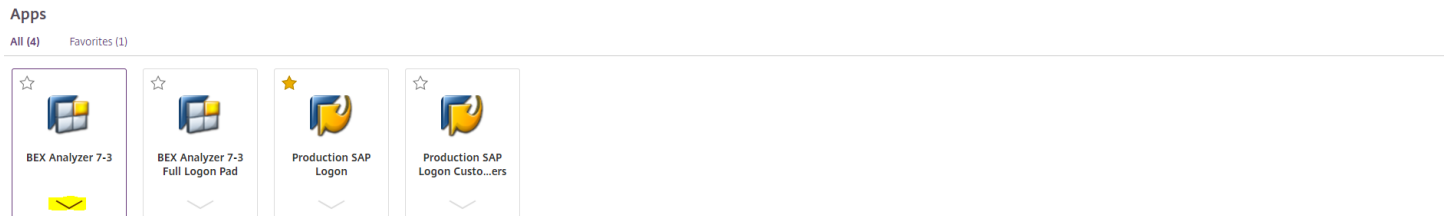
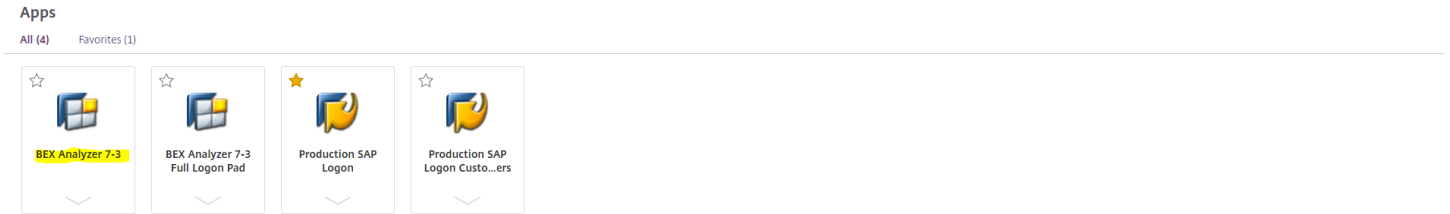


## BW Production System Access Instructions:

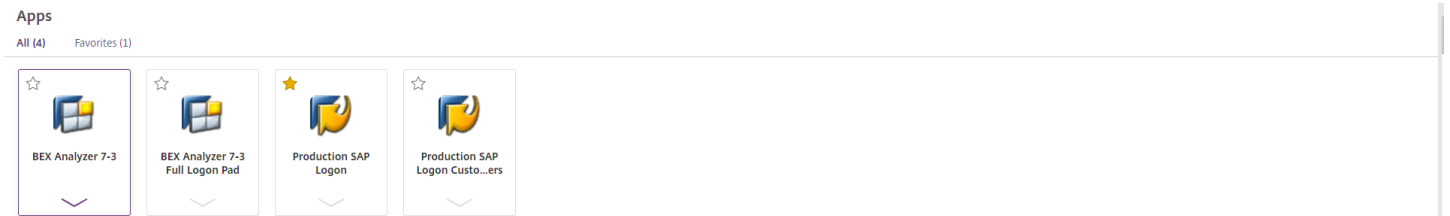
Go to: <https://sceisaccess.sc.gov>

Log in: SCEIS username and Password (This gives you access to the Citrix program)

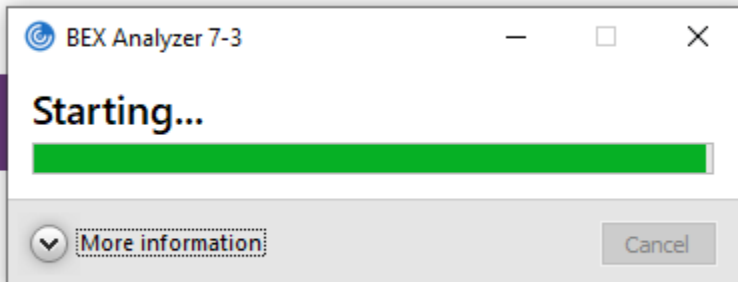
Select BEX Analyzer (Double Click Icon or Click Down Arrow and Select Open)



At the bottom of the screen a file will appear. (Double Click the File)



The BEX reporting program will begin to open.



