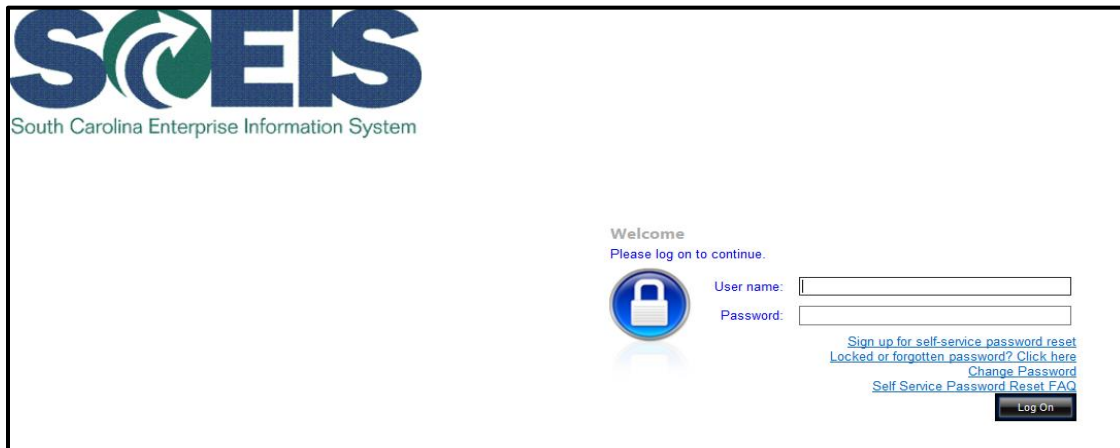


BEX - 7.3 Quick User Guide

Log into Citrix

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

A screenshot of the SCEIS login page. At the top left is the SCEIS logo with the text "South Carolina Enterprise Information System" below it. In the center, there is a "Welcome" message: "Welcome Please log on to continue." To the left of the login fields is a blue padlock icon. To the right are two input fields: "User name:" and "Password:". Below these fields are several links: "Sign up for self-service password reset", "Locked or forgotten password? Click here", "Change Password", and "Self Service Password Reset FAQ". At the bottom right is a "Log On" button.

