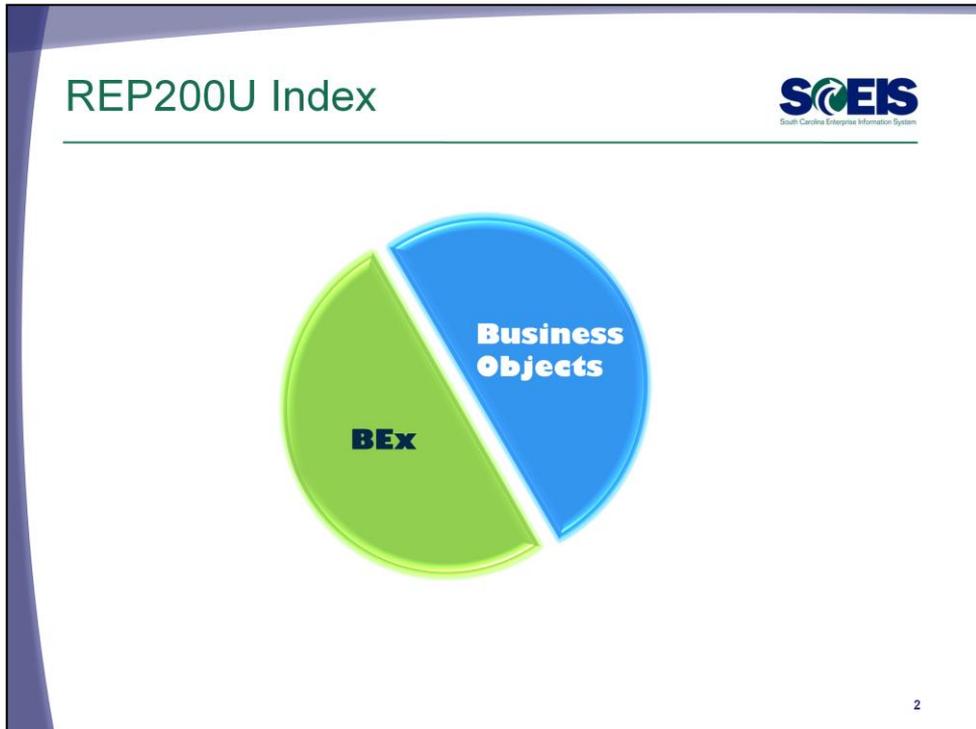


Welcome to REP200U Reporting with BEx and Business Objects.



This online class discusses two tools used to access SCEIS reports, BEx and Business Objects. The first section of this class is BEx with five lessons. The second section focuses on Business Objects and also has five lessons.

REP200U Index



Course 1 - BEx

Course 2 - Business Objects

3

Click the title of the section you would like to view.



The slide features a blue gradient background on the left side. The title "BEx Index" is in green text at the top left. The SOEIS logo, "South Carolina Enterprise Information System", is in the top right. A list of five lessons is in the center, each preceded by a green circular icon with a white arrow. A small number "4" is in the bottom right corner.

BEx Index

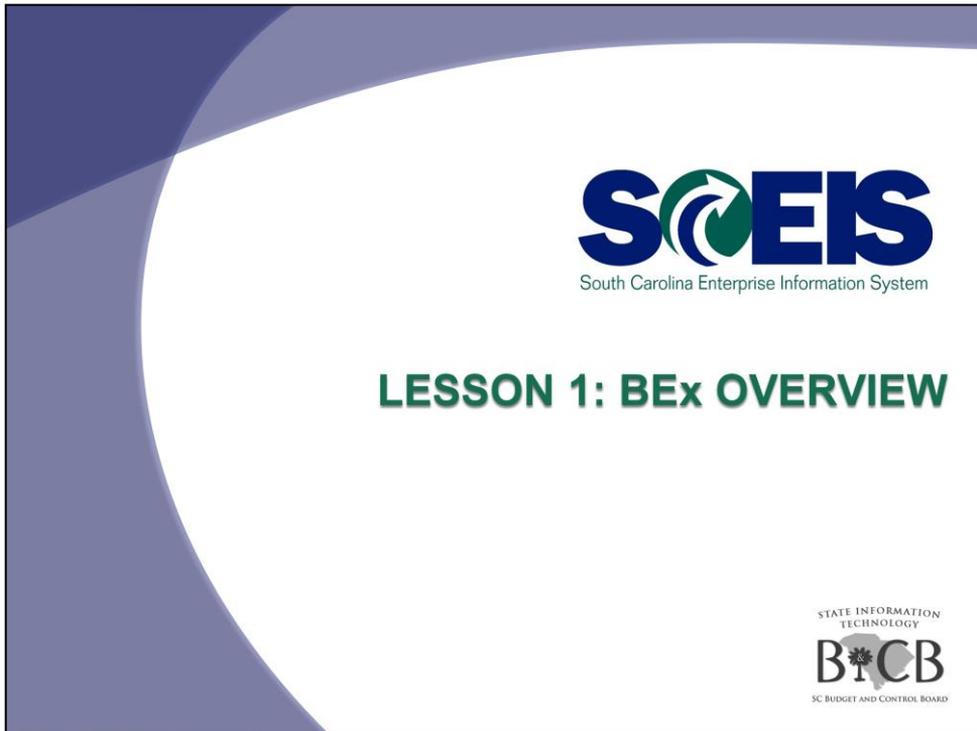
SOEIS
South Carolina Enterprise Information System

- Lesson 1: BEx Overview
- Lesson 2: Logging into BEx
- Lesson 3: Generating a BEx Report
- Lesson 4: Manipulating Report Data
- Lesson 5: Managing Workbooks

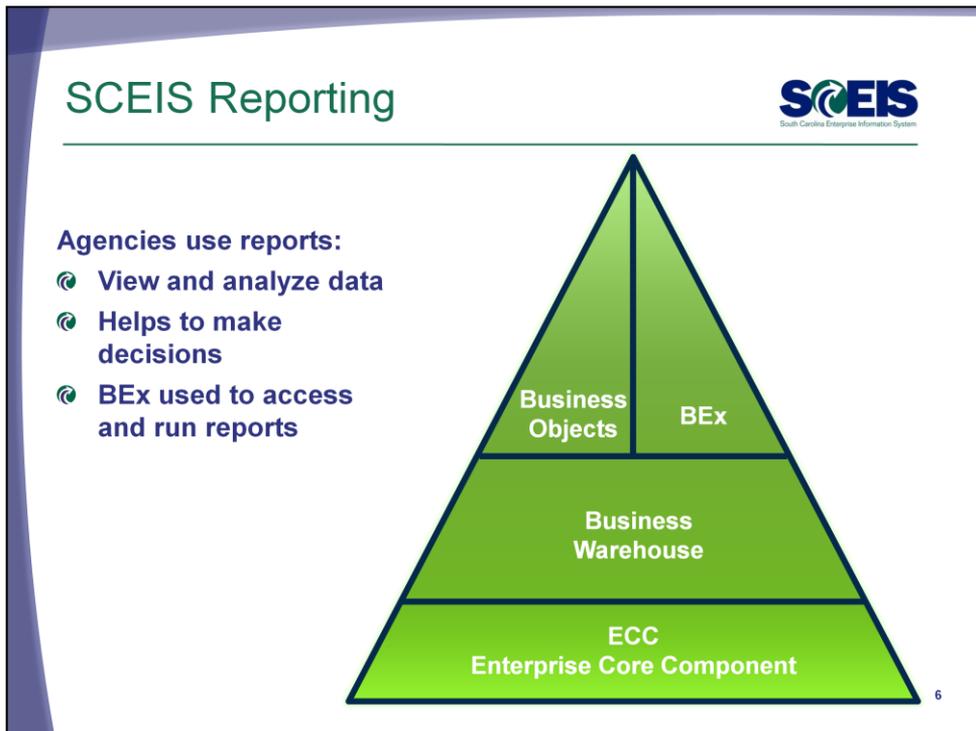
4

The lessons within the REP200U BEx section include:

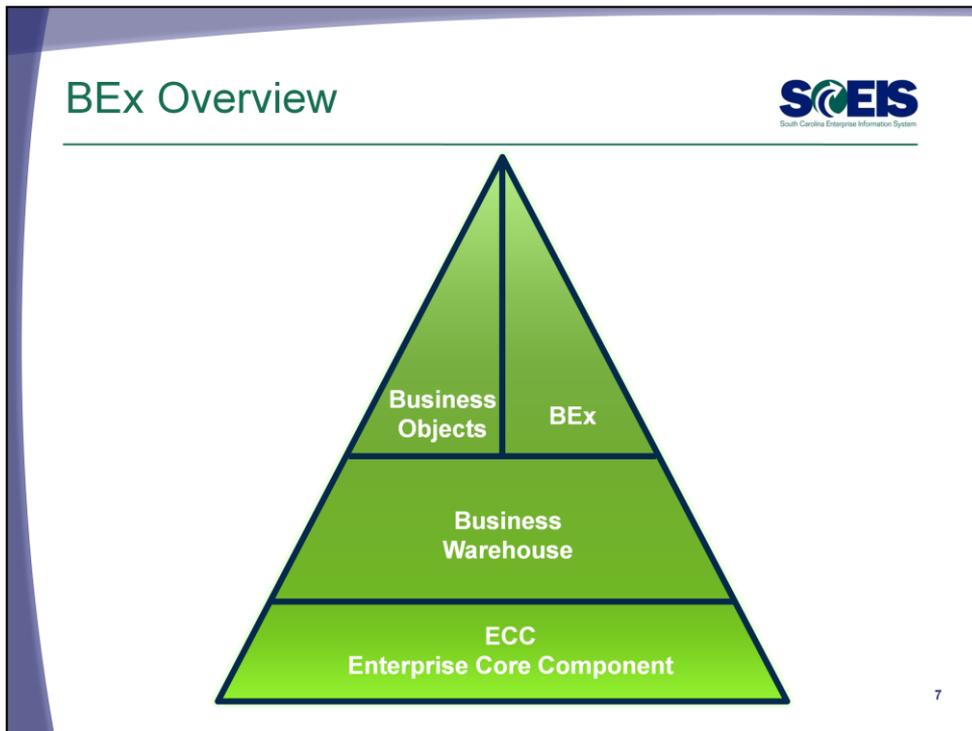
- Lesson 1: BEx Overview
- Lesson 2: Logging into BEx
- Lesson 3: Generating a BEx Report
- Lesson 4: Manipulating Report Data
- Lesson 5: Managing Workbooks



Lesson 1: BEx Overview



Let's begin by discussing SCEIS Reporting. Agencies use SCEIS reports to view and analyze SCEIS data to help make sound business decisions. SCEIS reports can be found in the Enterprise Core Component (ECC) portion of SCEIS, BEx and Business Objects. The BEx portion of this class will teach users how to access and run reports in BEx.

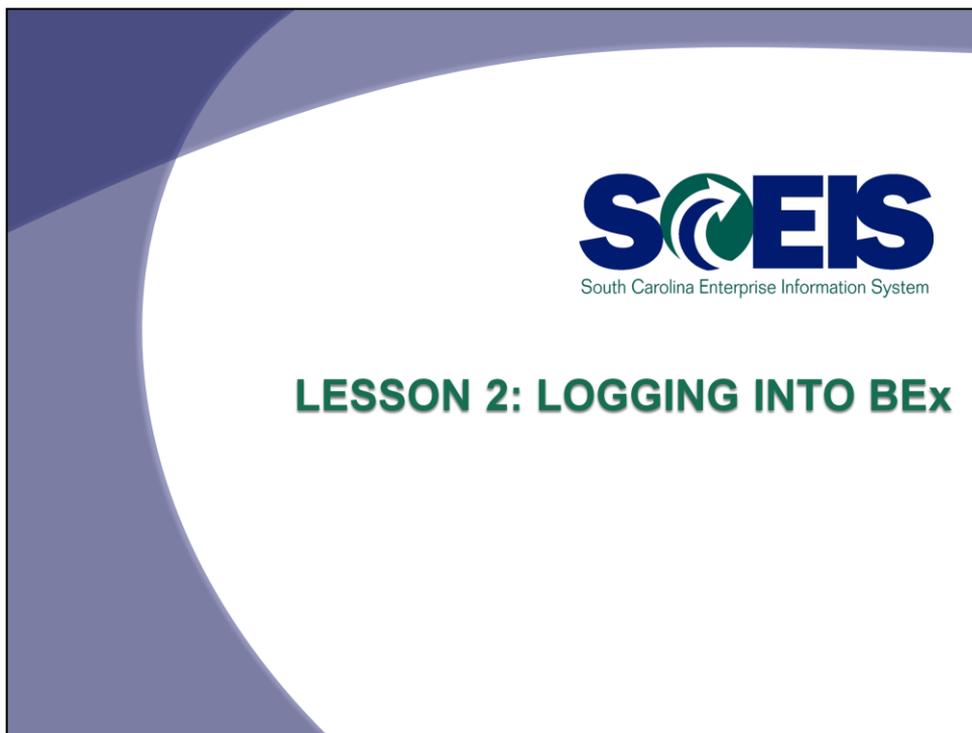


Much of the data in SCEIS is entered or housed in the Enterprise Core Component, or ECC. Many of the reports in ECC contain up-to-the-minute data, but are not easy to manipulate.

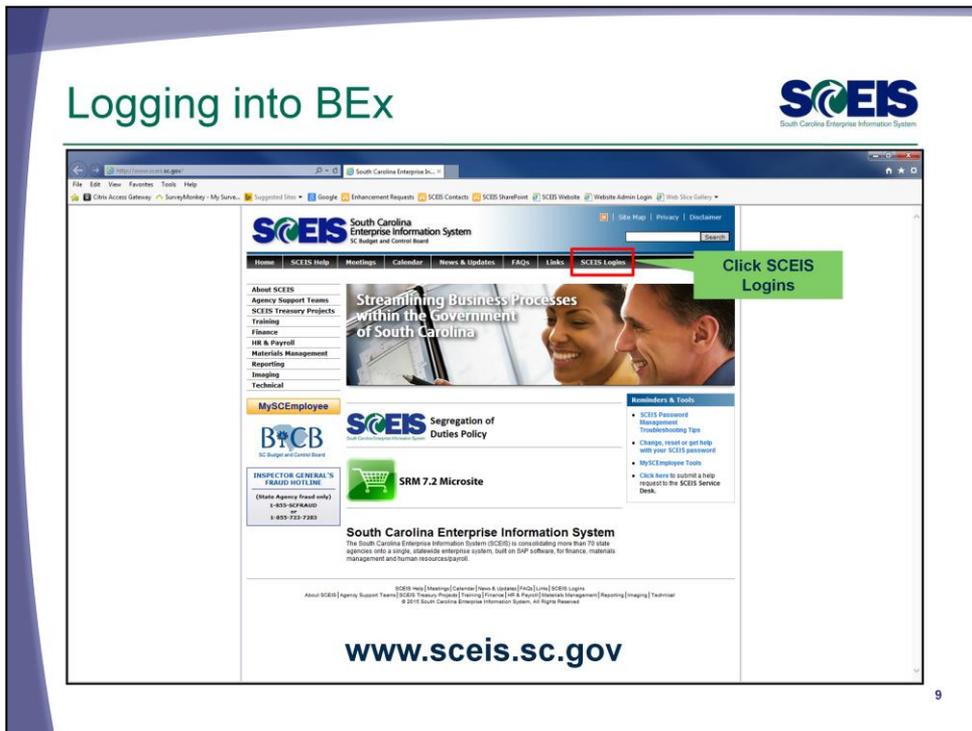
Nightly, data from SCEIS is retrieved and placed into the SCEIS Business Warehouse, which creates and updates BEx and Business Objects reports. Data in BEx reports, or queries, is current as of the close of business of the previous day. For example, when viewing a BEx report on Tuesday, the report contains data that has been entered through the close of business on Monday.

Reports in BEx are easier to manipulate than ECC reports and users have more filtering and formatting options in BEx. Business Objects is discussed in the Business Objects portion of this class.

A list of available BEx queries can be found on the SCEIS uPerform site.



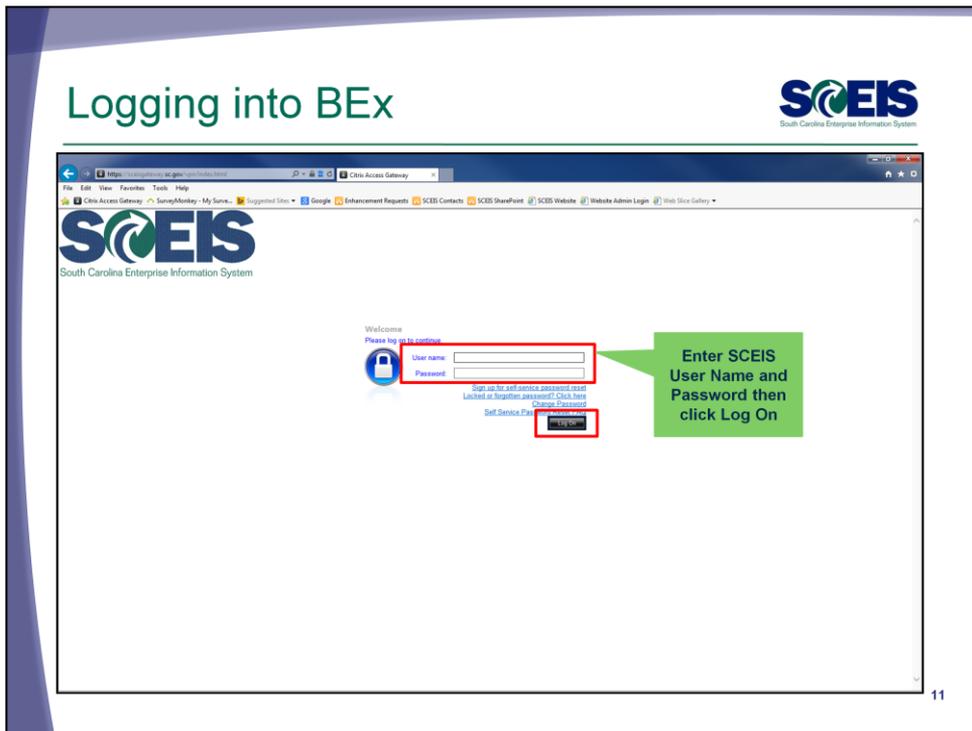
Lesson 2: Logging into BEx



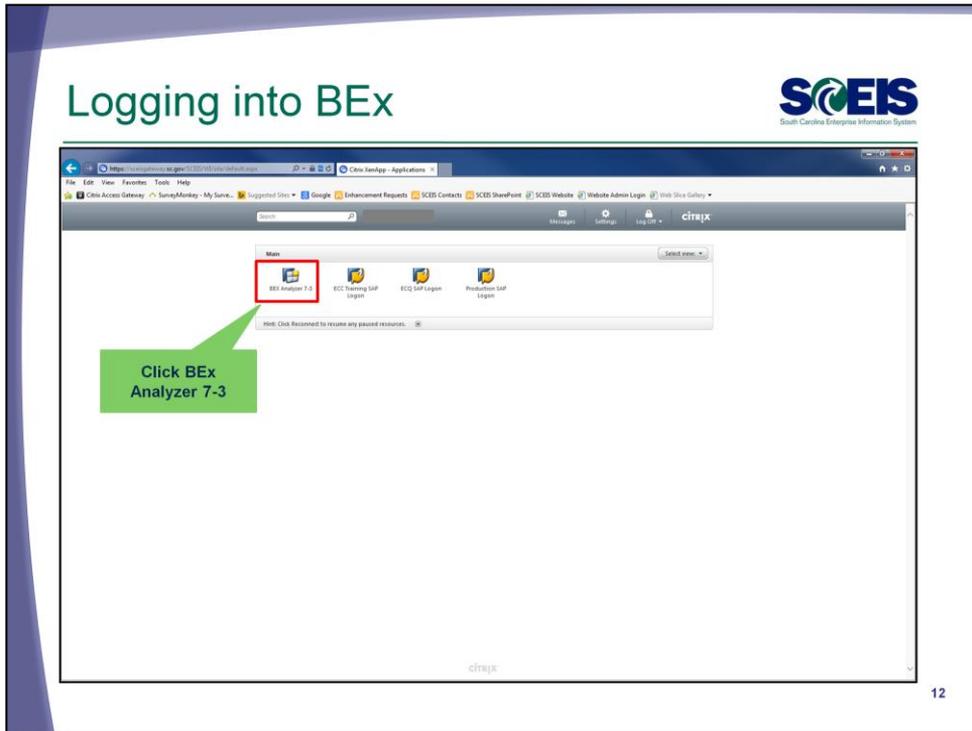
To log into BEx, type the SCEIS web address, www.sceis.sc.gov in your web browser. Next, click the SCEIS Logins button.

The screenshot shows a web browser window displaying the SCEIS (South Carolina Enterprise Information System) website. The page title is "Logging into BEx". The website header includes the SCEIS logo and the text "South Carolina Enterprise Information System". A navigation menu is visible at the top, with "SCEIS Logins" selected. The main content area is titled "SCEIS Logins" and contains several links and sections. A red box highlights the "Citrix" link. A green callout box with the text "Click the Citrix link" points to this link. Other links include "MySCEmployee", "Supplier-Relationship Management (SRM)", "SRM State Employee Login", "SRM Vendor Login", and "Business Objects Reporting Tool". The page number "10" is visible in the bottom right corner.

Click the Citrix link.



Enter your SCEIS user name and password, then click Log On.



Click the BEx Analyzer seven point three icon.

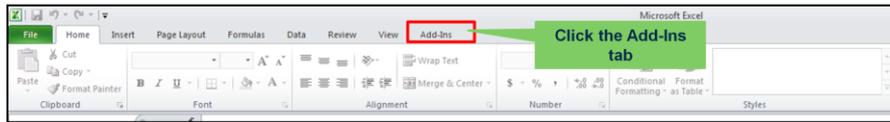


You are now logged into BEx.



Lesson 3: Generating a BEx Report

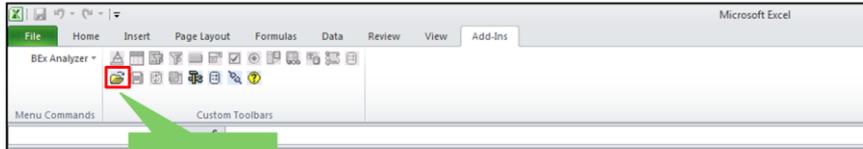
Opening a Query



15

To open a BEx query, begin by clicking the Add-Ins tab.

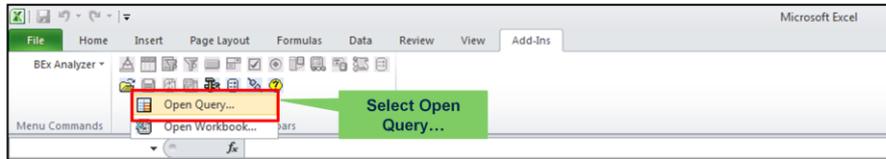
Opening a Query



16

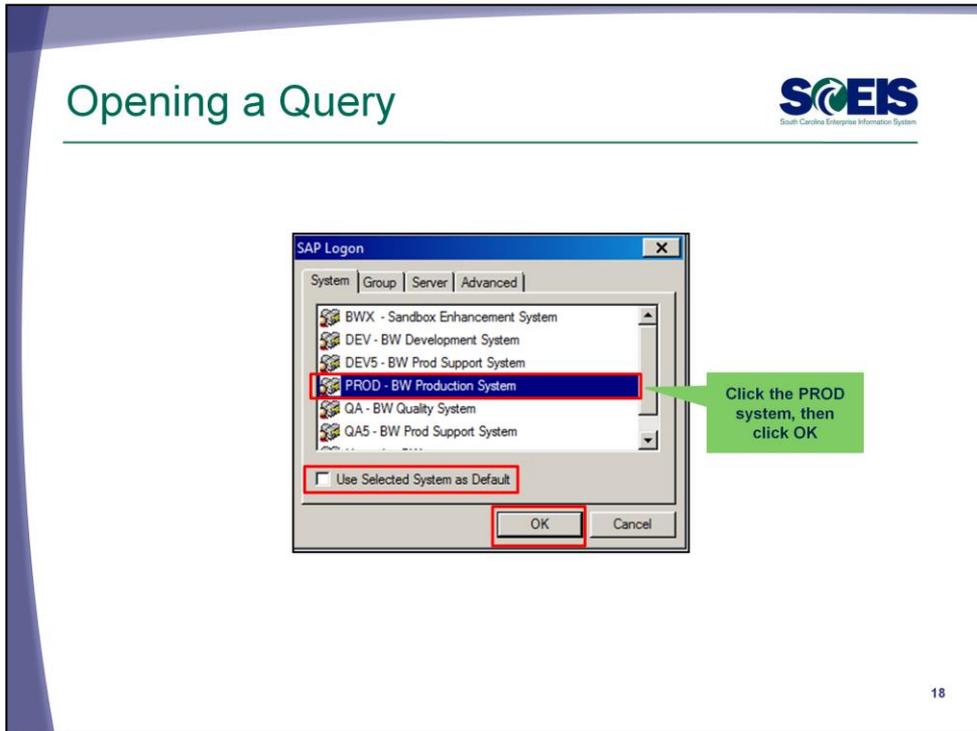
Click the Open icon and...

Opening a Query

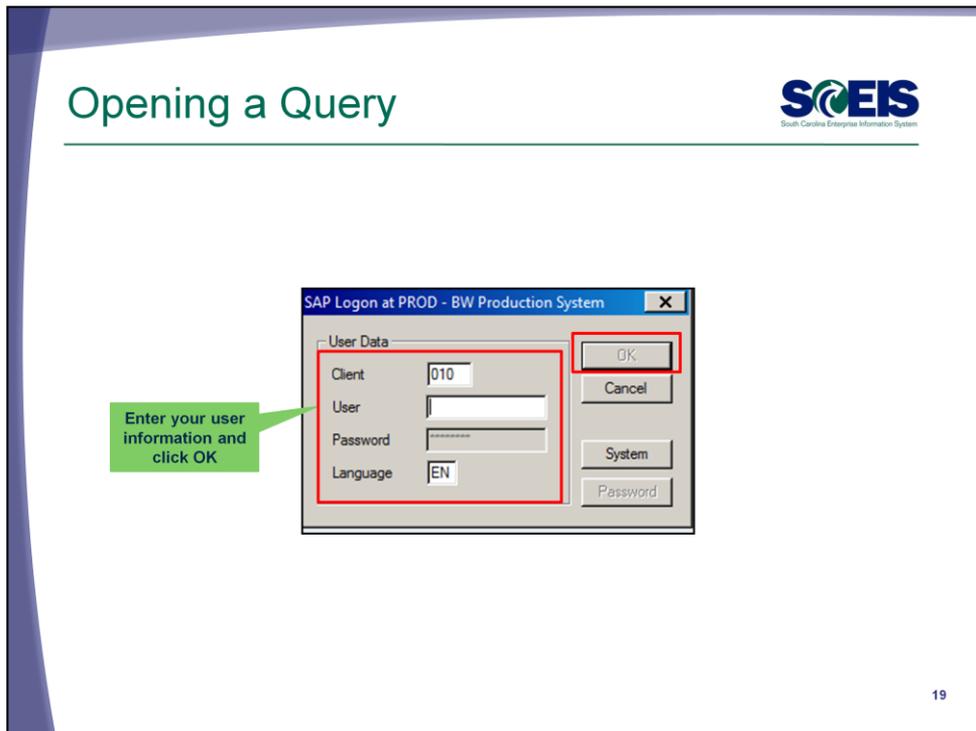


17

...select Open Query.



Select the PROD – BW Production System and click OK. Note: If you have checked the “Use Selected System as Default” option, this screen will not appear and you will be taken directly to your default system.



The first time you access BEx, you will need to enter the following information:

In the Client field, enter 010.

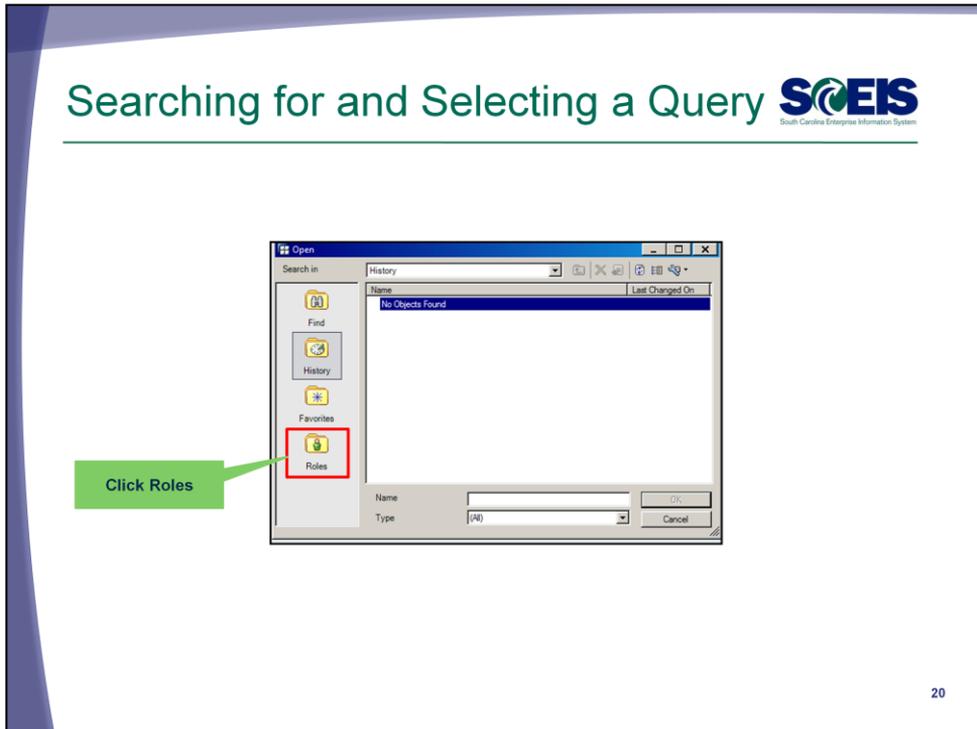
Next, enter your User ID in the User field.

The password is automatically populated.

The Language should default to English, EN. Click OK when you have entered this information.

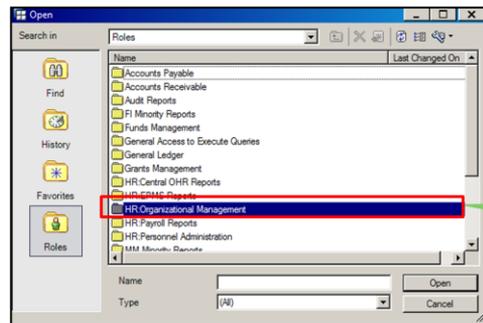
Your information will be saved for subsequent logins.

Searching for and Selecting a Query



From the Open window, click Roles.

Searching for and Selecting a Query

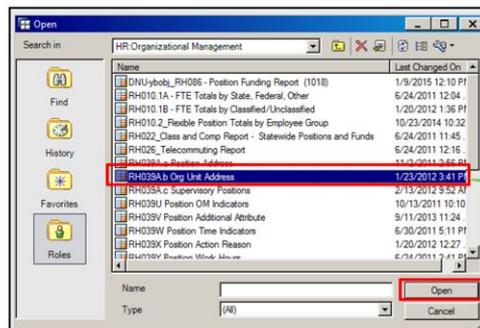


Double-click a folder to open it

21

Double-click on the appropriate folder to expand it.

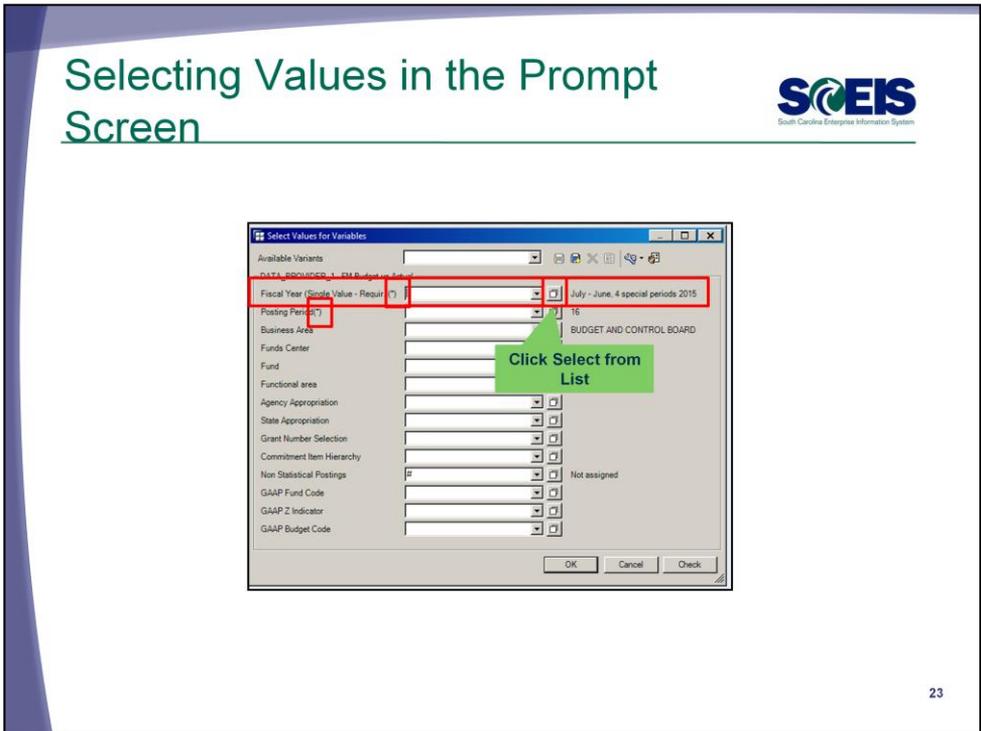
Searching for and Selecting a Query



Select the query and click Open

22

Now, select the desired query, and then click Open.

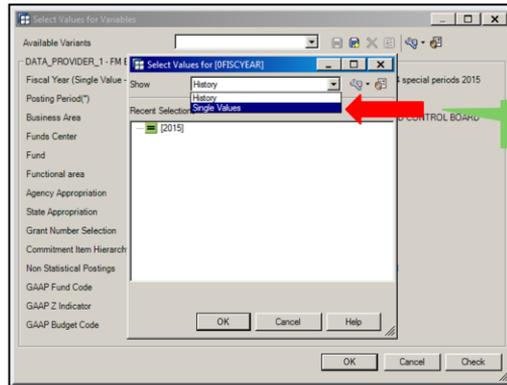


Many of the BEx queries require you to select values for certain filters. Filters narrow down the information that is retrieved from the database. After opening a query, a prompt screen will appear. You are required to select a value for any filter that has an asterisk beside the filter.

In this example, we have opened the FM Budget versus Actual report. The prompt screen appears. The first filter is Fiscal Year. To select a fiscal year, click the Select from List icon. Note, you can also type the fiscal year desired in the text field.

In this example, we are going to select the fiscal year from a list of values.

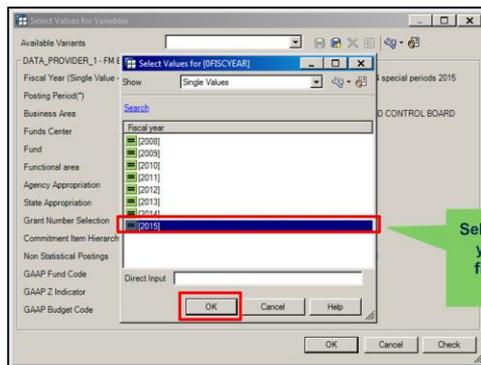
Selecting Values in the Prompt Screen



24

From the Select Values pop-up window, click the Show drop-down menu, and select Single Values.

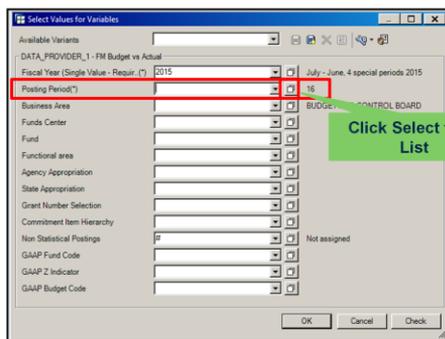
Selecting Values in the Prompt Screen



Select the value you wish to filter by and click OK

Select the fiscal year you would like to see and click OK.