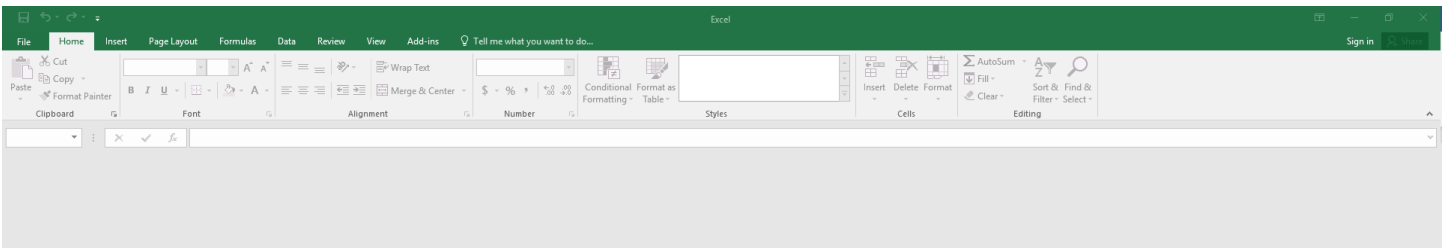
On the task bar at the bottom of the screen, you will see an Excel icon glowing/flashing. Click the icon to open.



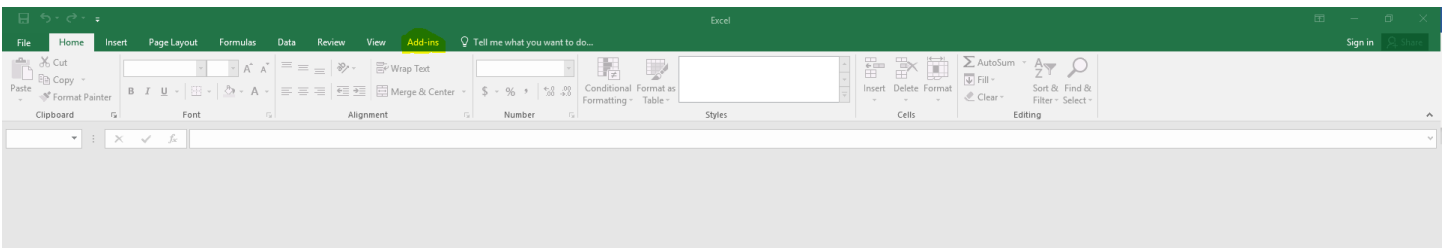
After the program opens, somewhere on the screen the below will be reflected. Click the square to open the BEX program.



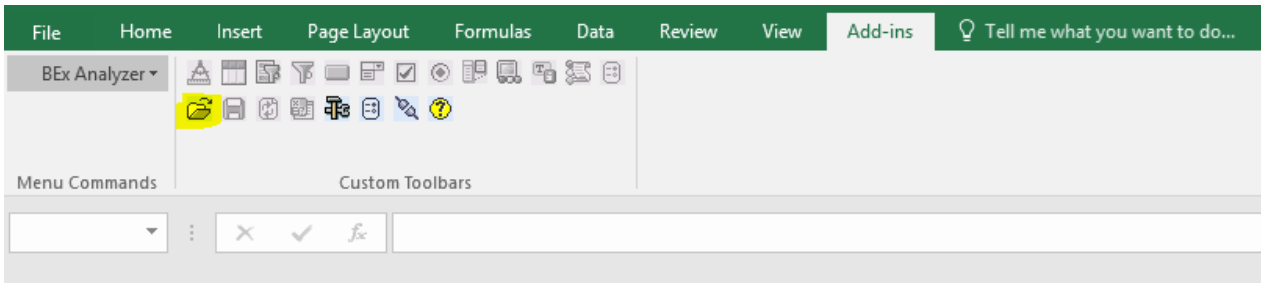
Excel will open.