Choose BEX Analyzer

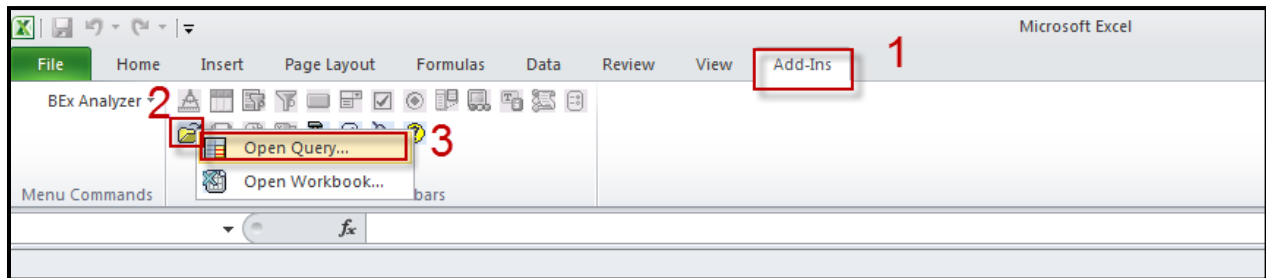


Details

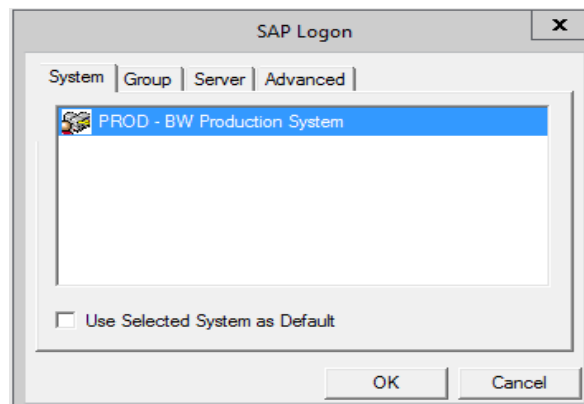
BEX Analyzer 7-3

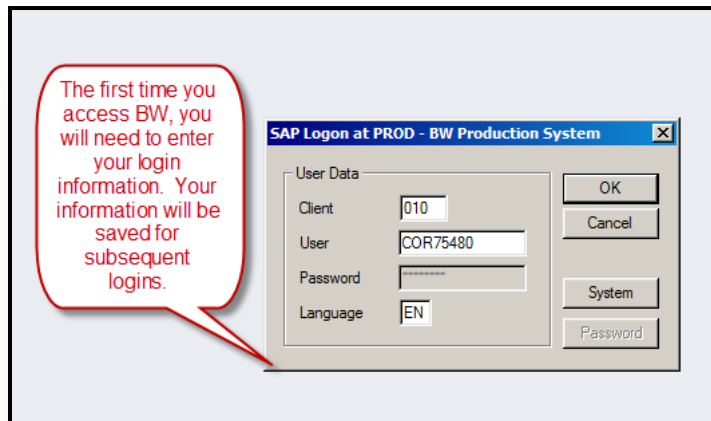
Opening a Query

1. Select Add Ins tab on the Excel Spreadsheet.
2. Click the “Open” icon
3. Select “Open Query...”



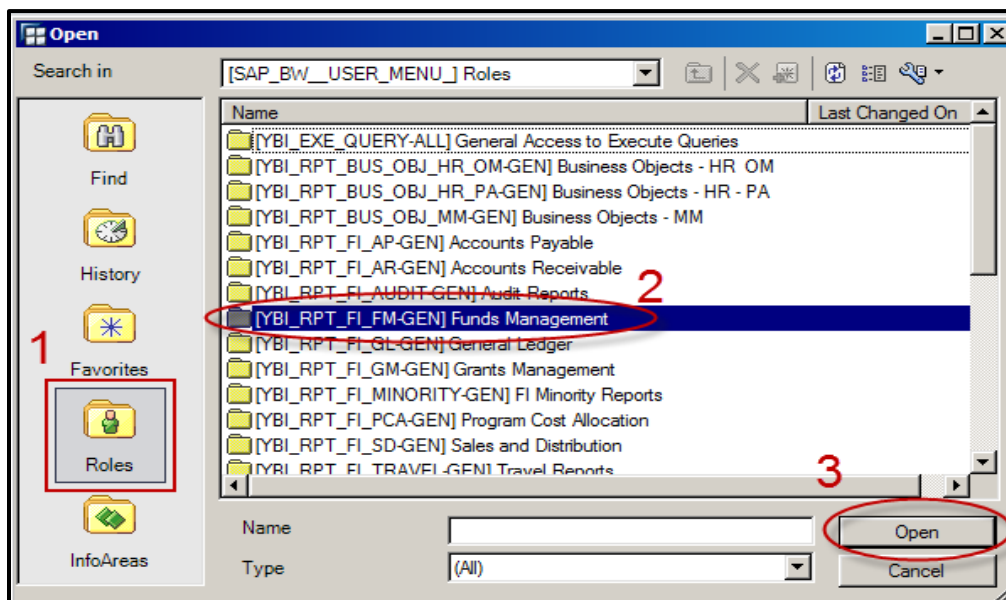
The next screen shot will appear. Select the PROD – BW Production System and click “OK.”