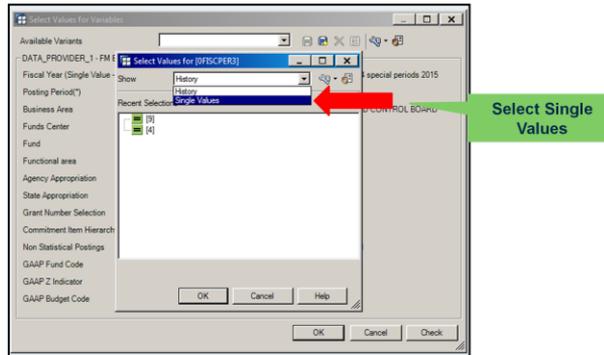
Selecting Values in the Prompt Screen



26

The next filter in the example is Posting Period. Click the Select from List.

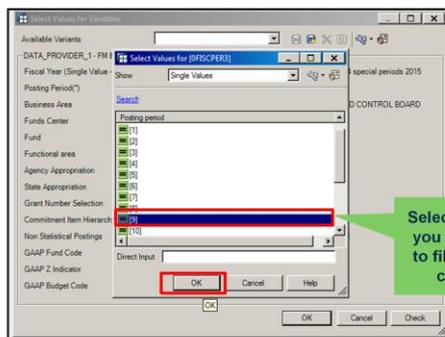
Selecting Values in the Prompt Screen



27

Click the Show drop-down menu, and select Single Values.

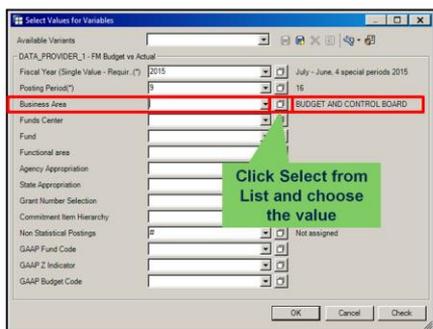
Selecting Values in the Prompt Screen



28

Select the value you would like to filter by and click OK.

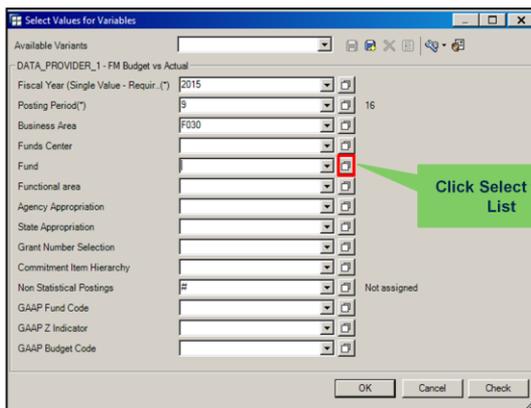
Selecting Values in the Prompt Screen



29

The next filter in the example is Business Area. Click the Select from List icon and choose the value you wish to filter by.

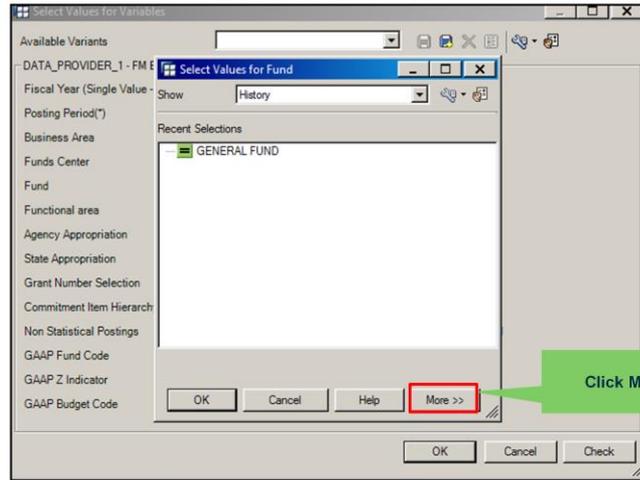
Selecting a Range of Values in the Prompt Screen



30

You can also enter a range of values for a filter in the prompt screen. Begin by clicking the Select from List icon for the data field you would like to filter by. In this example, we will filter by Fund.

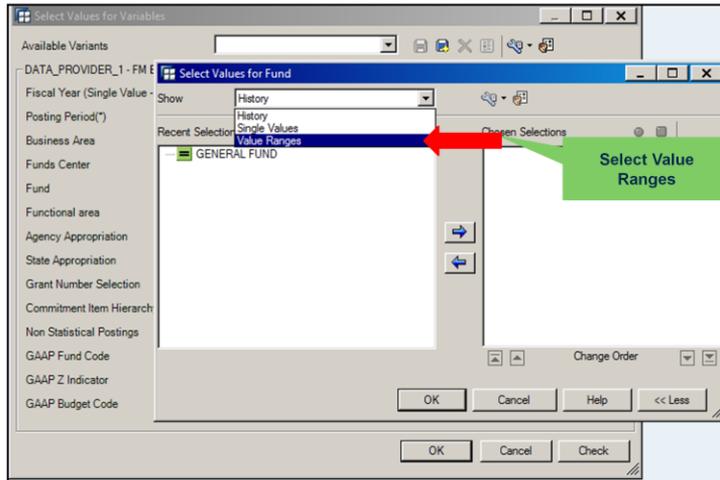
Selecting a Range of Values in the Prompt Screen



31

Click More.

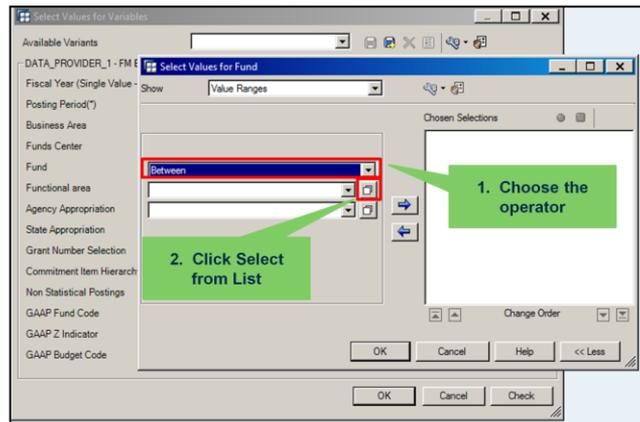
Selecting a Range of Values in the Prompt Screen



32

In the Show drop-down menu, select Value Ranges.

Selecting a Range of Values in the Prompt Screen

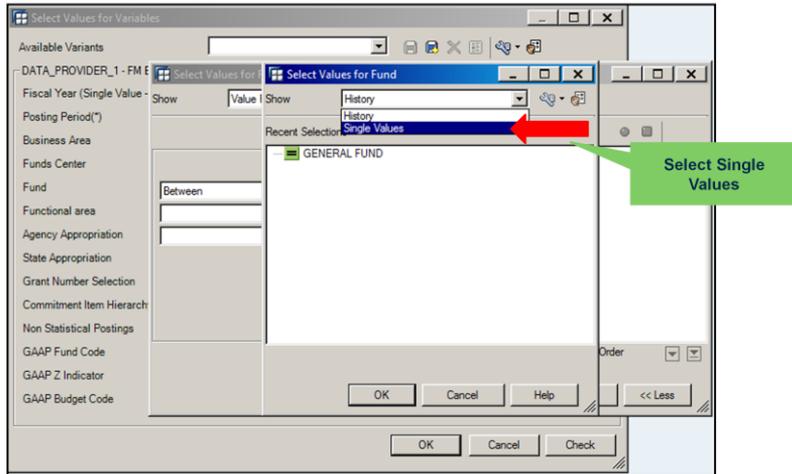


33

Choose the operator you would like to use.

Next, click the Select from List icon beside the first blank drop-down box.

Selecting a Range of Values in the Prompt Screen



34

In the Show drop-down box, choose Single Values.

Selecting a Range of Values in the Prompt Screen



Click Display Key/Text icon to see text and key information for values

1. Select beginning value or type the value in Direct Input

2. Click OK

Select the beginning value in your range of values. You may also type the value in the Direct Input field. Note: To see the key and text information for the values, click the Display Key/Text icon.

Now, click OK.

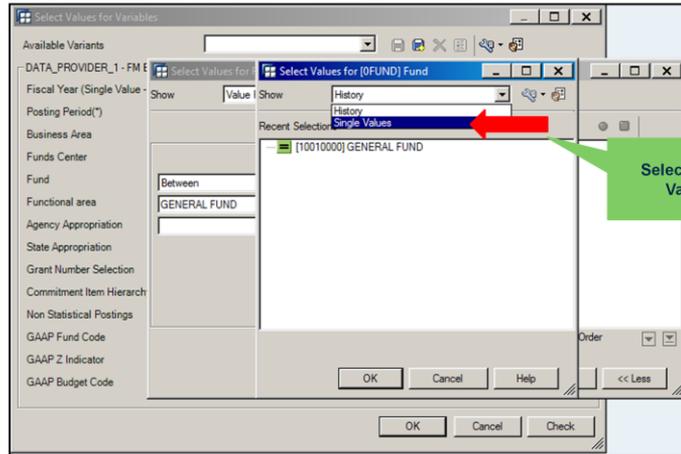
Selecting a Range of Values in the Prompt Screen



36

Click the Select from List icon beside the second blank drop-down box.

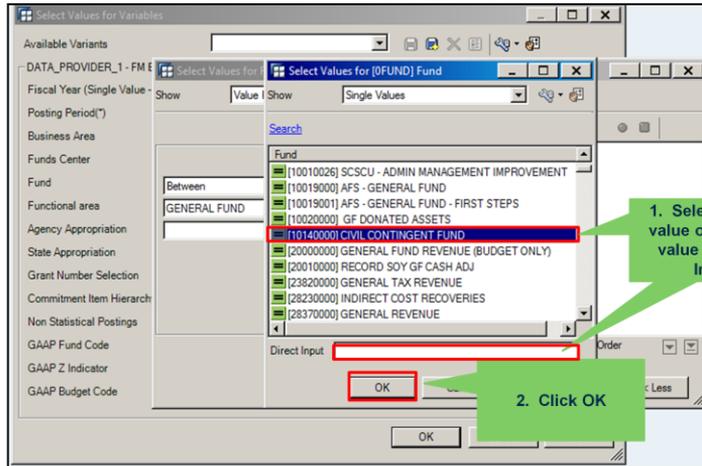
Selecting a Range of Values in the Prompt Screen



37

In the Show drop-down box, select Single Values.

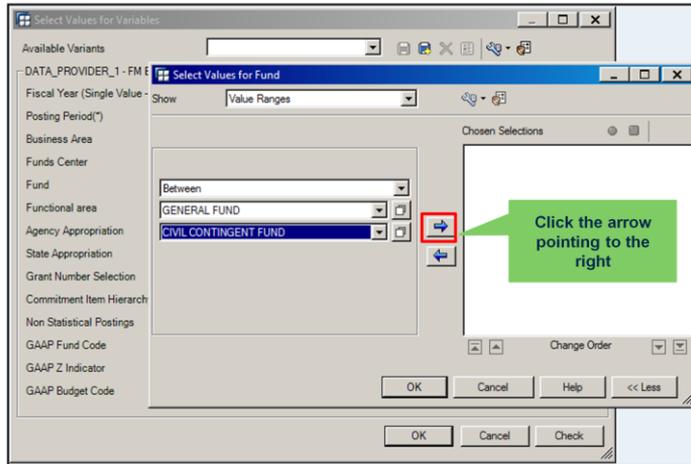
Selecting a Range of Values in the Prompt Screen



38

Select the ending value in your range of values or type the value in the Direct Input field. Next, click OK.

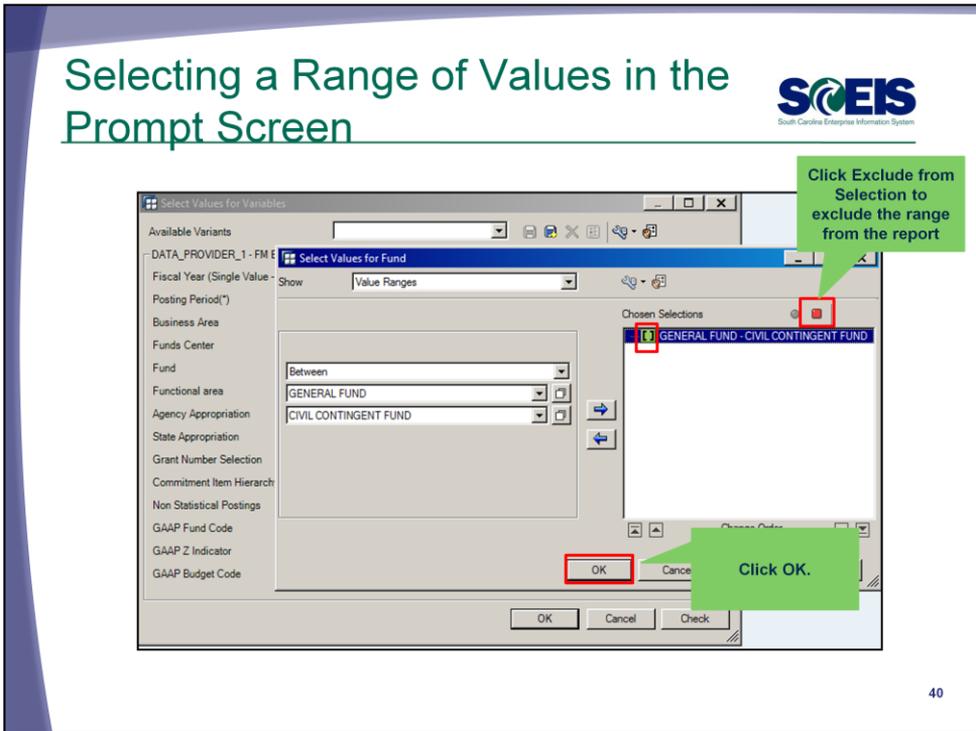
Selecting a Range of Values in the Prompt Screen



39

Then click the arrow pointing to the right to move the values into the Chosen Selections box.

Selecting a Range of Values in the Prompt Screen



The green brackets indicate that this range of values will be included in the report. To exclude this range of values from the report, click the Exclude from Selection icon. In this example, we would like to include the range of values in the report.

Next, click OK.

Selecting a Range of Values in the Prompt Screen



OR...Type range of values in prompt screen

VALUE ONE space hyphen space VALUE TWO

Click OK.

41

Alternatively, if you would like to type the range of values in the prompt screen be sure to use the format shown.

You would enter VALUE ONE space hyphen space VALUE TWO. If filtering by multiple ranges, use a semicolon to separate the ranges.

Continue to select values for the remaining filters. Remember, required filters will have an asterisk beside the filter name. The other filters are optional.

Click OK when you have selected values for all desired filters.

Selecting Values in the Prompt Screen



Fund	Commitment Item	Original Budget	Budget Adjustments	Current Budget	YTD Actual Expense	YTD Actual Expense	Balance Before Commitments	Commitments and Other Transactions	Remaining Balance
GENERAL FUND	000104	\$ 185,517.00	\$ 3,118.00	\$ 188,635.00	\$ 0.00	\$ 148,400.11	\$ 188,635.00	\$ 148,400.11	\$ 40,234.89
	000105	\$ 700.00	\$ 700.00	\$ 1,400.00	\$ 0.00	\$ 700.00	\$ 1,400.00	\$ 700.00	\$ 700.00
	000106	\$ 8,811,471.00	-\$ 189,307.21	\$ 8,622,163.79	\$ 3,083,530.30	\$ 6,017,538.81	\$ 8,622,163.79	\$ 6,017,538.81	\$ 2,604,624.98
	000108	\$ 1,600,113.00	\$ 208,079.30	\$ 1,808,192.30	\$ 0.00	\$ 1,808,192.30	\$ 1,808,192.30	\$ 1,808,192.30	\$ 0.00
	000109	\$ 10,347.40	\$ 0.00	\$ 10,347.40	\$ 0.00	\$ 10,347.40	\$ 10,347.40	\$ 10,347.40	\$ 0.00
	000110	\$ 420,000.00	\$ 62,163.41	\$ 482,163.41	\$ 2,316.33	\$ 37,277.36	\$ 482,163.41	\$ 37,277.36	\$ 444,886.05
	000111	\$ 100.00	\$ 0.00	\$ 100.00	\$ 0.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 0.00
	000112	\$ 1,000.00	\$ 0.00	\$ 1,000.00	\$ 0.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 0.00
	000113	\$ 1,451.30	\$ 0.00	\$ 1,451.30	\$ 0.00	\$ 1,451.30	\$ 1,451.30	\$ 1,451.30	\$ 0.00
	000114	\$ 10,000.00	\$ 0.00	\$ 10,000.00	\$ 0.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 0.00
	000115	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000116	\$ 4.00	\$ 0.00	\$ 4.00	\$ 0.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 0.00
	000117	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000118	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000119	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000120	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000121	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000122	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000123	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000124	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000125	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000126	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000127	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000128	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000129	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000130	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000131	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000132	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000133	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000134	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000135	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000136	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000137	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000138	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000139	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000140	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000141	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000142	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000143	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000144	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000145	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000146	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000147	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000148	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000149	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00
	000150	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 0.00	\$ 1,411.00	\$ 1,411.00	\$ 1,411.00	\$ 0.00

Data based on your filter selections will populate in the report workbook.

Report Components

Click Filter to display the Free Characteristics

Report Title: FM Budgets Actual

Free Characteristics: Application of funds, Budget Act ID, Business area, Commitment items, Commitment Detail, Display Char, Fiscal year, FII area, Functional area, Fund (High Level), Fund, Funded Program - Bud, Funded Program, Funds Center - Bud #, Funds Center, GAAP Budget Code, GAAP Fund Code, GAAP 2 Indicator, Grant, Ledger, Major ID, Order, Planning period, Stat. Key Features, Structure, Super. Commitment, Visual type in PM, Vendor, Workflow status

Fund	Commitment Items	Original Budget	Budget Adjustments	Current Budget	YTD Actual Expense	YTD Actual Expense	Balance Before	Commitments	Commitments and Other Transactions	Remaining Balance
GENERAL FUND	501011	\$ 185,317.00	\$ 3,115.00	\$ 188,432.00	\$ 6,038.04	\$ 149,450.10	\$ 138,635.00		\$ 188,432.00	\$ 149,450.10
	501020	\$ 795.00	\$ 795.00	\$ 795.00	\$ 795.10	\$ 795.10	\$ 795.00		\$ 795.00	\$ 795.10
	501025	\$ 9,811,471.00	\$ 155,367.21	\$ 9,966,838.21	\$ 289,538.28	\$ 5,817,536.91	\$ 6,696,113.79	\$ 0.00	\$ 9,966,838.21	\$ 5,817,536.91
	501030			\$ 1,826,683.38	\$ 199,536.67	\$ 1,241,384.79	\$ 1,020,681.38	\$ 0.00	\$ 1,826,683.38	\$ 1,020,681.38
	501040			\$ 19,347.40	\$ 185,306.45	\$ 185,306.45	\$ 185,306.45	\$ 0.00	\$ 19,347.40	\$ 185,306.45
				\$ 472,163.41	\$ 2,124.33	\$ 37,277.36	\$ 37,277.36	\$ 0.00	\$ 472,163.41	\$ 37,277.36
				\$ 195.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 0.00	\$ 195.00	\$ 1,200.00
				\$ 1,600.00	\$ 7,390.00	\$ 7,390.00	\$ 7,390.00	\$ 0.00	\$ 1,600.00	\$ 7,390.00
				\$ 1,453.18	\$ 80,000.21	\$ 80,000.21	\$ 80,000.21	\$ 0.00	\$ 1,453.18	\$ 80,000.21
					\$ 0.00	\$ 10,000.00	\$ 10,000.00	\$ 0.00		\$ 10,000.00
					\$ 3,411.66	\$ 20,484.42	\$ 20,484.42	\$ 10,969.27		\$ 10,515.19
				\$ 4.27	\$ 986.22	\$ 986.22	\$ 986.22	\$ 0.00		\$ 986.22
				\$ 200,000.00	\$ 491,075.36	\$ 491,075.36	\$ 113,777.37	\$ 694,201.55		\$ 113,777.37
				\$ 1,235,194.77	\$ 1,747,662.90	\$ 1,747,662.90	\$ 1,147,474.44	\$ 1,747,662.90		\$ 1,147,474.44
				\$ 56,360.00	\$ 2,695,596.22	\$ 2,695,596.22	\$ 183,965.51	\$ 2,695,596.22		\$ 183,965.51
				\$ 200,300.00	\$ 891,072.35	\$ 891,072.35	\$ 18,200.00	\$ 891,072.35		\$ 18,200.00
				\$ 200,700.00	\$ 377,194.16	\$ 377,194.16	\$ 0.00	\$ 377,194.16		\$ 377,194.16
				\$ 45.30	\$ 4,474.24	\$ 4,474.24	\$ 0.00	\$ 4,474.24		\$ 4,474.24
				\$ 6,794.63	\$ 48,654.20	\$ 48,654.20	\$ 1,481.81	\$ 48,654.20		\$ 1,481.81
				\$ 1.78	\$ 6.00	\$ 6.00	\$ 0.00	\$ 6.00		\$ 6.00
				\$ 500.00	\$ 4,600.94	\$ 4,600.94	\$ 23,004.66	\$ 4,600.94		\$ 23,004.66
				\$ 268.67	\$ 2,213.87	\$ 2,213.87	\$ 9,809.87	\$ 2,213.87		\$ 9,809.87
				\$ 1,612.00	\$ 14,716.16	\$ 14,716.16	\$ 17,336.32	\$ 14,716.16		\$ 17,336.32
				\$ 444.75	\$ 2,200.00	\$ 2,200.00	\$ 0.00	\$ 2,200.00		\$ 2,200.00
					\$ 3,732.82	\$ 3,732.82	\$ 0.00	\$ 3,732.82		\$ 3,732.82
					\$ 1,273.91	\$ 1,273.91	\$ 0.00	\$ 1,273.91		\$ 1,273.91
				\$ 15,146.00	\$ 148,376.00	\$ 148,376.00	\$ 0.00	\$ 148,376.00		\$ 148,376.00
					\$ 154,368.00	\$ 154,368.00	\$ 0.00	\$ 154,368.00		\$ 154,368.00
				\$ 850.00	\$ 32,383.32	\$ 32,383.32	\$ 0.00	\$ 32,383.32		\$ 32,383.32
				\$ 15,654.86	\$ 165,521.22	\$ 165,521.22	\$ 45,000.20	\$ 165,521.22		\$ 45,000.20
				\$ 20.00	\$ 30.00	\$ 30.00	\$ 2,881.60	\$ 30.00		\$ 2,881.60
					\$ 675.00	\$ 675.00	\$ 1,620.00	\$ 675.00		\$ 1,620.00
				\$ 1,651.80	\$ 1,651.80	\$ 1,651.80	\$ 0.00	\$ 1,651.80		\$ 1,651.80
					\$ 3,581.00	\$ 3,581.00	\$ 0.00	\$ 3,581.00		\$ 3,581.00

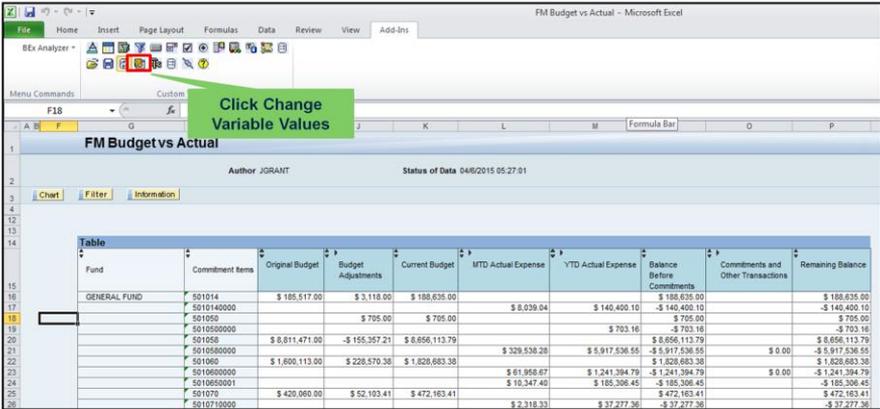
Results

Worksheet Tabs

Let's discuss the components of the report workbook. The report workbook screen is very similar to an Excel spreadsheet. The report title can be found at the top of the workbook. The report results are located in the Table. The Worksheet Tabs are located at the bottom of the screen. The available data fields, or Free Characteristics, in the query are found in the Filter section of the workbook. (Initially, this section may be hidden. Click the Filter button to view the available data fields in the query.)

Refreshing a Report





Click Change Variable Values

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	\$ 3,118.00	\$ 188,635.00			\$ 188,635.00		\$ 188,635.00
	5010140000				\$ 8,039.04	\$ 140,400.10	-\$ 140,400.10		-\$ 140,400.10
	501050		\$ 765.00	\$ 765.00			\$ 765.00		\$ 765.00
	5010500000					\$ 703.16	-\$ 703.16		-\$ 703.16
	501058	\$ 8,811,471.00	-\$ 155,387.21	\$ 8,656,113.79			\$ 8,656,113.79		\$ 8,656,113.79
	5010580000				\$ 329,538.20	\$ 5,917,536.56	-\$ 5,917,536.56	\$ 0.00	-\$ 5,917,536.56
	501060	\$ 1,600,113.00	\$ 228,570.38	\$ 1,828,683.38			\$ 1,828,683.38		\$ 1,828,683.38
	5010600000				\$ 61,958.67	\$ 1,241,394.79	-\$ 1,241,394.79	\$ 0.00	-\$ 1,241,394.79
	5010650001				\$ 10,347.40	\$ 185,306.45	-\$ 185,306.45		-\$ 185,306.45
	501070	\$ 420,060.00	\$ 52,103.41	\$ 472,163.41			\$ 472,163.41		\$ 472,163.41
	5010710000				\$ 2,318.33	\$ 37,277.36	-\$ 37,277.36		-\$ 37,277.36

44

To refresh a report and select different filter values, click the Change Variable Values icon.

Refreshing a Report



Variable	Value
Fiscal Year (Single Value - Required)	2014
Posting Period	9
Business Area	F030
Funds Center	
Fund	
Functional area	
Agency Appropriation	
State Appropriation	
Grant Number Selection	
Non-Statistical Postings	#
GAAP Fund Code	
GAAP Z Indicator	
GAAP Budget Code	

45

The prompt screen appears. Change the filter values as desired and click OK.



Lesson 4: Manipulating Report Data

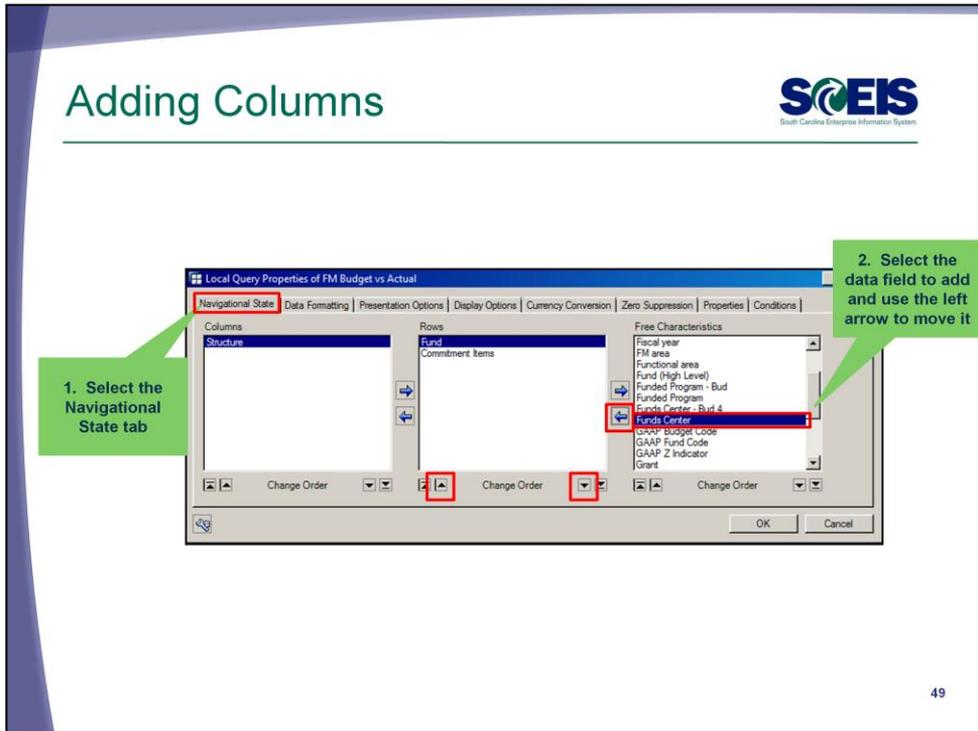
Adding Columns



The screenshot shows an Excel spreadsheet with a table of budget data. The table has columns for Fund, Comment Items, Original Budget, Budget Adjustments, Current Budget, MTD Actual Expense, YTD Actual Expense, Balance Before Commitments, Commitments and Other Transactions, and Remaining Balance. A context menu is open over a cell in the 'Original Budget' column, and the 'Query Properties' option is highlighted. A green callout box points to the menu with the text 'Right-click within a cell and select Query Properties'.

Fund	Comment 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	\$ 139,137.86	-\$ 139,137.86		-\$ 139,137.86
	501050		\$ 458.00	\$ 458.00			\$ 458.00		\$ 458.00
	5010500000						-\$ 140.00		-\$ 140.00
	5010500000	\$ 9,954,716.00	\$ 731,021.90	\$ 10,685,737.90			\$ 10,685,737.90		\$ 10,685,737.90
	5010500000				\$ 396,117.68	\$ 7,279,762.80	-\$ 7,279,762.80	\$ 0.00	-\$ 7,279,762.80
	5010500000	\$ 1,481,187.00	-\$ 1,481,187.00	\$ 0.00			\$ 0.00		\$ 0.00
	501060	\$ 1,253,911.00	\$ 207,136.00	\$ 1,461,047.00			\$ 1,461,047.00		\$ 1,461,047.00
	5010600000				\$ 63,679.34	\$ 945,903.07	-\$ 945,903.07	\$ 0.00	-\$ 945,903.07
	5010600000	\$ 870,000.00	-\$ 870,000.00	\$ 0.00			\$ 0.00		\$ 0.00
	5010600001				\$ 10,811.84	\$ 180,214.82	-\$ 180,214.82		-\$ 180,214.82
	501070	\$ 487,182.00	\$ 47,572.02	\$ 534,754.02			\$ 544,754.02		\$ 544,754.02
	5010700000				\$ 9,887.83	\$ 107,225.29	-\$ 107,225.29	\$ 0.00	-\$ 107,225.29
	5010700000				\$ 35.00	\$ 595.00	-\$ 595.00	\$ 0.00	-\$ 595.00
	5010700000					\$ 86.78	-\$ 86.78		-\$ 86.78
	5010700000				\$ 1,187.00	-\$ 1,187.00			-\$ 1,187.00
	5010800000				\$ 13,548.34	\$ 86,848.79	-\$ 86,848.79	\$ 0.00	-\$ 86,848.79
	5010900000					\$ 10,000.00	-\$ 10,000.00		-\$ 10,000.00
	5020100000					\$ 288.00	-\$ 288.00	\$ 0.00	-\$ 288.00
	5020200000					144.00	\$ 144.00	\$ 500.97	-\$ 3,846.00
	5020300000					750.37	\$ 7,226.35	-\$ 24,914.72	
	5020700000					2,687.80	\$ 7,425.94	-\$ 700,113.74	
	5020700001					2,627.43	\$ 91.49	-\$ 142,118.90	
	5020700002					2,566.08	\$ 209,342.47	-\$ 2,821,868.55	
	5020700003					2,777.97	\$ 2,722.00	-\$ 423,064.97	
	5020700004					620.49	\$ 0.00	-\$ 20,020.49	
	5020700005					4,454.91	\$ 0.00	-\$ 414,454.91	
	5020900000					8,687.18	\$ 126.22	-\$ 7,734.45	
	5020900000					8,688.60	\$ 863.58	-\$ 41,752.16	
	5020900002					\$ 91.84	\$ 108.48	-\$ 200.00	
	5020100000				\$ 529.18	\$ 676,730.01	-\$ 576,730.01	\$ 262,739.71	-\$ 989,489.72
	5020100000				\$ 811.49	\$ 5,670.48	-\$ 5,670.48	\$ 3,727.51	-\$ 9,597.99
	5020100000				\$ 4,865.39	\$ 18,330.34	-\$ 18,330.34	\$ 8,076.31	-\$ 36,488.60

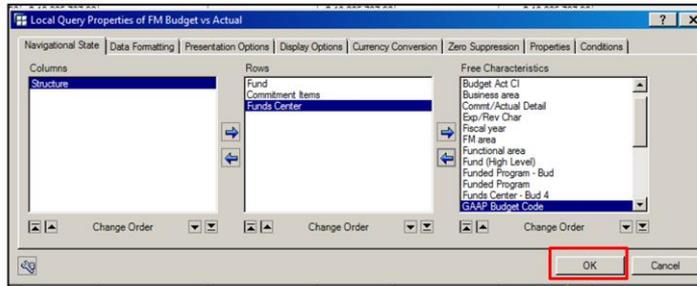
In many BEX queries, there are additional data fields you can add to the report that are not seen in the default view. To add a column, right-click within any cell and select Query Properties.



The Query Properties window appears. Select the Navigational State tab. The data fields in the Free Characteristics box are available to add to the report. Select the data field you would like to add, and use the left arrow to move it into the Rows box.

You can use the up and down arrows in the Rows box to reorder the columns.

Adding Columns



Click OK

50

Once you have added the data fields to the Rows box, click OK.

Moving Columns



FM Budget vs Actual

Author: JGRANT Status of Data: 06/19/2010 05:50:52

Menu Commands Custom Toolbars

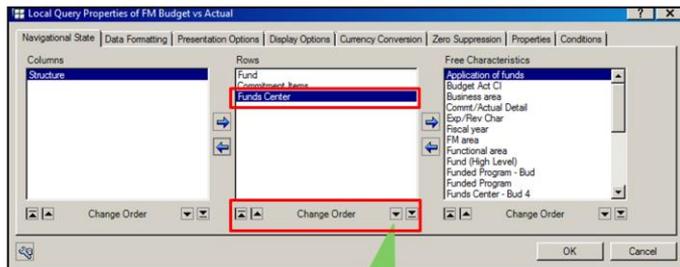
Fund	Commitment Item	Funds Center	Original Budget	Budget Adjustments	Current Budget	MTD Actual Expense	YTD Actual Expense	Balance Before Commitments	Commitments and Other Transactions	Remaining Balance
GENERAL FUND	501014	F3300000	\$ 185,517.00	-\$ 185,517.00	\$ 0.00			\$ 0.00		\$ 0.00
GENERAL FUND	501014	F330A44		\$ 185,517.00	\$ 185,517.00			\$ 185,517.00		\$ 185,517.00
GENERAL FUND	501014	Result		\$ 0.00	\$ 0.00			\$ 185,517.00		\$ 185,517.00
GENERAL FUND	5010140000	F330A44			\$ 185,517.00			\$ 185,517.00		\$ 185,517.00
GENERAL FUND	5010140000	Result			\$ 0.00	\$ 7,729.87	\$ 139,137.66	-\$ 139,137.66		-\$ 139,137.66
GENERAL FUND	501050	F3300000				\$ 7,729.87	\$ 139,137.66	-\$ 139,137.66		-\$ 139,137.66
GENERAL FUND	501050	F3300000						\$ 408.00		\$ 408.00
GENERAL FUND	501050	Result						\$ 408.00		\$ 408.00
GENERAL FUND	5010500000	F3300000						\$ 140.00	-\$ 140.00	-\$ 140.00
GENERAL FUND	501050	F330A44						\$ 0.00		\$ 0.00
GENERAL FUND	501050	Result						\$ 23,000.00		\$ 23,000.00
GENERAL FUND	501050	F3300000						\$ 311,510.00		\$ 311,510.00
GENERAL FUND	501050	F3300000						\$ 0.00		\$ 0.00
GENERAL FUND	501050	F3300000						\$ 0.00		\$ 0.00
GENERAL FUND	501050	F3300000						\$ 59,715.18		\$ 59,715.18
GENERAL FUND	501050	F3300000						\$ 1,310,000.00		\$ 1,310,000.00
GENERAL FUND	501050	F330A44						\$ 187,054.00		\$ 187,054.00
GENERAL FUND	501050	F3300000						\$ 2,208,000.00		\$ 2,208,000.00
GENERAL FUND	501050	F3300000						\$ 185,729.00		\$ 185,729.00
GENERAL FUND	501050	F3300000						\$ 430,730.00		\$ 430,730.00
GENERAL FUND	501050	F3300000						\$ 111,615.00		\$ 111,615.00
GENERAL FUND	501050	F330A40000						\$ 241,424.82		\$ 241,424.82
GENERAL FUND	501050	F33000000						\$ 900,582.00		\$ 900,582.00
GENERAL FUND	501050	F33000000						\$ 228,875.18		\$ 228,875.18
GENERAL FUND	501050	F330A0000						\$ 218,000.00		\$ 218,000.00
GENERAL FUND	501050	F330A0000						\$ 0.00		\$ 0.00

Right-click within a cell and select Query Properties

51

You can also move a column to a different location in the report. To move a column, right-click within any cell and select Query Properties.

