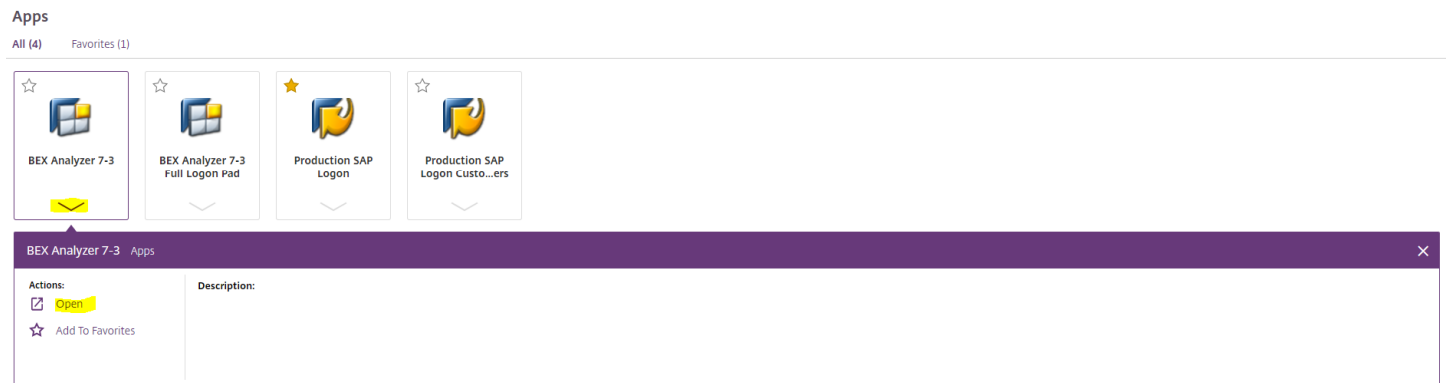
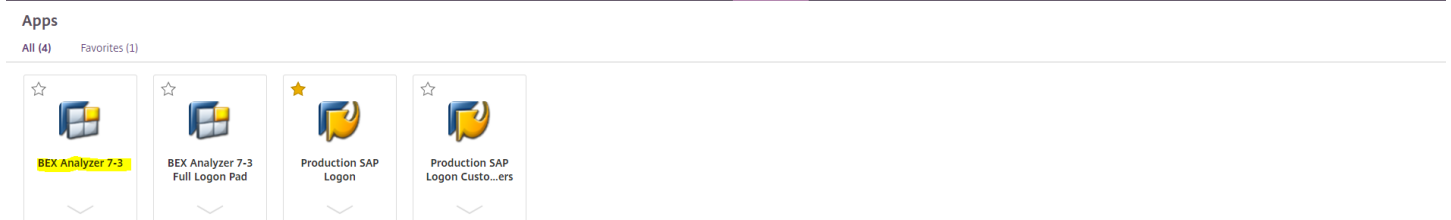


BW Production System Access Instructions:

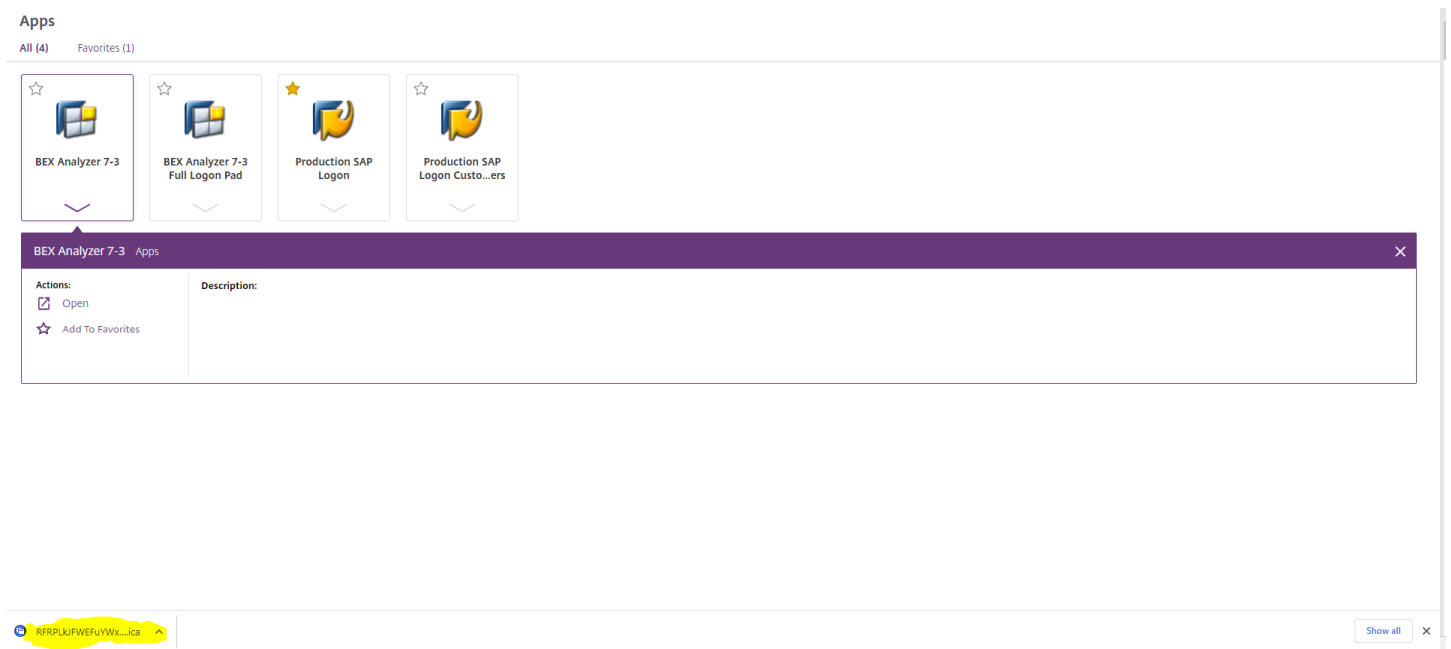
Go to: <https://sceisaccess.sc.gov>

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

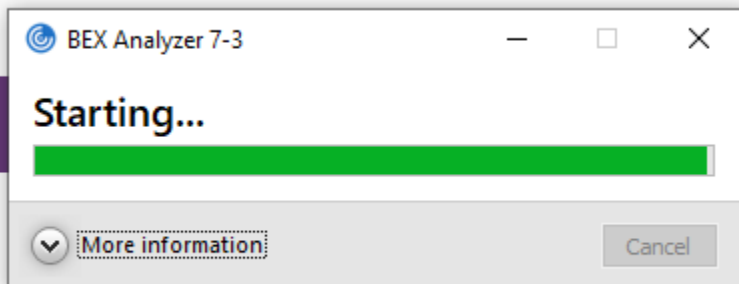
Select BEX Analyzer (Double Click Icon or Click Down Arrow and Select Open)



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



The BEX reporting program will begin to open.



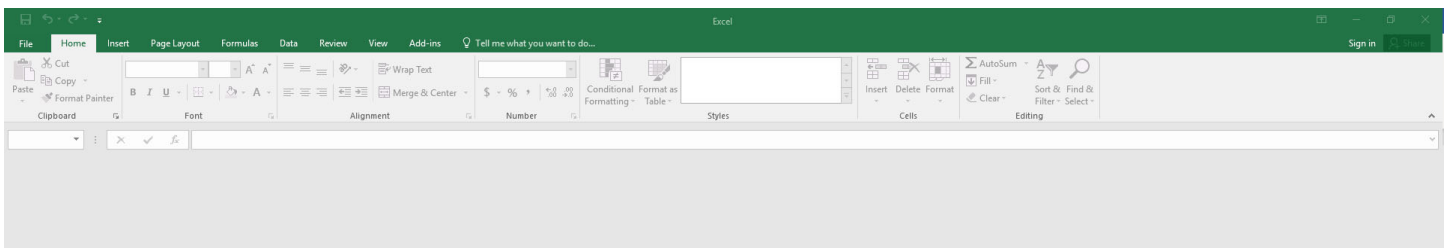
On the task bar at the bottom of the screen, you will see an Excel icon glowing/flashing. Click the icon to open.