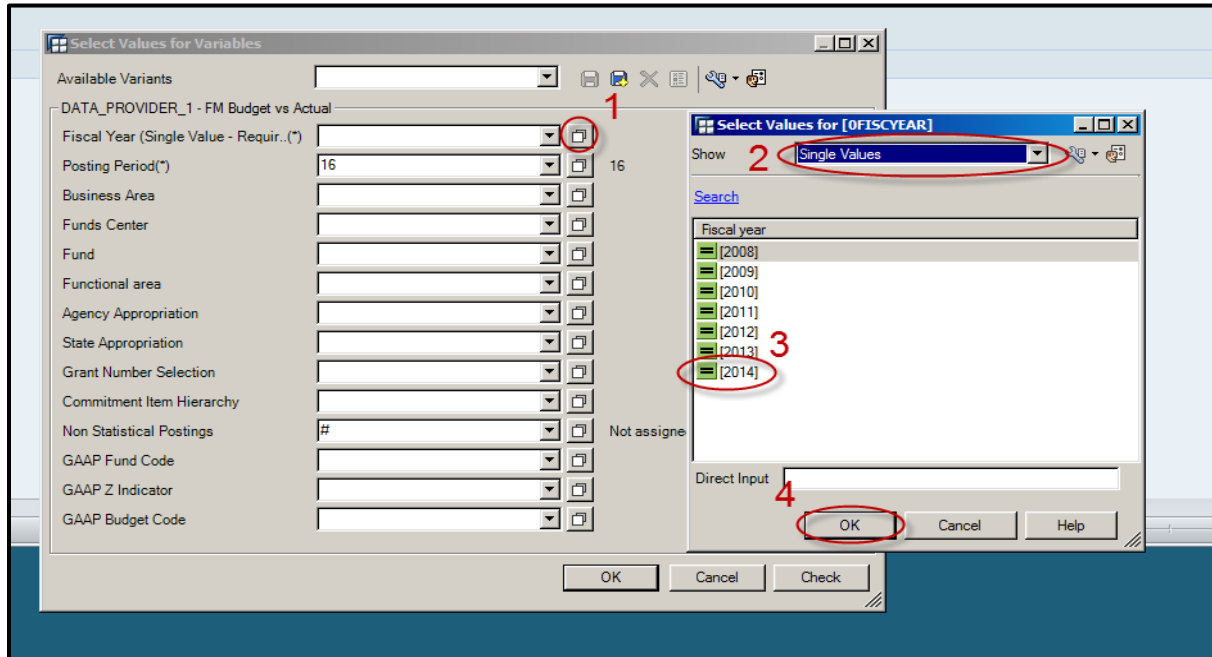
How to Search for and Select a Query

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

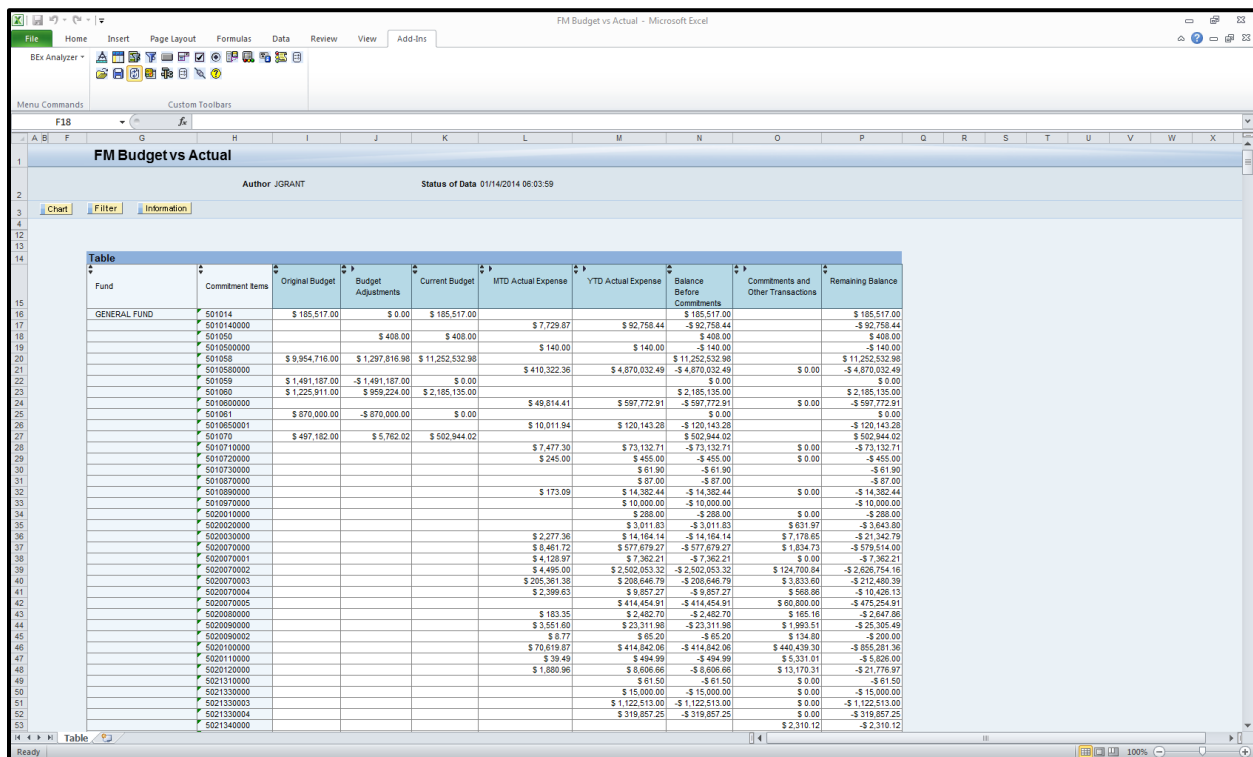


Prompt Screen

At this point, you can type in the criteria or use the  to select and search for what you want to filter by.