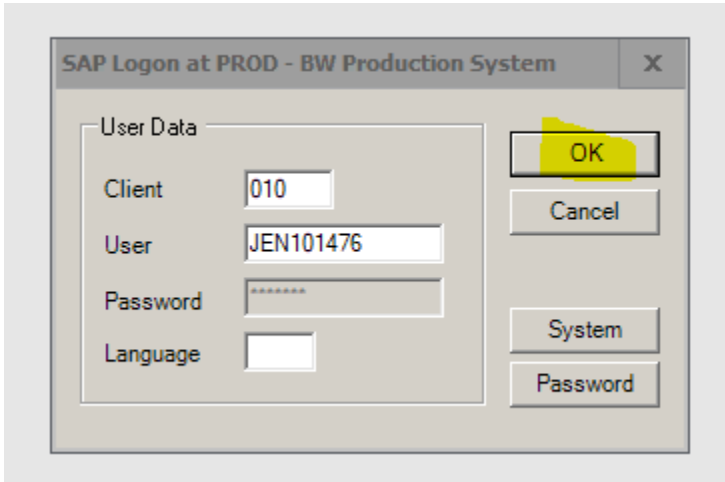
Click Add-ins



**Click Open File, then select Open Query**

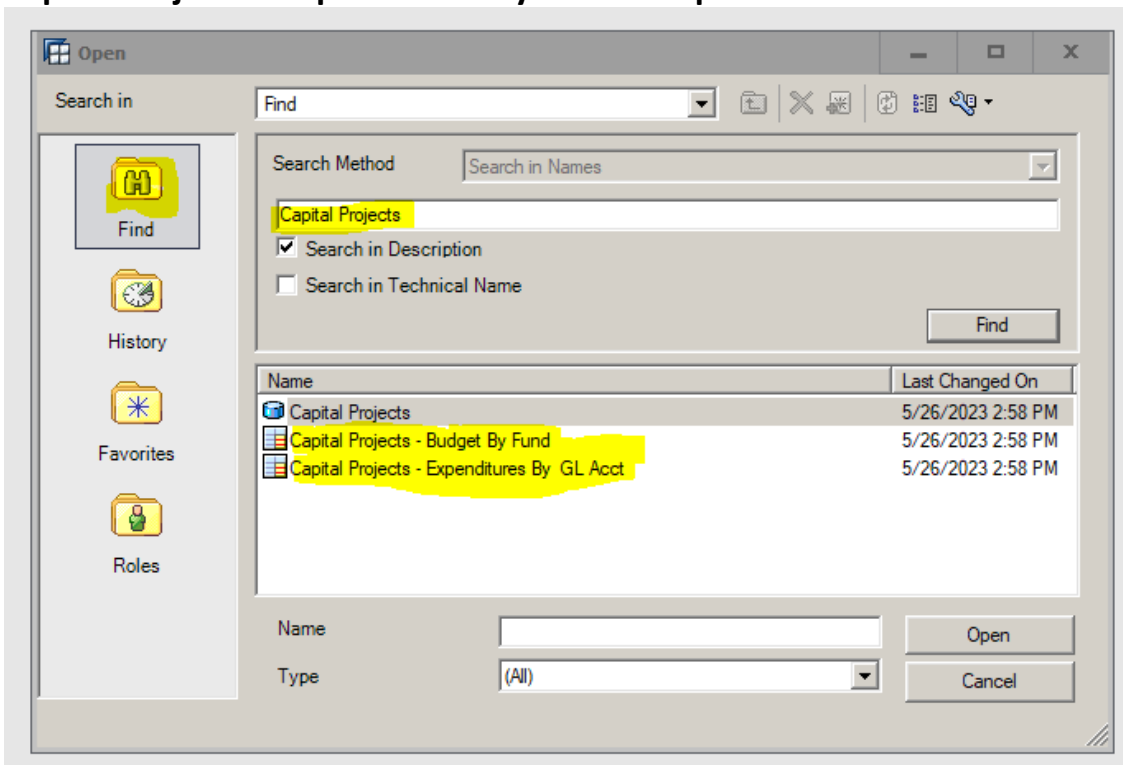


**The username used to access the program should appear. Select OK.**

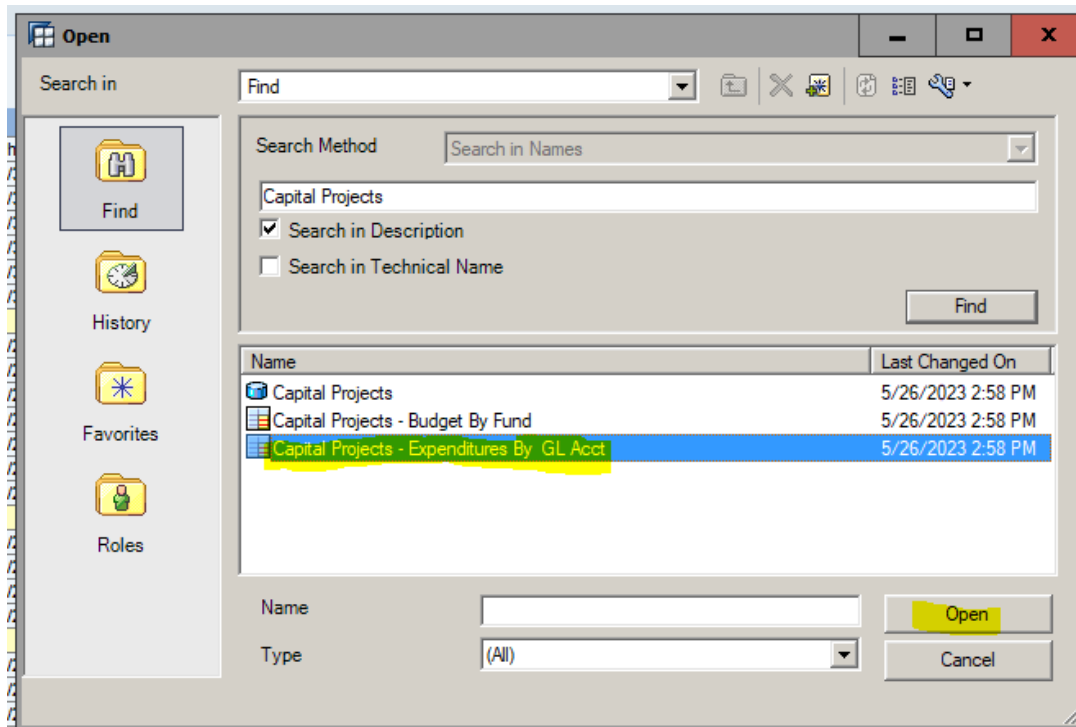


