CI	Properties			0	GENERAL FUND	F030XEF00
6	Order	Query Properties			0	GENERAL FUND	F030XEF00
7	Posting period			2014	10010000	GENERAL FUND	F030XEF00

- 2. Change the dropdown option in the "Show" box to "Single Values."
- 3. Choose the desired value and click "OK."

Select Values for [0FUND] Fund	_ 🗆 🗙
Show Single Values	• • • •
Search	
Fund	<b></b>
E [SC01/10010000] GENERAL FUND	
ESC01/10010021] GENERAL FUNDS - CARRY F	ORWARD
E [SC01/30000000] EARMARKED FUNDS (BUDG	ET ONLY)
SC01/30350001] OPERATING REVENUE - Int	Serv Fund
[SC01/30370000] SPECIAL DEPOSITS	
[SC01/30370038] 800 MHZ RE-BANDING	
SC01/30438000] CAP PROJ-CAP IMPROVEME	NT BONDS
SC01/30670000] GENERAL SERVICES	
[SC01/30980000] DONATIONS	
SC01/31460000] BARNWELL OP SHORTFALL	ESCROW ACC
<u>  •  </u>	
Direct Input	
OK Cancel Help	More >>
	///

4. The filtered value will appear in the "Filter" area of the report as shown below:

Chart Filter	Information					
Critary Protect						
Filter			Table			
		4		\$	\$	\$
			Fiscal year	Fund		Functiona
			Fiscal year	Fund		Functiona
Application of funds						
Budget Act Cl			2014	10010000	GENERAL FUND	0000000
Business area			2014	10010000	GENERAL FUND	0000000
Commitment Items			2014	10010000	GENERAL FUND	0000000
Commt/Actual Detail			2014	10010000	GENERAL FUND	0000000
Exp/Rev Char			2014	10010000	GENERAL FUND	0000000
Fiscal year			2014	10010000	GENERAL FUND	0000000
FM area			2014	10010000	GENERAL FUND	0000000
Functional area			2014	10010000	GENERAL FUND	0000000
Fund (High Level)			2014	10010000	GENERAL FUND	0000000
Eund	SC01/10010000 G	>	2014	10010000	GENERAL FUND	F030XAE
Funded Program - Bud			2014	10010000	GENERAL FUND	F030XAE
Funded Program		-	2014	10010000	GENERAL FUND	F030XAE
Funds Center - Bud 4			2014	10010000	GENERAL FUND	F030XAE
Funds Center		-	2014	10010000	GENERAL FUND	F030XAE
GAAP Budget Code		-	2014	10010000	GENERAL FUND	F030XBA
GAAP Fund Code		-	2014	10010000	GENERAL FUND	F030XDA



### Expanding Columns

1. **Click the arrow** of the column that is to be expanded.

				$\sim$	
et	MTD Actual Expense	YTD Actual Expense	Balance Before Commitments	Commitments and Other Transactions	Ren
00			\$ 185,517.00		
	\$ 7,729.87	\$ 92,758.44	-\$ 92,758.44		
00			\$ 408.00		

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Balance Before	Commitments and Other Transactions	PO Commitments	PO REQ Commitments	Parked FI Documents		Funds Blocks	<ul> <li>Funds Reservations</li> </ul>	<ul> <li>Actual Posting</li> </ul>	Remainin
Commitments					Commitments			in Controlling	
\$ 0.00									
\$ 0.00									
\$ 0.00									
\$ 0.00									
\$ 0.00									

### Hiding Key Figures in Local View

1) Right Click and select Query Properties...