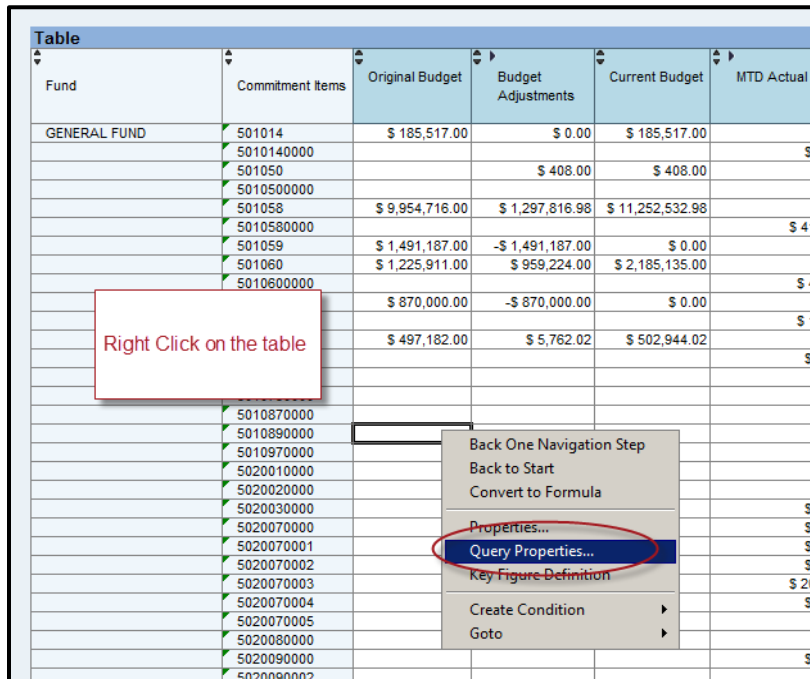
What the Query Will Look Like



Fund	Commitment Items	Original Budget	Budget Adjustments	Current Budget	MTD Actual Expense	YTD Actual Expense	Balance Before Commitments	Commitments and Other Transactions	Remaining Balance
GENERAL FUND	501014	\$ 185,517.00	\$ 0.00	\$ 185,517.00			\$ 185,517.00		\$ 185,517.00
	5010140000				\$ 7,729.87	\$ 92,758.44	-\$ 92,758.44		-\$ 92,758.44
	501050		\$ 408.00	\$ 408.00			\$ 408.00		\$ 408.00
	5010500000				\$ 140.00	\$ 140.00	-\$ 140.00		-\$ 140.00
	501056	\$ 9,954,716.00	\$ 1,287,816.96	\$ 11,252,532.96			\$ 11,252,532.96		\$ 11,252,532.96
	5010560000				\$ 410,322.36	\$ 4,870,032.49	-\$ 4,870,032.49	\$ 0.00	-\$ 4,870,032.49
	501059	\$ 1,491,187.00	-\$ 1,491,187.00	\$ 0.00			\$ 0.00		\$ 0.00
	501068	\$ 1,225,911.00	\$ 959,224.00	\$ 2,185,135.00			\$ 2,185,135.00		\$ 2,185,135.00
	5010680000				\$ 49,814.41	\$ 597,772.91	-\$ 597,772.91	\$ 0.00	-\$ 597,772.91
	501091	\$ 870,000.00	-\$ 870,000.00	\$ 0.00			\$ 0.00		\$ 0.00
	5010950001				\$ 10,011.94	\$ 120,143.28	-\$ 120,143.28		-\$ 120,143.28
	501070	\$ 497,182.00	\$ 5,782.02	\$ 502,964.02			\$ 502,964.02		\$ 502,964.02
	5010710000				\$ 7,477.30	\$ 73,132.71	-\$ 73,132.71	\$ 0.00	-\$ 73,132.71
	5010720000				\$ 245.00	\$ 465.00	-\$ 465.00	\$ 0.00	-\$ 465.00
	5010750000					\$ 81.90	-\$ 81.90		-\$ 81.90
	5010870000					\$ 87.00	-\$ 87.00		-\$ 87.00
	5010890000				\$ 173.09	\$ 14,382.44	-\$ 14,382.44	\$ 0.00	-\$ 14,382.44
	5010970000					\$ 10,000.00	-\$ 10,000.00		-\$ 10,000.00
	5020010000					\$ 288.00	-\$ 288.00	\$ 0.00	-\$ 288.00
	5020020000					\$ 3,011.83	-\$ 3,011.83	\$ 631.97	-\$ 3,643.80
	5020030000				\$ 2,237.38	\$ 14,164.14	-\$ 14,164.14	\$ 1,718.65	-\$ 21,342.79
	5020070000				\$ 8,461.72	\$ 577,679.27	-\$ 577,679.27	\$ 1,634.73	-\$ 579,514.00
	5020070001				\$ 4,128.97	\$ 7,362.21	-\$ 7,362.21	\$ 0.00	-\$ 7,362.21
	5020070002				\$ 4,495.00	\$ 2,502,053.32	-\$ 2,502,053.32	\$ 124,700.84	-\$ 2,626,754.16
	5020070003				\$ 205,351.38	\$ 208,646.79	-\$ 208,646.79	\$ 3,833.90	-\$ 212,480.39
	5020070004				\$ 2,399.63	\$ 9,857.27	-\$ 9,857.27	\$ 568.86	-\$ 10,426.13
	5020070005					\$ 414,454.91	-\$ 414,454.91	\$ 80,800.00	-\$ 475,254.91
	5020080000				\$ 183.35	\$ 2,462.70	-\$ 2,462.70	\$ 165.16	-\$ 2,647.86
	5020090000				\$ 3,551.60	\$ 23,311.98	-\$ 23,311.98	\$ 1,993.51	-\$ 25,305.49
	5020090002				\$ 8.77	\$ 65.20	-\$ 65.20	\$ 134.80	-\$ 200.00
	5020100000				\$ 70,619.87	\$ 414,042.06	-\$ 414,042.06	\$ 440,439.30	-\$ 855,201.36
	5020110000				\$ 39.49	\$ 494.99	-\$ 494.99	\$ 5,331.01	-\$ 5,826.00
	5020120000				\$ 1,880.96	\$ 6,666.66	-\$ 6,666.66	\$ 13,170.31	-\$ 21,776.97
	5021310000					\$ 61.50	-\$ 61.50	\$ 0.00	-\$ 61.50
	5021330000					\$ 15,000.00	-\$ 15,000.00	\$ 0.00	-\$ 15,000.00
	5021330003					\$ 1,122,513.00	-\$ 1,122,513.00	\$ 0.00	-\$ 1,122,513.00
	5021330004					\$ 319,887.25	-\$ 319,887.25	\$ 0.00	-\$ 319,887.25
	5021400000						\$ 2,310.12		-\$ 2,310.12

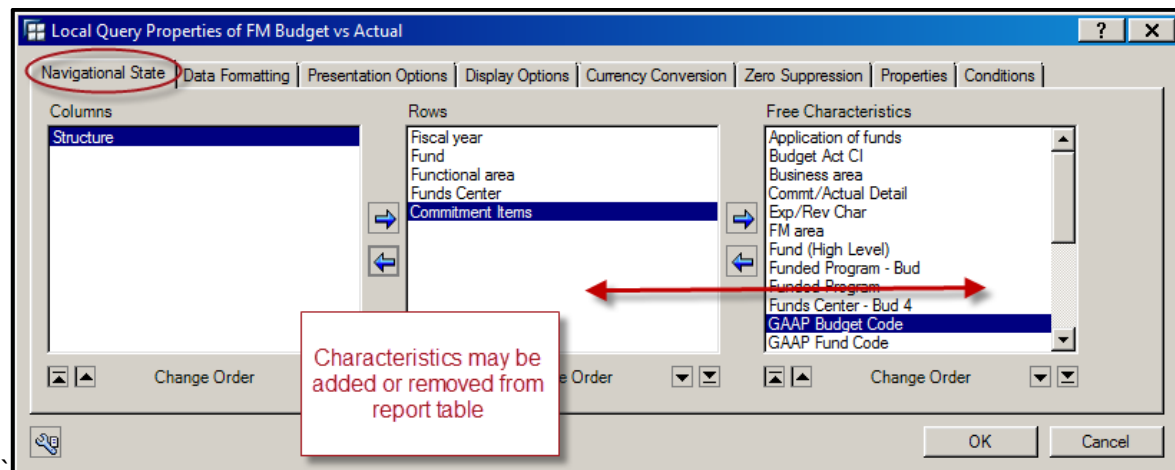
To Add, Remove or Modify Columns and Suppress Repeated Values

