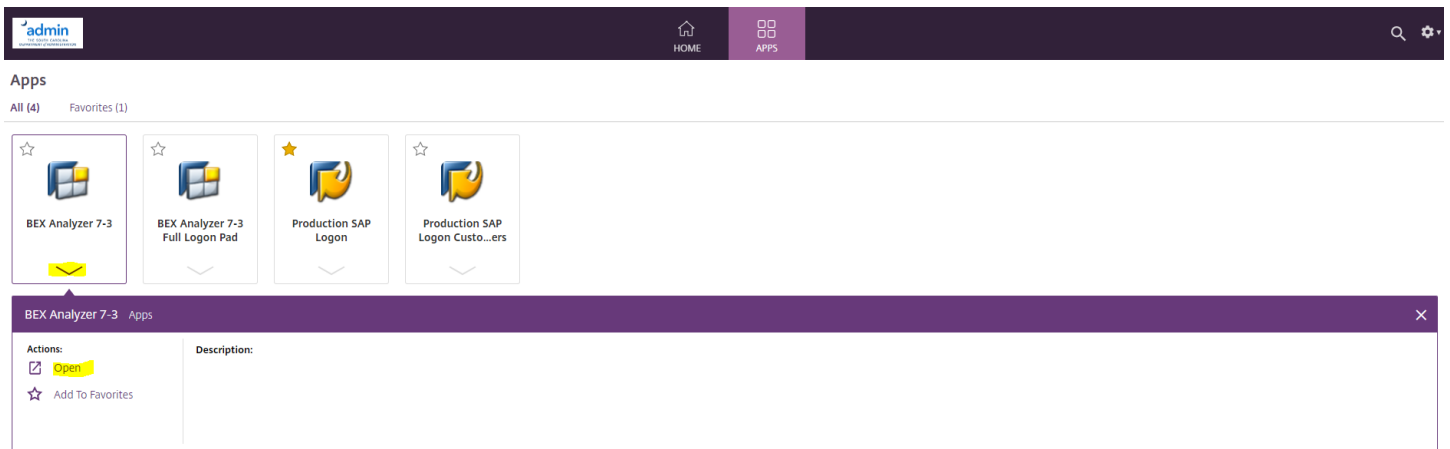
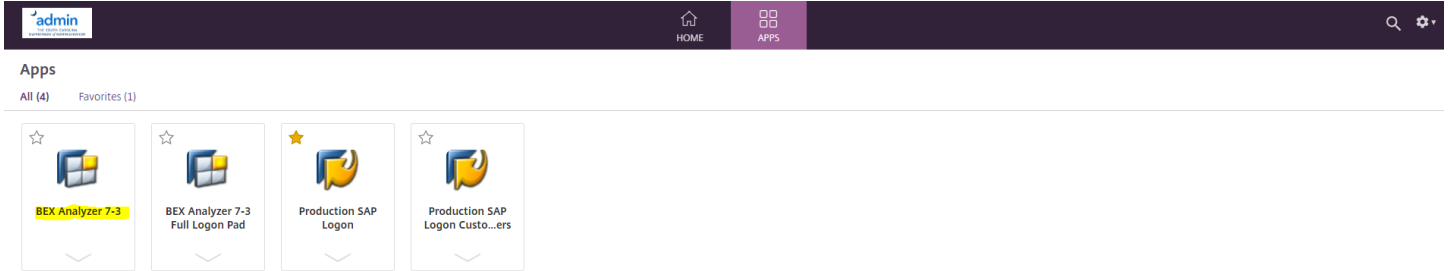


BW Production System Access Instructions:

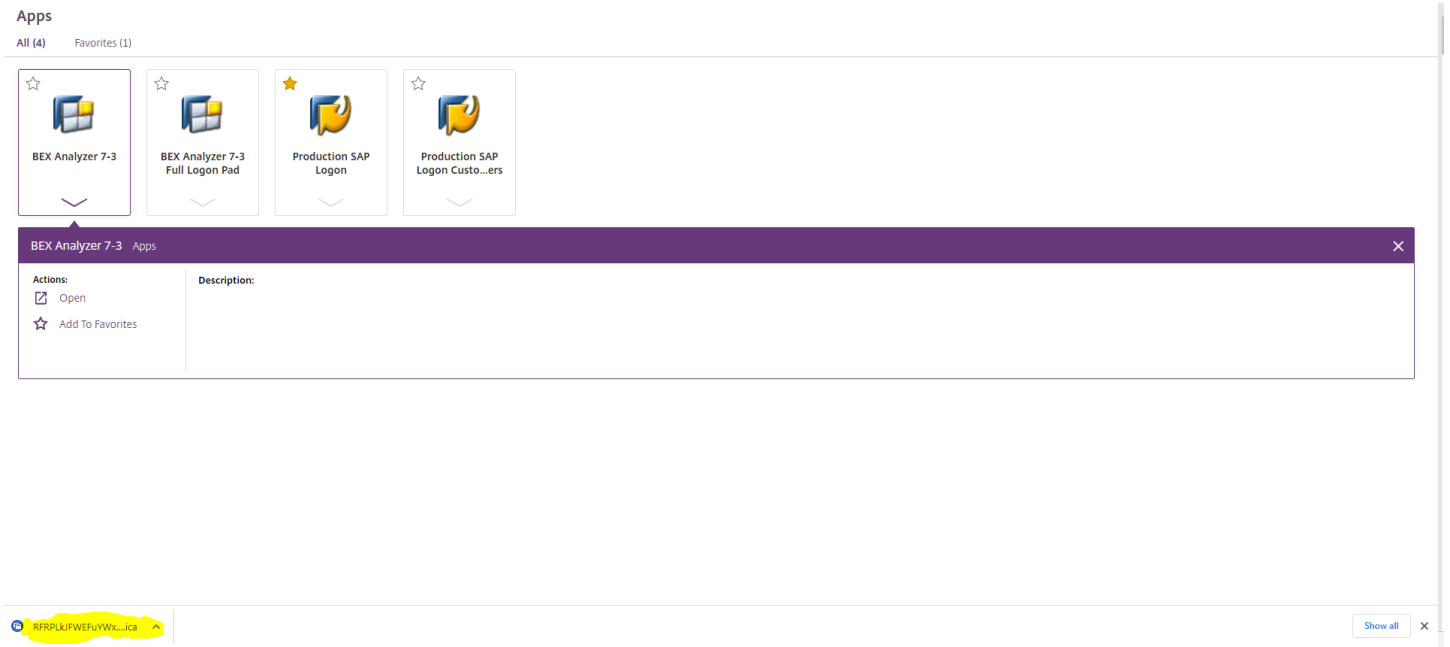
Go to: <https://sceisaccess.sc.gov>

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

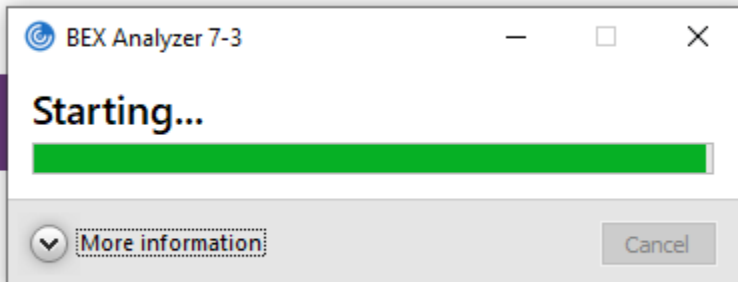
Select BEX Analyzer (Double Click Icon or Click Down Arrow and Select Open)



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



The BEX reporting program will begin to open.



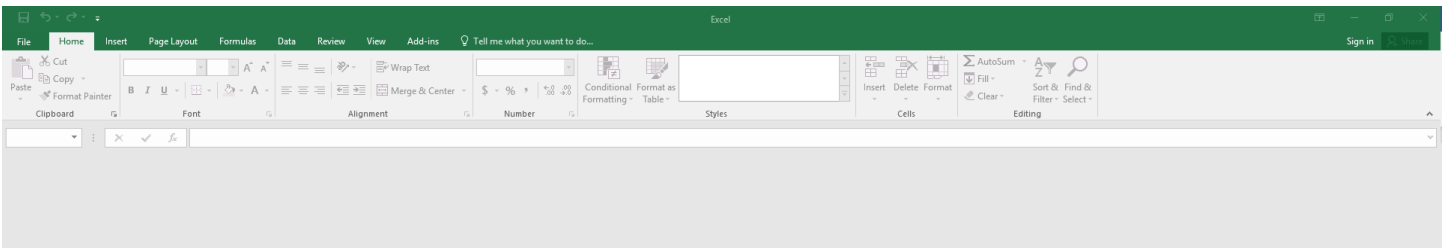
On the task bar at the bottom of the screen, you will see an Excel icon glowing/flashing. Click the icon to open.