A		A		A	<b>A</b>	A					A	A
Reference Doc. No.				Criginal Amount	Invoiced Amount	Goods Receipt Valuated		Greater		61-90 Days	⊊ 31 - 60 Days	<b>₽</b> 0 - 30 Di
4600250527	04/30/2013	7000134679	NEOPOST USA INC				\$ 1,117.08		\$ 1,117.08			
4600257378	05/29/2013	7000189793	MIDLANDS TECHNICAL COLLEGE				\$ 128.52		\$ 128.52			
4600257378	05/29/2013	7000189793	MIDLANDS TECHNICAL COLLEGE				\$ 385.56		\$ 385.56			
4600270390	07/22/2013	7000053898	XEROX CORPORATION	\$ 600.00			\$ 535.17		\$ 535.17			
4600270325	07/22/2013	7000095697	CAROLINA BUSINESS EQUIPMENT	\$ 520.00		Back	One Navigation S	tep	\$ 561.60			
4600273052	07/29/2013	7000167542	ELI CONTROLS LLC	\$ 1,496.05		Pack	to Start		\$ 1,615.73			
4600273052	07/29/2013	7000167542	ELI CONTROLS LLC	\$ 4,488.15		Dack	IU Start		\$ 4,847.21			
4600273712	07/30/2013	7000053898	XEROX CORPORATION	\$ 345.00		Conve	ert to Formula		\$ 372.60			
4600273712	07/30/2013	7000053898	XEROX CORPORATION	\$ 1,035.00					\$ 1,117.80			
4600274325	08/1/2013	7000167542	ELI CONTROLS LLC	\$ 1,308.17		Prope	rtion		\$ 1,412.82			
4600274325	08/1/2013	7000167542	ELI CONTROLS LLC	\$ 51.00					\$ 55.08			
4600274325	08/1/2013	7000167542	ELI CONTROLS LLC	\$ 61.20		Ouerv	Properties		\$ 66.10			
4600274325	08/1/2013	7000167542	ELI CONTROLS LLC	\$ 20.40					\$ 22.03			
4600274325	08/1/2013	7000167542	ELI CONTROLS LLC	\$ 224.40		Key F	gure Definition		\$ 242.35			
4600274325	08/1/2013	7000167542	ELI CONTROLS LLC	\$ 30.60					\$ 33.05			
4600274325	08/1/2013	7000167542	ELI CONTROLS LLC	\$ 45.71		Togg	e Condition State	•	\$ 49.37			
4600274325	08/1/2013	7000167542	ELI CONTROLS LLC	\$ 51.00				· .	\$ 55.08			
4600274325	08/1/2013	7000167542	ELI CONTROLS LLC	\$ 137.12		Creat	e Condition	•	\$ 148.09			
4600274325	08/1/2013	7000167542	ELI CONTROLS LLC	\$ 20.40		Goto		•	\$ 22.03			
4600275841	08/5/2013	7000095697	CAROLINA BUSINESS EQUIPMENT	\$ 1,279.18		0010			\$ 1,363.26			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 1,943.08			\$ 1,943.08		\$ 1,943.08			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 895.82			\$ 924.84		\$ 924.84			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 75.75			\$ 75.75		\$ 75.75			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 34.92			\$ 36.05		\$ 36.05			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 90.90			\$ 90.90		\$ 90.90			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 41.91			\$ 43.27		\$ 43.27			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 30.30			\$ 30.30		\$ 30.30			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 13.97			\$ 14.42		\$ 14.42			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 333.31			\$ 333.31		\$ 333.31			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 153.66			\$ 158.64		\$ 158.64			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 45.45	i		\$ 45.45		\$ 45.45			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 20.96			\$ 21.64		\$ 21.64			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 45.45	i i		\$ 45.45		\$ 45.45			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 20.96	i		\$ 21.64		\$ 21.64			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 75.75	i		\$ 75.75		\$ 75.75			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 34.92			\$ 36.05		\$ 36.05			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 136.36			\$ 136.36		\$ 136.36			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 62.86			\$ 64.90		\$ 64.90			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 30.30			\$ 30.30		\$ 30.30			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 13.97			\$ 14.42		\$ 14.42			
4600277154	08/8/2013	7000070681	POLLOCK FINANCIAL SERVICES	\$ 1,717.50			\$ 1,717.50		\$ 1,717.50			
4600277158	08/8/2013	7000053898	XEROX CORPORATION	\$ 1,845.00	-\$ 153.34		\$ 1,703.02		\$ 1,703.02			
4600277154	08/8/2013	7000070681	POLLOCK FINANCIAL SERVICES	\$ 8,220.00			\$ 8,220.00		\$ 8,220.00			
4600277159	08/8/2013	7000053898	XEROX CORPORATION	\$ 9,660.00			\$ 8,914.99		\$ 8,914.99			
♦ ► ► Table	/92/	<u> </u>			· · · · · · · · · · · · · · · · · · ·							
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2) Right click on Key Figures