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

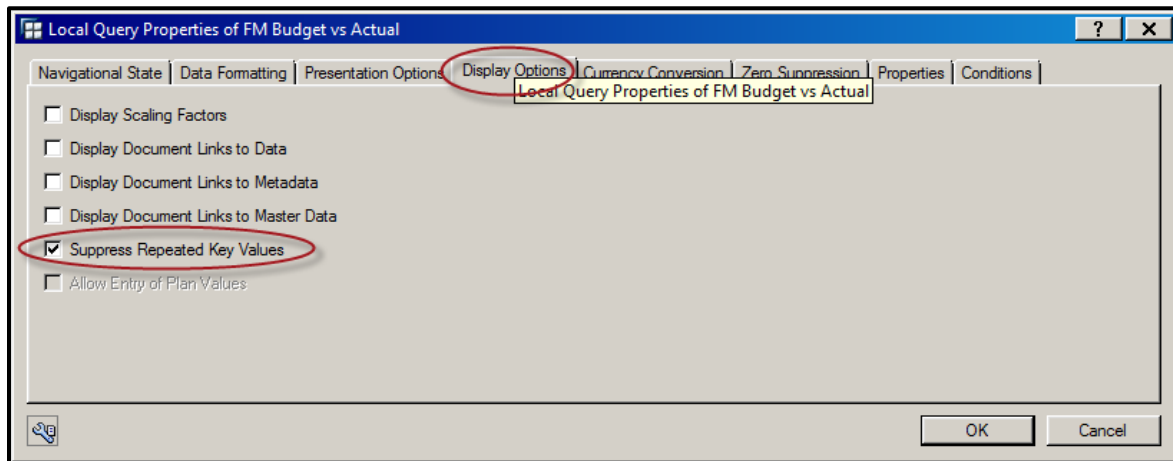


Fund	Commitment Items	Original Budget	Budget Adjustments	Current Budget	MTD Actual
GENERAL FUND		\$ 185,517.00	\$ 0.00	\$ 185,517.00	
	5010140000				\$
	501050		\$ 408.00	\$ 408.00	
	5010500000				
	501058	\$ 9,954,716.00	\$ 1,297,816.98	\$ 11,252,532.98	
	5010580000				\$ 41
	501059	\$ 1,491,187.00	-\$ 1,491,187.00	\$ 0.00	
	501060	\$ 1,225,911.00	\$ 959,224.00	\$ 2,185,135.00	
	5010600000				\$ 4
		\$ 870,000.00	-\$ 870,000.00	\$ 0.00	
					\$ 1
		\$ 497,182.00	\$ 5,762.02	\$ 502,944.02	
					\$
	5010870000				
	5010890000				
	5010970000				
	5020010000				
	5020020000				
	5020030000				\$
	5020070000				\$
	5020070001				\$
	5020070002				\$
	5020070003				\$ 20
	5020070004				\$
	5020070005				\$
	5020080000				
	5020090000				\$
	5020090002				

2. 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 “**Suppress Repeated Key Values**” and click “**OK.**”

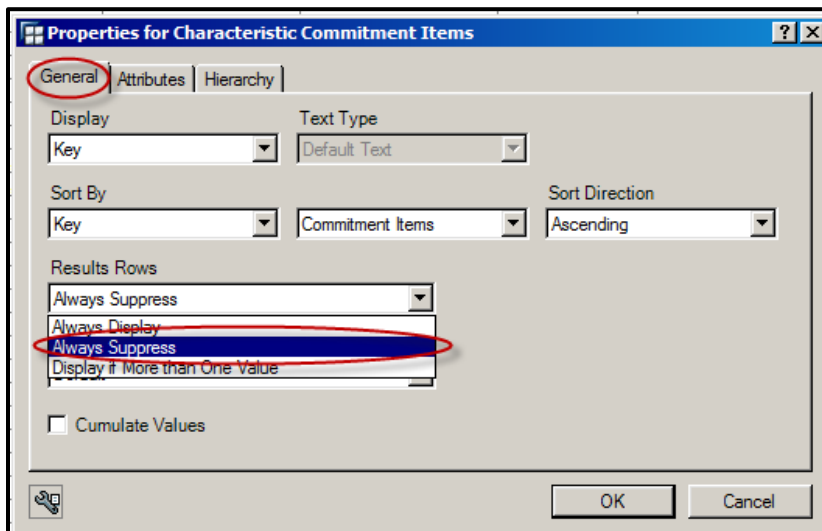


To Suppress Results Rows

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

512001	\$ 12,041,235.00	\$ 1,522,848.00	\$ 13,564,083.00
513000	\$ 4,603,660.00	-\$ 306,532.00	\$ 4,297,128.00
5130010000			
5130030000			
5130080000			
5130310000			
5130400000			
5130500000			
5130610000			
5130670000			
5130710000			
5130730000			
5130750000			
5130780000			
5150010000			
5150020000			
5150030000			
5180750000			
5203990000			
5204090000			
561000		472.21	\$ 11,975,013.21
Result		812.21	\$ 42,962,761.21
GENERAL FD - C/F			
5020020000			
5020030000			