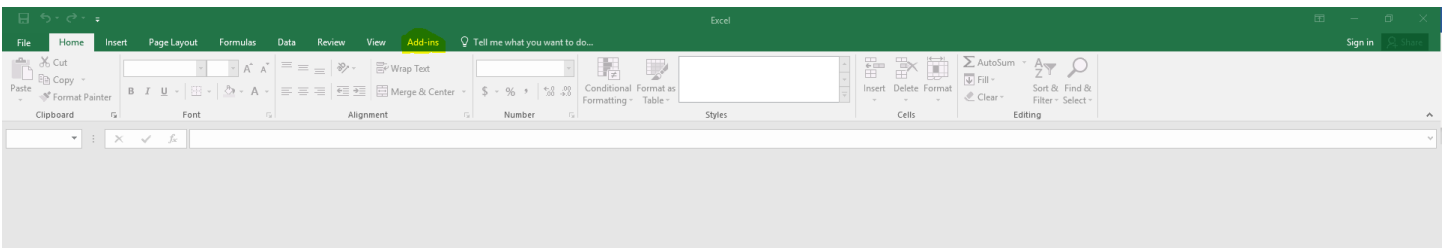
After the program opens, somewhere on the screen the below will be reflected. Click the square to open the BEX program.



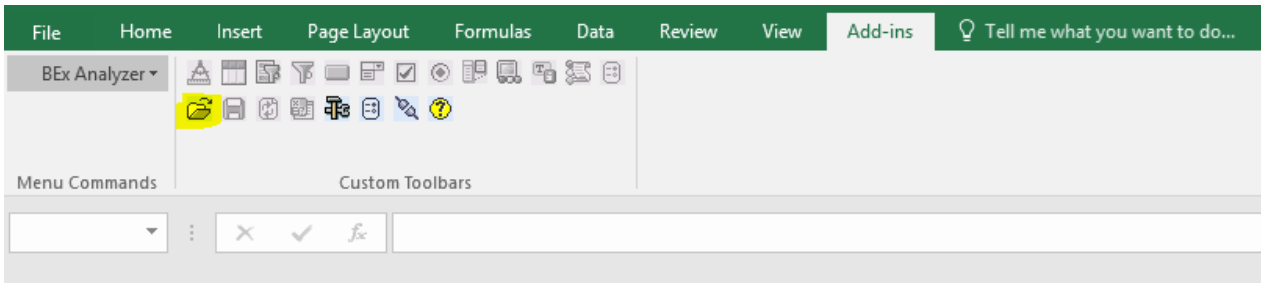
Excel will open.