Moving Columns

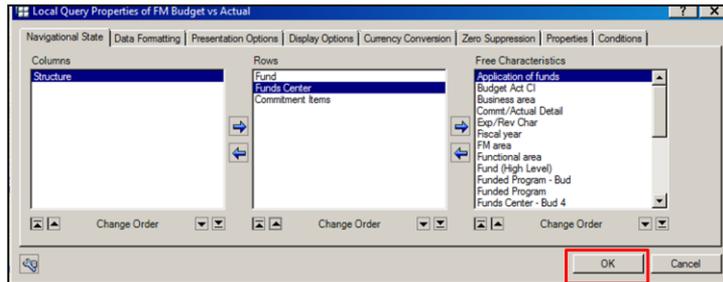


Click the column to move then use the up or down arrows to reorder

52

The Query Properties window will appear. Click the column you wish to move and use the up or down arrows in the Rows box to reorder the data fields.

Moving Columns



53

In this example, we have moved Funds Center after Fund. Next, click OK.

Moving Columns



FM Budget vs Actual - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Add-Ins

Excel Analyzer

Menu Commands Custom Toolbars

T14

Author: JORANT States of Data: 06/19/2015 05:50:52

Chart Filter Information

Table	Fund	Funds Center	Commitment Item	Original Budget	Budget Adjustments	Current Budget	MTD Actual Expense	YTD Actual Expense	Balance Before	Comments	Comments and Other Transactions	Remaining Balance
16	GENERAL FUND	F030BA0000	US-Agency Supp (nt)	5020070000			\$ 4,083.20	\$ 560,239.00	-\$ 560,239.00		\$ 0.00	-\$ 560,239.00
17	GENERAL FUND	F030BA0000	US-Agency Supp (nt)	5021300003				\$ 947,513.00	-\$ 947,513.00		\$ 0.00	-\$ 947,513.00
18	GENERAL FUND	F030BA0000	US-Agency Supp (nt)	5021500000					\$ 0.00		\$ 0.00	\$ 0.00
19	GENERAL FUND	F030BA0000	US-Agency Supp (nt)	512001		\$ 600,346.15	\$ 600,346.15		\$ 600,346.15		\$ 600,346.15	\$ 0.00
20	GENERAL FUND	F030BA0000	US-Agency Supp (nt)	561000		\$ 1,046,297.00	\$ 1,046,297.00		\$ 1,046,297.00		\$ 1,046,297.00	\$ 0.00
21	GENERAL FUND	F030BA0000	US-Agency Supp (nt)	Result		\$ 1,695,642.15	\$ 1,695,642.15	\$ 4,083.20	\$ 1,699,725.00		\$ 0.00	\$ 1,699,725.00
22	GENERAL FUND	F030BA0002	US-Communications	5010000000				\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00
23	GENERAL FUND	F030BA0002	US-Communications	5130010000				\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00
24	GENERAL FUND	F030BA0002	US-Communications	5130010000				\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00
25	GENERAL FUND	F030BA0002	US-Communications	5130010000				\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00
26	GENERAL FUND	F030BA0002	US-Communications	5130070000				\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00
27	GENERAL FUND	F030BA0002	US-Communications	5130710000				\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00
28	GENERAL FUND	F030BA0002	US-Communications	Result				\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00
29	GENERAL FUND	F030BA0004	US-External Functns	561000		\$ 0.00	\$ 0.00		\$ 0.00		\$ 0.00	\$ 0.00
30	GENERAL FUND	F030BA0004	US-External Functns	Result		\$ 0.00	\$ 0.00		\$ 0.00		\$ 0.00	\$ 0.00
31	GENERAL FUND	F0300000	B-C BOARD (BU)	501914	\$ 185,517.00	-\$ 185,517.00	\$ 0.00		\$ 0.00		\$ 0.00	\$ 0.00
32	GENERAL FUND	F0300000	B-C BOARD (BU)	501058	\$ 954,716.00	-\$ 954,716.00	\$ 0.00		\$ 0.00		\$ 0.00	\$ 0.00
33	GENERAL FUND	F0300000	B-C BOARD (BU)	501059	\$ 1,491,107.00	-\$ 1,491,107.00	\$ 0.00		\$ 0.00		\$ 0.00	\$ 0.00
34	GENERAL FUND	F0300000	B-C BOARD (BU)	501060	\$ 1,225,911.00	-\$ 1,225,911.00	\$ 0.00		\$ 0.00		\$ 0.00	\$ 0.00
35	GENERAL FUND	F0300000	B-C BOARD (BU)	501061	\$ 870,000.00	-\$ 870,000.00	\$ 0.00		\$ 0.00		\$ 0.00	\$ 0.00
36	GENERAL FUND	F0300000	B-C BOARD (BU)	501070	\$ 497,162.00	-\$ 497,162.00	\$ 0.00		\$ 0.00		\$ 0.00	\$ 0.00
37	GENERAL FUND	F0300000	B-C BOARD (BU)	512001	\$ 12,041,239.00	-\$ 12,041,239.00	\$ 0.00		\$ 0.00		\$ 0.00	\$ 0.00
38	GENERAL FUND	F0300000	B-C BOARD (BU)	512009	\$ 4,603,860.00	-\$ 4,603,860.00	\$ 0.00		\$ 0.00		\$ 0.00	\$ 0.00
39	GENERAL FUND	F0300000	B-C BOARD (BU)	561000	\$ 7,243,541.00	-\$ 7,243,541.00	\$ 0.00		\$ 0.00		\$ 0.00	\$ 0.00
40	GENERAL FUND	F0300000	B-C BOARD (BU)	Result	\$ 38,112,869.00	-\$ 38,112,869.00	\$ 0.00		\$ 0.00		\$ 0.00	\$ 0.00
41	GENERAL FUND	F030F00000	SEA-Econ Advncrs	501058		\$ 311,015.00	\$ 311,015.00		\$ 311,015.00		\$ 311,015.00	\$ 0.00
42	GENERAL FUND	F030F00000	SEA-Econ Advncrs	5010000000			\$ 13,264.90	\$ 233,260.20	-\$ 233,260.20		\$ 0.00	-\$ 233,260.20
43	GENERAL FUND	F030F00000	SEA-Econ Advncrs	5010710000			\$ 4,416.87	\$ 19,499.98	-\$ 19,499.98		\$ 0.00	-\$ 19,499.98
44	GENERAL FUND	F030F00000	SEA-Econ Advncrs	5020020000				\$ 278.32	-\$ 278.32		\$ 0.00	-\$ 278.32
45	GENERAL FUND	F030F00000	SEA-Econ Advncrs	5020070004			\$ 53.76	\$ 365.64	-\$ 365.64		\$ 0.00	-\$ 365.64

54

Notice the Funds Center column is now after the Fund column.

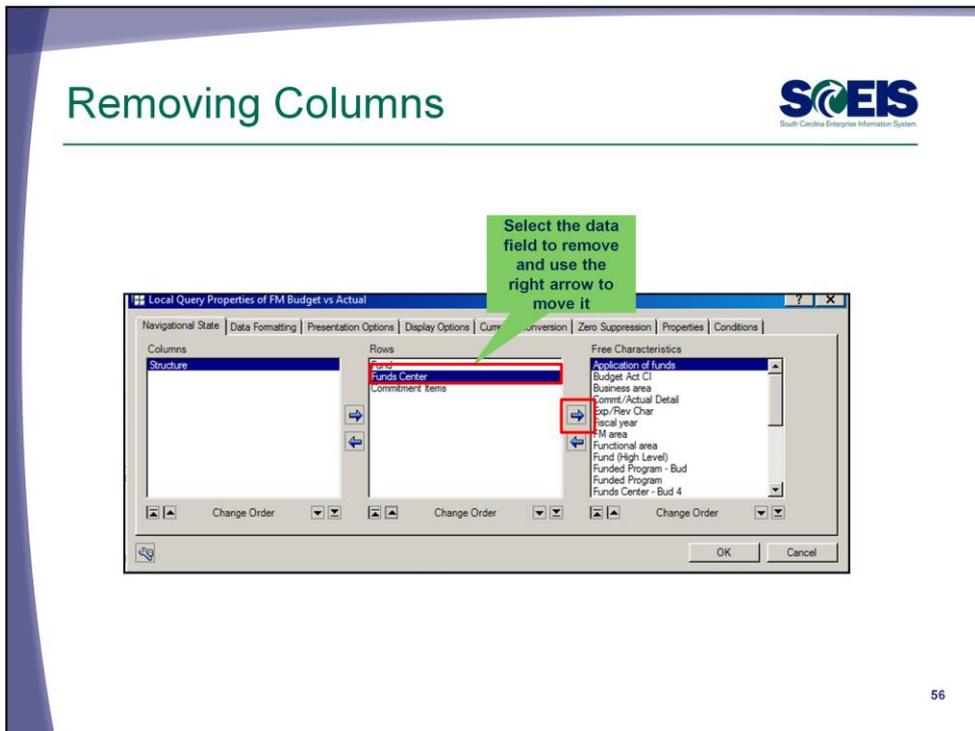
Removing Columns



The screenshot shows an Excel spreadsheet with a table of financial data. The table has columns for Fund, Funds Center, Comment Item, Original Budget, Budget Adjustments, Current Budget, MTD Actual Expense, YTD Actual Expense, Balance Before, Commitments, Comments and Other Transactions, and Remaining Balance. A green callout box with the text "Right-click within a cell and select Query Properties" points to a right-click context menu that is open over a cell in the 'Query Properties' column. The menu options include 'Query Properties', 'Filter', and 'Information'.

To remove a column from the report, right-click on any cell and select Query Properties.

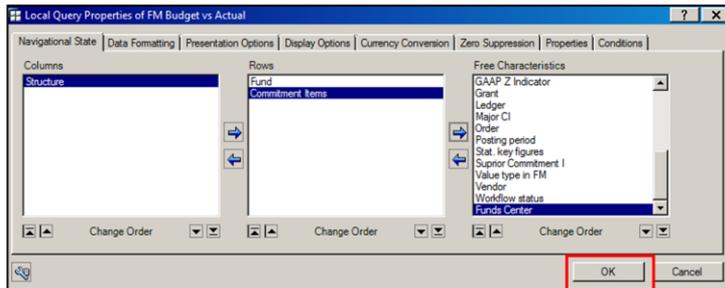
Removing Columns



56

The Query Properties window will appear. Select the data field to remove, and use the right arrow to move it into the Free Characteristics box. In this example, we are removing Funds Center from the report.

Removing Columns



57

Next, click OK.

Removing Columns



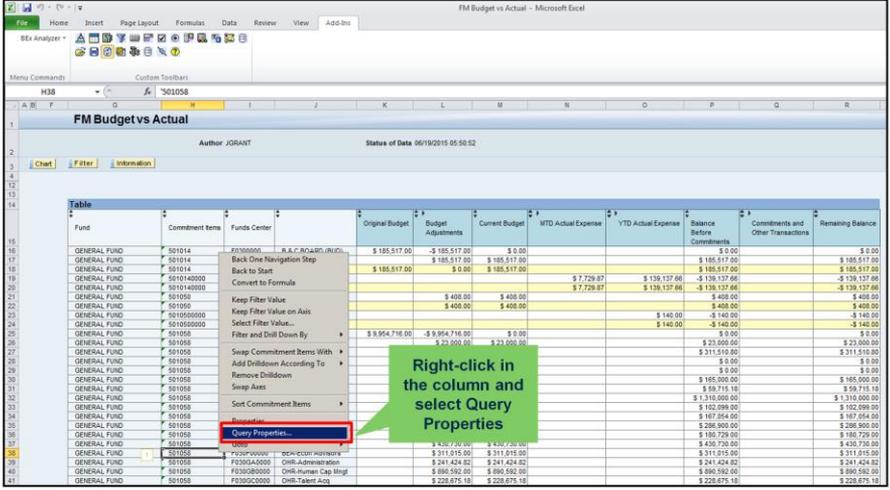
Microsoft Excel screenshot showing a table titled "FM Budget vs Actual". The table has columns for Fund, Commitment Item, Original Budget, Budget Adjustments, Current Budget, MTD Actual Expense, YTD Actual Expense, Balance Before Commitments, Commitments and Other Transactions, and Remaining Balance. The "Funds Center" column is missing.

Fund	Commitment Item	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
GENERAL FUND	5010140000				\$ 7,729.87	\$ 139,137.66	-\$ 139,137.66		-\$ 139,137.66
GENERAL FUND	501050		\$ 408.00	\$ 408.00			\$ 408.00		\$ 408.00
GENERAL FUND	5010500000					\$ 140.00	-\$ 140.00		-\$ 140.00
GENERAL FUND	501050	\$ 9,954,716.00	\$ 731,021.98	\$ 10,685,737.98	\$ 396,117.68	\$ 7,279,762.80	-\$ 7,279,762.80	\$ 0.00	\$ 10,685,737.98
GENERAL FUND	5010500000						-\$ 10,685,737.98		-\$ 10,685,737.98
GENERAL FUND	501059	\$ 1,491,187.00	-\$ 1,491,187.00	\$ 0.00			\$ 0.00		\$ 0.00
GENERAL FUND	501060	\$ 1,225,911.00	\$ 207,136.00	\$ 1,433,047.00			\$ 1,433,047.00		\$ 1,433,047.00
GENERAL FUND	5010600000				\$ 63,579.34	\$ 948,903.07	-\$ 948,903.07	\$ 0.00	-\$ 948,903.07
GENERAL FUND	501061	\$ 870,000.00	-\$ 870,000.00	\$ 0.00			\$ 0.00		\$ 0.00
GENERAL FUND	5010650001				\$ 10,011.94	\$ 180,214.92	-\$ 180,214.92		-\$ 180,214.92
GENERAL FUND	501070	\$ 497,182.00	\$ 47,572.02	\$ 544,754.02			\$ 544,754.02		\$ 544,754.02
GENERAL FUND	5010710000				\$ 9,087.83	\$ 107,225.29	-\$ 107,225.29	\$ 0.00	-\$ 107,225.29
GENERAL FUND	5010720000				\$ 35.00	\$ 595.00	-\$ 595.00	\$ 0.00	-\$ 595.00
GENERAL FUND	5010730000					\$ 66.70	-\$ 66.70		-\$ 66.70
GENERAL FUND	5010870000				\$ 1,100.00	\$ 1,187.00	-\$ 1,187.00		-\$ 1,187.00
GENERAL FUND	5010900000				\$ 13,548.34	\$ 66,648.79	-\$ 66,648.79	\$ 0.00	-\$ 66,648.79
GENERAL FUND	5010970000					\$ 10,000.00	-\$ 10,000.00		-\$ 10,000.00
GENERAL FUND	5020010000					\$ 288.00	-\$ 288.00	\$ 0.00	-\$ 288.00
GENERAL FUND	5020020000					\$ 3,144.05	-\$ 3,144.05	\$ 500.97	-\$ 3,645.02
GENERAL FUND	5020030000				\$ 865.84	\$ 17,686.37	-\$ 17,686.37	\$ 7,228.35	-\$ 24,914.72
GENERAL FUND	5020070000				\$ 22,369.57	\$ 692,687.80	-\$ 692,687.80	\$ 7,425.94	-\$ 700,113.74
GENERAL FUND	5020070001				\$ 113,996.60	\$ 142,027.43	-\$ 142,027.43	\$ 91.48	-\$ 142,118.63
GENERAL FUND	5020070002				\$ 0.00	\$ 2,612,566.08	-\$ 2,612,566.08	\$ 209,342.47	-\$ 2,821,808.55
GENERAL FUND	5020070003				\$ 6,189.88	\$ 420,277.97	-\$ 420,277.97	\$ 2,727.00	-\$ 420,204.97
GENERAL FUND	5020070004				\$ 3,830.50	\$ 20,000.48	-\$ 20,000.48	\$ 0.00	-\$ 20,000.48
GENERAL FUND	5020070005					\$ 414,454.91	-\$ 414,454.91	\$ 0.00	-\$ 414,454.91

Notice the Funds Center column is no longer in the report.

Suppressing Repeated Values



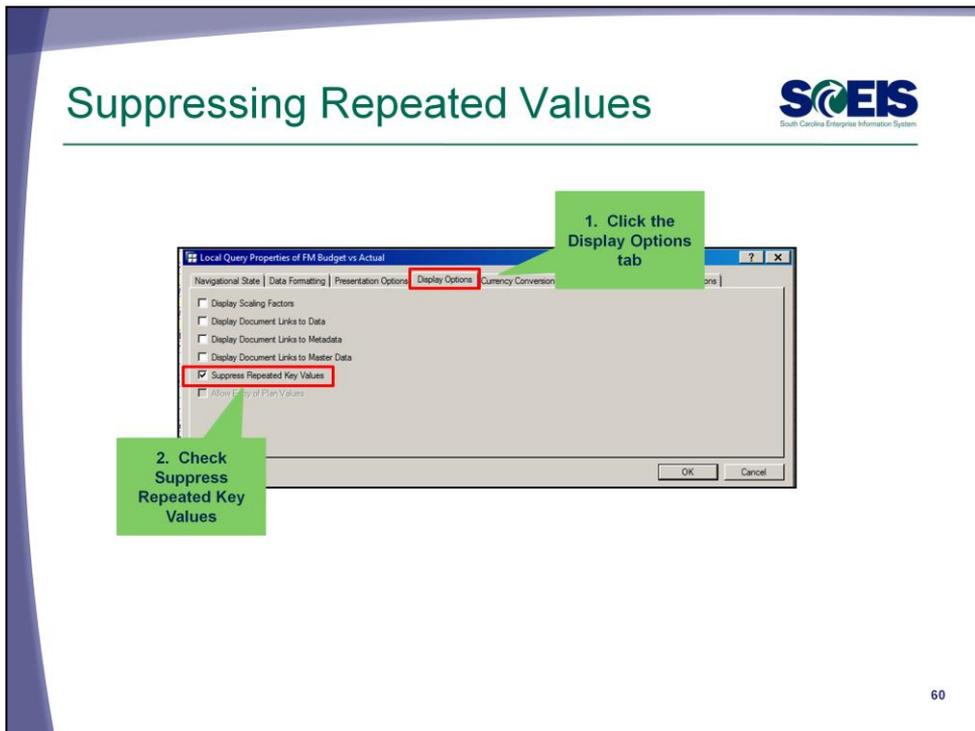


The screenshot shows an Excel spreadsheet titled "FM Budget vs Actual" with a context menu open over the "Query Properties" option. The menu items include: Back One Navigation Step, Convert to Formula, Keep Filter Value, Select Filter Value, Filter and Drill Down By, Swap Commitment Items With, Add Drilldown According To, Remove Drilldown, Swap Axis, Sort Commitment Items, and Query Properties. A green callout box points to the "Query Properties" option with the text: "Right-click in the column and select Query Properties".

Fund	Commitment Item	Funds Center	Original Budget	Budget Adjustments	Current Budget	YTD Actual Expense	YTD Actual Expense	Balance Before Commitments	Comments and Other Transactions	Remaining Balance
GENERAL FUND	501014	83700000 - R.C. BOARD (RUC)	\$ 185,517.00	-\$ 185,517.00	\$ 0.00			\$ 0.00		\$ 0.00
GENERAL FUND	501014	Back One Navigation Step	\$ 185,517.00		\$ 185,517.00			\$ 185,517.00		\$ 185,517.00
GENERAL FUND	501014	Back to Start	\$ 185,517.00	-\$ 0.00	\$ 185,517.00			\$ 185,517.00		\$ 185,517.00
GENERAL FUND	5010140000	Convert to Formula				\$ 7,729.87	\$ 139,137.66	-\$ 139,137.66		-\$ 139,137.66
GENERAL FUND	5010140000	Keep Filter Value		\$ 408.00	\$ 408.00	\$ 7,729.87	\$ 139,137.66	-\$ 139,137.66		-\$ 139,137.66
GENERAL FUND	50101050	Keep Filter Value on Axis		\$ 408.00	\$ 408.00		\$ 408.00	-\$ 408.00		-\$ 408.00
GENERAL FUND	5010105000	Select Filter Value					\$ 140.00	-\$ 140.00		-\$ 140.00
GENERAL FUND	5010105000	Select Filter Value					\$ 140.00	-\$ 140.00		-\$ 140.00
GENERAL FUND	5010108	Filter and Drill Down By	\$ 9,954,716.00	-\$ 9,954,716.00	\$ 0.00			\$ 0.00		\$ 0.00
GENERAL FUND	5010108	Filter and Drill Down By		\$ 23,000.00	\$ 23,000.00			\$ 23,000.00		\$ 23,000.00
GENERAL FUND	5010108	Swap Commitment Items With						\$ 311,510.00		\$ 311,510.00
GENERAL FUND	5010108	Add Drilldown According To						\$ 0.00		\$ 0.00
GENERAL FUND	5010108	Remove Drilldown						\$ 165,000.00		\$ 165,000.00
GENERAL FUND	5010108	Swap Axis						\$ 89,715.10		\$ 89,715.10
GENERAL FUND	5010108	Sort Commitment Items						\$ 1,310,000.00		\$ 1,310,000.00
GENERAL FUND	5010108	Sort Commitment Items						\$ 102,099.00		\$ 102,099.00
GENERAL FUND	5010108	Sort Commitment Items						\$ 167,854.00		\$ 167,854.00
GENERAL FUND	5010108	Sort Commitment Items						\$ 296,900.00		\$ 296,900.00
GENERAL FUND	5010108	Sort Commitment Items						\$ 189,729.00		\$ 189,729.00
GENERAL FUND	5010108	Sort Commitment Items						\$ 430,730.00		\$ 430,730.00
GENERAL FUND	5010108	Sort Commitment Items						\$ 211,815.00		\$ 211,815.00
GENERAL FUND	5010108	Sort Commitment Items						\$ 241,424.82		\$ 241,424.82
GENERAL FUND	5010108	Sort Commitment Items						\$ 890,592.00		\$ 890,592.00
GENERAL FUND	5010108	Sort Commitment Items						\$ 228,875.18		\$ 228,875.18

In some columns, you will notice a value is repeated several times. To suppress repeated values in all columns, right-click in a column and select Query Properties. Note: The values in most queries are suppressed by default.

Suppressing Repeated Values



Click the Display Options tab, then check the Suppress Repeated Key Values box.

Suppressing Repeated Values



Microsoft Excel interface showing a table titled "FM Budgets Actual". The table has columns for Fund, Comment Item, Funds Center, Original Budget, Budget Adjustments, Current Budget, MTD Actual Expense, YTD Actual Expense, Balance Before, Comments and Other Transactions, and Remaining Balance. A red box highlights the first column (Fund) and the second column (Comment Item), showing that the same values are listed only once, indicating that repeated values have been suppressed.

Fund	Comment Item	Funds Center	Original Budget	Budget Adjustments	Current Budget	MTD Actual Expense	YTD Actual Expense	Balance Before	Comments and Other Transactions	Remaining Balance
GENERAL FUND	501014	FD300000 B & C BOARD (BLUD)	\$ 185,517.00	-\$ 185,517.00	\$ 0.00			\$ 0.00		\$ 0.00
		FD30AA0000 B & C BOARD	\$ 185,517.00	-\$ 185,517.00	\$ 185,517.00			\$ 185,517.00		\$ 185,517.00
		Result	\$ 185,517.00	\$ 0.00	\$ 185,517.00			\$ 185,517.00		\$ 185,517.00
	5010140000	FD30AA0000 B & C BOARD				\$ 7,729.87	\$ 139,137.86	-\$ 139,137.86		-\$ 139,137.86
		Result				\$ 7,729.87	\$ 139,137.86	-\$ 139,137.86		-\$ 139,137.86
	501050	FD30000000 CWR-Human Cap Mngt			\$ 408.00			\$ 408.00		\$ 408.00
		Result			\$ 408.00			\$ 408.00		\$ 408.00
	5010500000	FD30000000 CWR-Human Cap Mngt						\$ 140.00		-\$ 140.00
		Result						\$ 140.00		-\$ 140.00
	501058	FD300000 B & C BOARD (BLUD)	\$ 9,954,716.00	-\$ 9,954,716.00	\$ 0.00			\$ 0.00		\$ 0.00
		FD30AA0000 B & C BOARD		\$ 23,000.00	\$ 23,000.00			\$ 23,000.00		\$ 23,000.00
		Result		\$ 23,000.00	\$ 23,000.00			\$ 23,000.00		\$ 23,000.00
		FD30080005 CIO-Internal Ops		\$ 311,510.80	\$ 311,510.80			\$ 311,510.80		\$ 311,510.80
		Result		\$ 0.00	\$ 0.00			\$ 0.00		\$ 0.00
		FD3008A400 CIO-Mail Room		\$ 0.00	\$ 0.00			\$ 0.00		\$ 0.00
		Result		\$ 0.00	\$ 0.00			\$ 0.00		\$ 0.00
		FD3008C000 CIO-Board HR (all)		\$ 0.00	\$ 0.00			\$ 0.00		\$ 0.00
		Result		\$ 165,000.00	\$ 165,000.00			\$ 165,000.00		\$ 165,000.00
		FD300C0000 Gov't Affairs		\$ 59,715.18	\$ 59,715.18			\$ 59,715.18		\$ 59,715.18
		Result		\$ 1,310,000.00	\$ 1,310,000.00			\$ 1,310,000.00		\$ 1,310,000.00
		FD300D0000 S&S-Internal Audit		\$ 102,000.00	\$ 102,000.00			\$ 102,000.00		\$ 102,000.00
		Result		\$ 286,900.00	\$ 286,900.00			\$ 286,900.00		\$ 286,900.00
		FD300E0000 CRS-Econ Research		\$ 167,054.00	\$ 167,054.00			\$ 167,054.00		\$ 167,054.00
		Result		\$ 189,729.00	\$ 189,729.00			\$ 189,729.00		\$ 189,729.00
		FD300E0000 CRS-Health and Dem		\$ 430,730.00	\$ 430,730.00			\$ 430,730.00		\$ 430,730.00
		Result		\$ 311,615.00	\$ 311,615.00			\$ 311,615.00		\$ 311,615.00
		FD300E0000 CRS-Geologic Survey		\$ 241,424.82	\$ 241,424.82			\$ 241,424.82		\$ 241,424.82
		Result		\$ 899,792.00	\$ 899,792.00			\$ 899,792.00		\$ 899,792.00
		FD300E0000 CWR-Talent Acq		\$ 228,675.18	\$ 228,675.18			\$ 228,675.18		\$ 228,675.18

Notice that the values in the query are only listed once.

Suppressing and Displaying Results (Subtotal) Rows



The screenshot shows an Excel spreadsheet titled 'FM Budget vs Actual - Microsoft Excel'. The spreadsheet contains a list of 'GENERAL FUND' entries with columns for various budget categories (A through P). A red arrow points to a yellow-highlighted row (row 149) which is a subtotal row. A context menu is open over this row, and a green callout box with the text 'Right-click within a cell where results begin, choose Properties' points to the 'Properties' option in the menu.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
120	GENERAL FUND	501144000											\$ 803.01	\$ 2,610.32	\$ -2,610.32	\$ 0.00	\$ -2,610.32
121	GENERAL FUND	506250000															\$ 106,177.62
122	GENERAL FUND	506011000											\$ 9,949.57	\$ 254,395.14	\$ -254,395.14	\$ 0.00	\$ -254,395.14
123	GENERAL FUND	506032000															\$ 223,707.96
124	GENERAL FUND	506029000															\$ 24,763.52
125	GENERAL FUND	506020000															\$ -197.29
126	GENERAL FUND	506010000															\$ 0.00
127	GENERAL FUND	512001															\$ 13,929,306.00
128	GENERAL FUND	512000															\$ 4,229,006.00
129	GENERAL FUND	511001000															\$ -1,167,253.99
130	GENERAL FUND	511000000															\$ -12,615.11
131	GENERAL FUND	511000000															\$ -157,305.00
132	GENERAL FUND	511010000															\$ -624,696.00
133	GENERAL FUND	511040000															\$ -42,862.31
134	GENERAL FUND	511000000															\$ -8,606.20
135	GENERAL FUND	511010000															\$ -720,576.68
136	GENERAL FUND	511070000															\$ -17,825.20
137	GENERAL FUND	511071000															\$ -11,399.84
138	GENERAL FUND	511072000															\$ -154.44
139	GENERAL FUND	511073000															\$ -154.44
140	GENERAL FUND	511070000															\$ -1,535.79
141	GENERAL FUND	511010000															\$ -37,663.36
142	GENERAL FUND	511020000															\$ -77,720.92
143	GENERAL FUND	511030000															\$ -223,617.97
144	GENERAL FUND	511070000															\$ -878,365.00
145	GENERAL FUND	511071000															\$ -153,823.88
146	GENERAL FUND	511072000															\$ 0.00
147	GENERAL FUND	511073000															\$ 13,162,393.21
148	GENERAL FUND	520400000															\$ 0.00
149	GENERAL FUND	500000															\$ 26,088,246.96
150	GENERAL FUND	500000000															\$ 16,071,004.25
151	GENERAL FUND - CF	502007000															\$ 5,646,247.41
152	GENERAL FUND - CF	502007000															\$ -2,653.54
153	GENERAL FUND - CF	502007000															\$ -2,653.54
154	GENERAL FUND - CF	502007000															\$ 846.00
155	GENERAL FUND - CF	502007000															\$ -5,599.26
156	GENERAL FUND - CF	502009000															\$ -628.47
157	GENERAL FUND - CF	502010000															\$ -222,276.44
158	GENERAL FUND - CF	502011000															\$ 223.56
159	GENERAL FUND - CF	502012000															\$ -287.43
160	GENERAL FUND - CF	502013000															\$ 0.00
161	GENERAL FUND - CF	502014000															\$ 0.00
162	GENERAL FUND - CF	502015000															\$ 2,500.00
163	GENERAL FUND - CF	502016000															\$ 0.00
164	GENERAL FUND - CF	502017000															\$ -29.00
165	GENERAL FUND - CF	502018000															\$ -428,716.00
166	GENERAL FUND - CF	502019000															\$ -330.30
167	GENERAL FUND - CF	502020000															\$ 81.00
168	GENERAL FUND - CF	502021000															\$ -4,960.88
169	GENERAL FUND - CF	502022000															\$ -795.88
170	GENERAL FUND - CF	502023000															\$ 12,144.48
171	GENERAL FUND - CF	502024000															\$ -624.22
172	GENERAL FUND - CF	502025000															\$ 184.00
173	GENERAL FUND - CF	502026000															\$ -1,095.54
174	GENERAL FUND - CF	502027000															\$ 233.95
175	GENERAL FUND - CF	502028000															\$ 1,299.24
176	GENERAL FUND - CF	502029000															\$ -1,533.10
177	GENERAL FUND - CF	502030000															\$ -1,186.00
178	GENERAL FUND - CF	502031000															\$ 0.00
179	GENERAL FUND - CF	502032000															\$ -29,916.03

In some queries, you will notice yellow Result rows. Result rows provide subtotals of the columns to the right of the column desired. If you would like to remove or suppress result rows, right-click within a cell where the results begin and choose Properties.

Suppressing and Displaying Results (Subtotal) Rows

The screenshot shows a dialog box titled "Properties for Characteristic Commitment Items" with three tabs: "General", "Attributes", and "Hierarchy". The "General" tab is selected. It contains several settings: "Display" set to "Key", "Text Type" set to "Default Text", "Sort By" set to "Key", "Commitment Items" set to "Commitment Items", and "Sort Direction" set to "Ascending". Under "Results Rows", a dropdown menu is open, showing three options: "Always Display", "Always Suppress", and "Display if More than One Value". The "Always Suppress" option is highlighted. A checkbox for "Cumulate Values" is unchecked. At the bottom right, there are "OK" and "Cancel" buttons. Three green callout boxes provide instructions: "1. Click the General tab" (pointing to the tab), "2. Select Always Suppress" (pointing to the dropdown option), and "3. Click OK" (pointing to the button).

Click the General tab. In the Results Rows drop-down box, select Always Suppress. Next, click OK.

Suppressing and Displaying Results (Subtotal) Rows



FM Budget vs Actual - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
117	GENERAL FUND	5065050000											\$ 50.00	-\$ 50.00	\$ 0.00	-\$ 50.00	
118	GENERAL FUND	5065070000										\$ 398.00	\$ 2,597.00	-\$ 2,597.00	\$ 0.00	-\$ 2,597.00	
119	GENERAL FUND	5065120000													\$ 0.00	\$ 0.00	
120	GENERAL FUND	5065140000											\$ 683.01	\$ 2,610.32	-\$ 2,610.32	\$ 0.00	-\$ 2,610.32
121	GENERAL FUND	5066305000													\$ 150,577.92	-\$ 150,577.92	
122	GENERAL FUND	5066315000										\$ 9,949.37	\$ 254,395.14	-\$ 254,395.14	\$ 589.65	-\$ 254,394.79	
123	GENERAL FUND	5066320000													\$ 223,707.96	-\$ 223,707.96	
124	GENERAL FUND	5066325000													\$ 24,763.32	-\$ 24,763.32	
125	GENERAL FUND	5069020000												\$ 197.29	-\$ 197.29	\$ 0.00	
126	GENERAL FUND	5069051000													\$ 0.00	\$ 0.00	
127	GENERAL FUND	512001	\$ 12,041,235.00	\$ 1,888,871.00	\$ 13,929,306.00									\$ 13,929,306.00		\$ 13,929,306.00	
128	GENERAL FUND	513000	\$ 4,603,660.00	-\$ 3,375,962.00	\$ 4,228,098.00									\$ 2,228,098.00		\$ 4,228,098.00	
129	GENERAL FUND	5130010000										\$ 67,021.92	\$ 1,167,263.90	-\$ 1,167,263.90	\$ 0.00	-\$ 1,167,263.90	
130	GENERAL FUND	5130030000										\$ 746.03	\$ 13,410.11	-\$ 13,410.11	\$ 0.00	-\$ 13,410.11	
131	GENERAL FUND	5130090000										\$ 8,881.36	\$ 157,305.00	-\$ 157,305.00	\$ 0.00	-\$ 157,305.00	
132	GENERAL FUND	5130310000										\$ 36,432.81	\$ 624,658.16	-\$ 624,658.16	\$ 0.00	-\$ 624,658.16	
133	GENERAL FUND	5130400000												\$ 42,982.31	-\$ 42,982.31	\$ 0.00	-\$ 42,982.31
134	GENERAL FUND	5130500000											\$ 6,606.35	-\$ 6,606.35	\$ 0.00	-\$ 6,606.35	
135	GENERAL FUND	5130610000										\$ 41,212.48	\$ 720,578.46	-\$ 720,578.46	\$ 0.00	-\$ 720,578.46	
136	GENERAL FUND	5130700000										\$ 964.06	\$ 17,925.36	-\$ 17,925.36	\$ 0.00	-\$ 17,925.36	
137	GENERAL FUND	5130750000										\$ 8.58	\$ 154.44	-\$ 154.44	\$ 0.00	-\$ 154.44	
138	GENERAL FUND	5130760000										\$ 8.58	\$ 154.44	-\$ 154.44	\$ 0.00	-\$ 154.44	
139	GENERAL FUND	5130770000										\$ 8.58	\$ 154.44	-\$ 154.44	\$ 0.00	-\$ 154.44	
140	GENERAL FUND	5130780000										\$ 8.58	\$ 154.44	-\$ 154.44	\$ 0.00	-\$ 154.44	
141	GENERAL FUND	5160010000										\$ 4,420.13	\$ 37,958.35	-\$ 37,958.35	\$ 0.00	-\$ 37,958.35	
142	GENERAL FUND	5160200000										\$ 8,849.82	\$ 77,720.82	-\$ 77,720.82	\$ 0.00	-\$ 77,720.82	
143	GENERAL FUND	5160300000										\$ 25,371.03	\$ 223,617.97	-\$ 223,617.97	\$ 0.00	-\$ 223,617.97	
144	GENERAL FUND	5160750000											\$ 876,385.00	-\$ 876,385.00	\$ 0.00	-\$ 876,385.00	
145	GENERAL FUND	5203990000										\$ 17,688.00	\$ 153,523.85	-\$ 153,523.85	\$ 15,620.96	-\$ 169,144.64	
146	GENERAL FUND	5204900000													\$ 0.00	\$ 0.00	
147	GENERAL FUND	661000												\$ 13,152,393.21		\$ 13,152,393.21	
148	GENERAL FD - C/F	5020020000	\$ 7,243,541.00	\$ 5,908,852.21	\$ 13,152,393.21								\$ 2,053.54	-\$ 2,053.54	\$ 0.00	-\$ 2,053.54	
149	GENERAL FD - C/F	5020030000										\$ 495.00	\$ 2,650.50	-\$ 2,650.50	\$ 945.00	-\$ 3,595.50	
150	GENERAL FD - C/F	5020070000										\$ 599.36	\$ 6,599.36	-\$ 6,599.36	\$ 0.00	-\$ 6,599.36	
151	GENERAL FD - C/F	5020070004										\$ 628.47	-\$ 628.47	\$ 0.00	-\$ 628.47		
152	GENERAL FD - C/F	5020070005										\$ 222,276.44	-\$ 222,276.44	\$ 223.56	-\$ 222,052.88		
153	GENERAL FD - C/F	5020080000										\$ 5.00	\$ 5.00	\$ 0.00	\$ 0.00		
154	GENERAL FD - C/F	5020090000										\$ 267.43	-\$ 267.43	\$ 0.00	-\$ 267.43		

The results rows will no longer appear in the report.