**Click Find, then type in Capital Projects. Click Find.**

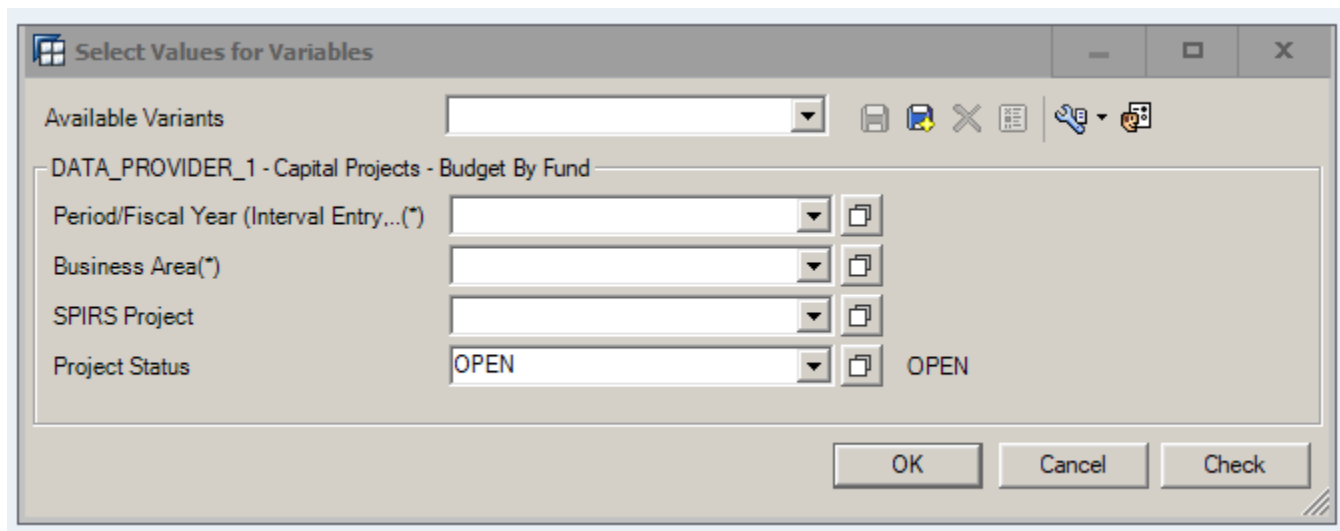
**Capital Projects – Budget By Fund &  
Capital Projects – Expenditures By GL Acct reports will be reflected.**