2. On the “**General**” tab, in the “**Results Rows**” dropdown box, select “**Always Suppress.**”



Properties for Characteristic Commitment Items

General | Attributes | Hierarchy

Display: Key | Text Type: Default Text

Sort By: Key | Commitment Items | Sort Direction: Ascending

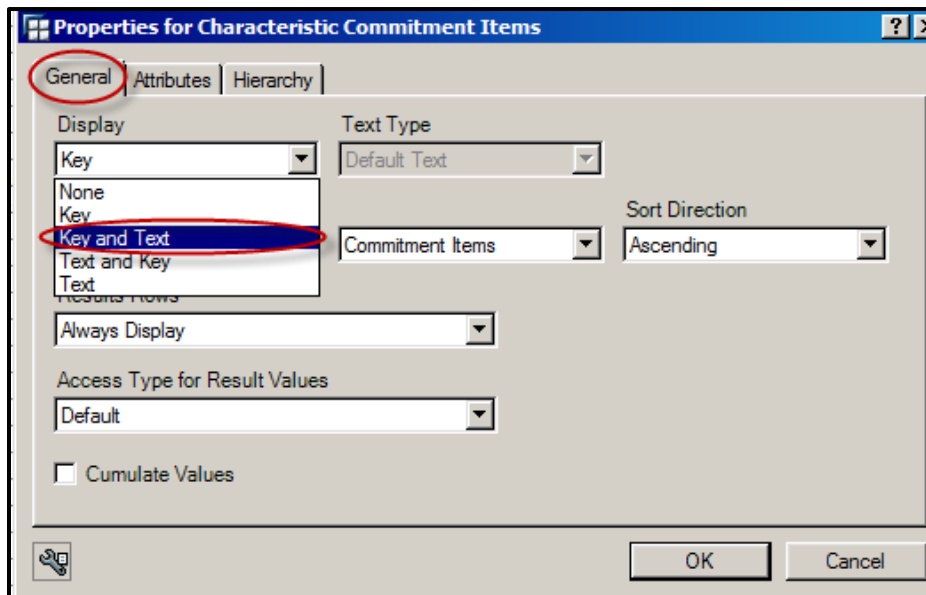
Results Rows: Always Suppress (selected), Always Display, Display if More than One Value

Cumulate Values

OK | Cancel

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.



Setting a Filter

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

Chart Filter Information

Filter		Table			
		Fiscal year	Fund		Functional
Application of funds		2014	10010000	GENERAL FUND	00000000
Budget Act Cl		2014	10010000	GENERAL FUND	00000000
Business area		2014	10010000	GENERAL FUND	00000000
Commitment items		2014	10010000	GENERAL FUND	00000000
Commt/Actual Detail		2014	10010000	GENERAL FUND	00000000
Exp/Rev Char		2014	10010000	GENERAL FUND	00000000
Fiscal year		2014	10010000	GENERAL FUND	00000000
FM area		2014	10010000	GENERAL FUND	00000000
Functional area		2014	10010000	GENERAL FUND	00000000
Fund (High Level)		2014	10010000	GENERAL FUND	00000000
Fund	SC01/10010000 G	2014	10010000	GENERAL FUND	F030XAB0
Funded Program - Bud		2014	10010000	GENERAL FUND	F030XAB0
Funded Program		2014	10010000	GENERAL FUND	F030XAB0
Funds Center - Bud 4		2014	10010000	GENERAL FUND	F030XAB0
Funds Center		2014	10010000	GENERAL FUND	F030XAB0
GAAP Budget Code		2014	10010000	GENERAL FUND	F030XBA1
GAAP Fund Code		2014	10010000	GENERAL FUND	F030XDA0

Expanding Columns

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

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

Balance Before Commitments	Commitments and Other Transactions	PO Commitments	PO REQ Commitments	Parked FI Documents	Business Trip Commitments	Funds Blocks	Funds Reservations	Actual Posting in Controlling	Remain
\$ 0.00									
\$ 0.00									
\$ 0.00									
\$ 0.00									

Hiding Key Figures in Local View

1) Right Click and select Query Properties...

Reference Doc. No.	Posting date	Vendor	Original Amount	Invoiced Amount	Goods Receipt Valuated	Remaining Balance	Greater than 90 Days	61 - 90 Days	31 - 60 Days	0 - 30 Days
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	-\$ 64.83	\$ 535.17	\$ 535.17			
4600270325	07/22/2013	7000095697	CAROLINA BUSINESS EQUIPMENT	\$ 520.00		\$ 520.00	\$ 520.00			
4600273052	07/29/2013	7000167542	ELI CONTROLS LLC	\$ 1,496.05		\$ 1,496.05	\$ 1,496.05			
4600273052	07/29/2013	7000167542	ELI CONTROLS LLC	\$ 4,488.15		\$ 4,488.15	\$ 4,488.15			
4600273712	07/30/2013	7000053898	XEROX CORPORATION	\$ 345.00		\$ 345.00	\$ 345.00			
4600273712	07/30/2013	7000053898	XEROX CORPORATION	\$ 1,035.00		\$ 1,035.00	\$ 1,035.00			
4600274325	08/1/2013	7000167542	ELI CONTROLS LLC	\$ 1,308.17		\$ 1,308.17	\$ 1,308.17			
4600274325	08/1/2013	7000167542	ELI CONTROLS LLC	\$ 51.00		\$ 51.00	\$ 51.00			
4600274325	08/1/2013	7000167542	ELI CONTROLS LLC	\$ 61.20		\$ 61.20	\$ 61.20			
4600274325	08/1/2013	7000167542	ELI CONTROLS LLC	\$ 20.40		\$ 20.40	\$ 20.40			
4600274325	08/1/2013	7000167542	ELI CONTROLS LLC	\$ 224.40		\$ 224.40	\$ 224.40			
4600274325	08/1/2013	7000167542	ELI CONTROLS LLC	\$ 30.60		\$ 30.60	\$ 30.60			
4600274325	08/1/2013	7000167542	ELI CONTROLS LLC	\$ 45.71		\$ 45.71	\$ 45.71			
4600274325	08/1/2013	7000167542	ELI CONTROLS LLC	\$ 51.00		\$ 51.00	\$ 51.00			
4600274325	08/1/2013	7000167542	ELI CONTROLS LLC	\$ 137.12		\$ 137.12	\$ 137.12			
4600274325	08/1/2013	7000167542	ELI CONTROLS LLC	\$ 20.40		\$ 20.40	\$ 20.40			
4600275841	08/5/2013	7000095697	CAROLINA BUSINESS EQUIPMENT	\$ 1,279.18		\$ 1,279.18	\$ 1,279.18			
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		\$ 895.82	\$ 895.82			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 75.75		\$ 75.75	\$ 75.75			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 34.92		\$ 34.92	\$ 34.92			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 90.90		\$ 90.90	\$ 90.90			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 43.27		\$ 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		\$ 13.97	\$ 13.97			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 333.31		\$ 333.31	\$ 333.31			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 153.66		\$ 153.66	\$ 153.66			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 45.45		\$ 45.45	\$ 45.45			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 20.96		\$ 20.96	\$ 20.96			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 45.45		\$ 45.45	\$ 45.45			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 20.96		\$ 20.96	\$ 20.96			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 75.75		\$ 75.75	\$ 75.75			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 34.92		\$ 34.92	\$ 34.92			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 136.36		\$ 136.36	\$ 136.36			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 62.86		\$ 62.86	\$ 62.86			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 30.30		\$ 30.30	\$ 30.30			
4600276711	08/7/2013	7000167542	ELI CONTROLS LLC	\$ 13.97		\$ 13.97	\$ 13.97			
4600277154	08/8/2013	7000070681	POLLOCK FINANCIAL SERVICES	\$ 1,717.50		\$ 1,717.50	\$ 1,717.50			
4600277154	08/8/2013	7000053898	XEROX CORPORATION	\$ 1,845.00	-\$ 153.34	\$ 1,702.00	\$ 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	-\$ 804.60	\$ 8,914.99	\$ 8,914.99			