Suppressing and Displaying Results (Subtotal) Rows



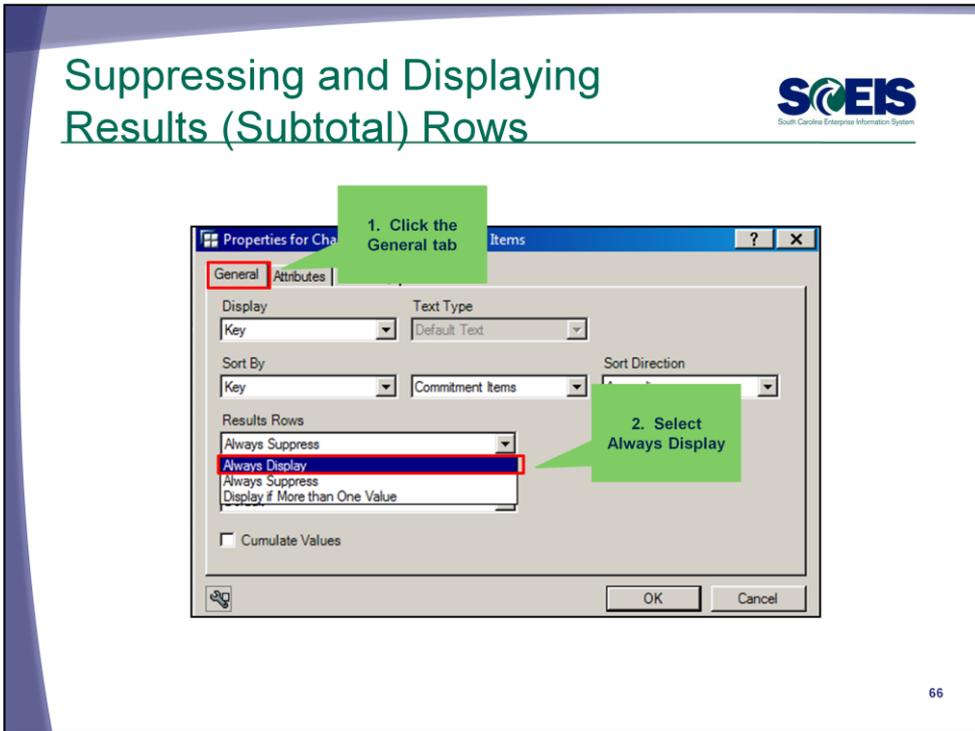
Fund	Commitment Items	Original Budget	Budget Adjustments	Current Budget	MTD Actual/Expense
GENERAL FUND	501014	\$ 165,517.00	\$ 3,118.00	\$ 168,635.00	
	5010140000				\$ 9,039.04
	501050		\$ 705.00	\$ 705.00	
	5010500000				
	501055	\$ 8,811,471.00	-\$ 155,367.21	\$ 8,656,113.79	
	5010550000				\$ 329,538.28
	501060	\$ 1,600,113.00	\$ 228,570.38	\$ 1,828,683.38	
	5010600000				\$ 81,958.67
	5010650001				\$ 19,347.40
	501070	\$ 420,060.00	\$ 52,163.41	\$ 472,163.41	
	5010710000				\$ 2,318.33
	5010720000				\$ 105.00
	5010870000				\$ 1,600.00
	5010890000				\$ 1,403.18
	5010970000				
	5020010000				
	5020030000				\$ 3,411.88
	5020050000				\$ 4.27
	5020070000				-\$ 1,235,104.77
	5020070001				
	5020070002				\$ 56,350.00
	5020070003				\$ 205,385.96
	5020070004				
	5020080000				\$ 48.30
	5020090000				\$ 6,794.83
	5020100000				\$ 8.78
	5020110000				\$ 580.00
	5020120000				\$ 286.07
	5021320000				\$ 444.75
	5021330000				
	5021330003				
	5021330004				\$ 15,146.50
	5021340000				
	5021420000				\$ 550.00
	5021430000				
	5021450000				
	5021450001				
	5021460000				
	5021470000				
	5021480000				
	5021500000				
	5021510000				
	5021520000				
	5021530000				
	5021540000				
	5030010000				\$ 1,108.98

- Back One Navigation Step
- Back to Start
- Convert to Formula
- Keep Filter Value
- Keep Filter Value on Axis
- Select Filter Value...
- Filter and Drill Down By
- Swap Commitment Items With
- Add Drilldown According To
- Remove Drilldown
- Swap Axes
- Sort Commitment Items
- Properties...**
- Query Properties...
- Ctrl

Right-click the column and select Properties

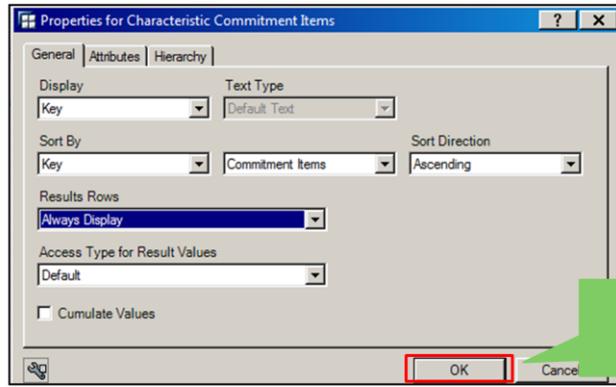
To add results rows (or subtotals) to a particular column, right-click in the column to the right of the column you want to subtotal. For example, to add a subtotal for each Fund, right-click in the Commitment Items column and select Properties.

Suppressing and Displaying Results (Subtotal) Rows



Click the General tab. In the Results Rows drop-down box, select Always Display.

Suppressing and Displaying Results (Subtotal) Rows



67

Next, click OK.

Suppressing and Displaying Results (Subtotal) Rows



Result										
G	H	I	J	K	L	M	N	O	P	
5051510000						\$ 400.27	-\$ 400.27	\$ 0.00		-\$ 400.27
5051540000						\$ 741.19	-\$ 741.19	\$ 0.00		-\$ 741.19
5052010000					-\$ 1,270.02	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
5060305000						\$ 149,183.68	-\$ 149,183.68	\$ 0.00		-\$ 149,183.68
5060316000					\$ 1,498,357.32	\$ 1,534,091.08	-\$ 1,534,091.08	\$ 0.00		-\$ 1,534,091.08
5060325000						\$ 43,934.03	-\$ 43,934.03	\$ 0.00		-\$ 43,934.03
5090020000								\$ 0.00		\$ 0.00
512001	\$ 11,007,755.00	\$ 325,507.42	\$ 11,333,262.42					\$ 11,333,262.42		\$ 11,333,262.42
513000	\$ 3,661,091.00	-\$ 91,082.00	\$ 3,570,009.00					\$ 3,570,009.00		\$ 3,570,009.00
5130010000					\$ 52,523.00	\$ 956,285.92	-\$ 956,285.92	\$ 0.00		-\$ 956,285.92
5130030000					\$ 768.39	\$ 14,191.02	-\$ 14,191.02	\$ 0.00		-\$ 14,191.02
5130080000					\$ 11,898.61	\$ 226,023.90	-\$ 226,023.90	\$ 0.00		-\$ 226,023.90
5130310000					\$ 30,385.71	\$ 547,705.71	-\$ 547,705.71	\$ 0.00		-\$ 547,705.71
5130400000						\$ 25,890.61	-\$ 25,890.61	\$ 0.00		-\$ 25,890.61
5130500000						\$ 6,380.37	-\$ 6,380.37	\$ 0.00		-\$ 6,380.37
5130610000					\$ 36,003.92	\$ 582,828.54	-\$ 582,828.54	\$ 0.00		-\$ 582,828.54
5130670000					\$ 782.41	\$ 14,211.13	-\$ 14,211.13	\$ 0.00		-\$ 14,211.13
5130710000					\$ 500.22	\$ 9,108.83	-\$ 9,108.83	\$ 0.00		-\$ 9,108.83
5130730000					\$ 8.76	\$ 157.68	-\$ 157.68	\$ 0.00		-\$ 157.68
5130750000					\$ 8.76	\$ 157.68	-\$ 157.68	\$ 0.00		-\$ 157.68
5130780000					\$ 113.32	\$ 2,152.40	-\$ 2,152.40	\$ 0.00		-\$ 2,152.40
5150010000						\$ 445.00	-\$ 445.00	\$ 0.00		-\$ 445.00
5150030000								\$ 0.00		\$ 0.00
5180750000						\$ 878,385.00	-\$ 878,385.00	\$ 0.00		-\$ 878,385.00
5203990000					\$ 10,541.09	\$ 64,191.98	-\$ 64,191.98	\$ 18,900.00		-\$ 83,091.98
561000	\$ 13,771,746.00	\$ 2,413,988.92	\$ 15,685,638.92					\$ 15,685,638.92		\$ 15,685,638.92
Result	\$ 38,957,717.00	\$ 2,777,531.92	\$ 41,735,248.92		\$ 1,897,994.96	\$ 28,165,884.92	\$ 13,569,364.00	\$ 2,625,187.71		\$ 10,944,176.20
5020030000					\$ 42.00	\$ 639.40	-\$ 639.40	\$ 5,697.00		-\$ 6,336.40
5020050000								\$ 610.20		-\$ 610.20
5020070000					\$ 1,382.40	\$ 194,388.94	-\$ 194,388.94	\$ 48,000.00		-\$ 242,988.94
5020070004					\$ 1,496.06	\$ 4,368.22	-\$ 4,368.22	\$ 0.00		-\$ 4,368.22
5020080000					\$ 928.15	\$ 983.91	-\$ 983.91	\$ 0.00		-\$ 983.91
5020090000					\$ 137.59	\$ 2,031.31	-\$ 2,031.31	\$ 0.00		-\$ 2,031.31
5020120000					\$ 52.30	\$ 156.90	-\$ 156.90	\$ 68.10		-\$ 225.00
5021020000						\$ 5,635.00	-\$ 5,635.00	\$ 0.00		-\$ 5,635.00
5021320000					\$ 39.08	\$ 304.08	-\$ 304.08	\$ 0.00		-\$ 304.08

68

You should now see subtotals for each Fund.

Suppressing and Displaying Results (Subtotal) Rows



5130710000				\$ 209.22	\$ 1,100.00	-\$ 3,100.00
5130730000				\$ 8.76	\$ 157.68	-\$ 157.68
5130750000				\$ 8.76	\$ 157.68	-\$ 157.68
5130780000				\$ 113.32	\$ 2,152.40	-\$ 2,152.40
5150010000					\$ 445.00	-\$ 445.00
5150030000					\$ 878.385.00	-\$ 878.385.00
5203990000				\$ 10,541.09	\$ 64,191.98	-\$ 64,191.98
561000	\$ 13,271,710.00	\$ 2,413,966.92	\$ 15,685,676.92			\$ 15,685,676.92
Result	\$ 38,957,717.00	\$ 2,777,531.92	\$ 41,735,248.92	\$ 1,897,994.96	\$ 28,165,884.92	\$ 13,569,364.00
GENERAL FD - C/F				\$ 42.00	\$ 639.40	-\$ 639.40
5020050000						
5020050000				\$ 1,382.40	\$ 194,388.94	-\$ 194,388.94
				\$ 1,466.86	\$ 4,368.22	-\$ 4,368.22
				\$ 928.15	\$ 983.91	-\$ 983.91
				\$ 137.59	\$ 2,031.31	-\$ 2,031.31
				\$ 52.30	\$ 156.90	-\$ 156.90
					\$ 5,835.00	-\$ 5,835.00
				\$ 39.08	\$ 304.08	-\$ 304.08
				\$ 1,029.35	\$ 3,125.38	-\$ 3,125.38
					\$ 1,182.60	-\$ 1,182.60
				\$ 50.00	\$ 50.00	-\$ 50.00
					\$ 5,688.23	-\$ 5,688.23
				\$ 607.39	\$ 997.39	-\$ 997.39
				\$ 8,404.80	\$ 8,404.80	-\$ 8,404.80
				\$ 97,510.00	\$ 442,480.36	-\$ 442,480.36
					\$ 1,310.53	-\$ 1,310.53
					\$ 460.00	-\$ 460.00
				\$ 699.01	\$ 4,127.58	-\$ 4,127.58
					\$ 40.00	-\$ 40.00
				\$ 95.00	\$ 95.00	-\$ 95.00
					\$ 4,500.00	-\$ 4,500.00
					\$ 128.38	-\$ 128.38
5032810000				\$ 7,536.45	\$ 9,640.56	-\$ 9,640.56
5033080000				\$ 1,094.03	\$ 3,404.92	-\$ 3,404.92

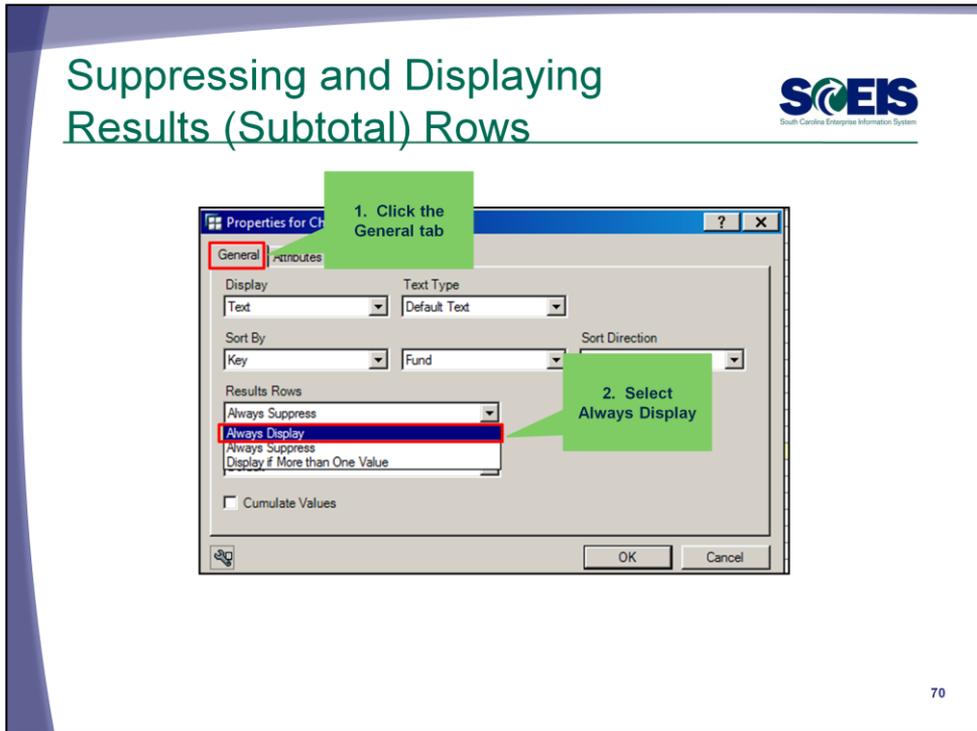
- Back One Navigation Step
- Back to Start
- Convert to Formula
- Keep Filter Value
- Keep Filter Value on Axis
- Select Filter Value...
- Filter and Drill Down By >
- Swap Fund With >
- Add Drilldown According To >
- Remove Drilldown
- Swap Axes
- Sort Fund >
- Properties...
- Query Properties...
- Goto >

Right-click the first column and select Properties

69

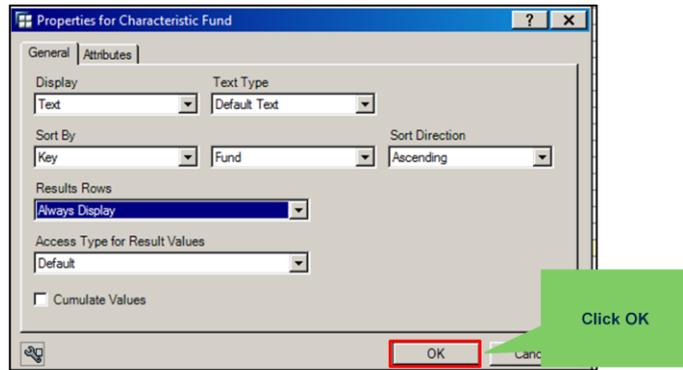
To get an overall subtotal, right-click in the first column of the report and choose Properties.

Suppressing and Displaying Results (Subtotal) Rows



Click the General tab. In the Results Rows drop-down box, select Always Display.

Suppressing and Displaying Results (Subtotal) Rows



71

Next, click OK.

Displaying Key and Text



The screenshot displays an Excel spreadsheet titled "FM Budget vs Actual" with columns for Fund, Commitment Items, Original Budget, Budget Adjustments, Current Budget, YTD Actual Expense, YTD Actual Expense, Balance Before Commitments, Commitments and Other Transactions, and Remaining Balance. A context menu is open over a cell in the "Commitment Items" column, showing options like "Back One Navigation Step", "Back to Start", "Commit to Formula", "Keep Filter Value", "Select Filter Value...", "Filter and Drill Down By", "Group Commitment Items With", "Add Drilldown According To", "Remove Drilldown", "Group Items", "Sort Commitment Items", "Properties...", and "Query Properties...". The "Properties..." option is highlighted in red. A green callout box with a white border and a pointer to the menu contains the text: "Right-click within a cell in the desired column, select Properties".

Some values, such as Commitment Items, have corresponding text information that describe the Commitment Items numeric value, or key. To display the key and text of a field, right-click within a cell in the desired column, and select Properties.

Displaying Key and Text

The screenshot shows a dialog box titled "Properties for Characteristic Commitment Items" with three tabs: "General", "Attributes", and "Hierarchy". The "General" tab is selected. Under the "Display" section, a drop-down menu is open, showing options: "None", "Key", "Key and Text", "Text and Key", and "Text". The "Key and Text" option is highlighted. The "Text Type" is set to "Default Text". The "Sort Direction" is set to "Ascending". The "Always Suppress" dropdown is set to "Always Suppress". The "Access Type for Result Values" is set to "Default". There is an unchecked checkbox for "Cumulate Values". The "OK" button is highlighted with a red box. Three green callout boxes provide instructions: "1. Click the General tab" (pointing to the tab), "2. Select Key and Text" (pointing to the dropdown menu), and "3. Click OK" (pointing to the OK button).

Click the General tab. Under the Display drop-down menu, select Key and Text. Next, click OK.

Displaying Key and Text



South Carolina Enterprise Information System

FM Budget vs Actual - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Add-Ins

BEx Analyzer

Menu Commands Custom Toolbars

H35 = 5020020000

Author JGRANT Status of Data 06/22/2015 05:36:01

Fund	Commitment Item	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
	501014000								
	501050		\$ 408.00	\$ 408.00	\$ 7,729.87		\$ 139,137.66		\$ 139,137.66
	501050000								
	501055	\$ 9,954,716.00	\$ 731,021.98	\$ 10,685,737.98			\$ 140.00		\$ 408.00
	501055000								
	501059				\$ 386,117.68		\$ 7,279,762.80		\$ 140.00
	501059000								
	501060	\$ 1,491,187.00	\$ -1,491,187.00	\$ 0.00			\$ 10,685,737.98	\$ 0.00	\$ 10,685,737.98
	501060000								
	501060	\$ 1,225,911.00	\$ 207,136.00	\$ 1,433,047.00			\$ 0.00		\$ 1,433,047.00
	501060000								
	501061				\$ 63,679.34		\$ 940,903.07		\$ 940,903.07
	501061000								
	501065001	\$ 870,000.00	\$ -870,000.00	\$ 0.00			\$ 0.00		\$ 0.00
	501070				\$ 10,011.84		\$ 180,214.92		\$ 180,214.92
	501070000								
	501070	\$ 487,182.00	\$ 47,572.02	\$ 544,754.02			\$ 544,754.02		\$ 544,754.02
	501070000								
	501071000				\$ 9,087.83		\$ 187,225.29		\$ 187,225.29
	501072000				\$ 35.00		\$ 990.00		\$ 990.00
	501073000						\$ 65.70		\$ 65.70
	501087000				\$ 1,187.00		\$ 1,187.00		\$ 1,187.00
	501090000				\$ 1,100.00		\$ 1,187.00		\$ 1,187.00
	501090000				\$ 23,540.34		\$ 65,645.79		\$ 65,645.79
	501097000						\$ 10,000.00		\$ 10,000.00
	501097000						\$ 10,000.00		\$ 10,000.00
	502001000						\$ 280.00		\$ 280.00
	502002000						\$ 1,144.65		\$ 1,144.65
	502003000				\$ 865.84		\$ 17,688.37		\$ 17,688.37
	502007000				\$ 22,389.57		\$ 800,687.80		\$ 800,687.80
	5020070001				\$ 113,996.92		\$ 142,027.43		\$ 142,027.43
	5020070002				\$ 0.00		\$ 2,812,066.08		\$ 2,812,066.08
	5020070003				\$ 6,189.85		\$ 420,277.97		\$ 420,277.97
	5020070004				\$ 3,832.52		\$ 20,020.49		\$ 20,020.49

74

A new column is added with the text that describes the Commitment Items key values.

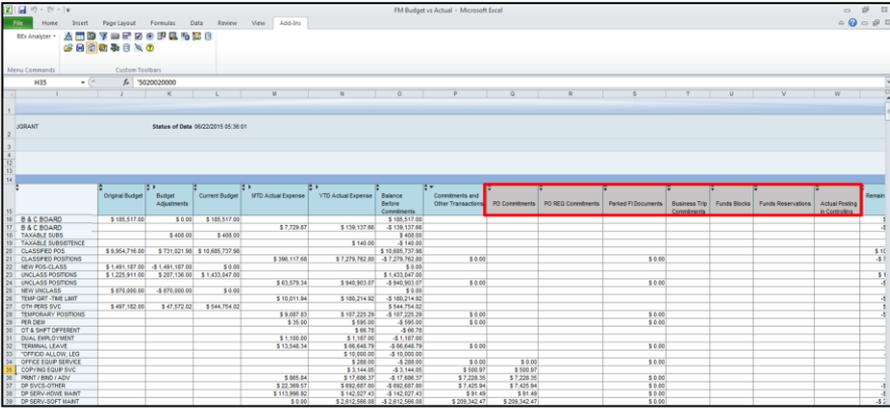
Expanding Columns

75

Some data fields are calculated key figures, or measures. Some report measures are created from a calculation of other measures. These are denoted by an arrow pointing to the right in the top left corner of the column header. Clicking this arrow will display the measures used to calculate the data field. In this example, we will expand the Commitments and Other Transactions column.



Expanding Columns



The screenshot shows an Excel spreadsheet titled "FM Budget vs Actual - Microsoft Excel". The spreadsheet displays financial data for the State of South Carolina, dated 06/22/2015 05:36:01. The data is organized into columns for Original Budget, Budget Adjustments, Current Budget, YTD Actual Expense, and YTD Actual Expense. A red box highlights the "Commitments and Other Transactions" column, which has been expanded to show sub-columns: PO Commitments, PO REC Commitments, Parked FI Documents, Business Trip Commitments, Funds Blocks, Funds Reservations, and Actual Pending Commitments.

	Original Budget	Budget Adjustments	Current Budget	YTD Actual Expense	YTD Actual Expense	Balance Before Commitments	Commitments and Other Transactions	PO Commitments	PO REC Commitments	Parked FI Documents	Business Trip Commitments	Funds Blocks	Funds Reservations	Actual Pending Commitments
16 B & C BOARD	\$ 185,517.00	\$ 0.00	\$ 185,517.00	\$ 7,729.87	\$ 126,127.86	\$ 158,787.13								
17 B & C BOARD														
18 TAXABLE SUBS	\$ 400.00	\$ 400.00	\$ 800.00		\$ 140.00	\$ 660.00								
19 TAXABLE SUBSISTENCE														
20 CLASSIFIED POS	\$ 9,864,716.00	\$ 771,021.90	\$ 10,635,737.90	\$ 396,137.66	\$ 7,279,760.86	\$ 10,356,000.00	\$ 0.00			\$ 0.00				
21 NEW POS-CLASS	\$ 1,481,187.00	\$ 1,481,187.00	\$ 2,962,374.00		\$ 0.00	\$ 2,962,374.00								
22 UNCLASS POSITIONS	\$ 1,320,810.00	\$ 307,136.00	\$ 1,627,946.00		\$ 0.00	\$ 1,627,946.00								
24 UNCLASS POSITIONS														
25 NEW UNCLASS	\$ 870,000.00	\$ 0.00	\$ 870,000.00	\$ 83,879.34	\$ 845,903.07	\$ 845,903.07	\$ 0.00			\$ 0.00				
26 TRIP GRF -TIME LIMIT														
27 CITY REG SVC	\$ 487,162.00	\$ 47,872.00	\$ 535,034.00	\$ 10,811.84	\$ 186,214.80	\$ 348,819.20								
28 TEMPORARY POSITIONS														
29 NEW HIRE														
30 OT & SHFT DIFFERENT														
31 STAFF EMPLOYMENT														
32 TERMINAL LEAVE														
33 OFFICE ALLOWANCE														
34 OFFICE EQUIP SERVICE														
35 COPING EQUIP SVC														
36 PRINT / BIND / ADV														
37 DP POS-CITIZEN														
38 DP SERV-ADULT SUART														
39 DP SERV-SOFT SUART														

Notice that additional columns appear after expanding the Commitments and Other Transactions column. The values in these columns are used to calculate the Commitments and Other Transactions.

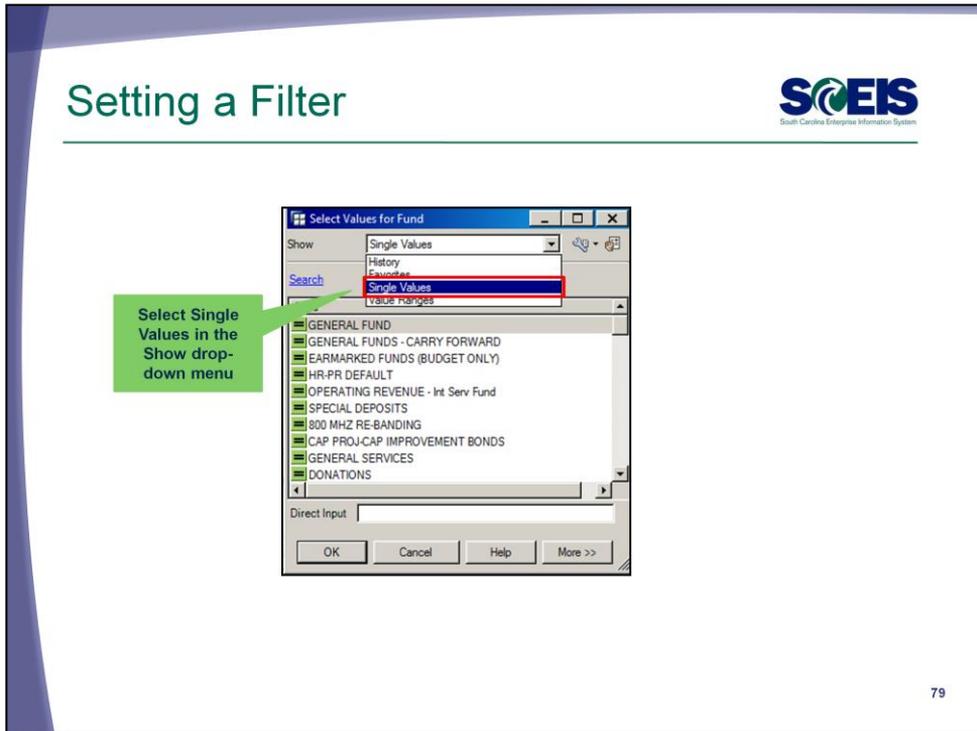
Setting a Filter



The screenshot shows the 'FM Budget vs Actual' report in Microsoft Excel. The report is titled 'FM Budget vs Actual' and is for 'Author: JGRANT' with a 'Status of Data' of '06/22/2015 05:36:01'. The report is displayed in a grid format with columns for 'Original Budget', 'Budget Adjustments', 'Current Budget', 'MTD Actual Expense', and 'YTD Actual Expense'. The left-hand pane shows a list of filter categories, including 'Application of funds', 'Business area', 'Commitment name', 'Fiscal year', 'Fund area', 'Fund (High Level)', 'Fund', 'Funded Program - Bud', 'Funded Program', 'Funds Center - Bud 4', 'Funds Center', 'GAAP Budget Code', 'GAAP Fund Code', 'GAAP Z Indicator', 'Grant', 'Ledger', 'Major CI', 'Order', 'Posting period', 'Stat key figures', 'Structure', 'Suprior Commitment I', 'Vendor type in Fill', 'Vendor', and 'Workflow status'. A green callout box with the text 'Click Filter' points to the 'Filter' button in the top-left corner of the report area.

You can apply a filter to the BEx report to display only the data you wish to see. Begin by clicking the Filter button to display the Filter section. The filter section options will display to the left of the worksheet.

Setting a Filter



In the Show drop-down menu, select Single Values.

Setting a Filter



The screenshot shows a dialog box titled "Select Values for Fund". At the top, there is a "Show" dropdown menu set to "Single Values". Below this is a search field. The main area is a list box labeled "Fund" containing the following items: GENERAL FUND, GENERAL FUNDS - CARRY FORWARD, EARMARKED FUNDS (BUDGET ONLY), HR-PR DEFAULT, OPERATING REVENUE - Int Serv Fund, SPECIAL DEPOSITS, 800 MHZ RE-BANDING, CAP PROJ./CAP IMPROVEMENT BONDS, GENERAL SERVICES, and DONATIONS. The "GENERAL FUND" item is selected and highlighted in blue. At the bottom of the dialog box, there are four buttons: "OK", "Cancel", "Help", and "More >>". The "OK" button is highlighted with a red box. Two green callout boxes with white text are present: one pointing to the "GENERAL FUND" item with the text "1. Select the value to filter by", and another pointing to the "OK" button with the text "2. Click OK".

Select the value you wish to filter by, and click OK.

Setting a Filter

The screenshot shows an Excel spreadsheet titled 'FM Budget vs Actual'. On the left side, there is a 'Filter' pane with a tree view of categories. The 'GENERAL FUND' category is selected and highlighted with a red box. The main area of the spreadsheet is a table with the following columns: Fund, Commitment Items, Original Budget, Budget Adjustments, Current Budget, and MTD Actual Expense. The table lists various budget items under the 'GENERAL FUND' filter, such as 'B & C BOARD', 'TAXABLE SUBS', 'CLASSIFIED POS', 'NEW POS-CLASS', 'UNCLASS POSITIONS', 'NEW UNCLASS', 'TEMP QRT -TIME LIMIT', 'OTR PERM SVC', 'TEMPORARY POSITIONS', 'PER DEU', 'OT & SHFT OFFERENT', 'DUAL EMPLOYMENT', 'TERMINAL LEAVE', 'OFFICE ALLOW LEG', 'OFFICE EQUIP SERVICE', 'COPYING EQUIP SVC', 'PRINT BRG / ADV', 'DP SVCS-OTHR', 'DP SERV-HOME MAINT', 'DP SERV-SOFT MAINT', 'DP SERV-SOFT LG', 'DATA PROC SRV-RT ADV', 'DATA PROC SRV-COND', 'FREIGHT EXPRESS DELV', and 'TRAVEL-AIR TRV BUDG'.

81

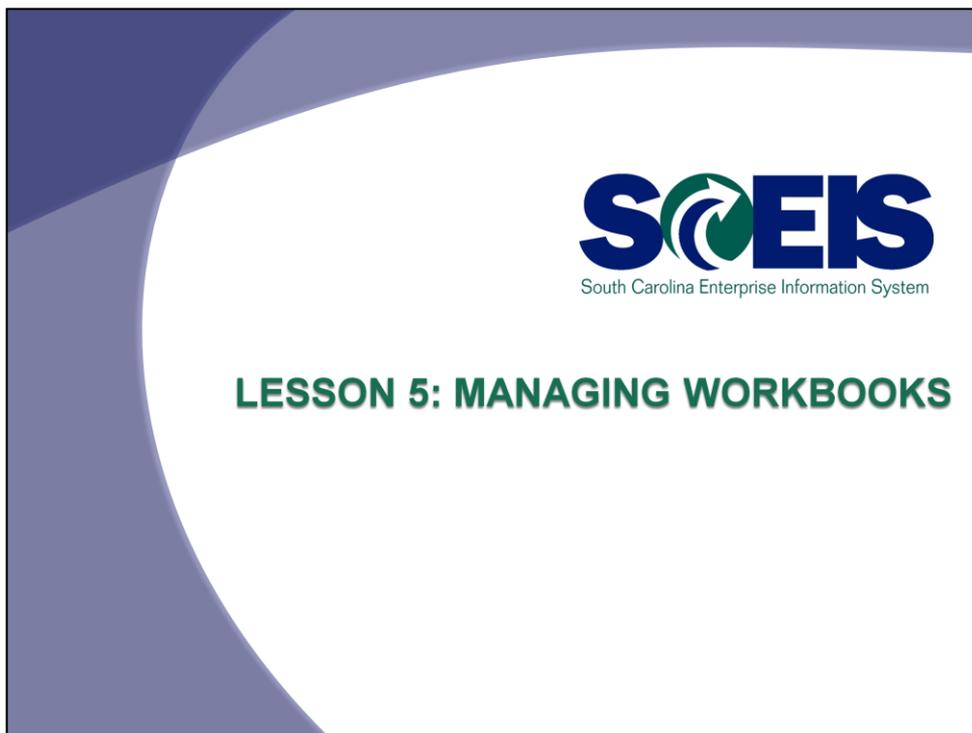
The filtered value will appear in the Filter section of the report as shown here.