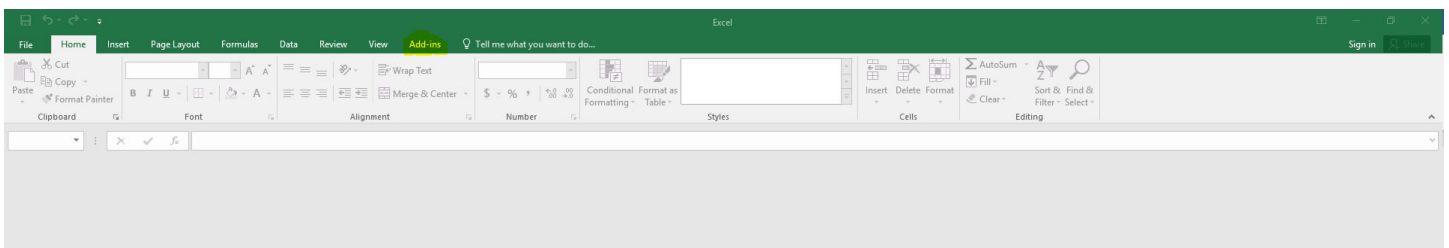
After the program opens, somewhere on the screen the below will be reflected. Click the square to open the BEX program.



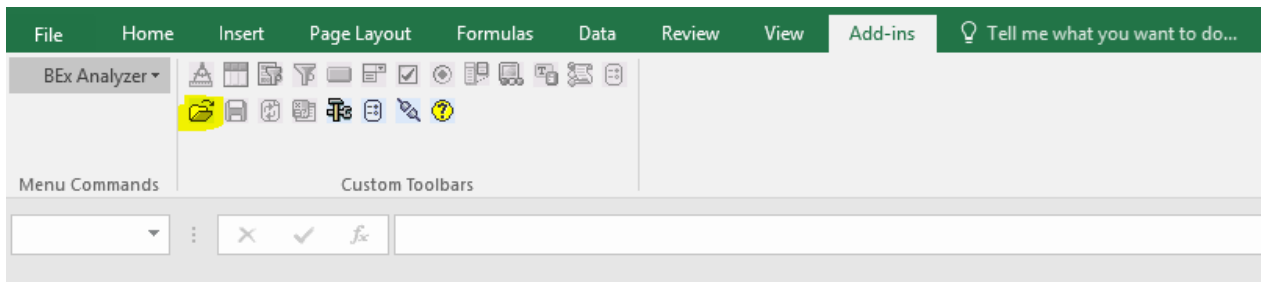
Excel will open.