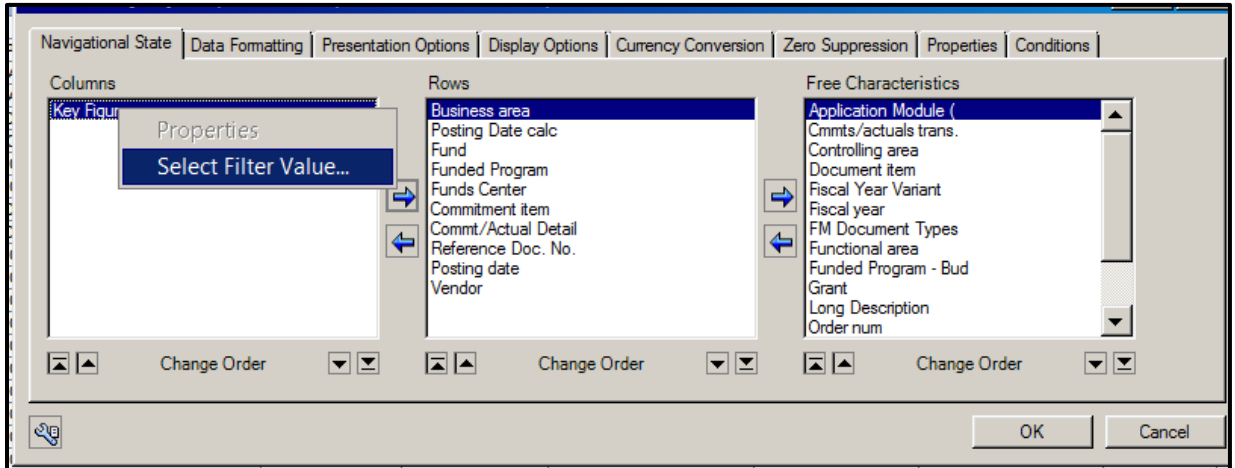
2) Right click on Key Figures

Local Query Properties of Open Encumbrance Report

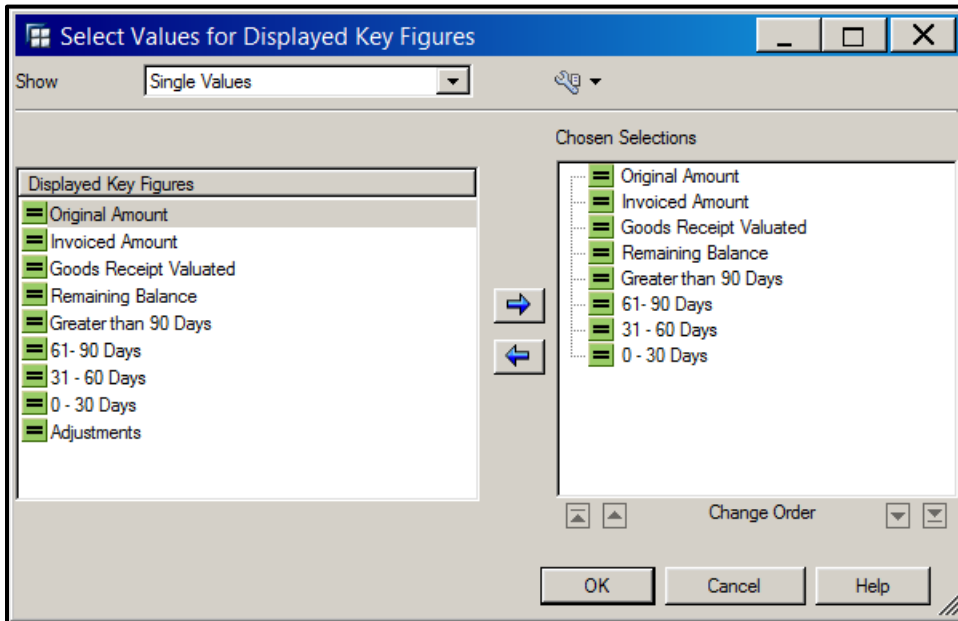
Navigational State |
 Data Formatting |
 Presentation Options |
 Display Options |
 Currency Conversion |
 Zero Suppression |
 Properties |
 Conditions