Removing a Filter



The screenshot shows an Excel spreadsheet titled "FM Budget vs Actual - Microsoft Excel". The spreadsheet is divided into a "Filter" pane on the left and a "Table" on the right. The "Filter" pane lists various categories, with "Fund" highlighted in red. The "Table" displays budget data with columns for Fund, Comment Items, Original Budget, Budget Adjustments, and Current Budget.

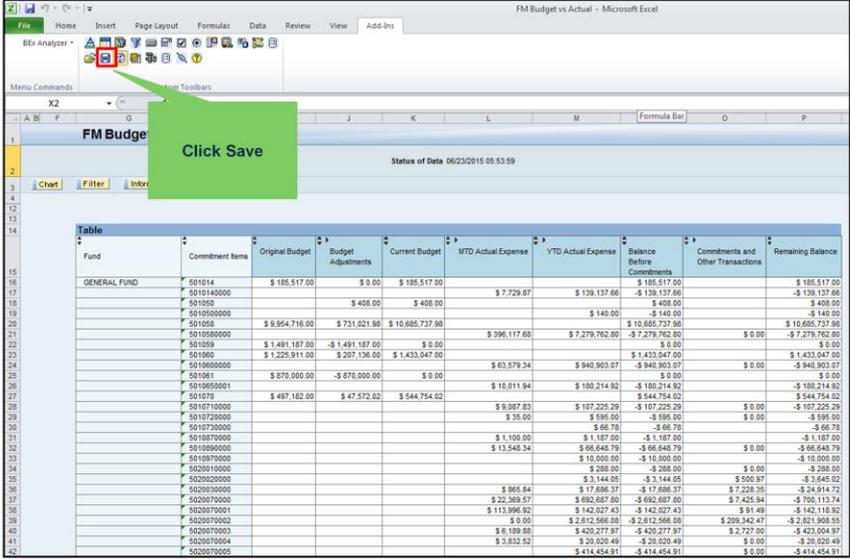
Fund	Comment Items	Original Budget	Budget Adjustments	Current Budget
GENERAL FUND	B & C BOARD	\$ 185,517.00	\$ 0.00	\$ 185,517.00
	B & C BOARD		\$ 0.00	\$ 408.00
	TAXABLE SUBS		\$ 408.00	\$ 408.00
	TAXABLE SUBSISTENCE			
	CLASSIFIED POS	\$ 9,954,716.00	\$ 731,021.98	\$ 10,685,737.98
	CLASSIFIED POSITIONS			
	NEW POS-CLASS	\$ 1,491,187.00	\$ -1,491,187.00	\$ 0.00
	UNCLASS POSITIONS	\$ 1,225,911.00	\$ 207,136.00	\$ 1,433,047.00
	UNCLASS POSITIONS			
	NEW UNCLASS	\$ 870,000.00	\$ -870,000.00	\$ 0.00
	TEMP GRT -TIME LIMIT			
	OTH PERE SVC	\$ 497,182.00	\$ 47,572.02	\$ 544,754.02
	TEMPORARY POSITIONS			
	PER DEM			
	OT & SHIFT DIFFERENT			
	DUAL EMPLOYMENT			
	TERMINAL LEAVE			
	OFFICE ALLOW. LEG			
	OFFICE EQUIP SERVICE			
	COPYING EQUIP SVC			
	PRINT BIND ADV			
	DP SVCS-OTHER			
	DP SERV-HOUSE MAINT			
	DP SERV-SOFT MAINT			
	DP SERV-SOFT LIC			
	DATA PROC SRV-ST AGY			
	DATA PROC SRV-CODES			
	FREIGHT EXPRESS DELV			



Lesson 5: Managing Workbooks

Saving as a New Workbook





The screenshot shows the Microsoft Excel interface with the 'FM Budget vs Actual - Microsoft Excel' title bar. The 'File' ribbon is active, and the 'Save' icon is highlighted with a green box and the text 'Click Save'. The spreadsheet below shows a table with the following columns: Fund, Comment Item, Original Budget, Budget Adjustments, Current Budget, MTD Actual Expense, YTD Actual Expense, Balance Before Commitments, Commitments and Other Transactions, and Remaining Balance.

Fund	Comment Item	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	\$ 139,137.66	-\$ 139,137.66		-\$ 139,137.66
	501050		\$ 458.00	\$ 458.00			\$ 458.00		\$ 458.00
	5010500000					\$ 140.00	-\$ 140.00		-\$ 140.00
	501050	\$ 9,954,716.00	\$ 731,021.96	\$ 10,685,737.96			\$ 10,685,737.96		\$ 10,685,737.96
	5010500000				\$ 396,117.68	\$ 7,279,762.80	-\$ 7,279,762.80	\$ 0.00	-\$ 7,279,762.80
	501059	\$ 1,481,187.00	-\$ 1,481,187.00	\$ 0.00			\$ 0.00		\$ 0.00
	501060	\$ 1,325,911.00	\$ 207,136.00	\$ 1,433,047.00			\$ 1,433,047.00		\$ 1,433,047.00
	5010600000				\$ 63,579.34	\$ 940,903.07	-\$ 940,903.07	\$ 0.00	-\$ 940,903.07
	501061	\$ 870,000.00	-\$ 870,000.00	\$ 0.00			\$ 0.00		\$ 0.00
	5010650001				\$ 10,811.94	\$ 180,214.92	-\$ 180,214.92		-\$ 180,214.92
	501070	\$ 487,162.00	\$ 47,572.02	\$ 544,754.02			\$ 544,754.02		\$ 544,754.02
	5010700000				\$ 9,887.83	\$ 107,225.29	-\$ 107,225.29	\$ 0.00	-\$ 107,225.29
	5010720000				\$ 35.00	\$ 995.00	-\$ 995.00	\$ 0.00	-\$ 995.00
	5010730000					\$ 66.78	-\$ 66.78		-\$ 66.78
	5010870000				\$ 1,187.00	\$ 1,187.00	-\$ 1,187.00		-\$ 1,187.00
	5010900000				\$ 1,100.00	\$ 66,646.79	-\$ 66,646.79	\$ 0.00	-\$ 66,646.79
	5010970000				\$ 13,540.34	\$ 10,000.00	-\$ 10,000.00		-\$ 10,000.00
	5020100000					\$ 208.00	-\$ 208.00	\$ 0.00	-\$ 208.00
	5020200000					\$ 3,144.05	-\$ 3,144.05	\$ 500.97	-\$ 3,645.02
	5020300000				\$ 985.84	\$ 17,686.37	-\$ 17,686.37	\$ 7,228.35	-\$ 24,914.72
	5020700000				\$ 22,369.57	\$ 602,687.80	-\$ 602,687.80	\$ 7,425.94	-\$ 705,113.74
	5020700001				\$ 113,996.92	\$ 142,027.43	-\$ 142,027.43	\$ 91.49	-\$ 142,118.92
	5020700002				\$ 0.00	\$ 2,812,566.08	-\$ 2,812,566.08	\$ 289,342.47	-\$ 2,821,908.55
	5020700003				\$ 6,189.88	\$ 420,277.97	-\$ 420,277.97	\$ 3,727.00	-\$ 423,004.87
	5020700004				\$ 3,832.52	\$ 20,020.49	-\$ 20,020.49	\$ 0.00	-\$ 20,020.49
	5020700005					\$ 414,454.91	-\$ 414,454.91	\$ 0.00	-\$ 414,454.91

You can save any changes you made to a report in your BEx Favorites folder so you are able to access your format each time you log in to BEx. To save a report, or workbook, click the Save icon.

Saving as a New Workbook

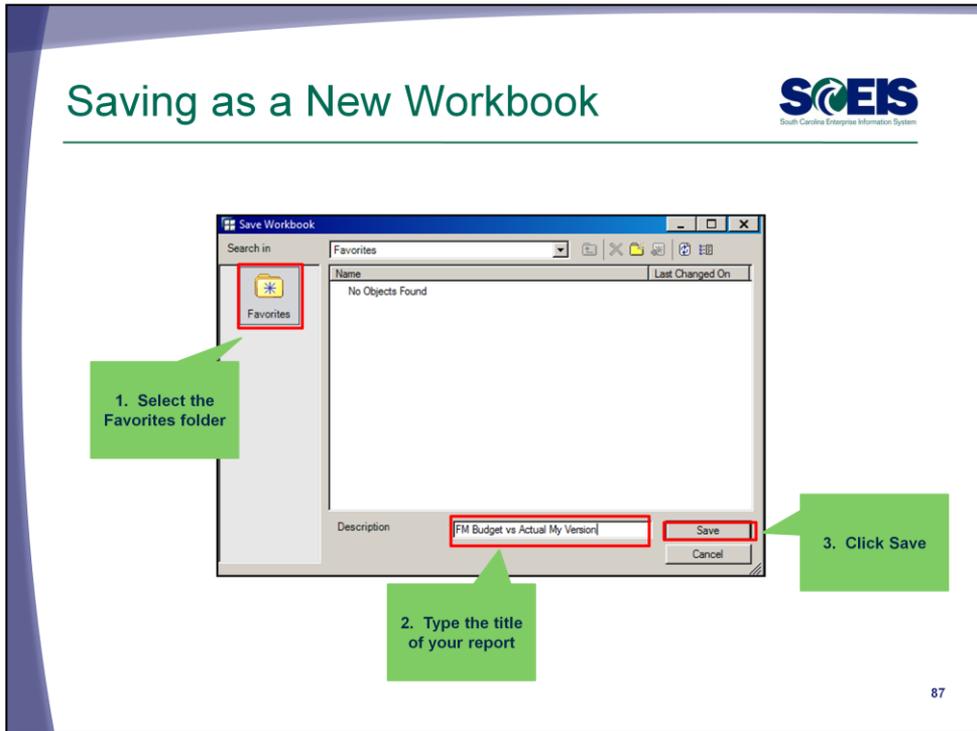


The screenshot shows the Microsoft Excel interface with the 'File' menu open. The 'Save Workbook As...' option is highlighted with a red box. A green callout box with the text 'Select Save Workbook' points to this option. The spreadsheet below shows a table with columns for Fund, Commitment Items, Original Budget, Budget Adjustments, Current Budget, MTD Actual Expense, YTD Actual Expense, Balance Before Commitments, Commitments and Other Transactions, and Remaining Balance.

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	\$ 139,137.66	-\$ 139,137.66		-\$ 139,137.66
	501050		\$ 408.00	\$ 408.00			\$ 408.00		\$ 408.00
	5010500000					\$ 140.00	-\$ 140.00		-\$ 140.00
	501050	\$ 9,954,716.00	\$ 731,021.98	\$ 10,685,737.98	\$ 396,117.68	\$ 7,279,762.80	\$ 10,685,737.98	\$ 0.00	\$ 10,685,737.98
	5010500000					\$ 7,279,762.80	-\$ 7,279,762.80		-\$ 7,279,762.80
	501059	\$ 1,491,187.00	-\$ 1,491,187.00	\$ 0.00			\$ 0.00		\$ 0.00
	501060	\$ 1,225,911.00	\$ 207,136.00	\$ 1,433,047.00			\$ 1,433,047.00		\$ 1,433,047.00
	5010600000				\$ 63,579.34	\$ 940,903.07	-\$ 940,903.07	\$ 0.00	-\$ 940,903.07
	501061	\$ 870,000.00	-\$ 870,000.00	\$ 0.00			\$ 0.00		\$ 0.00
	5010610001				\$ 10,011.84	\$ 180,214.62	-\$ 180,214.62		-\$ 180,214.62
	501070	\$ 497,182.00	\$ 47,572.82	\$ 544,754.82			\$ 544,754.82		\$ 544,754.82
	5010710000				\$ 9,887.83	\$ 107,225.29	-\$ 107,225.29	\$ 0.00	-\$ 107,225.29
	5010720000				\$ 35.00	\$ 595.00	-\$ 595.00	\$ 0.00	-\$ 595.00
	5010730000					\$ 66.78	-\$ 66.78		-\$ 66.78
	5010870000				\$ 1,100.00	\$ 1,187.00	-\$ 1,187.00		-\$ 1,187.00
	5010900000				\$ 13,548.54	\$ 96,640.79	-\$ 96,640.79	\$ 0.00	-\$ 96,640.79
	5010970000					\$ 10,000.00	-\$ 10,000.00	\$ 0.00	-\$ 10,000.00
	5020910000					\$ 288.00	-\$ 288.00	\$ 0.00	-\$ 288.00
	5020920000					\$ 3,144.65	-\$ 3,144.65	\$ 500.97	-\$ 3,645.62
	5020930000				\$ 965.84	\$ 17,686.37	-\$ 17,686.37	\$ 7,228.35	-\$ 24,914.72
	5020970000				\$ 22,369.57	\$ 692,667.80	-\$ 692,667.80	\$ 7,425.94	-\$ 700,113.74
	5020970001				\$ 119,998.92	\$ 142,627.43	-\$ 142,627.43	\$ 91.49	-\$ 142,116.92
	5020970002				\$ 0.00	\$ 2,612,568.08	-\$ 2,612,568.08	\$ 209,342.47	-\$ 2,821,908.55
	5020970003				\$ 6,189.88	\$ 420,277.97	-\$ 420,277.97	\$ 2,727.60	-\$ 423,044.97
	5020970004				\$ 6,839.42	\$ 20,420.49	-\$ 20,420.49	\$ 0.00	-\$ 20,420.49

Next, select FM Save Workbook.

Saving as a New Workbook



Select the Favorites folder, then title your report in the Description field. Next, click Save.

Inserting a Second Query into a Workbook

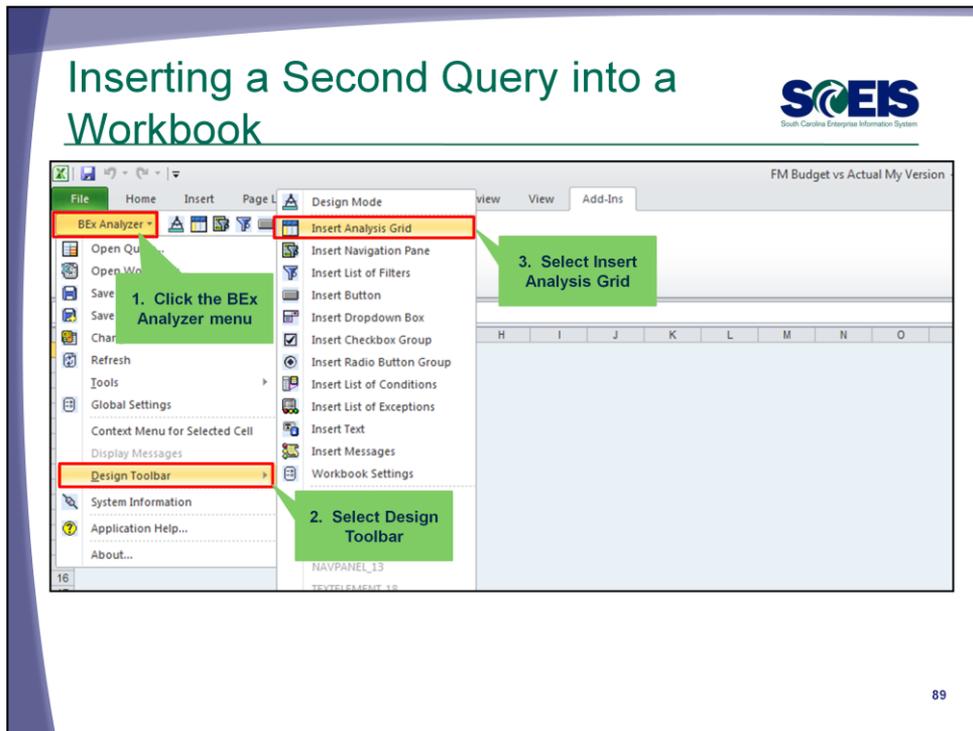


Fund	Commitment Items	Original Budget	Budget Adjustments	Current Budget	MTD Actual Expense	YTD Actual Expense
15						
16	GENERAL FUND	\$ 185,517.00	\$ 0.00	\$ 185,517.00		
17	501014					
18	5010140000				\$ 7,729.67	\$ 139,137.68
19	501050		\$ 408.00	\$ 408.00		
20	5010500000					\$ 140.00
21	501055	\$ 9,954,716.00	\$ 731,021.98	\$ 10,685,737.98	\$ 396,117.60	\$ 7,279,762.80
22	501059	\$ 1,491,187.00	-\$ 1,491,187.00	\$ 0.00		
23	501060	\$ 1,225,911.00	\$ 207,136.00	\$ 1,433,047.00		
24	5010600000				\$ 63,579.34	\$ 940,903.07
25	501061	\$ 870,000.00	-\$ 870,000.00	\$ 0.00		
26	5010650001				\$ 10,011.94	\$ 180,214.92
27	501070	\$ 497,182.00	\$ 47,572.02	\$ 544,754.02		
28	5010710000				\$ 9,087.83	\$ 107,225.29
29	5010720000				\$ 35.00	\$ 595.00
30	5010730000					\$ 60.78
31	5010870000				\$ 1,100.00	\$ 1,187.00
32	5010890000				\$ 13,548.34	\$ 68,648.79
33	5010970000					\$ 10,000.00
34	5020010000					\$ 298.00
35	5020020000					\$ 3,144.65
36	5020030000				\$ 965.94	\$ 17,686.37
37	5020070000				\$ 22,389.57	\$ 692,687.80
38	5020070001				\$ 113,996.92	\$ 142,027.43
39	5020070002				\$ 0.00	\$ 2,612,566.00
40	5020070003				\$ 6,189.88	\$ 420,277.97
41	5020070004				\$ 3,832.52	\$ 20,020.49
42	5020070005					\$ 414,454.91
43	5020080000				\$ 1,159.38	\$ 5,607.18
44	5020090000				\$ 5,356.67	\$ 40,868.60
45	5020090002				\$ 8.78	\$ 91.54
46	5020100000				\$ 529.18	\$ 976,730.01
47	5020110000				\$ 811.49	\$ 5,670.46
48					\$ 4,905.39	\$ 18,330.34
49						\$ 61.50
50						\$ 15,900.00
51					\$ 0.00	\$ 1,122,513.00
52						\$ 370,235.50
53						
54						\$ 0.00
55					\$ 95,781.50	\$ 174,219.50
56						\$ 4,270.00

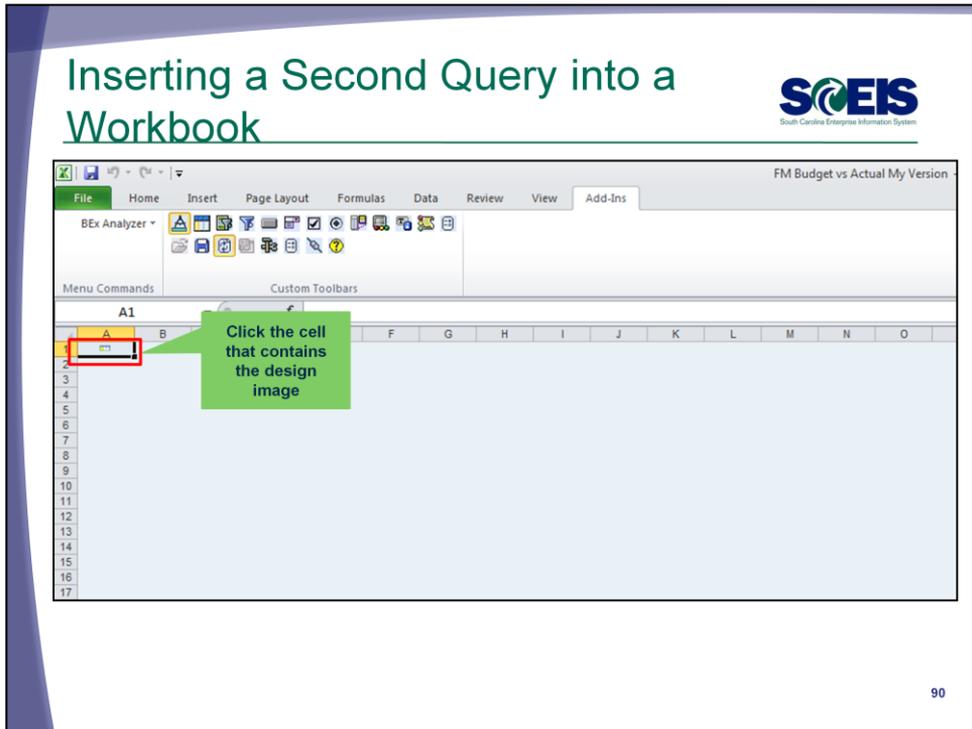
Click Insert Worksheet

Sometimes it may be beneficial to have data from two queries in the same document or workbook. You can add a second query in another tab of the report to compare data easily.

In an open workbook, click Insert Worksheet in the bottom left corner of the spreadsheet.

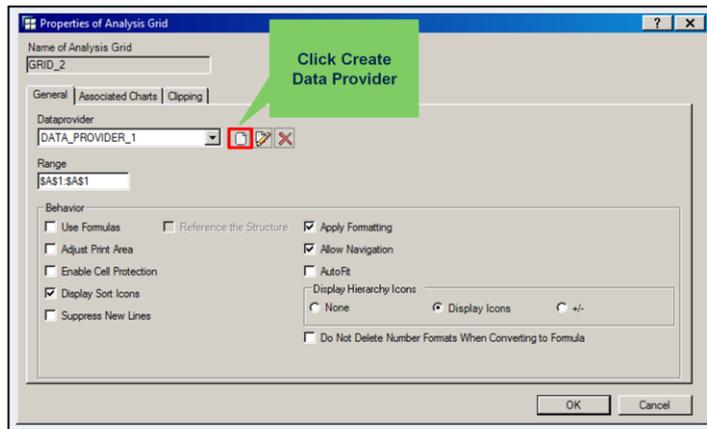


On the new worksheet, click the BEx Analyzer drop-down menu and select Design Toolbar. Next, choose Insert Analysis Grid.



Click the cell that contains the design image.

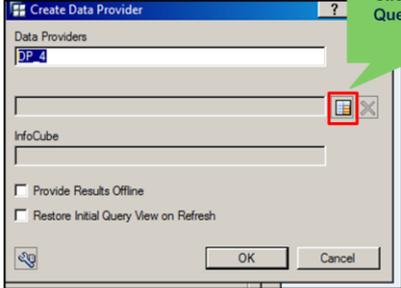
Inserting a Second Query into a Workbook



91

In the Properties of Analysis Grid window, click the Create Data Provider icon.

Inserting a Second Query into a Workbook

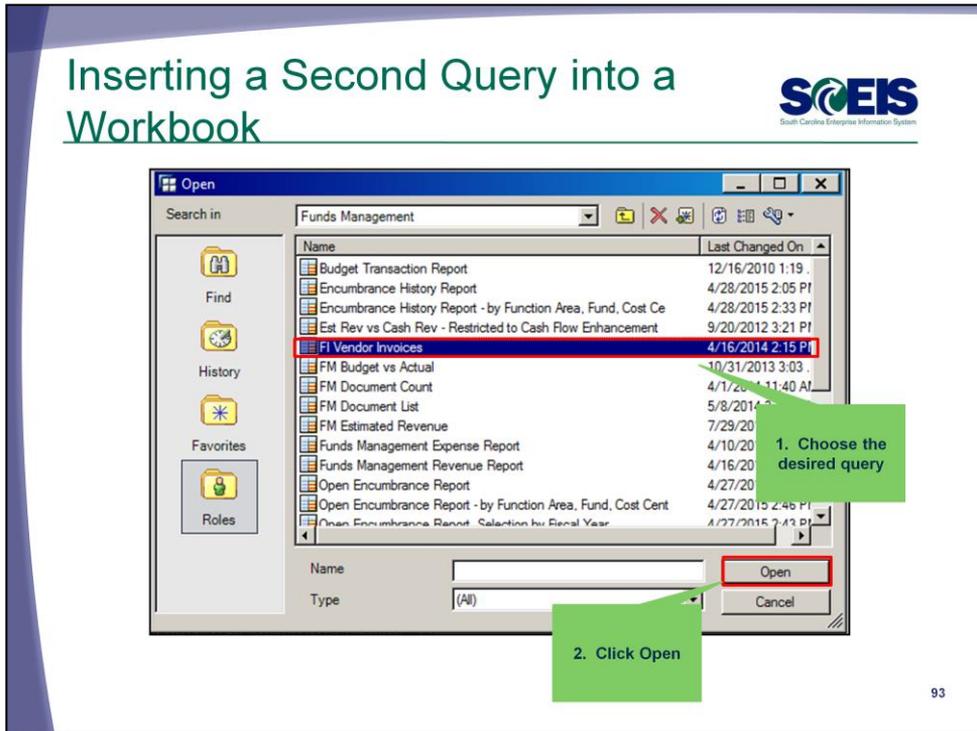


The screenshot shows a 'Create Data Provider' dialog box. The title bar reads 'Create Data Provider'. The 'Data Providers' list contains 'DP 4'. Below this is an empty text field with a small icon to its right, which is highlighted by a red square and a green callout bubble containing the text 'Click Assign Query/Query View'. Below the text field is the 'InfoCube' field. At the bottom, there are two checkboxes: 'Provide Results Offline' and 'Restore Initial Query View on Refresh'. 'OK' and 'Cancel' buttons are at the bottom right.

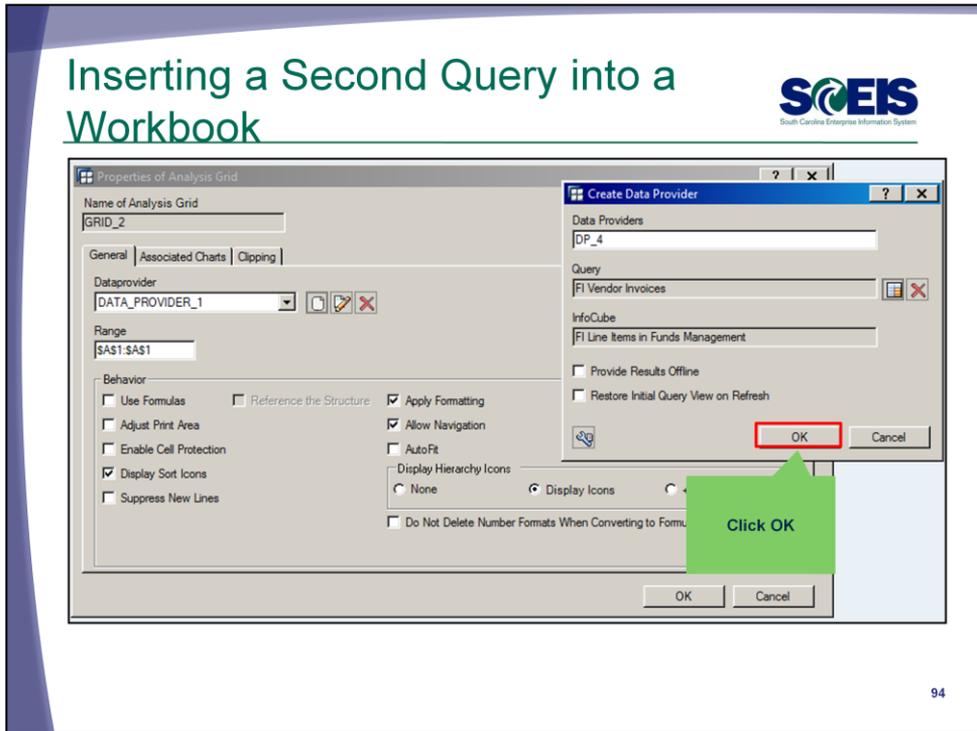
92

Next, click the Assign Query/Query View icon in the Create Data Provider window.

Inserting a Second Query into a Workbook

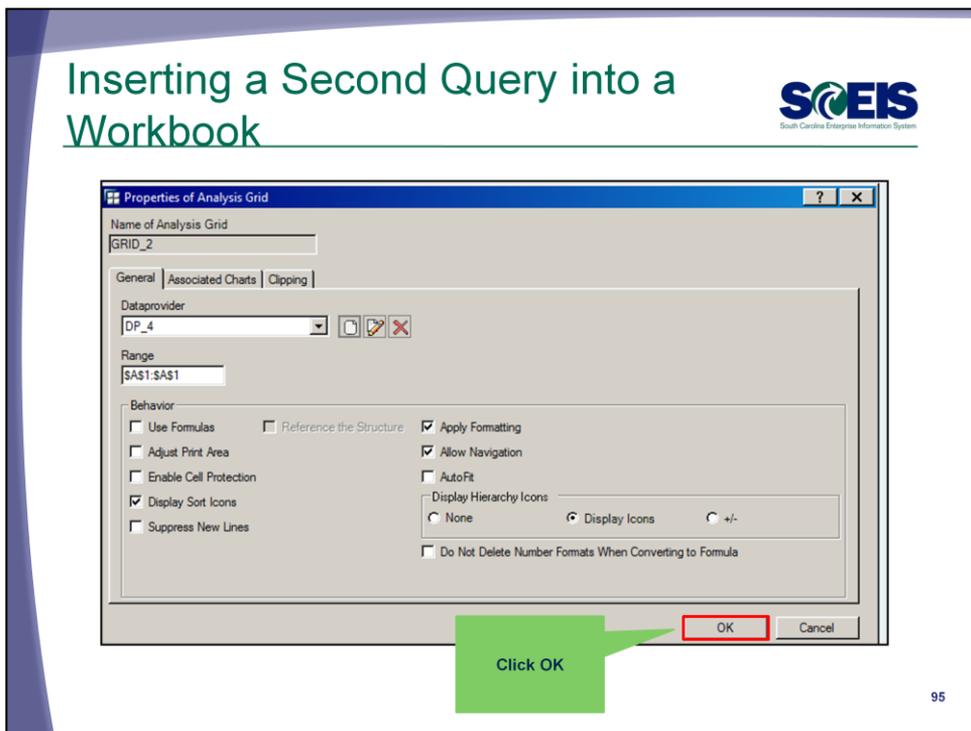


Choose the desired query and click Open.



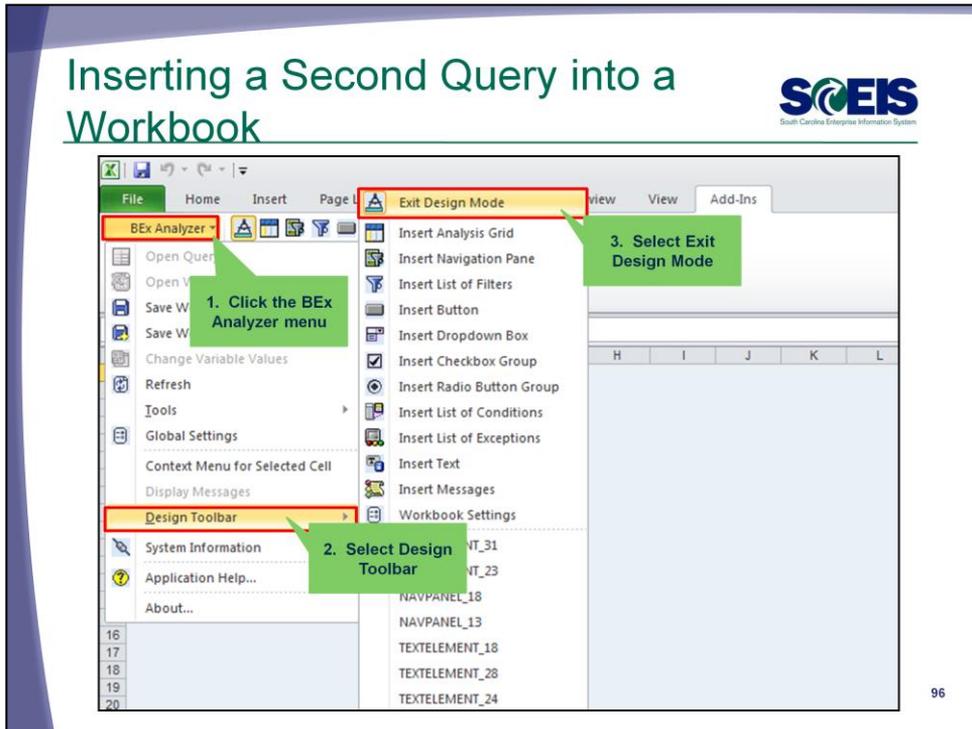
Click OK within the Create Data Provider window.

Inserting a Second Query into a Workbook



Click OK at the Properties of Analysis Grid window.

Inserting a Second Query into a Workbook



Click the BEx Analyzer drop-down menu, then select the Design Toolbar. Next, choose Exit Design Mode.