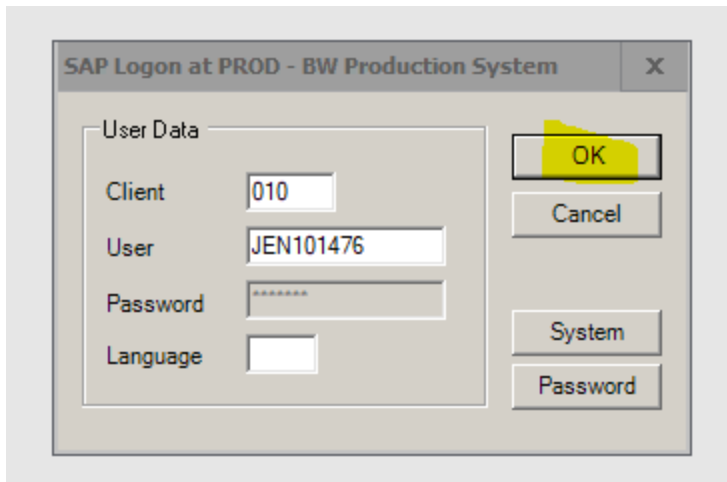
Click Add-ins



Click Open File, then select Open Query

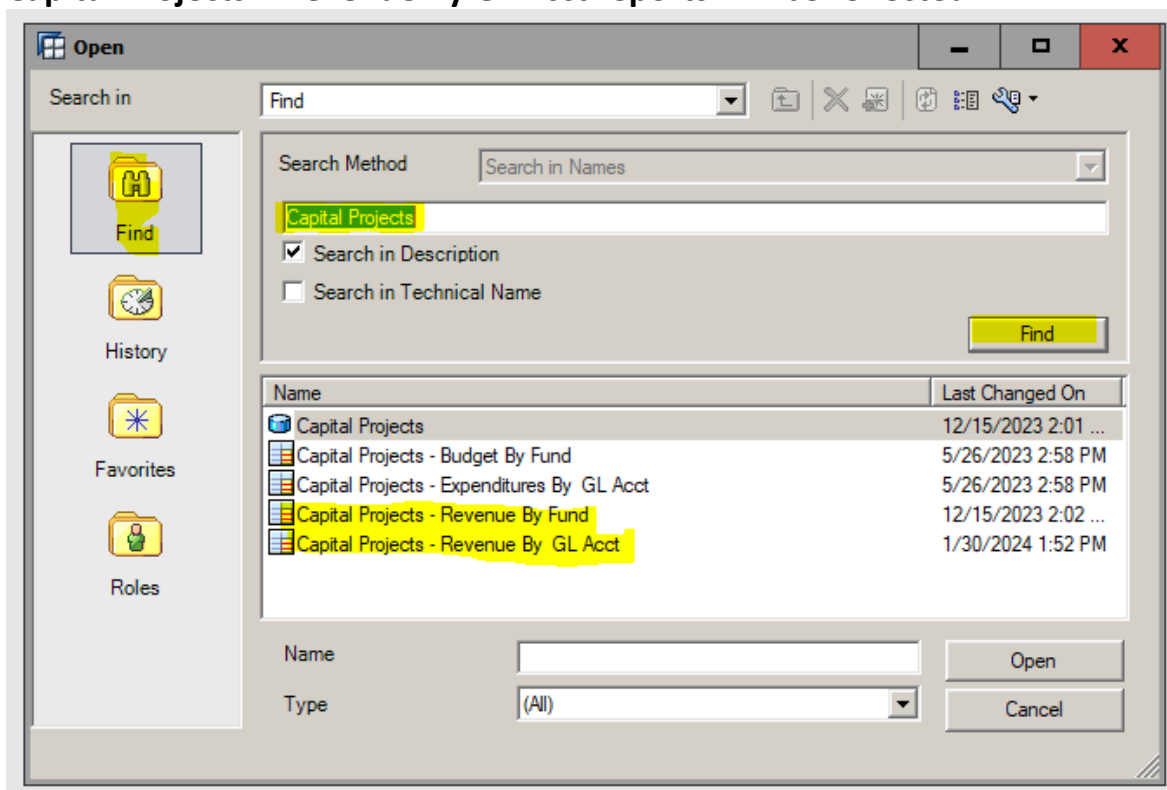


The username used to access the program should appear. Select OK.

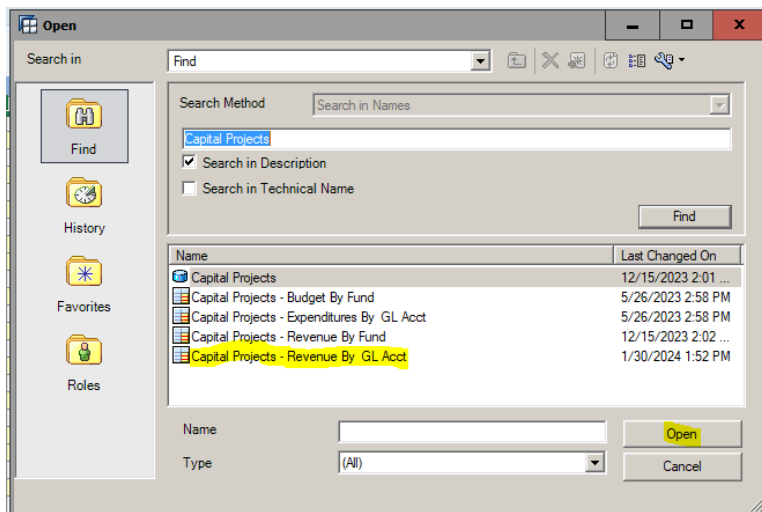


Click Find, then type in Capital Projects. Click Find.