Columns	Rows	Free Characteristics
Key Figures	Business area	Application Module (
	Posting Date calc	Cmmts/actuals trans.
	Fund	Controlling area
	Funded Program	Document item
	Funds Center	Fiscal Year Variant
	Commitment item	Fiscal year
	Commt/Actual Detail	FM Document Types
	Reference Doc. No.	Functional area
	Posting date	Funded Program - Bud
	Vendor	Grant
		Long Description
		Order num

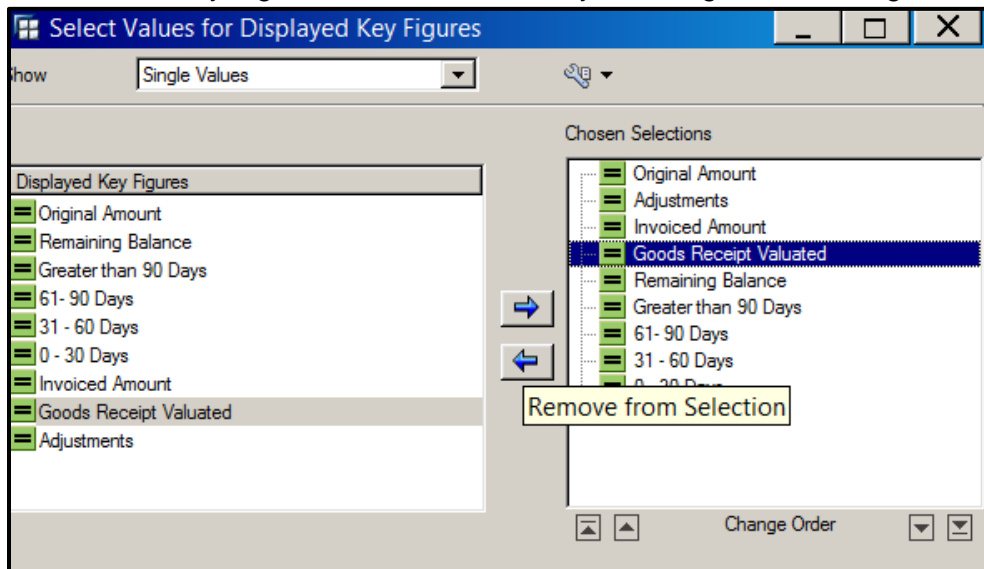
3) Select Filter Value...



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



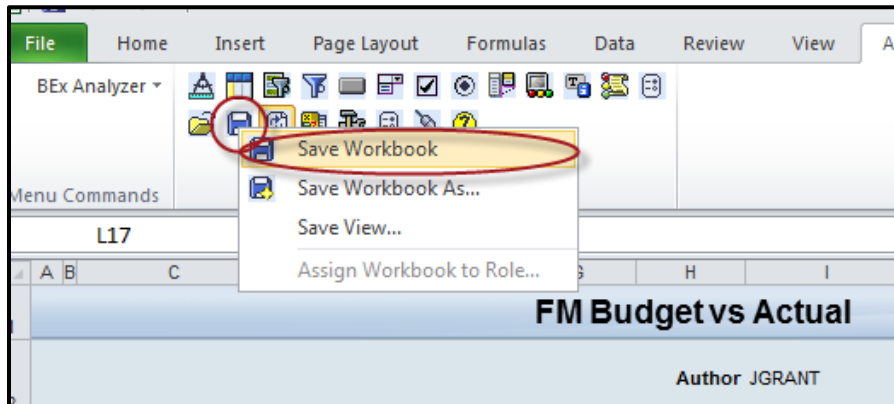
- 5) Remove the Key Figure from the selection by selecting it and clicking on the Left arrow.



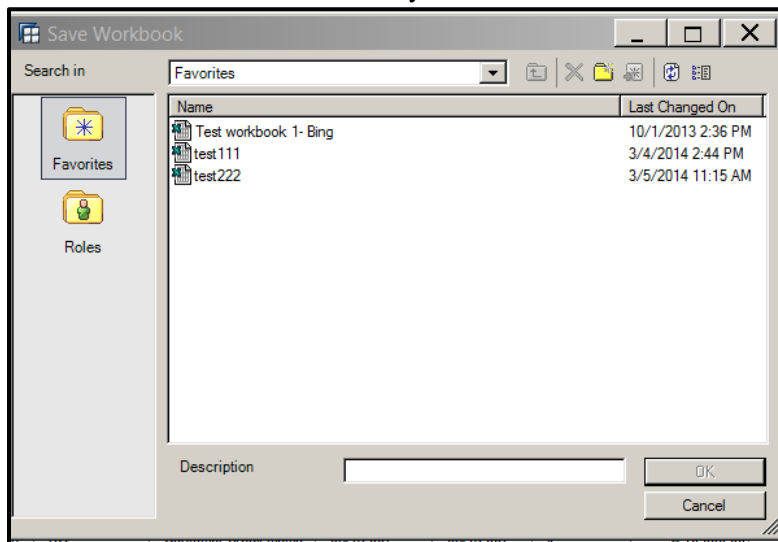
The Key Figure will not show while you are working in that local version.

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...”**



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



To Refresh a Report

1. Click the **“Change Variable Values”** icon.
2. Input new values into the prompt and click **“OK.”**