Click Capital Projects – Expenditures by GL Acct. Click Open.



The Select Values for Variables screen will open.



The Period/Fiscal Year range will need to be entered. Always start with 001/2008- and end with the period and fiscal year the report should run through. This example is Period 12, 2023 (June 30, 2023).

Business Area to be generated will also need to be entered. This example is for Department of Administration (D50), entered as D500.

The screen is already set to generate the report for all projects in OPEN status.

Click OK.

Select Values for Variables

Available Variants

DATA\_PROVIDER\_1 - Capital Projects - Expenditures By GL Acct

Business Area(\*) D500 DEPARTMENT OF ADMINISTRATION

SPIRS Project

Period/Fiscal Year (Interval Entry...(\*) 001/2008-012/2023 JUL 2008 - JUN 2023

Project Status OPEN OPEN

OK Cancel Check

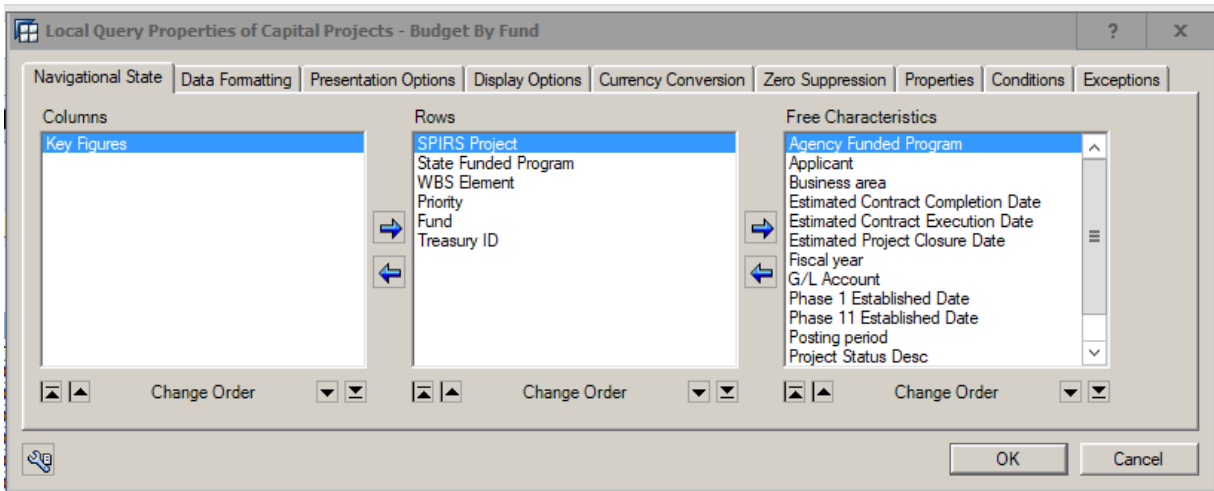
The system will populate all active projects. Example below shows the first project for Department of Administration (D50).