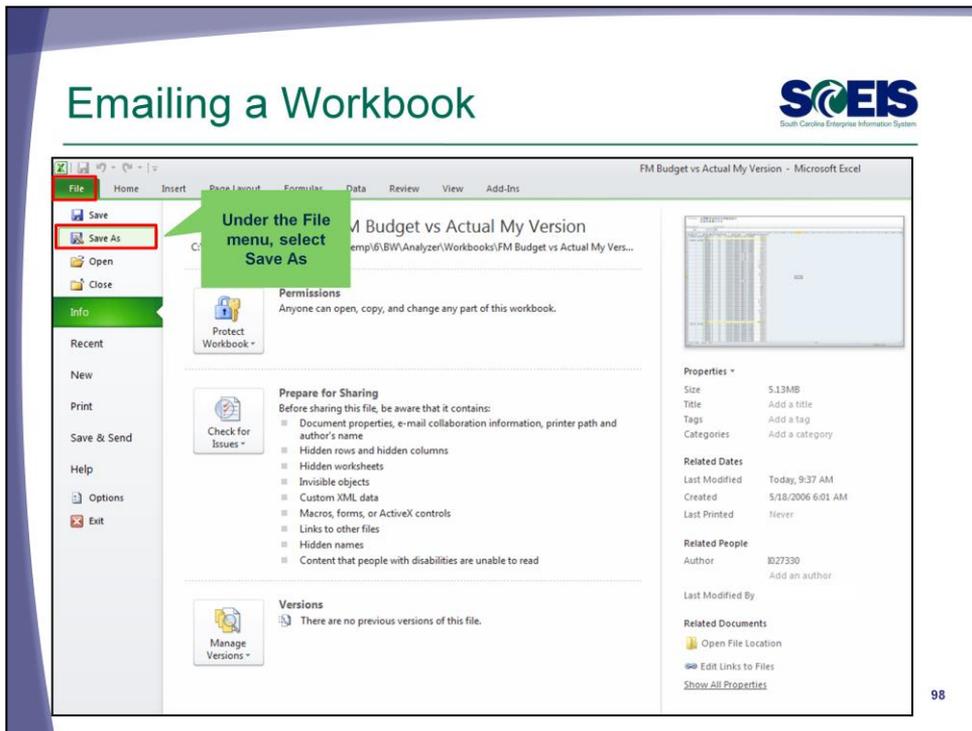
Inserting a Second Query into a Workbook



A	B	C	D	E	F	G	H	I	J	K
Vendor	LEG DEP	FI doc nu	Purch Or	Document	DT RRV P	GL Acc	SL-OTR	Posting d	Amnt in FM area crcy	
000A010		3900212	#	ZI		4536030		06/18/20	\$ 155.70	
									\$ 155.70	
									\$ 786.88	
000A050		3900183	#	ZI	DT RRV P	5140010	NDM CL	07/24/20	\$ 75.04	
		3900183	#	ZI	DT RRV P	5140010	NDM CL	08/28/20	\$ 119.60	
		3900186	#	ZI	DT RRV P	5140010	NDM CL	08/28/20	\$ 12.00	
		3900186	#	ZI	DT RRV P	5140010	NDM CL	08/28/20	\$ 409.74	
		3900186	#	ZI	DT RRV P	5140010	NDM CL	08/28/20	\$ 140.00	
		3900190	#	ZI	DT RRV P	5140010	NDM CL	10/9/201	\$ 214.80	
		3900190	#	ZI	DT RRV P	4536030	SL-OTR	10/21/20	\$ 795.00	
		3900193	#	ZI	DT RRV P	4536030	SL-OTR	11/20/20	\$ 365.00	
		3900196	#	ZI	DT RRV P	4536030	SL-OTR	12/23/20	\$ 240.00	
		3900196	#	ZI	DT RRV P	4536030	SL-OTR	01/13/20	\$ 245.00	
		3900203	#	ZI	DT RRV P	5140010	NDM CL	03/12/20	\$ 1,376.00	
		3900203	#	ZI	DT RRV P	5140010	NDM CL	03/12/20	\$ 832.40	
		3900204	#	ZI	DT RRV P	5140010	NDM CL	03/18/20	\$ 24,975.65	
		3900204	#	ZI	DT RRV P	5140010	NDM CL	03/19/20	\$ 8,145.22	
		3900204	#	ZI	DT RRV P	5140010	NDM CL	03/20/20	\$ 546.19	
		3900204	#	ZI	DT RRV P	5140010	NDM CL	03/20/20	\$ 85.26	
		3900204	#	ZI	DT RRV P	5140010	NDM CL	03/20/20	\$ 4,468.33	
		3900204	#	ZI	DT RRV P	5140010	NDM CL	03/24/20	\$ 1,207.80	
		3900204	#	ZI	DT RRV P	5140010	NDM CL	03/24/20	\$ 613.68	
		3900204	#	ZI	DT RRV P	5140010	NDM CL	03/24/20	\$ 815.18	
		3900204	#	ZI	DT RRV P	4536030	SL-OTR	04/12/20	\$ 104.00	
		3900205	#	ZI	DT RRV P	5140010	NDM CL	03/26/20	\$ 187.60	
		3900205	#	ZI	DT RRV P	5140010	NDM CL	03/26/20	\$ 38.00	
		3900205	#	ZI	DT RRV P	5140010	NDM CL	03/26/20	\$ 686.40	
		3900205	#	ZI	DT RRV P	5140010	NDM CL	03/26/20	\$ 648.02	
		3900205	#	ZI	DT RRV P	5140010	NDM CL	03/28/20	\$ 785.02	
		3900207	#	ZI	DT RRV P	5140010	NDM CL	04/25/20	\$ 400.00	
		3900207	#	ZI	DT RRV P	5140010	NDM CL	04/25/20	\$ 591.20	

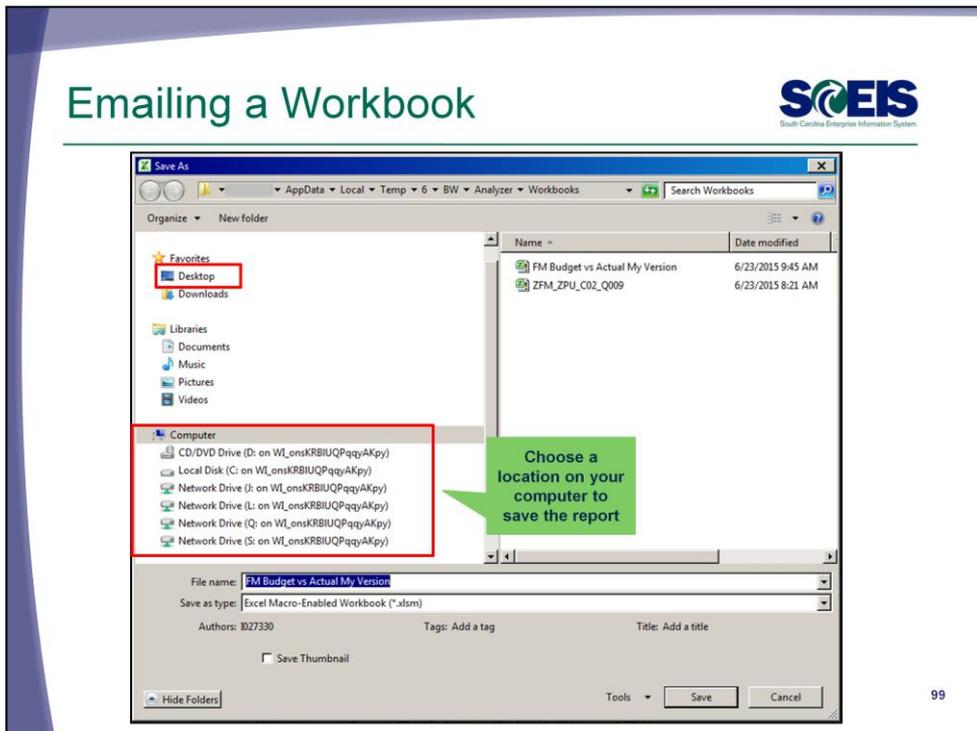
97

You will see the second query appear on the worksheet. Save the workbook if desired.



You can email a BEx report or workbook to other BEx users. First, you must Save the workbook to a place on your computer. Begin by clicking the File menu, then selecting Save As.

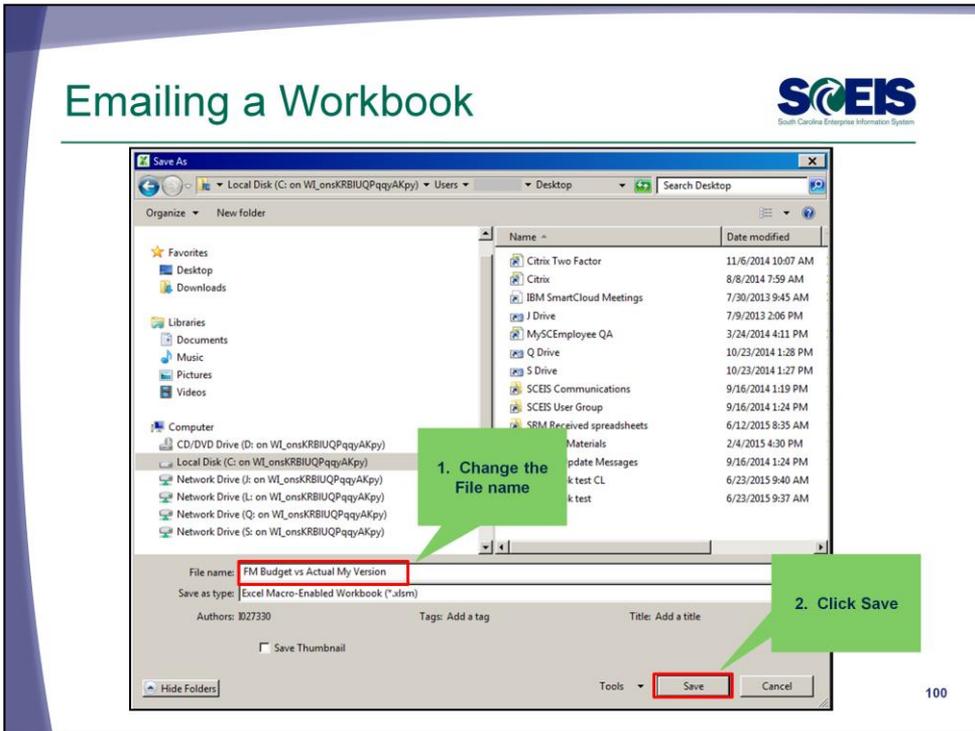
Emailing a Workbook



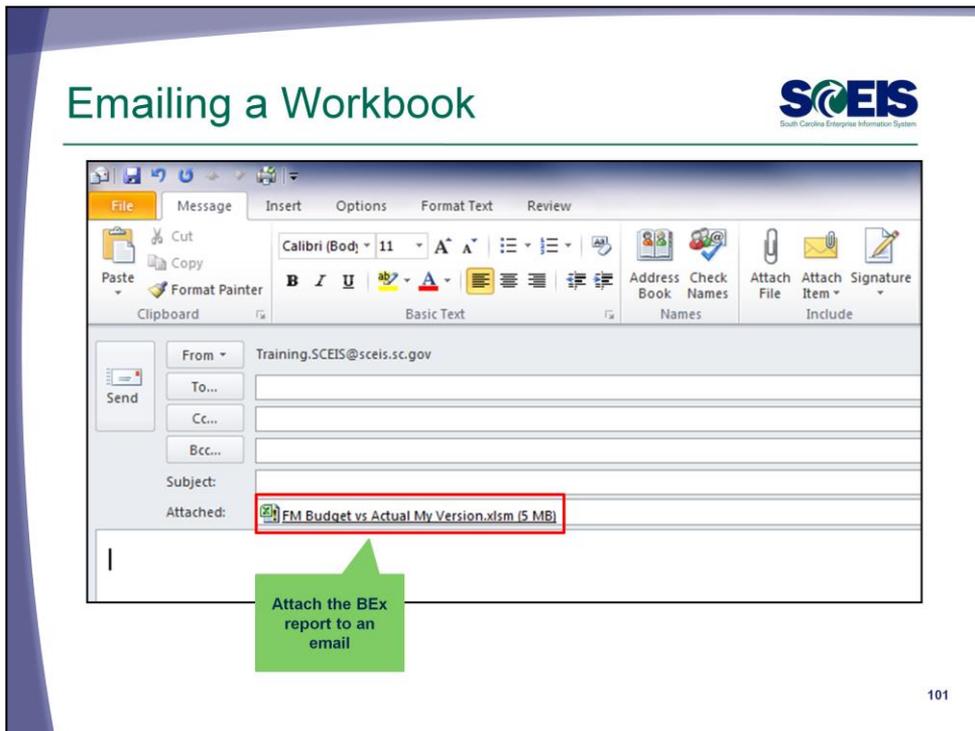
Choose a location on your computer to save the report. Please note that the Desktop location under Favorites is your Citrix Virtual Desktop. This is not your computer's Desktop.

To make sure you are selecting a location on your computer or network drive, expand the Computer menu to view a list of available drives.

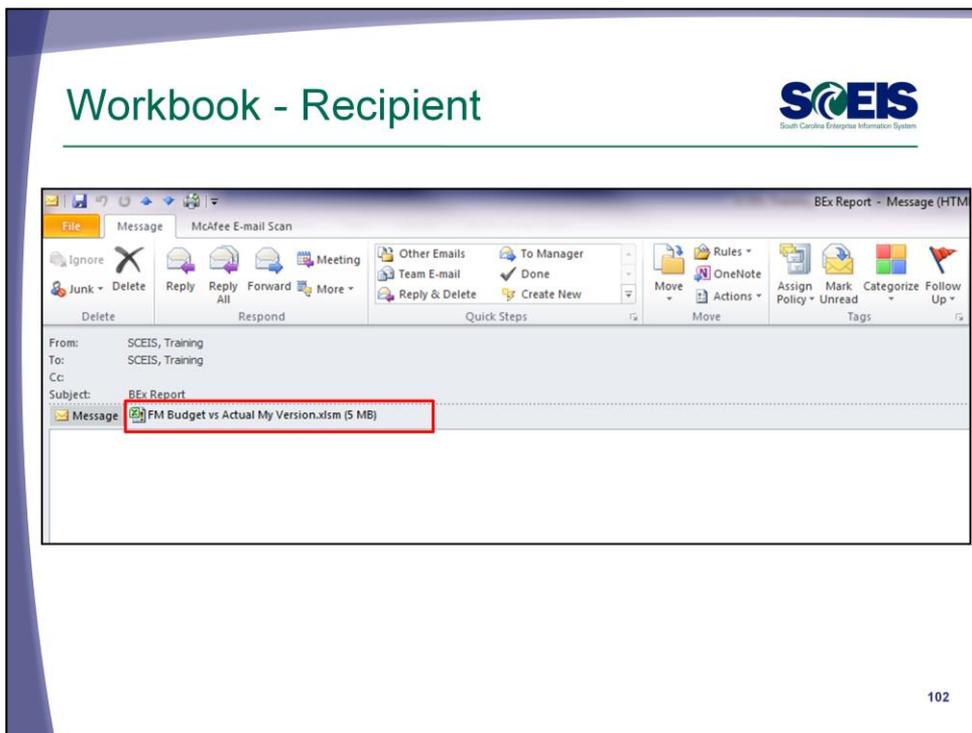
Emailing a Workbook



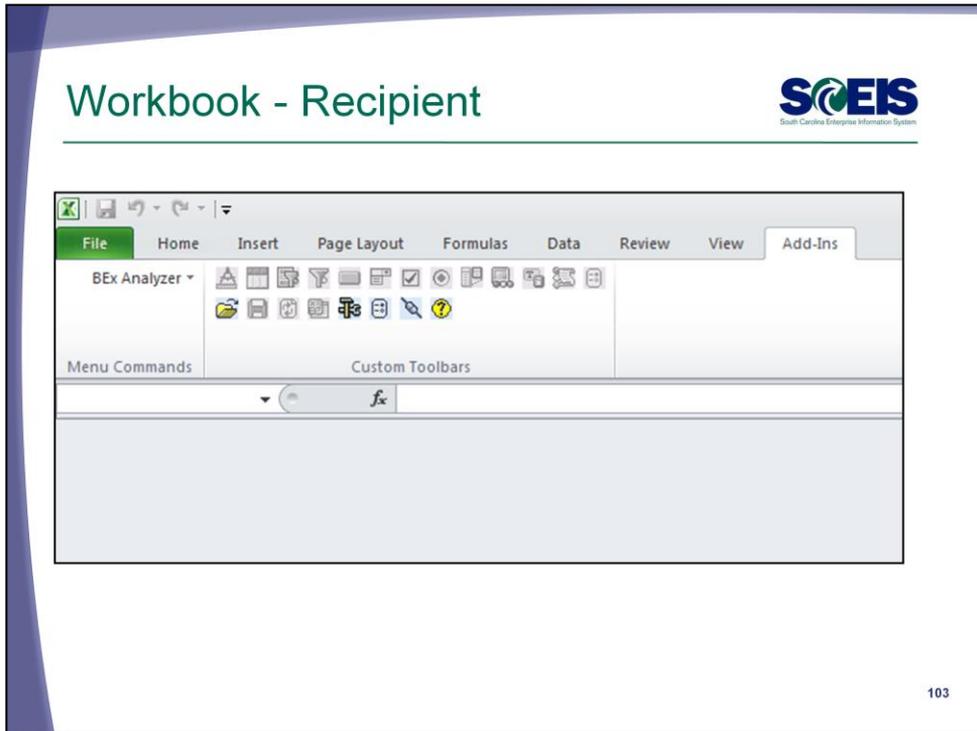
Change the File name if desired, then click Save.



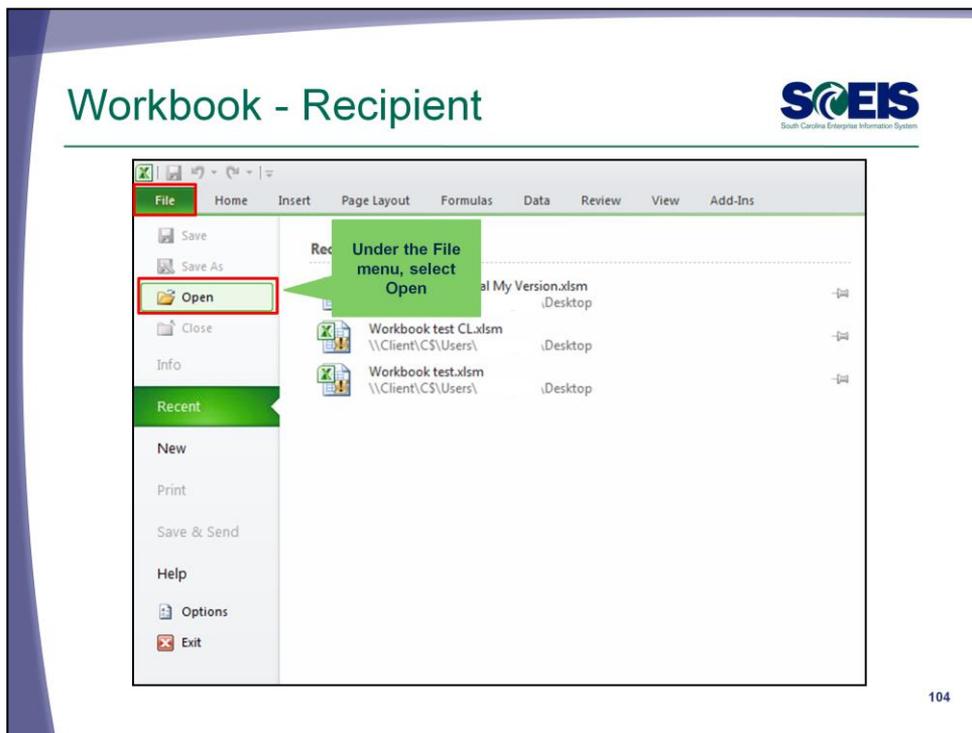
In an open email, locate the BEx report on your computer and attach it to the email.



The email recipient should save the attached BEx report to a place on their computer.

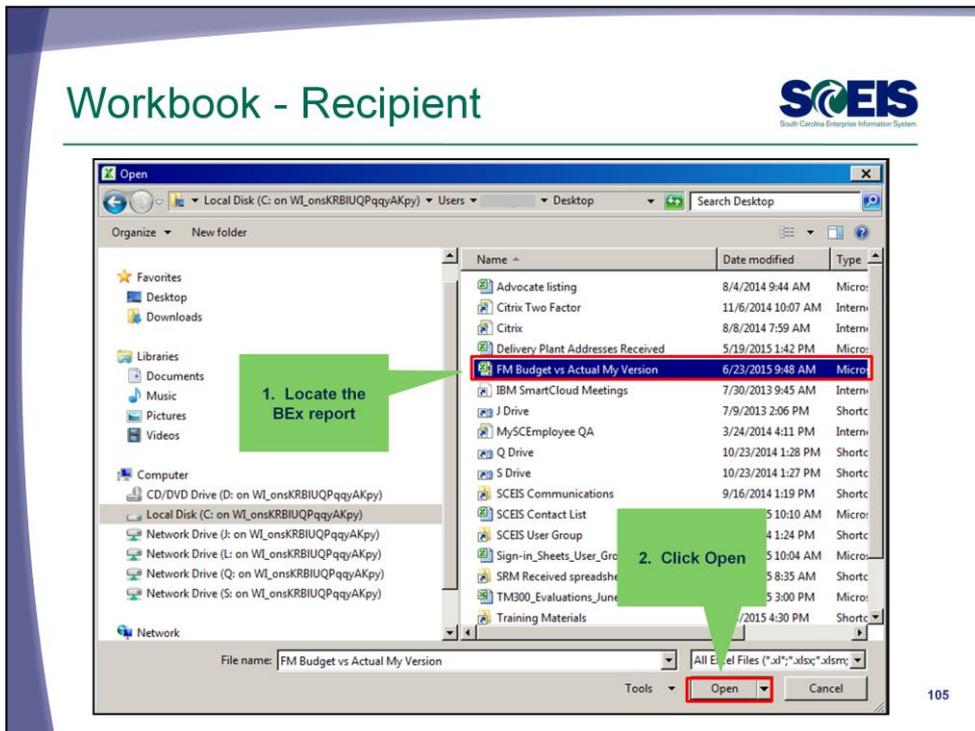


To open the BEx report, the email recipient must be logged into BEx.



In BEx, the email recipient should click the File menu, then select Open.

Workbook - Recipient

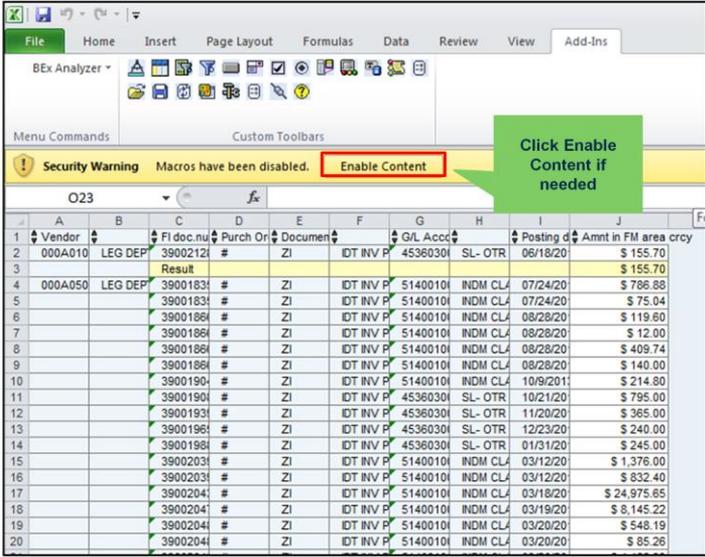


The email recipient should locate the BEx report on their computer, then click Open.

Workbook - Recipient



South Carolina Enterprise Information System



Click Enable Content if needed

	A	B	C	D	E	F	G	H	I	J
	Vendor	LEG DEP	FI doc.num	Purch Ori	Document	G/L Accd	SL- OTR	Posting d	Amnt in FM area	crpy
2	000A010	LEG DEP	3900212	#	ZI	IDT INV F	4536030		06/18/20	\$ 155.70
3			Result							\$ 155.70
4	000A050	LEG DEP	3900183	#	ZI	IDT INV F	5140010	INDM CLA	07/24/20	\$ 786.88
5			3900183	#	ZI	IDT INV F	5140010	INDM CLA	07/24/20	\$ 75.04
6			3900186	#	ZI	IDT INV F	5140010	INDM CLA	08/28/20	\$ 119.60
7			3900186	#	ZI	IDT INV F	5140010	INDM CLA	08/28/20	\$ 12.00
8			3900186	#	ZI	IDT INV F	5140010	INDM CLA	08/28/20	\$ 409.74
9			3900186	#	ZI	IDT INV F	5140010	INDM CLA	08/28/20	\$ 140.00
10			3900190	#	ZI	IDT INV F	5140010	INDM CLA	10/9/201	\$ 214.80
11			3900190	#	ZI	IDT INV F	4536030	SL- OTR	10/21/20	\$ 795.00
12			3900193	#	ZI	IDT INV F	4536030	SL- OTR	11/20/20	\$ 365.00
13			3900196	#	ZI	IDT INV F	4536030	SL- OTR	12/23/20	\$ 240.00
14			3900198	#	ZI	IDT INV F	4536030	SL- OTR	01/31/20	\$ 245.00
15			3900203	#	ZI	IDT INV F	5140010	INDM CLA	03/12/20	\$ 1,376.00
16			3900203	#	ZI	IDT INV F	5140010	INDM CLA	03/12/20	\$ 832.40
17			3900204	#	ZI	IDT INV F	5140010	INDM CLA	03/18/20	\$ 24,975.65
18			3900204	#	ZI	IDT INV F	5140010	INDM CLA	03/19/20	\$ 8,145.22
19			3900204	#	ZI	IDT INV F	5140010	INDM CLA	03/20/20	\$ 548.19
20			3900204	#	ZI	IDT INV F	5140010	INDM CLA	03/20/20	\$ 85.26

If the security warning, “Macros have been disabled” appears, click Enable Content.

Workbook - Recipient



	A	B	C	D	E	F	G	H	I	J
	Vendor	LEG DEP	FI doc.nu	Purch Or	Document	DT INV P	GL Acc	SL- OTR	Posting d	Amt in Fil area cre
1	000A010	LEG DEP	3900212	#	ZI	DT INV P	4536030	SL- OTR	06/18/20	\$ 155.70
2			Result							\$ 155.70
3										
4	000A050	LEG DEP	3900183	#	ZI	DT INV P	5140010	INDM CLA	07/24/20	\$ 786.88
5			3900183	#	ZI	DT INV P	5140010	INDM CLA	07/24/20	\$ 75.04
6			3900186	#	ZI	DT INV P	5140010	INDM CLA	08/28/20	\$ 119.60
7			3900186	#	ZI	DT INV P	5140010	INDM CLA	08/28/20	\$ 12.00
8			3900186	#	ZI	DT INV P	5140010	INDM CLA	08/28/20	\$ 409.74
9			3900186	#	ZI	DT INV P	5140010	INDM CLA	08/28/20	\$ 140.00
10			3900190	#	ZI	DT INV P	5140010	INDM CLA	10/9/20	\$ 214.80
11			3900190	#	ZI	DT INV P	4536030	SL- OTR	10/21/20	\$ 795.00
12			3900193	#	ZI	DT INV P	4536030	SL- OTR	11/20/20	\$ 365.00
13			3900196	#	ZI	DT INV P	4536030	SL- OTR	12/23/20	\$ 240.00
14			3900196	#	ZI	DT INV P	4536030	SL- OTR	01/31/20	\$ 245.00
15			3900203	#	ZI	DT INV P	5140010	INDM CLA	03/12/20	\$ 1,376.00
16			3900203	#	ZI	DT INV P	5140010	INDM CLA	03/12/20	\$ 832.40
17			3900204	#	ZI	DT INV P	5140010	INDM CLA	03/18/20	\$ 24,975.65
18			3900204	#	ZI	DT INV P	5140010	INDM CLA	03/19/20	\$ 8,145.22
19			3900204	#	ZI	DT INV P	5140010	INDM CLA	03/20/20	\$ 548.19
20			3900204	#	ZI	DT INV P	5140010	INDM CLA	03/20/20	\$ 85.26
21			3900204	#	ZI	DT INV P	5140010	INDM CLA	03/20/20	\$ 4,468.33
22			3900204	#	ZI	DT INV P	5140010	INDM CLA	03/24/20	\$ 1,207.60
23			3900204	#	ZI	DT INV P	5140010	INDM CLA	03/24/20	\$ 613.68
24			3900204	#	ZI	DT INV P	5140010	INDM CLA	03/24/20	\$ 815.18
25			3900204	#	ZI	DT INV P	4536030	SL- OTR	04/1/20	\$ 104.00
26			3900205	#	ZI	DT INV P	5140010	INDM CLA	03/26/20	\$ 187.60
27			3900205	#	ZI	DT INV P	5140010	INDM CLA	03/26/20	\$ 38.00
28			3900206	#	ZI	DT INV P	5140010	INDM CLA	03/26/20	\$ 626.40

The email recipient can now view the BEx report and make any necessary changes. Any changes made should be saved in BEx.

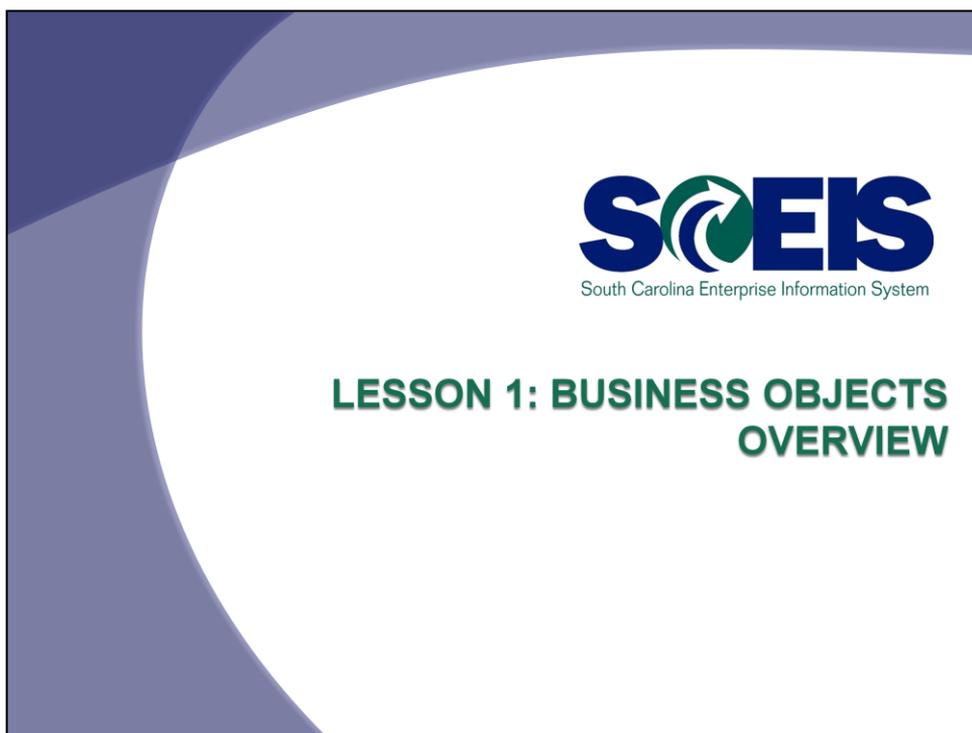
Class Map – Business Objects 

- 🕒 **Lesson 1: Business Objects Overview**
- 🕒 **Lesson 2: Logging into Business Objects**
- 🕒 **Lesson 3: Navigating the Business Objects Interface**
- 🕒 **Lesson 4: Running, Exporting and Saving Reports**
- 🕒 **Lesson 5: Editing and Filtering a Query**

108

The lessons within the REP200U Business Objects section include:

- Lesson 1: Business Objects Overview
- Lesson 2: Logging into Business Objects
- Lesson 3: Navigating the Business Objects Interface
- Lesson 4: Running, Exporting and Saving Reports
- Lesson 5: Editing and Filtering a Query



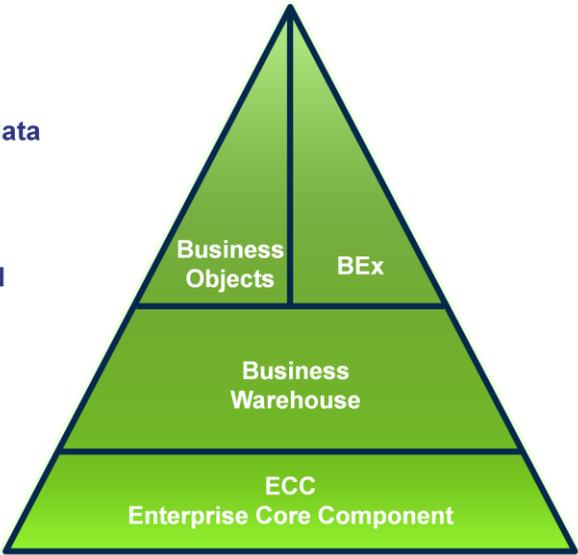
Lesson 1: Business Objects Overview

SCEIS Reporting



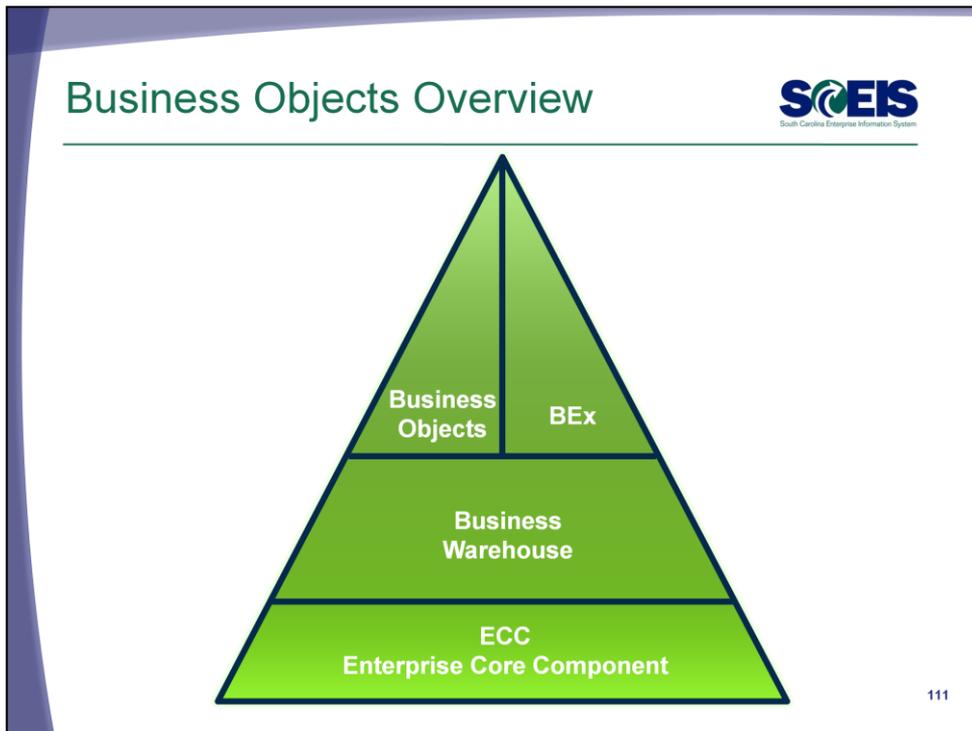
Agencies use reports:

- View and analyze data
- Helps to make decisions
- Business Objects used to access and run reports



110

Let's begin by discussing SCEIS Reporting. Agencies use SCEIS reports to view and analyze SCEIS data to help make sound business decisions. SCEIS reports can be found in the Enterprise Core Component (ECC) portion of SCEIS, BEx and Business Objects. The Business Objects portion of this class will teach users how to access and run reports in Business Objects.



Much of the data in SCEIS is entered or housed in Enterprise Core Component, or ECC. Many of the reports in ECC contain up-to-the-minute data, but are not easy to manipulate.

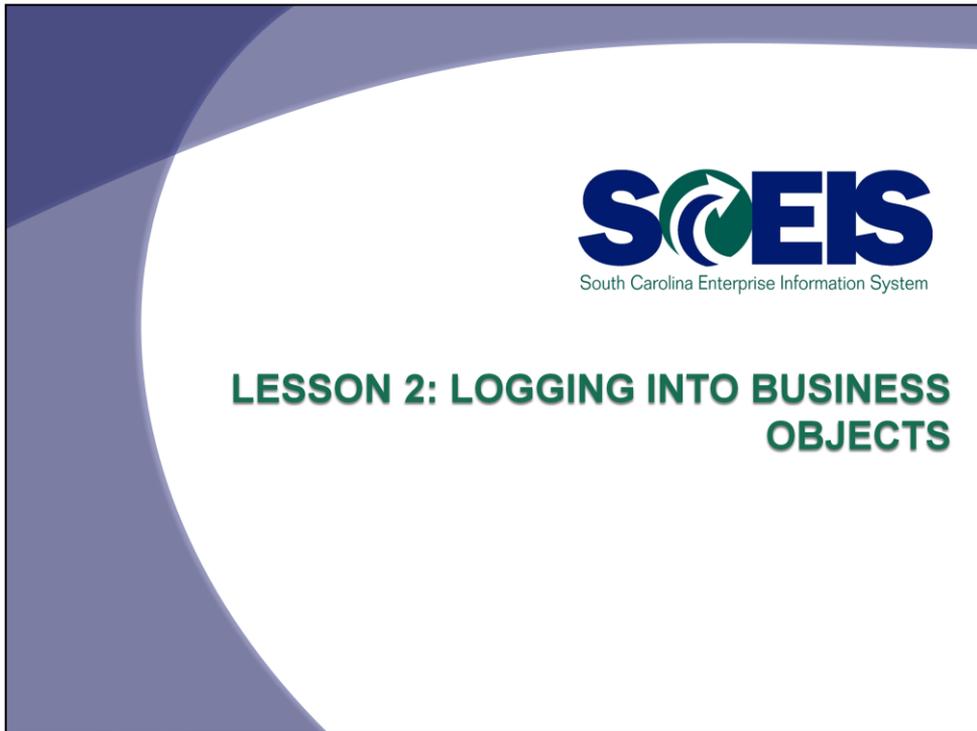
Nightly, data from SCEIS is retrieved and placed into the SCEIS Business Warehouse, which creates and updates BEx and Business Objects reports. Data in Business Objects reports, or queries, is current as of the close of business of the previous day. For example, when viewing a Business Objects report on Tuesday, the report contains data that has been entered through the close of business on Monday.

Reports in Business Objects are easier to manipulate than ECC reports and users have more filtering and formatting options in Business Objects. BEx is discussed in the BEx portion of this class.



Like BEx, Business Objects is a tool to access SCEIS data from the Business Warehouse. Everything that can be performed in BEx can be done in Business Objects; however, Business Objects offers more features and functionality than BEx.

- The formatting and chart features in Business Objects provide more professional-looking reports
- Business Objects provides the ability to schedule reports and automatically distribute them to the inboxes of multiple users located in Business Objects
- Business Objects provides the ability to combine queries, or reports to compare:
 - Fiscal years
 - Data from different queries
 - SCEIS vs. Non-SCEIS data (for example, Excel Spreadsheets)
- Business Objects provides the ability to create variables to provide more dynamic report functionality
- The maximum report size is larger in Business Objects than BEx



Lesson 2: Logging into Business Objects



To log into Business Objects, type the SCEIS web address, www.sceis.sc.gov in your web browser. Next, click the SCEIS Logins button located in the horizontal navigation bar.