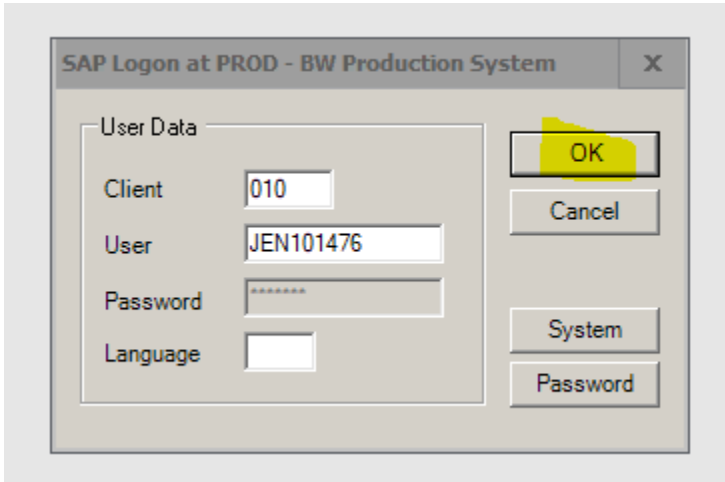
Click Add-ins



Click Open File, then select Open Query

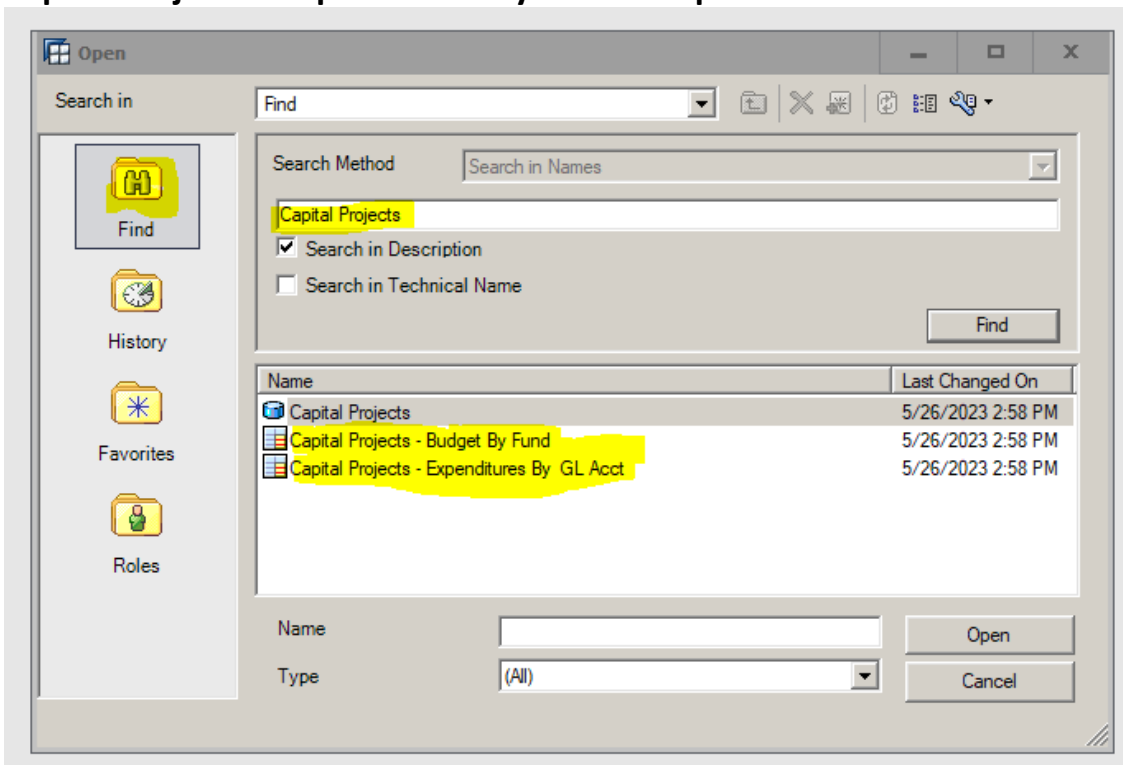


The username used to access the program should appear. Select OK.