📳 Local Query Properties of Open En	cumbrance Report	? ×	
Navigational State Data Formatting Presentation	Options Display Options Currency Conversion	n Zero Suppression Properties Conditions	
Columns	Rows	Free Characteristics	
Key Figures	Commitment item	Application Module ( Cmmts/actuals trans. Controlling area Document item Fiscal Year Variant Fiscal Year Variant FM Document Types Functional area Funded Program - Bud Grant Long Description Order num	
Change Order 💌 💌	Change Order	Change Order	
29		OK Cancel	

#### 3) Select Filter Value ...

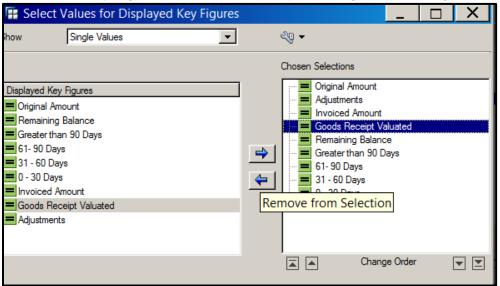
Navigational State Data Formatting Presen	ation Options Display Options Currency Conversion	on Zero Suppression Properties Conditions
Columns Key Figur Properties Select Filter Value	Rows  Business area Posting Date calc Fund Funde Program Funds Center Commitment item Commt/Actual Detail Reference Doc. No. Posting date Vendor	Free Characteristics  Application Module ( Cmmts/actuals trans. Controlling area Document item Fiscal Year Variant Fiscal Year Variant Fiscal Year FM Document Types Functional area Funded Program - Bud Grant Long Description Order num
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29		OK Cancel

4) Using the Chosen Selections, you can change the order of the Key Figures.

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Displayed Key Original Amo Invoiced Am Goods Rece Remaining E Greater than 61-90 Days 31-60 Days Adjustments	unt ount ipt Valuated lalance 90 Days	4 4	Original Amount     Original Amount     Original Amount     Goods Receipt Va     Remaining Balance     Greater than 90 D     G1-90 Days     31 - 60 Days     O - 30 Days	e		
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			OK Cance		Help	



5) Remove the Key Figure from the selection by selecting it and clicking on the Left arrow.



The Key Figure will not show while you are working in that local version.



#### Saving as a New Workbook

1. After you have the report set up the way you want it, Click the **"Save"** icon and select **"Save Workbook...**"

File Home In	sert Page Layout	Formulas	Data	Review	View	Ac		
BEx Analyzer -	Save Workbook		™ 🖾 🕫 >					
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FM Budget vs Actual								
2				Author Jo	GRANT			

2. You can save the workbook to your "Favorites" or "Roles folder":

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Search in	Favorites	💽 🗈 🛛 🗶 🗳	æ 🔁 📰
Favorites Geo	Name Test workbook 1- Bing test 111 test 222		Last Changed On 10/1/2013 2:36 PM 3/4/2014 2:44 PM 3/5/2014 11:15 AM
	Description		OK. Cancel



#### To Refresh a Report

- 1. Click the "Change Variable Values" icon.
- 2. Input new values into the prompt and click "OK."



AL F			-		5,517.0
	Select Values for Variables				4,716.0
AL F AL F	Available Variants	[	•	🗟 🖻 💥 🗉 🖓 • 🚱	1,187.0 5,911.0
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ALF	Fiscal Year (Single Value - Requir(*)	2014		July - June, 4 special periods 2014	1,235.0
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AL F AL F	Business Area	F030	- 0	BUDGET AND CONTROL BOARD	<u> </u>
AL F	Funds Center		- 0	1	
AL F	Fund		- 0		
AL F AL F	Functional area		- 0		-
ALF	Agency Appropriation		- 0	1	
AL F	State Appropriation		- 0	1	
AL F AL F	Grant Number Selection		<u> </u>	1	-
	Non Statistical Postings	#	- 6	Not assigned	
AL F	GAAP Fund Code		- 0		
AL F AL F	GAAP Z Indicator				
AL F AL F	GAAP Budget Code		- 0	1	
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