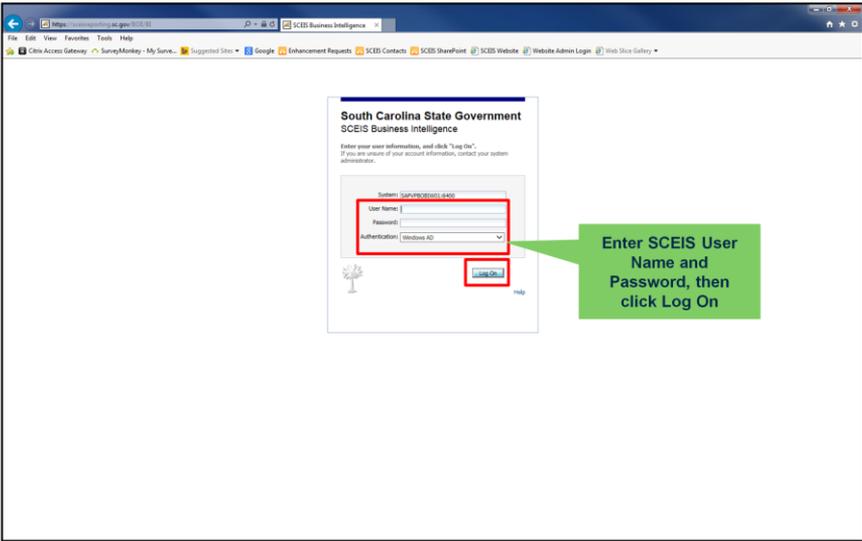
The screenshot shows the SCEIS (South Carolina Enterprise Information System) website. The main heading is "Logging into Business Objects". The page features a navigation menu with links like Home, SCEIS Help, Meetings, Calendar, News & Updates, FAQs, Links, and SCEIS Logins. A sidebar on the left lists various services such as About SCEIS, Agency Support Teams, SCEIS Treasury Projects, Training, Finance, HR & Payroll, Materials Management, Reporting, Imaging, Technical, MySCEmployee, BFCB, and Inspector General's Fraud Hotline. The main content area is titled "SCEIS Logins" and includes links for MySCEmployee, Supplier-Relationship Management (SRM), SRM State Employee Login, and SRM Vendor Login. Under the "Business Objects Reporting Tool" section, the "Business Objects" link is highlighted with a red box. A green callout box with a white arrow points to this link, containing the text "Click the Business Objects link".

115

Click the Business Objects link.

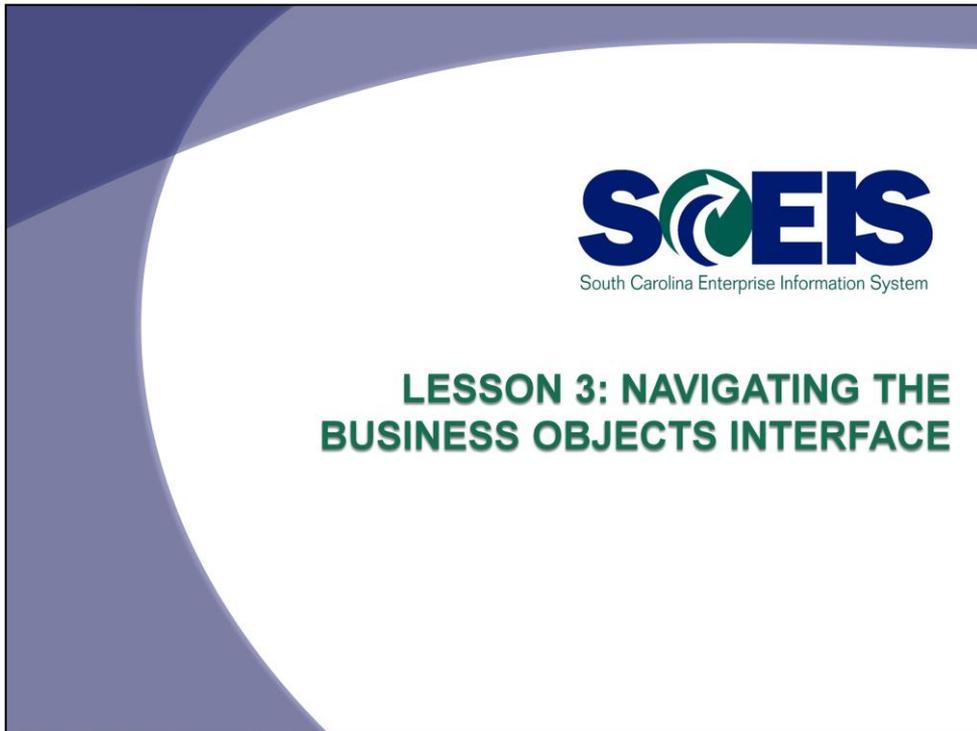
Logging into Business Objects


South Carolina Enterprise Information System

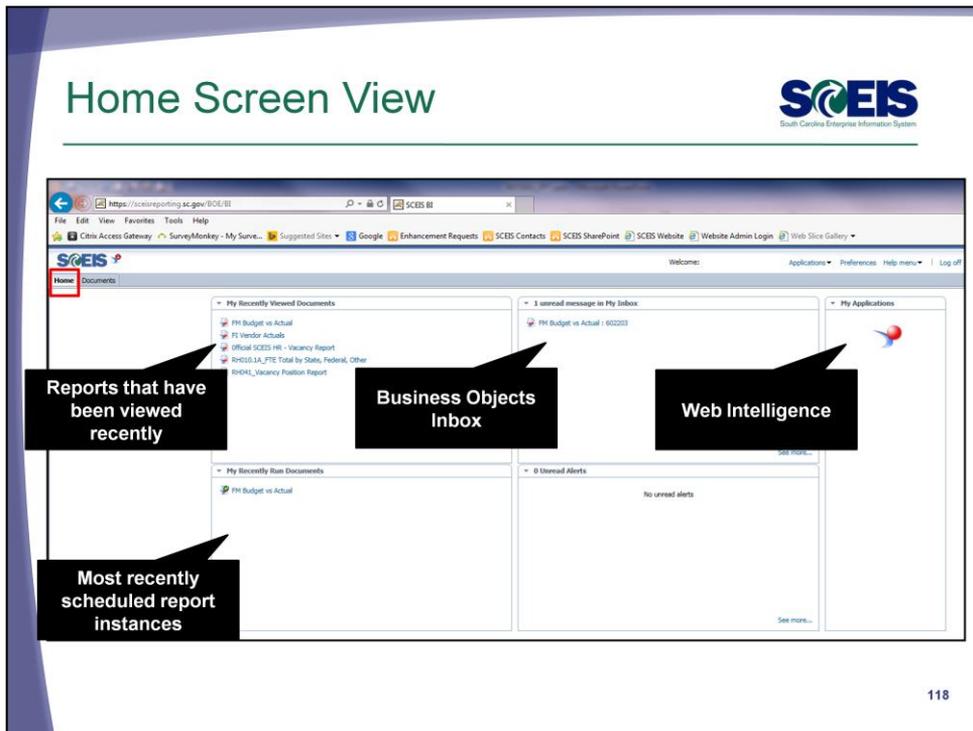


116

Enter your SCEIS user name and password. Choose Windows AD for Authentication. Next, click Log On.

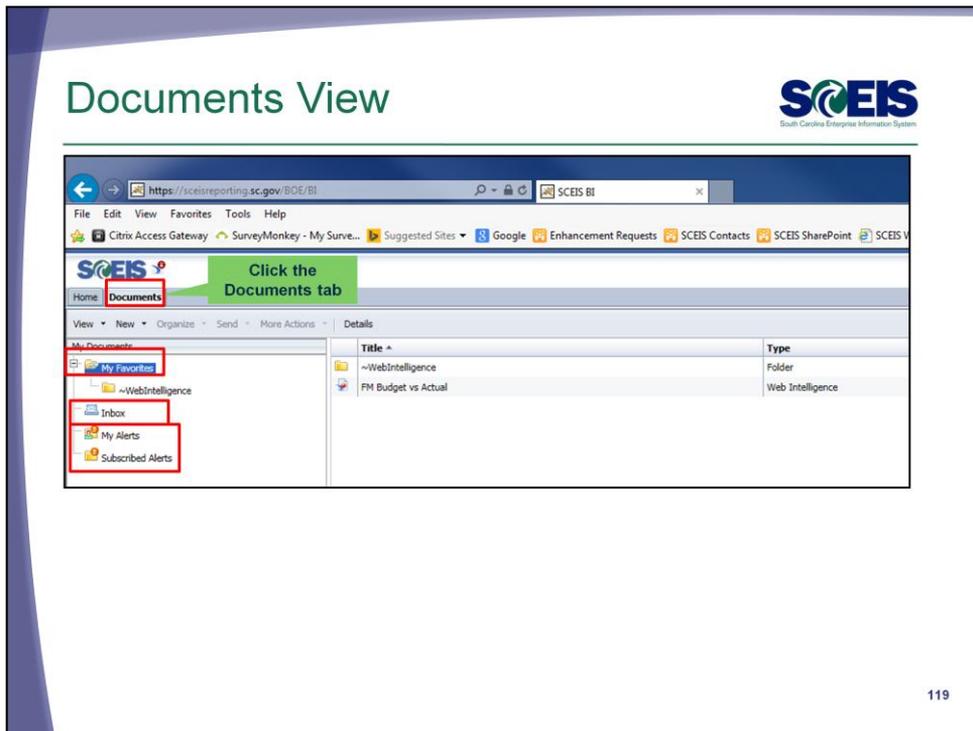


Lesson 3: Navigating the Business Objects Interface



After logging into Business Objects, the Home tab will appear as shown. Reports that have been viewed recently will appear in the My Recently Viewed Documents area. Most recently scheduled reports will appear in the My Recently Run Documents area. In the My Inbox area, the number of unread Business Objects items will be listed. A link to the Web Intelligence portion of Business Objects is located in the My Applications area.

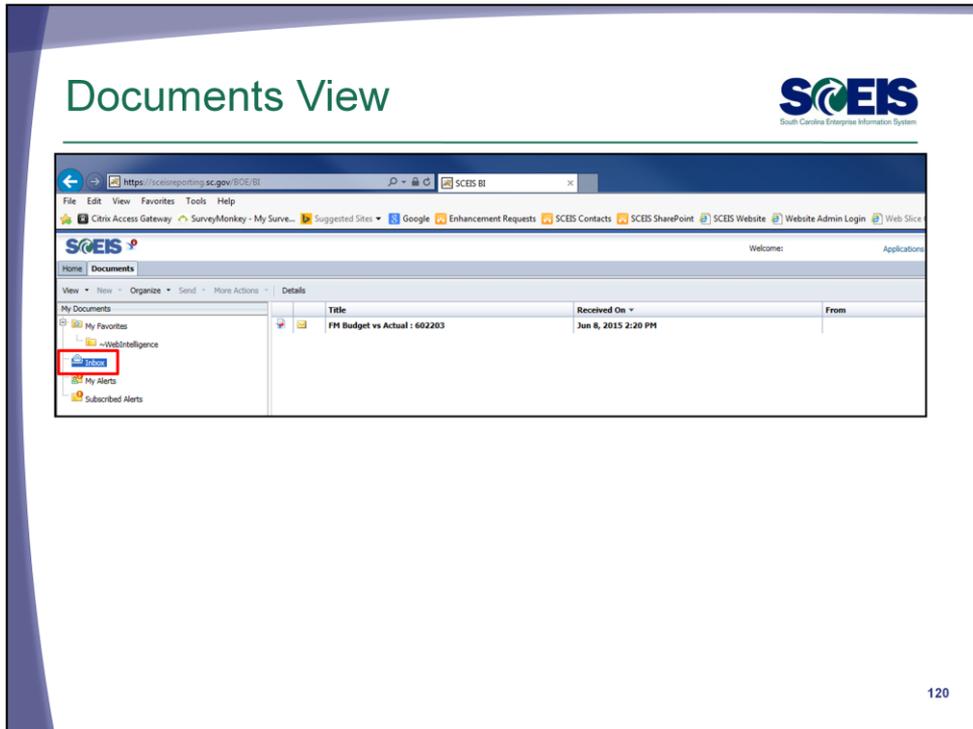
SCEIS does not use the Alerts feature.



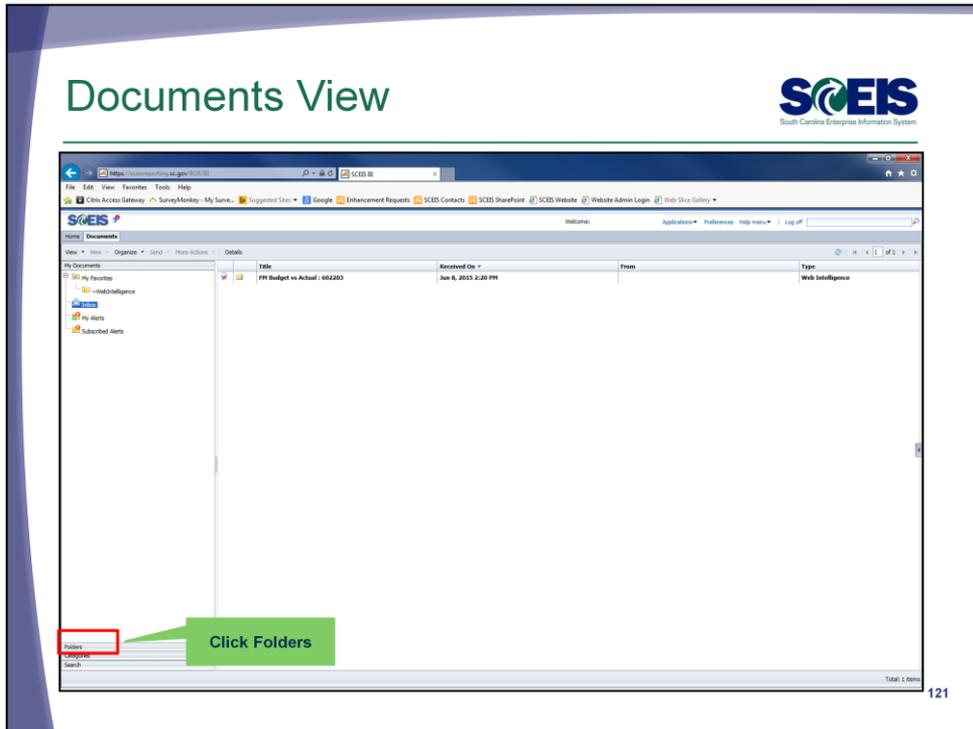
By clicking the Documents tab, users can view the reports and folders they may access. The My Documents panel appears by default after clicking the Document tab. The My Documents panel contains a My Favorites folder and the Business Objects Inbox.

SCEIS does not use the Alerts feature, therefore the My Alerts and Subscribed Alerts folders will not be utilized.

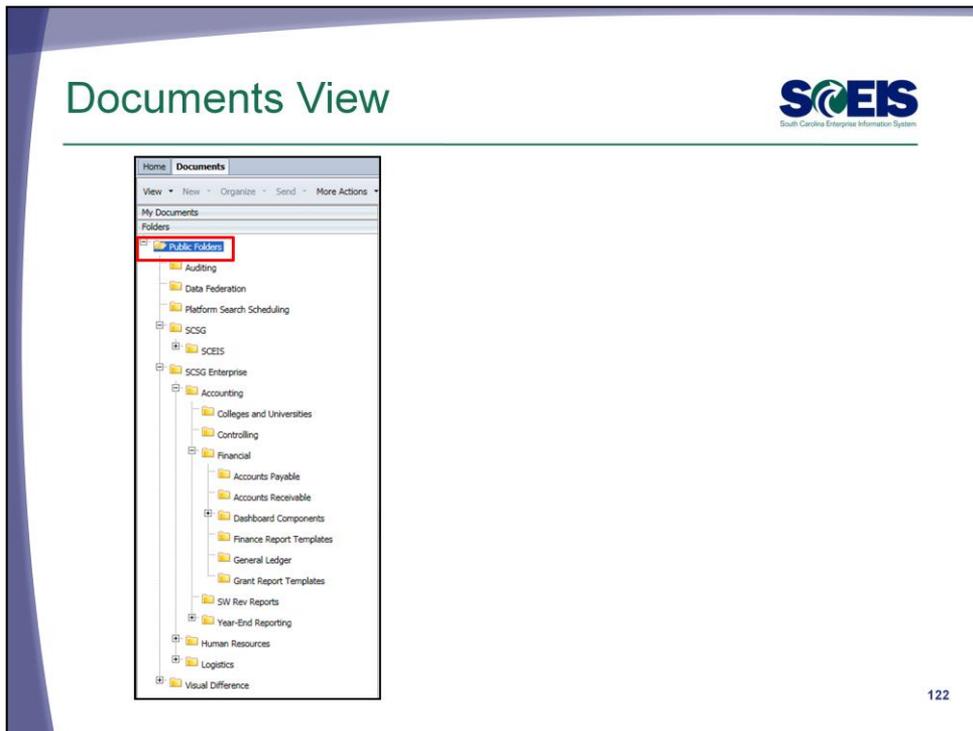
Reports that are saved in the My Favorites folder are your personal reports, and cannot be viewed or modified by other users. The My Favorites folder is sometimes called your personal folder.



Users can send Business Objects reports to other Business Objects users through the Inbox.



The Folders panel can be opened by clicking Folders in the lower left corner of the page.



The Folders panel contains the Public Folders you have access to view. Public Folders are those created by the SCEIS Reporting Team and can be viewed by users, depending on their security access.

Documents View

SOEIS
South Carolina Enterprise Information System

Permissions (Allowed)	Permissions (Not Allowed)
View reports in Public Folders	Delete or Cut and Paste reports in Public Folders
Copy reports from Public Folders and Paste them in My Favorites	Save reports to Public Folders other than their agency's shared folder
Save reports to their agency's shared folder	Create new Public Folders
	Delete Public Folders
	Edit reports in Public Folders

123

Users have access to run reports in Public Folders, but cannot edit them unless a copy of the report is saved in their personal, My Favorites folder, or if you are the owner of the report. This chart illustrates what users can and cannot do with reports in Public Folders.

Users can:

View reports in Public Folders

Copy reports from Public Folders and paste them in the My Favorites folder

Save reports to their agency's shared folder

Users cannot:

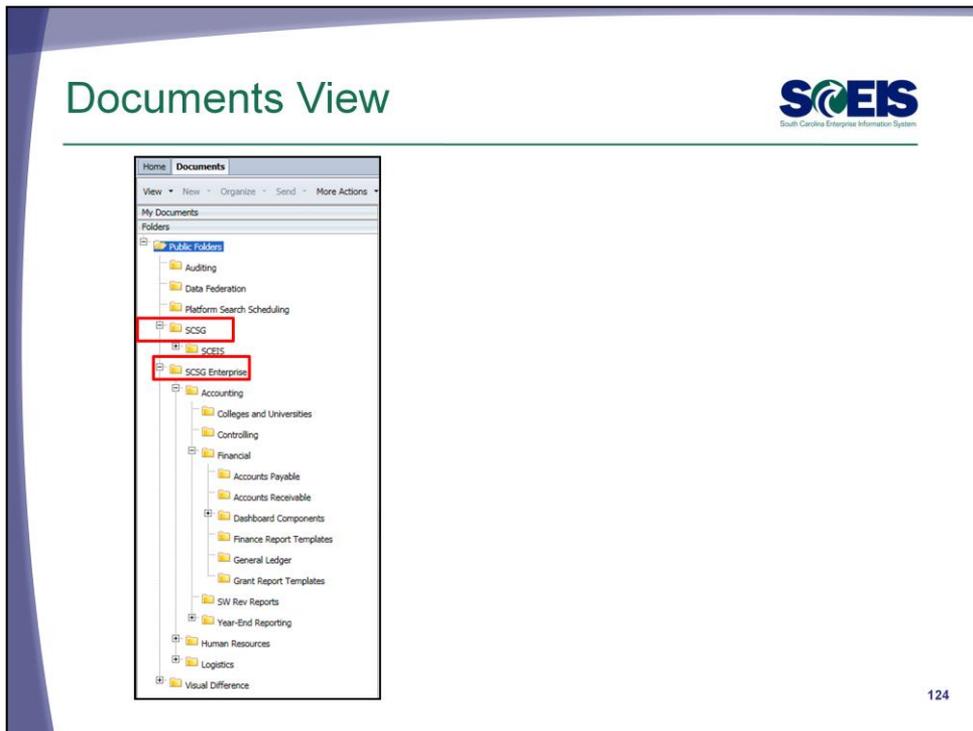
Delete or cut and paste reports in Public Folders

Save reports to Public Folders other than their agency's shared folder

Create new Public Folders

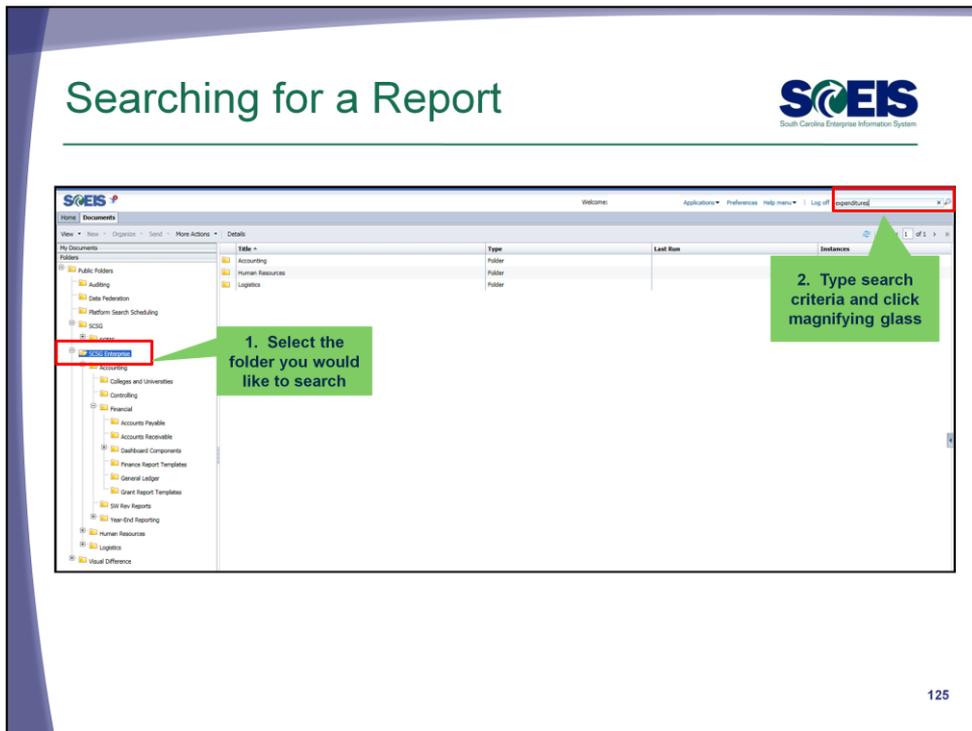
Delete Public Folders or

Edit reports in Public Folders

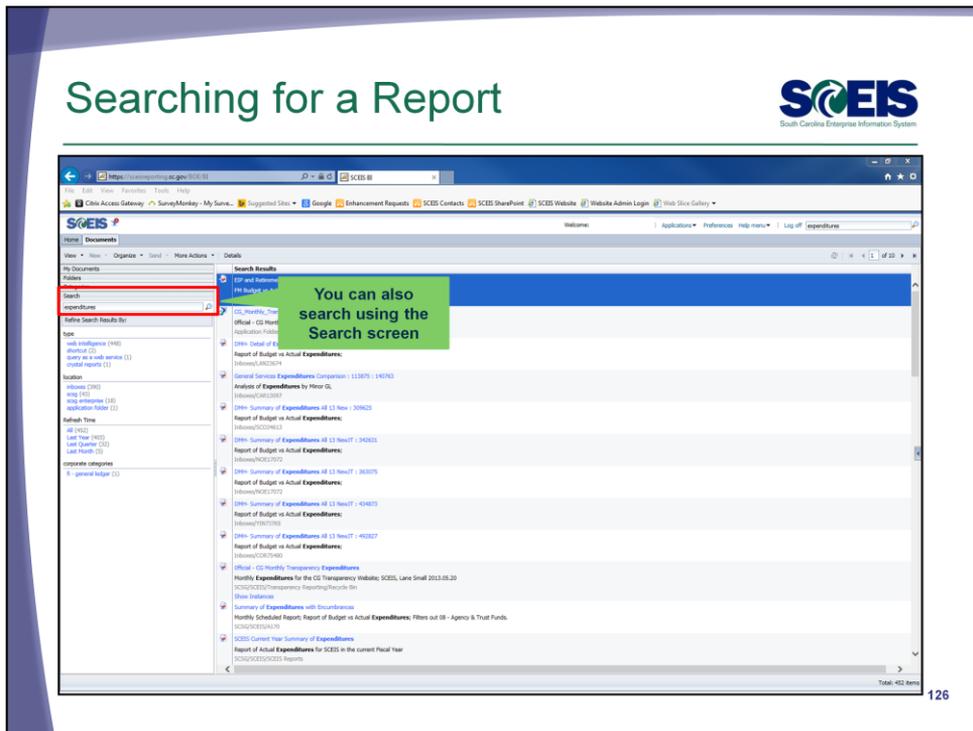


Each agency has a shared folder in the SCSG folder. The shared folder is a folder that only users at the agency can access. All users at the agency can view the reports in this folder; however, only users with the appropriate security roles can run reports.

Enterprise reports and report templates can be found in the SCSG Enterprise folder.



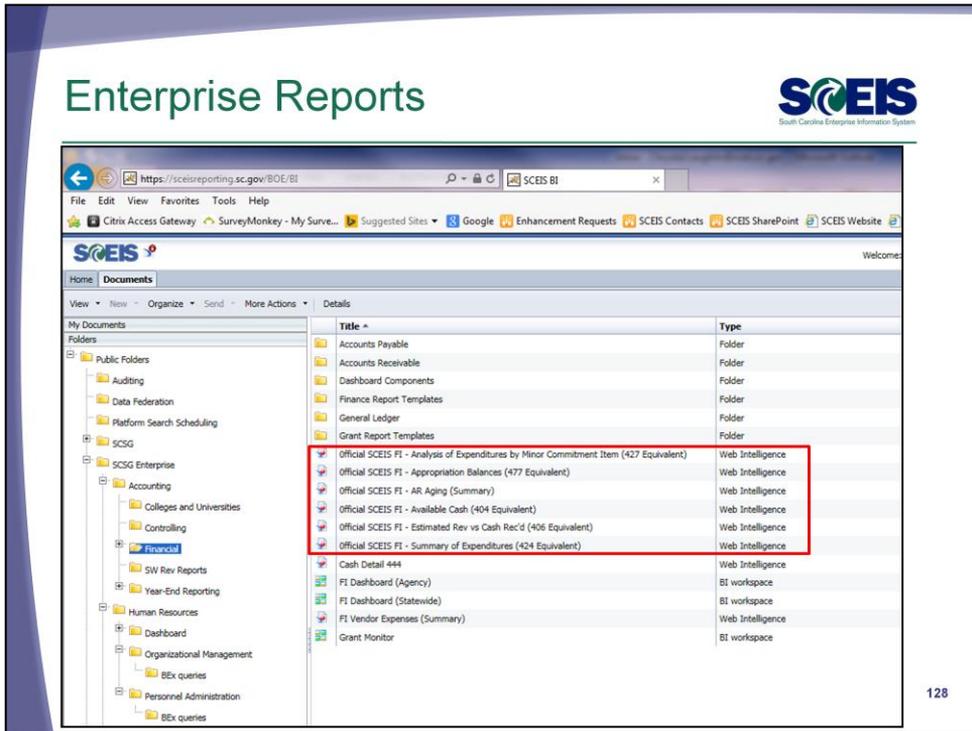
To search for a report, select the folder you would like to search. Enter the search criteria in the search box and select the magnifying glass icon located in the upper right corner of the page or press Enter.



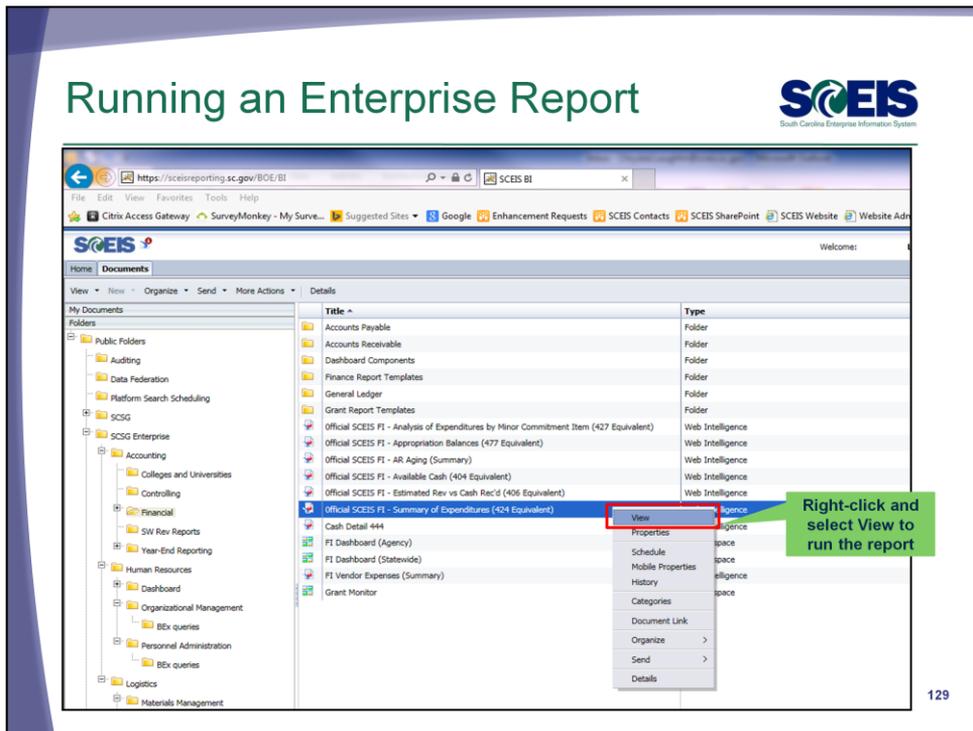
You can also search for a report by using the Search screen under the Categories tab. Here you can refine your search results by type, location and refreshed time.



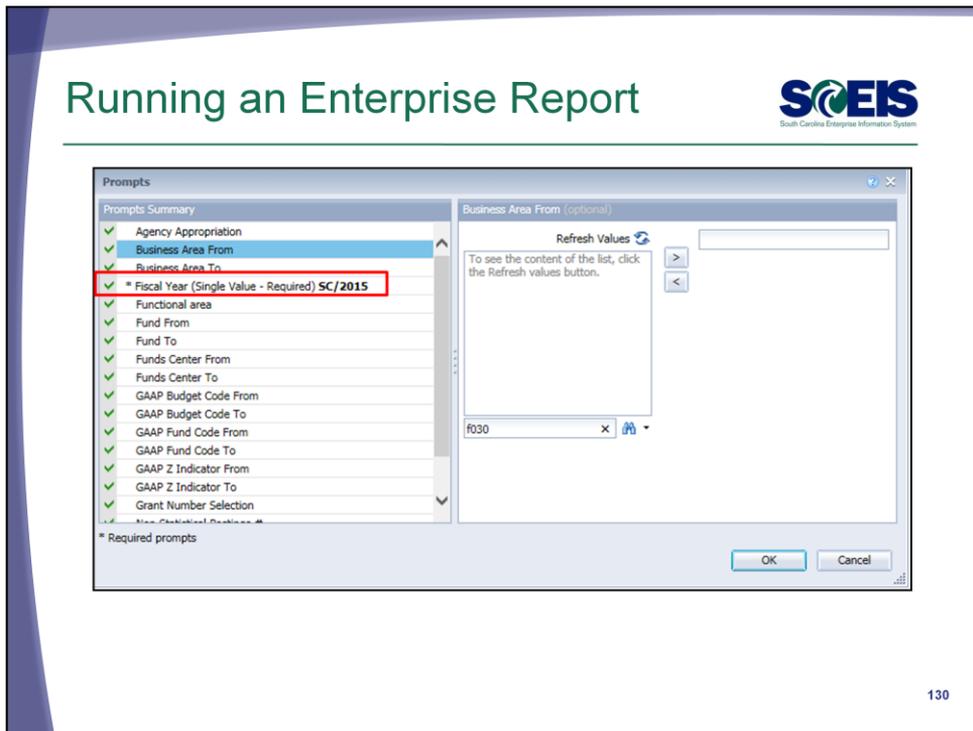
Lesson 4: Running, Exporting and Saving Reports



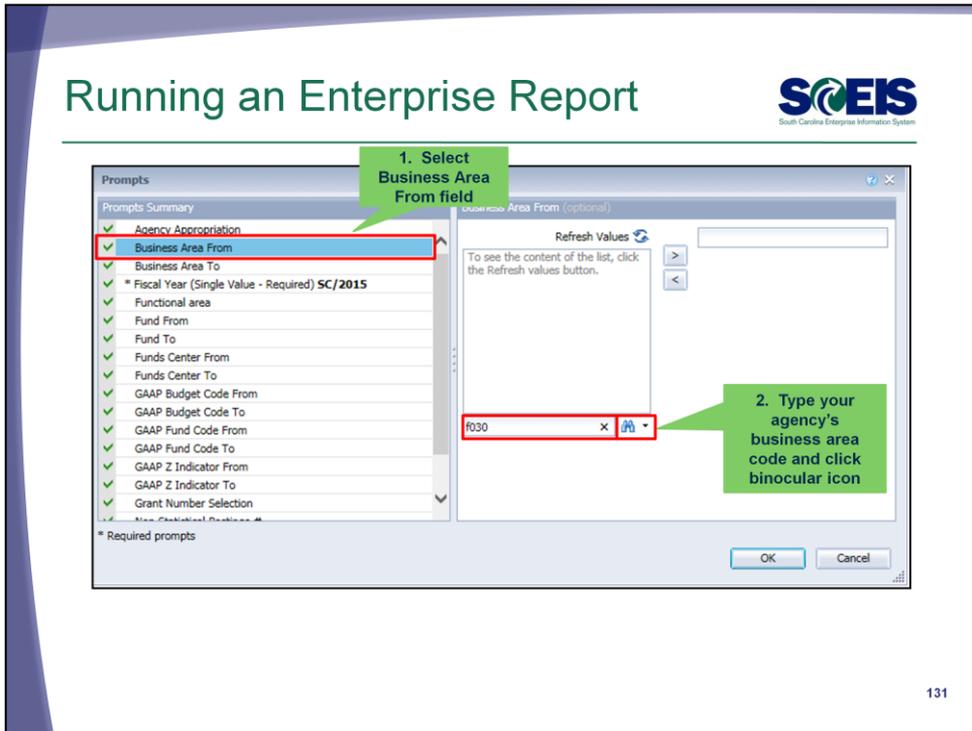
Enterprise reports are official SCEIS created reports that can be found in the SCSG Enterprise public folder. You can easily identify enterprise reports by their title. The title of an enterprise report will begin with “Official SCEIS” as shown here.



To run an enterprise report, navigate to the appropriate public folder. Right-click on the enterprise report you wish to run, and select View.



A “Prompts” window will appear. Prompts are filters that allow you to narrow the data that is shown in the report. Required prompts are marked with an asterisk. You must select a value for a required prompt.



In most reports, it is practical to select your Business Area (or agency) to only show data from your agency. Most likely, you have security rights to view data from your agency only.

To select your agency, in the Prompts window, click the Business Area From field. Type your agency's business area code in the search box, then click the binocular icon.