SPIRS Project	WBS Element	WBS Description	Priority	State Funded Program	G/L Account	Current Budget	Current Year Expenditures	Total Project Expenditures	Balance
6000	E.D500.0060	BLATT-WATER PUMPS & HEAT EXCHANGER REPLC	#	9901.600000.000	507000	\$ 521,914.00	\$ 0.00	\$ 0.00	\$ 521,914.00
					5071210000	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
					5071240000	\$ 0.00	-\$ 13,116.69	-\$ 14,573.74	\$ 14,573.74
					Result	\$ 521,914.00	-\$ 13,116.69	-\$ 14,573.74	\$ 536,487.74
	E.D500.0060.BA000	BLATT-WATER PUMPS & HEAT EXCHANGER R_EXP	E	9901.600000.000	#	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
					Result	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	E.D500.0060.BB000	BLATT-WATER PUMPS & HEAT EXCHANGER R_EXP	E	9901.600000.000	#	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
					5071210000	\$ 0.00	\$ 6,883.00	\$ 43,913.25	-\$ 43,913.25
					5071240000	\$ 0.00	\$ 374,761.80	\$ 416,391.80	-\$ 416,391.80
					Result	\$ 0.00	\$ 381,644.80	\$ 460,305.05	-\$ 460,305.05
	E.D500.0060.BZ000	BLATT-WATER PUMPS & HEAT EXCHANGER R_EXP	R	9901.600000.000	#	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
					Result	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

The data elements included are as follows:

- SPIRS Project #
- WBS Element
- WBS Description
- Priority
- State Funded Program
- G/L Account
- Current Budget
- Current Year Expenditures
- Total Project Expenditures
- Balance

Additional data elements can be populated. To see all options, right click on a table header field, and select Query Properties.

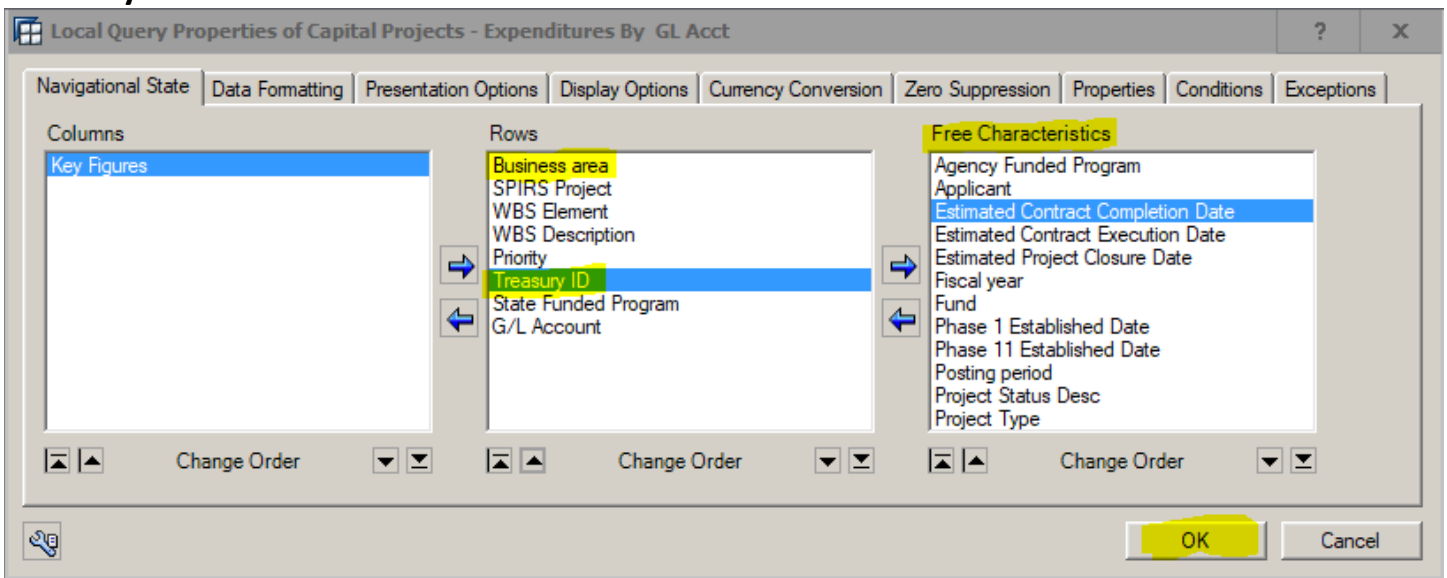


To add additional data elements to the report, click on an item in the Free Characteristics box, then click the left arrow to move the item to the Rows box. Continue to select items in the Free Characteristics box and move them to the Rows box until all data elements desired are included.

The below example shows the following being added to the report:

**Business Area**

**Treasury ID**



Click OK.

All of the added data elements will now be included in the report.