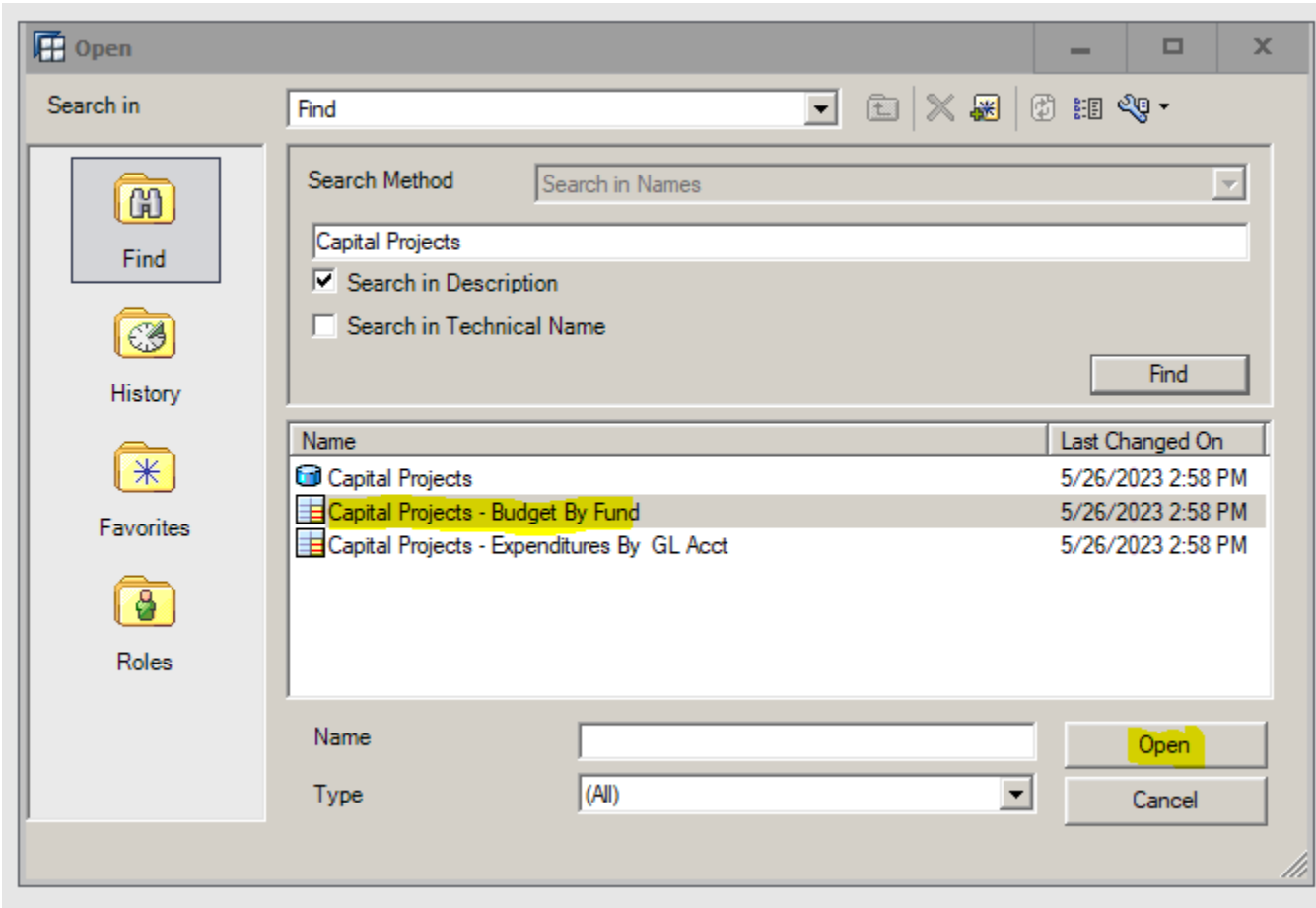


Click Find, then type in Capital Projects. Click Find.

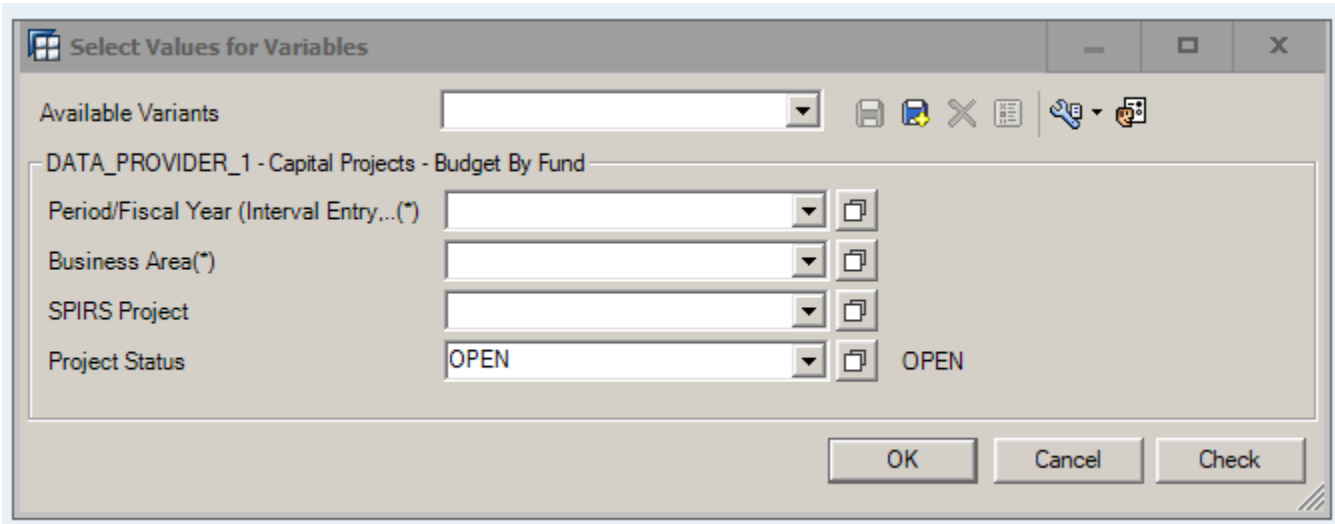
**Capital Projects – Budget By Fund &
Capital Projects – Expenditures By GL Acct reports will be reflected.**



Click Capital Projects – Budget By Fund. 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.