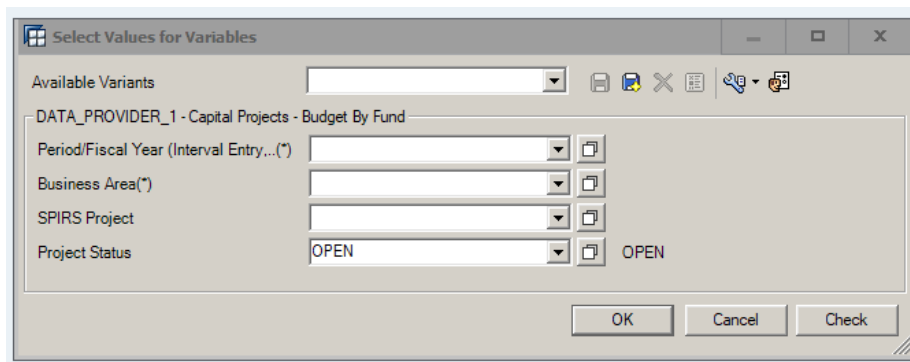
Capital Projects – Revenue By Fund &
Capital Projects – Revenue By GL Acct reports will be reflected.



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



The Select Values for Variables screen will open.

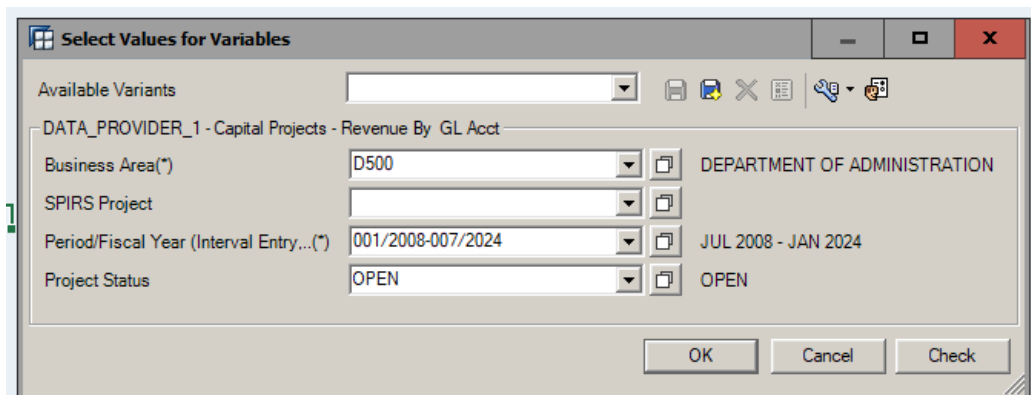


The Period/Fiscal Year range will need to be entered. Always start with 001/2008- and end with the period and fiscal year the report should run through. This example is Period 7, 2023 (January 31, 2024).

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.



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

Table								
SPIRS Project	WBS Element	WBS Description	Priority	State Funded Program	G/L Account	Current Budget	Revenue	Revenue Difference
6021	E.D500.0078	DENNIS BLDG-6TH FLOOR ATT GEN OFFICE REN	#	9901.602100.000	507000	\$ 649,824.00	\$ 0.00	-\$ 649,824.00
					5071210000	\$ 0.00	\$ 0.00	\$ 0.00
					Result	\$ 649,824.00	\$ 0.00	-\$ 649,824.00
	E.D500.0078.BA000	DENNIS BLDG-6TH FLOOR ATT GEN OFFICE REN	E	9901.602100.000	#	\$ 0.00	\$ 0.00	\$ 0.00
					Result	\$ 0.00	\$ 0.00	\$ 0.00
	E.D500.0078.BB000	DENNIS BLDG-6TH FLOOR ATT GEN OFFICE REN	E	9901.602100.000	#	\$ 0.00	\$ 0.00	\$ 0.00
					5071210000	\$ 0.00	\$ 0.00	\$ 0.00
					6100010000	\$ 0.00	-\$ 649,824.00	\$ 649,824.00
					Result	\$ 0.00	-\$ 649,824.00	\$ 649,824.00

The data elements included are as follows:

SPIRS Project #
 WBS Element
 WBS Description
 Priority
 State Funded Program
 G/L Account
 Current Budget
 Revenue
 Revenue Difference