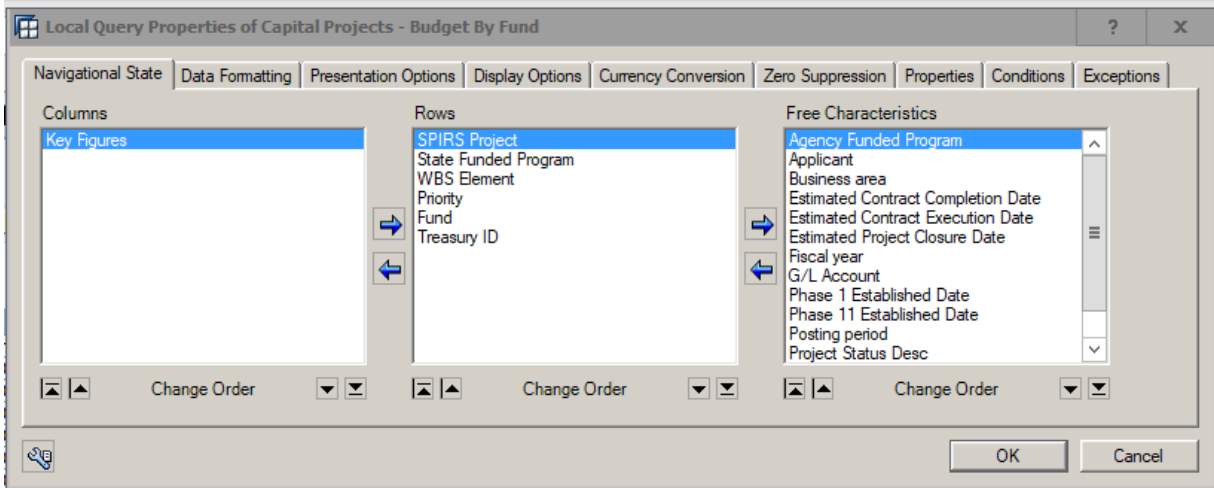
The system will populate all active projects. Example below shows the first project for Department of Administration (D50).

Capital Projects - Budget By Fund															
Author CROUT															
Status of Data 6/13/2023 20:24:51															
Chart Filter Information															
SPIRS Project	State Funded Program	WBS Element	WBS Element Names	Priority	Fund	Treasury ID	Current Budget	Total Expenditures	Balance	Commitments	Available Balance	Open Items	Retainage	% Complete	Cash Balance
6000	9901.600000.000	E.D500.0060	Blatt-Water Pumps & Heat Exchanger Replc	#	36008020	#	\$ 183,219.00	\$ 0.00	\$ 183,219.00	\$ 0.00	\$ 183,219.00	\$ 0.00	\$ 6,412.71	0.00	\$ 189,631.71
6000	9901.600000.000	E.D500.0060	Blatt-Water Pumps & Heat Exchanger Replc	#	39078010	#	\$ 338,695.00	\$ 0.00	\$ 338,695.00	-\$ 59,495.20	\$ 279,199.80	\$ 0.00	\$ 8,161.03	0.00	\$ 346,856.03
6000	9901.600000.000	E.D500.0060.BA000	Blatt-Water Pumps & Heat Exchanger R_CAP	E	39078010	#	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	X	\$ 0.00
6000	9901.600000.000	E.D500.0060.BB000	Blatt-Water Pumps & Heat Exchanger R_EXP	E	36008020	#	\$ 0.00	\$ 183,219.00	-\$ 183,219.00	\$ 0.00	-\$ 183,219.00	\$ 0.00	\$ 0.00	X	-\$ 183,219.00
6000	9901.600000.000	E.D500.0060.BB000	Blatt-Water Pumps & Heat Exchanger R_EXP	E	39078010	#	\$ 0.00	\$ 277,086.05	-\$ 277,086.05	\$ 0.00	-\$ 277,086.05	\$ 0.00	\$ 0.00	X	-\$ 277,086.05
6000	9901.600000.000	E.D500.0060.BZ000	Blatt-Water Pumps & Heat Exchanger Replc	R	39078010	#	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	X	\$ 0.00
6000	Result						\$ 521,914.00	\$ 460,305.05	\$ 61,608.95	-\$ 59,495.20	\$ 2,113.75	\$ 0.00	\$ 14,573.74	88.20	\$ 76,182.69

The data elements included are as follows:

- SPIRS Project #
- State Funded Program
- WBS Element
- WBS Element Names
- Priority
- Fund #
- Treasury ID #
- Current Budget
- Total Expenditures
- Balance
- Open Commitments
- Available Balance
- Open Items
- Retainage
- Percent Complete
- Cash Balance

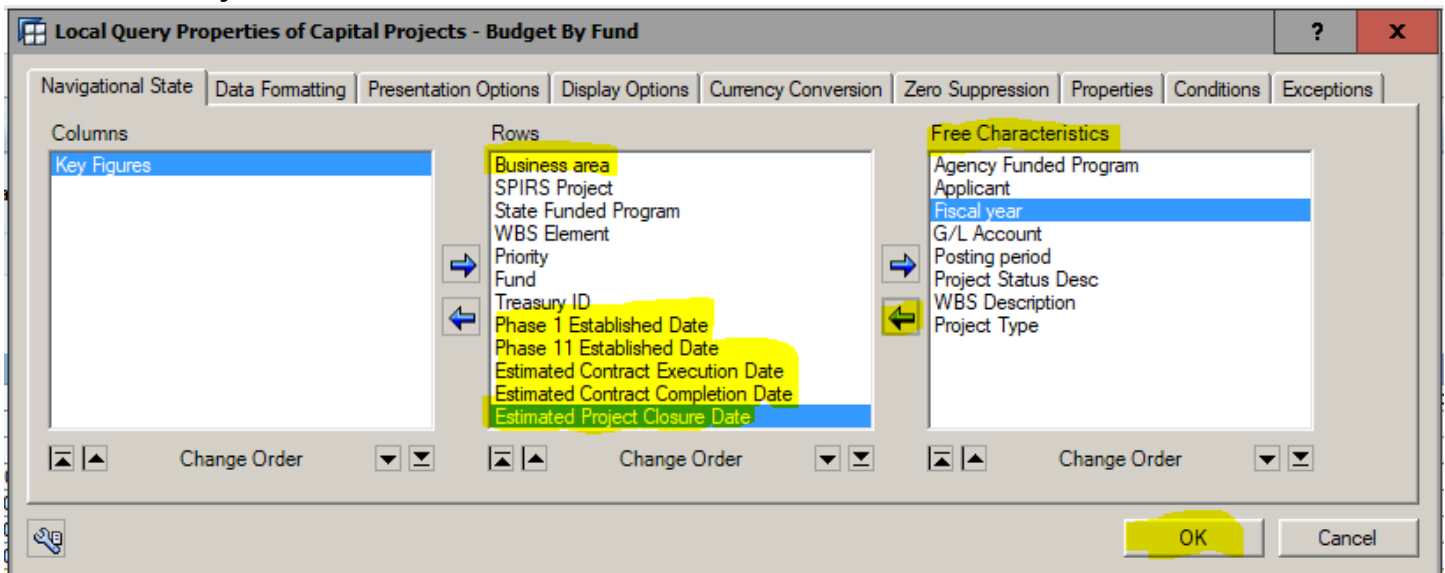
Additional data elements can be populated. To see all options, right click on a table header field, and select Query Properties.



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
- Phase I Established Date
- Phase II Established Data
- Estimated Contract Execution Date
- Estimated Contract Completion Date
- Estimated Project Closure Date



Click OK.

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

Definitions:

Business Area – Agency Business Area Number & Name

SPIRS Project – Four Digit Project Number Assigned

State Funded Program – SCEIS State Funded Program Number Assigned

WBS Element – Level 1 and All Level 3 WBS Element Numbers & Names Assigned

Priority – Level 1's (No Priority) & Level 3's is either Expense or Revenue.

Fund # - Fund Where Budget is Loaded and Expenditures Charged

Treasury ID # - Treasurer's Office Number Assigned to Identify Specific Fund Sources.

Current Budget – Budget at the Specific Period End Report is run

Total Expenditures – Expenditures & Retainage at the Specific Period End Report is run

Balance – Budget Available Before Open Commitments

Open Commitments – Open Purchase Order Balance

Available Balance – Budget Available After Commitments are Removed

Open Items – Payment not Fully Processed

Retainage – Funds Withheld in a Contract

Percent Complete – Percent of Funds Paid Out

Cash Balance – Funds Not Paid at the Specific Period End Report is run