Running an Enterprise Report



South Carolina Enterprise Information System

Prompts

Prompts Summary	
✓	Agency Appropriation
✓	Business Area From
✓	Business Area To
✓	* Fiscal Year (Single Value - Required) SC/2015
✓	Functional area
✓	Fund From
✓	Fund To
✓	Funds Center From
✓	Funds Center To
✓	GAAP Budget Code From
✓	GAAP Budget Code To
✓	GAAP Fund Code From
✓	GAAP Fund Code To
✓	GAAP Z Indicator From
✓	GAAP Z Indicator To
✓	Grant Number Selection

* Required prompts

Business Area From (optional)

Refresh Values  

LovBusiness AreaBase >

BUDGET AND CONTROL BOARD <

June 9, 2015 9:40:36 AM GMT-04:00

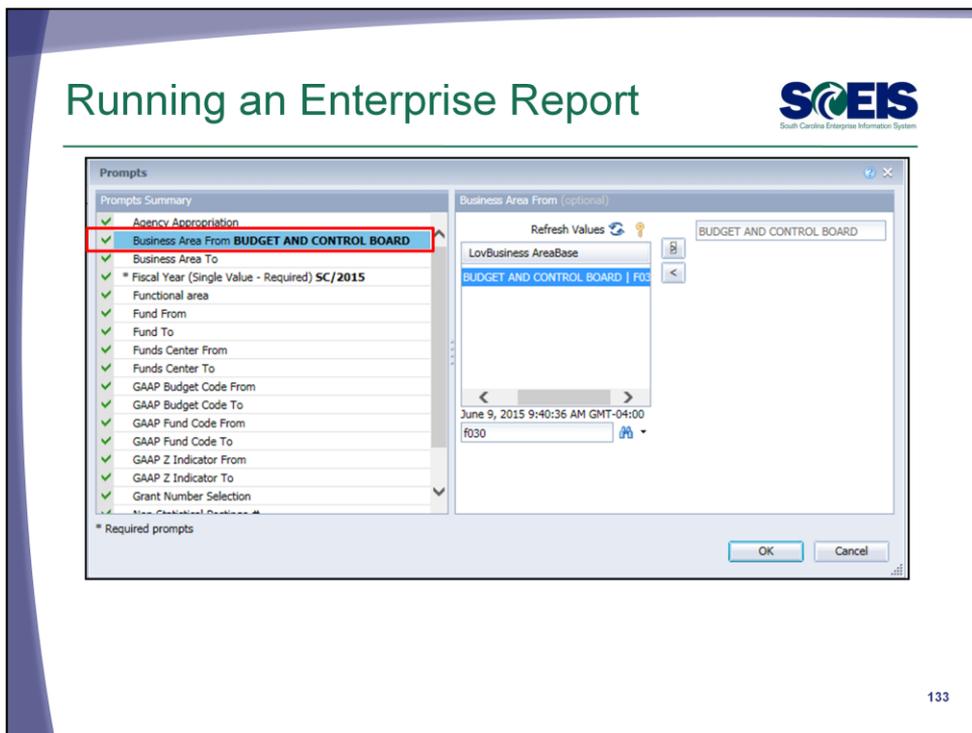
f030 

OK Cancel

Select your agency, then click the right arrow

132

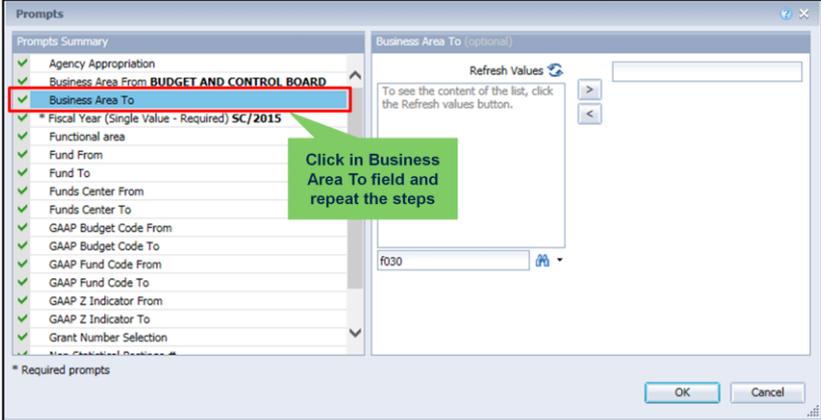
Now click to select your agency's name. Use the right arrow to make your selection.



Notice that your agency name is now shown in the Business Area From field.

Running an Enterprise Report



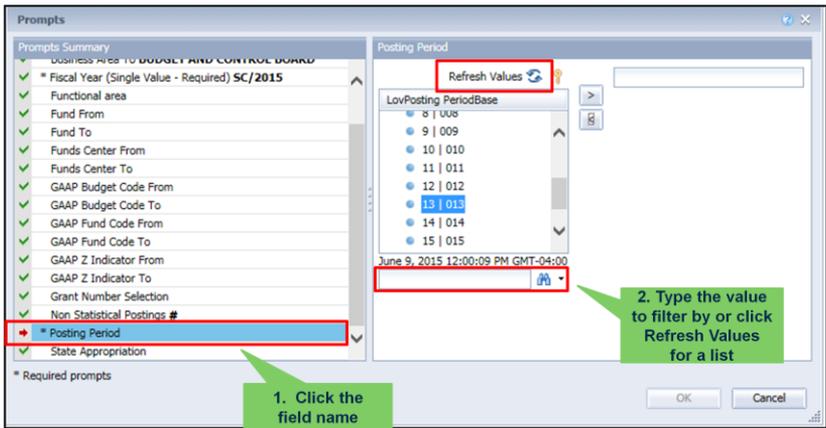


The screenshot shows a 'Prompts' dialog box with a list of prompts on the left and a 'Business Area To (optional)' field on the right. The 'Business Area To' prompt is highlighted with a red box. A green callout box points to it with the text 'Click in Business Area To field and repeat the steps'. The 'Business Area To (optional)' field contains the value 'f030'. The 'Refresh Values' button is visible next to the field. The 'Prompts Summary' list includes items like 'Agency Appropriation', 'Business Area From BUDGET AND CONTROL BOARD', 'Business Area To', 'Fiscal Year (Single Value - Required) SC/2015', 'Functional area', 'Fund From', 'Fund To', 'Funds Center From', 'Funds Center To', 'GAAP Budget Code From', 'GAAP Budget Code To', 'GAAP Fund Code From', 'GAAP Fund Code To', 'GAAP Z Indicator From', 'GAAP Z Indicator To', and 'Grant Number Selection'. The 'Business Area To' field is currently empty, and the 'Refresh Values' button is visible next to it. The 'Business Area To (optional)' field contains the value 'f030'. The 'Refresh Values' button is visible next to the field. The 'Prompts Summary' list includes items like 'Agency Appropriation', 'Business Area From BUDGET AND CONTROL BOARD', 'Business Area To', 'Fiscal Year (Single Value - Required) SC/2015', 'Functional area', 'Fund From', 'Fund To', 'Funds Center From', 'Funds Center To', 'GAAP Budget Code From', 'GAAP Budget Code To', 'GAAP Fund Code From', 'GAAP Fund Code To', 'GAAP Z Indicator From', 'GAAP Z Indicator To', and 'Grant Number Selection'. The 'Business Area To' field is currently empty, and the 'Refresh Values' button is visible next to it. The 'Business Area To (optional)' field contains the value 'f030'. The 'Refresh Values' button is visible next to the field.

Next, click the Business Area To field. Repeat the same steps to select your agency.



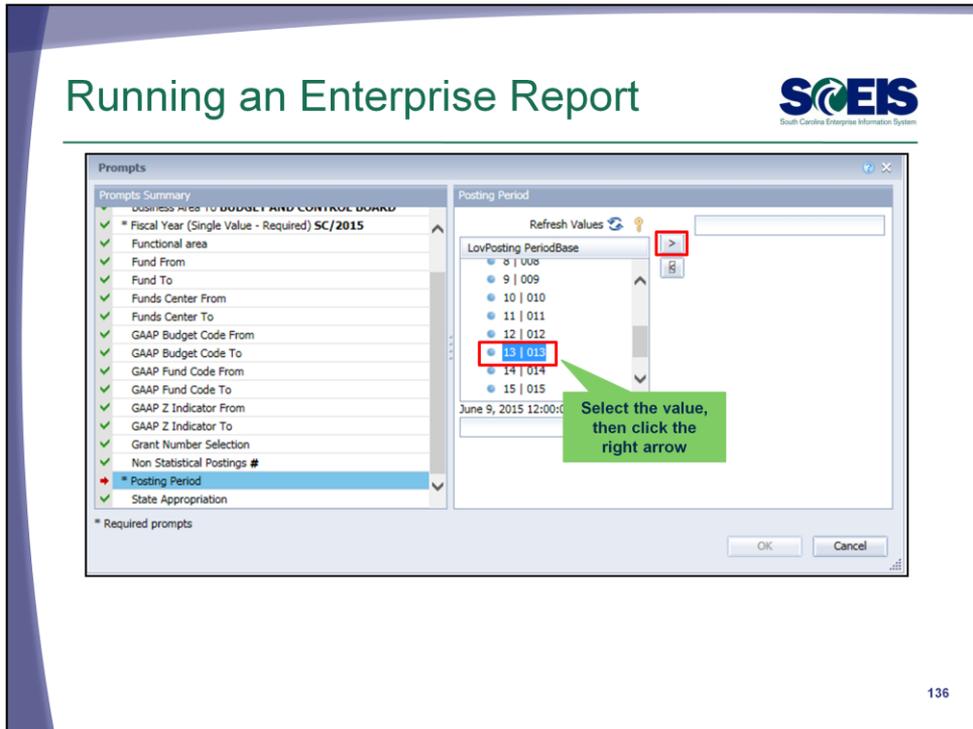
Running an Enterprise Report



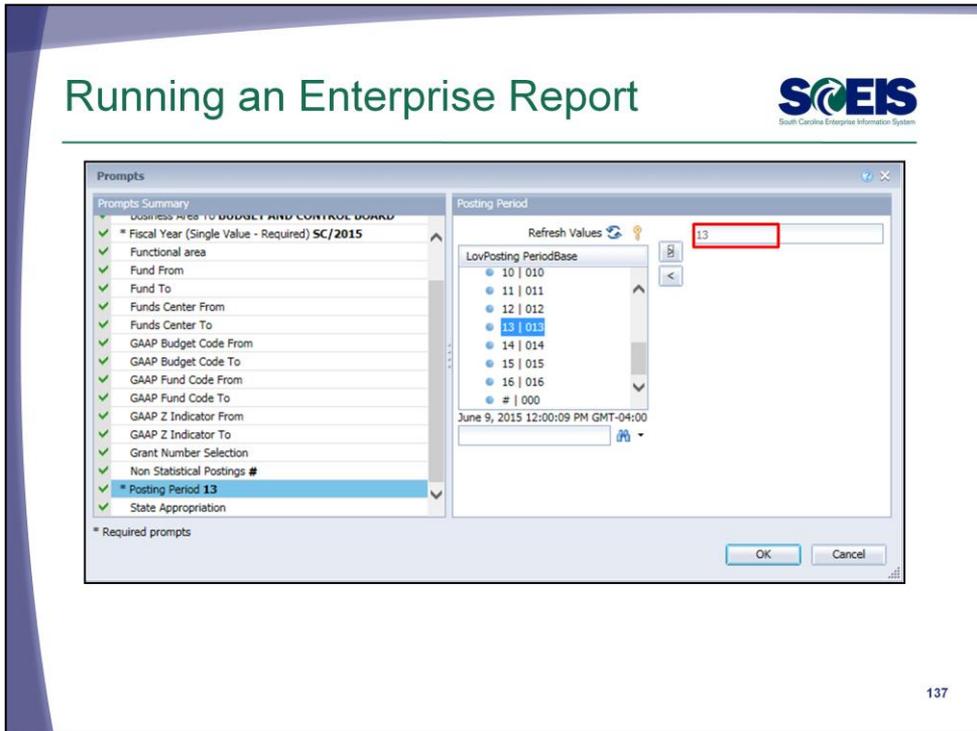
The screenshot shows the 'Prompts' dialog box with the following details:

- Prompts Summary:** A list of prompts including Fiscal Year (SC/2015), Functional area, Fund From, Fund To, Funds Center From, Funds Center To, GAAP Budget Code From, GAAP Budget Code To, GAAP Fund Code From, GAAP Fund Code To, GAAP Z Indicator From, GAAP Z Indicator To, Grant Number Selection, Non-Statistical Postings #, and State Appropriation. The 'Posting Period' prompt is highlighted with a red box.
- Posting Period Sub-dialog:** Contains a search box with the text 'June 9, 2015 12:00:09 PM GMT-04:00' and a list of 'LovPosting PeriodBase' values: 08 | 008, 09 | 009, 10 | 010, 11 | 011, 12 | 012, 13 | 013, 14 | 014, and 15 | 015. A 'Refresh Values' button is located at the top of this sub-dialog.

To apply additional filters, click the field name in the Prompts Summary area. Type the value you would like to filter by in the search box and click the binocular icon, or select Refresh Values to retrieve a list of values.



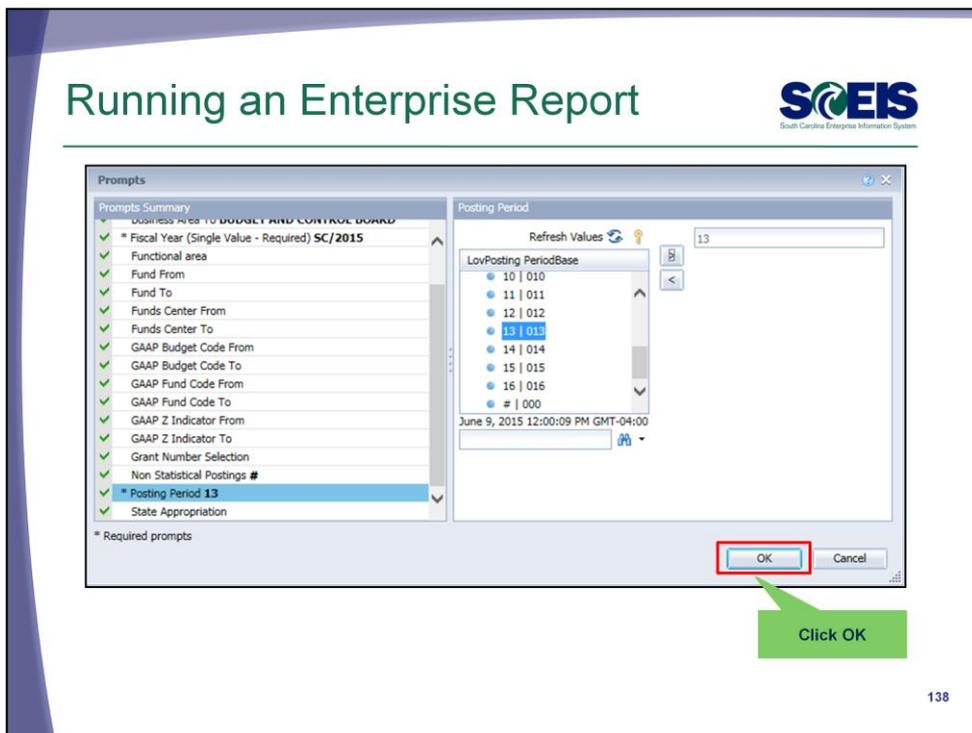
Select the value you wish to filter by, and click the right arrow to make your selection.



Notice that the filter you chose now appears to the right of the list of values. This is a good way to see the filter you have chosen.

Continue selecting values for each prompt you would like to use. Remember, required prompts are marked with an asterisk. You must select a value for a required prompt.

Note: If the key you are searching for is not found, click the drop-down menu on the binocular icon and select Search in Keys. Try searching for your key again.



Once you have selected values for the prompts you would like to use, click OK to run the report.

Running an Enterprise Report



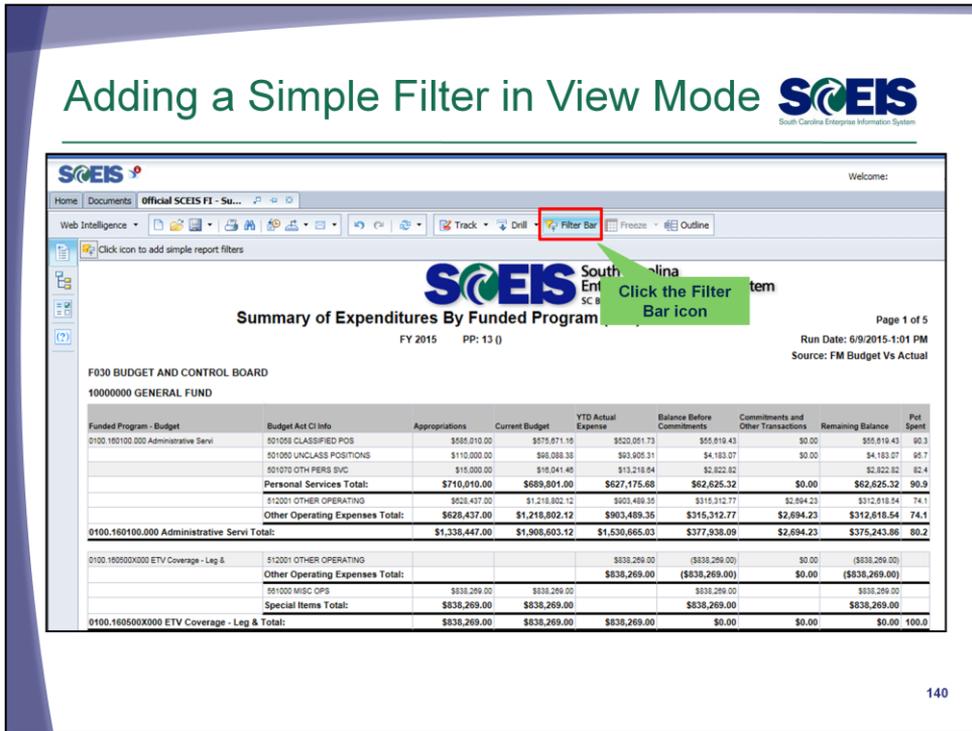
Summary of Expenditures By Funded Program (424)
 FY 2015 PP: 13 ()

Run Date: 6/9/2015 12:05
 Source: FM Budget V4 A

Funded Program - Budget	Budget Act CI Info	Appropriations	Current Budget	YTD Actual Expense	Balance Before Commitments	Commitments and Other Transactions	Remaining Balance
F300 BUDGET AND CONTROL BOARD							
10000000 GENERAL FUND							
0100 100100 000 Administrative Serv	501050 CLASSIFIED POS	\$688,610.00	\$675,671.18	\$622,051.73	\$65,619.43	\$0.00	\$59,519.43
	501050 UNCLASS POSITIONS	\$110,000.00	\$08,288.38	\$95,900.31	\$4,183.07	\$0.00	\$4,183.07
	501070 OTH PERS SVC	\$16,000.00	\$16,041.40	\$13,216.94	\$2,824.46	\$0.00	\$2,824.46
	Personal Services Total:	\$710,610.00	\$89,609.00	\$627,475.68	\$69,226.32	\$0.00	\$69,226.32
	512001 OTHER OPERATING	\$628,437.00	\$1,218,802.12	\$603,489.35	\$115,312.77	\$2,894.23	\$112,618.54
	Other Operating Expenses Total:	\$628,437.00	\$1,218,802.12	\$963,489.35	\$115,312.77	\$2,894.23	\$112,618.54
0100.100100.000 Administrative Servi Total:		\$1,338,447.00	\$1,908,603.12	\$1,630,665.63	\$177,938.09	\$2,894.23	\$175,243.88
0100 1002000000 ETV Coverage - Leg 6							
	512001 OTHER OPERATING	\$838,269.00	\$838,269.00	\$838,269.00	(\$838,269.00)	\$0.00	(\$838,269.00)
	Other Operating Expenses Total:	\$838,269.00	\$838,269.00	\$838,269.00	(\$838,269.00)	\$0.00	(\$838,269.00)
	501000 MED OPS	\$838,269.00	\$838,269.00	\$838,269.00	\$838,269.00	\$0.00	\$838,269.00
	Special Items Total:	\$838,269.00	\$838,269.00	\$838,269.00	\$838,269.00	\$0.00	\$838,269.00
0100.1002000000 ETV Coverage - Leg 6 Total:		\$838,269.00	\$838,269.00	\$838,269.00	\$0.00	\$0.00	\$0.00
0100 1010000000 Technology Investment							
	501000 MED OPS	\$98,784.00	\$197,568.00	\$197,568.00	\$197,568.00	\$0.00	\$197,568.00
	Special Items Total:	\$98,784.00	\$197,568.00	\$197,568.00	\$197,568.00	\$0.00	\$197,568.00
0100.1010000000 Technology Investment Total:		\$98,784.00	\$197,568.00	\$197,568.00	\$197,568.00	\$0.00	\$197,568.00
0100 1010100 000 BOARD ADMINISTRATION							
	501050 CLASSIFIED POS	\$105,917.00	\$108,032.00	\$103,562.30	\$8,009.70	\$0.00	\$8,009.70
	501050 UNCLASS POSITIONS	\$62,000.00	\$62,230.00	\$28,872.87	\$1,262.13	\$0.00	\$1,262.13
	501050 UNCLASS POSITIONS	\$62,000.00	\$68,010.00	\$4,338.83	\$3,671.07	\$0.00	\$3,671.07
	501070 OTH PERS SVC	\$20,000.00	\$10,442.00	\$10,210.00	\$230.00	\$0.00	\$230.00
	Personal Services Total:	\$118,017.00	\$117,322.00	\$104,117.93	\$13,204.80	\$0.00	\$13,204.80
	512001 OTHER OPERATING	\$10,000.00	\$50,302.39	\$48,183.05	\$8,199.34	\$0.00	\$8,199.34
	Other Operating Expenses Total:	\$10,000.00	\$50,302.39	\$48,183.05	\$8,199.34	\$0.00	\$8,199.34
0100.1010100 000 BOARD ADMINISTRATION Total:		\$185,917.00	\$327,674.39	\$302,270.15	\$21,464.24	\$0.00	\$21,464.24
0100 010000 000 OFFICE OF STATE BOSS							
	512001 OTHER OPERATING	\$246,336.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Other Operating Expenses Total:	\$246,336.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0100.010000 000 OFFICE OF STATE BOSS Total:		\$246,336.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

The report should now be populated with the data you selected in the Prompts window.

Adding a Simple Filter in View Mode



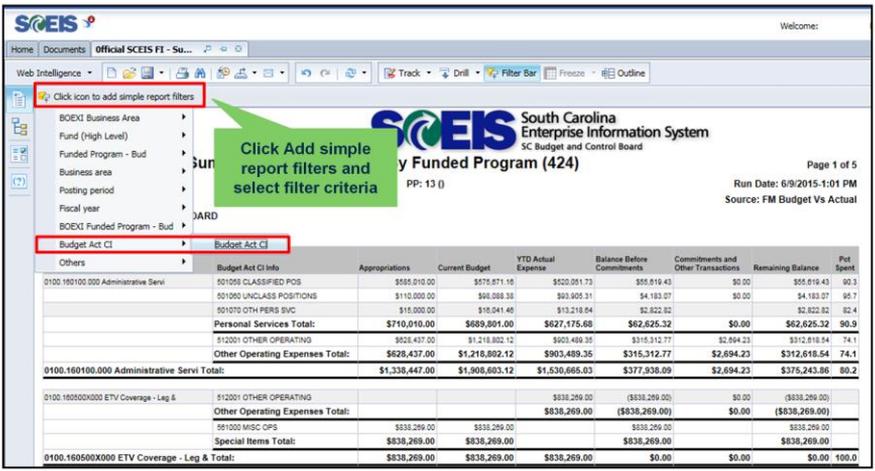
Page 1 of 5
Run Date: 6/9/2015 1:01 PM
Source: FM Budget Vs Actual

Funded Program - Budget	Budget Act CI Info	Appropriations	Current Budget	YTD Actual Expense	Balance Before Commitments	Commitments and Other Transactions	Remaining Balance	Pct Spent
F030 BUDGET AND CONTROL BOARD								
10000000 GENERAL FUND								
0100.160100.000 Administrative Servi	501005 CLASSIFIED POS	\$585,010.00	\$575,071.18	\$520,051.73	\$55,019.43	\$0.00	\$55,019.43	90.3
	501005 UNCLASS POSITIONS	\$110,000.00	\$68,088.38	\$93,905.31	\$4,183.07	\$0.00	\$4,183.07	65.7
	501070 OTH PERS SVC	\$15,000.00	\$10,041.48	\$13,218.64	\$2,022.82		\$2,022.82	82.4
	Personal Services Total:	\$710,010.00	\$669,801.00	\$627,175.68	\$62,625.32	\$0.00	\$62,625.32	90.9
	512001 OTHER OPERATING	\$628,437.00	\$1,218,802.12	\$903,489.35	\$315,312.77	\$2,094.23	\$312,018.54	74.1
	Other Operating Expenses Total:	\$628,437.00	\$1,218,802.12	\$903,489.35	\$315,312.77	\$2,094.23	\$312,018.54	74.1
0100.160100.000 Administrative Servi Total:		\$1,338,447.00	\$1,908,603.12	\$1,530,665.03	\$377,938.09	\$2,694.23	\$375,243.86	80.2
0100.160500X000 ETV Coverage - Leg 8								
	512001 OTHER OPERATING			\$838,269.00	(\$838,269.00)	\$0.00	(\$838,269.00)	
	Other Operating Expenses Total:			\$838,269.00	(\$838,269.00)	\$0.00	(\$838,269.00)	
	951000 MISC OPS	\$838,269.00	\$838,269.00	\$838,269.00			\$838,269.00	
	Special Items Total:	\$838,269.00	\$838,269.00	\$838,269.00			\$838,269.00	
0100.160500X000 ETV Coverage - Leg 8 Total:		\$838,269.00	\$838,269.00	\$838,269.00	\$0.00	\$0.00	\$0.00	100.0

After running a report, you can use simple report filters to further narrow down your report. For example, in the report, “Summary of Expenditures by Funded Program,” you can add a simple report filter to show only the expenditures related to Unclassified Positions.

To add a simple report filter, click the Filter Bar icon.

Adding a Simple Filter in View Mode



Click Add simple report filters and select filter criteria

Click icon to add simple report filters

Budget Act CI

Budget Act CI Info	Appropriations	Current Budget	YTD Actual Expense	Balance Before Commitments	Commitments and Other Transactions	Remaining Balance	Pct. Spent
0100.160100.000 Administrative Servi							
501055 CLASSIFIED POS	\$555,010.00	\$575,871.18	\$520,051.73	\$55,819.43	\$0.00	\$55,819.43	93.3
501060 UNCLASS POSITIONS	\$110,000.00	\$98,388.38	\$93,805.31	\$4,183.07	\$0.00	\$4,183.07	85.7
501070 OTH PERS SVC	\$16,000.00	\$19,041.48	\$15,218.04	\$2,822.82		\$2,822.82	95.4
Personal Services Total:	\$710,010.00	\$693,301.00	\$627,175.08	\$62,625.32	\$0.00	\$62,625.32	88.9
512001 OTHER OPERATING	\$228,437.00	\$1,218,802.12	\$903,489.35	\$315,312.77	\$2,694.23	\$312,818.54	74.1
Other Operating Expenses Total:	\$628,437.00	\$1,218,802.12	\$903,489.35	\$315,312.77	\$2,694.23	\$312,618.54	74.1
0100.160100.000 Administrative Servi Total:	\$1,338,447.00	\$1,906,603.12	\$1,530,665.03	\$377,938.09	\$2,694.23	\$375,243.86	89.2
0100.160500X000 ETV Coverage - Leg &							
512001 OTHER OPERATING			\$838,269.00	(\$838,269.00)	\$0.00	(\$838,269.00)	
Other Operating Expenses Total:			\$838,269.00	(\$838,269.00)	\$0.00	(\$838,269.00)	
551000 MISC OPS	\$838,269.00	\$838,269.00	\$838,269.00	\$838,269.00		\$838,269.00	
Special Items Total:	\$838,269.00	\$838,269.00	\$838,269.00	\$838,269.00		\$838,269.00	
0100.160500X000 ETV Coverage - Leg & Total:			\$838,269.00	\$838,269.00	\$0.00	\$0.00	100.0

The Add simple report filters icon will appear in the upper left corner of the report window. Click the Add simple report filters icon and choose the criteria to filter by. In this example, we chose Budget Account Commitment Items.

Adding a Simple Filter in View Mode

Summary of Expenditures By Funded Program (424)
FY 2015 PP: 13 ()

Page 1 of 5
Run Date: 6/9/2015 1:01 PM
Source: FM Budget Vs Actual

Funded Program - Budget	Appropriations	Current Budget	YTD Actual Expense	Balance Before Commitments	Commitments and Other Transactions	Remaining Balance	Pct Spent
0100.160100.000 Administrative Servi	\$520,010.00	\$575,871.18	\$520,051.73	\$5,819.45	\$0.00	\$55,819.45	90.3
	\$110,000.00	\$60,088.38	\$63,668.31	\$4,183.07	\$0.00	\$4,183.07	60.7
	\$115,000.00	\$18,041.48	\$13,218.04	\$2,822.82	\$0.00	\$2,822.82	82.4
Personal Services Total:	\$710,010.00	\$689,801.00	\$627,175.68	\$62,625.32	\$0.00	\$62,625.32	90.9
012001 OTHER OPERATING	\$628,437.00	\$1,218,802.12	\$903,489.35	\$315,312.77	\$2,694.23	\$312,618.54	74.1
Other Operating Expenses Total:	\$628,437.00	\$1,218,802.12	\$903,489.35	\$315,312.77	\$2,694.23	\$312,618.54	74.1
0100.160100.000 Administrative Servi Total:	\$1,338,447.00	\$1,908,603.12	\$1,630,665.03	\$377,938.09	\$2,694.23	\$375,243.86	80.2
0100.160500X000 ETV Coverage - Leg &			\$838,269.00	(\$838,269.00)	\$0.00	(\$838,269.00)	
Other Operating Expenses Total:			\$838,269.00	(\$838,269.00)	\$0.00	(\$838,269.00)	
051000 MISC OPS	\$838,269.00	\$838,269.00	\$838,269.00	\$838,269.00	\$0.00	\$838,269.00	
Special Items Total:	\$838,269.00	\$838,269.00	\$838,269.00	\$838,269.00	\$0.00	\$838,269.00	
0100.160500X000 ETV Coverage - Leg & Total:			\$838,269.00	\$838,269.00	\$0.00	\$0.00	100.0

Notice a drop-down list appears. From the drop-down list, choose the value you would like to filter by. In this example, we chose Unclassified Positions.

Adding a Simple Filter in View Mode

Welcome:

Home Documents Official SCEIS FI - Su... Track Drill Filter Bar Freeze Outline

UNCLASS POSITIONS



South Carolina Enterprise Information System
SC Budget and Control Board

Summary of Expenditures By Funded Program (424)

FY 2015 PP: 13 ()

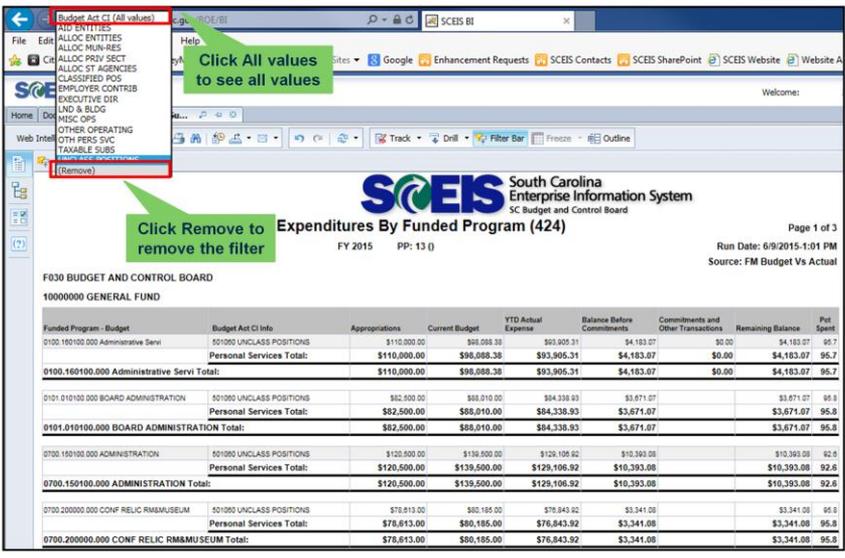
Page 1 of 3
Run Date: 6/9/2015-1:01 PM
Source: FM Budget Vs Actual

F030 BUDGET AND CONTROL BOARD
10000000 GENERAL FUND

Funded Program - Budget	Budget Act Cl Info	Appropriations	Current Budget	YTD Actual Expense	Balance Before Commitments	Commitments and Other Transactions	Remaining Balance	Pct Spent
0100.150100.000 Administrative Serv	501000 UNCLASS POSITIONS	\$110,000.00	\$98,088.38	\$93,905.31	\$4,183.07	\$0.00	\$4,183.07	95.7
	Personal Services Total:	\$110,000.00	\$98,088.38	\$93,905.31	\$4,183.07	\$0.00	\$4,183.07	95.7
0100.160100.000 Administrative Servi	Total:	\$110,000.00	\$98,088.38	\$93,905.31	\$4,183.07	\$0.00	\$4,183.07	95.7
0101.010100.000 BOARD ADMINISTRATION	501000 UNCLASS POSITIONS	\$82,500.00	\$88,010.00	\$84,338.93	\$3,671.07		\$3,671.07	95.8
	Personal Services Total:	\$82,500.00	\$88,010.00	\$84,338.93	\$3,671.07		\$3,671.07	95.8
0101.010100.000 BOARD ADMINISTRATION	Total:	\$82,500.00	\$88,010.00	\$84,338.93	\$3,671.07		\$3,671.07	95.8
0700.150100.000 ADMINISTRATION	501000 UNCLASS POSITIONS	\$120,500.00	\$139,500.00	\$129,106.92	\$10,393.08		\$10,393.08	92.6
	Personal Services Total:	\$120,500.00	\$139,500.00	\$129,106.92	\$10,393.08		\$10,393.08	92.6
0700.150100.000 ADMINISTRATION	Total:	\$120,500.00	\$139,500.00	\$129,106.92	\$10,393.08		\$10,393.08	92.6
0700.200000.000 CONF RELIC RMMUSEUM	501000 UNCLASS POSITIONS	\$78,613.00	\$80,185.00	\$78,843.92	\$3,341.08		\$3,341.08	95.8
	Personal Services Total:	\$78,613.00	\$80,185.00	\$78,843.92	\$3,341.08		\$3,341.08	95.8
0700.200000.000 CONF RELIC RMMUSEUM	Total:	\$78,613.00	\$80,185.00	\$78,843.92	\$3,341.08		\$3,341.08	95.8
2400.000000.000 PROCURE SERVICE DIV	501000 UNCLASS POSITIONS	\$120,000.00	\$73,900.00	\$70,902.28	\$2,997.72		\$2,997.72	95.9
	Personal Services Total:	\$120,000.00	\$73,900.00	\$70,902.28	\$2,997.72		\$2,997.72	95.9
2400.000000.000 PROCURE SERVICE DIV	Total:	\$120,000.00	\$73,900.00	\$70,902.28	\$2,997.72		\$2,997.72	95.9

The report now only shows data for Unclassified Positions.

Adding a Simple Filter in View Mode



Click All values to see all values

Click Remove to remove the filter

Expenditures By Funded Program (424)

FY 2015 PP: 13 ()

Page 1 of 3
Run Date: 6/9/2015 1:01 PM
Source: FM Budget Vs Actual

Funded Program - Budget	Budget Act CI Info	Appropriations	Current Budget	YTD Actual Expense	Balance Before Comments	Commitments and Other Transactions	Remaining Balance	Pct. Spent
0100.100100.000 Administrative Servi	001000 UNCLASS POSITIONS	\$110,000.00	\$98,088.38	\$93,905.31	\$4,183.07	\$0.00	\$4,183.07	95.7
	Personal Services Total:	\$110,000.00	\$98,088.38	\$93,905.31	\$4,183.07	\$0.00	\$4,183.07	95.7
0100.100100.000 Administrative Servi Total:		\$110,000.00	\$98,088.38	\$93,905.31	\$4,183.07	\$0.00	\$4,183.07	95.7
0101.010100.000 BOARD ADMINISTRATION	001000 UNCLASS POSITIONS	\$82,500.00	\$88,010.00	\$84,338.93	\$3,671.07		\$3,671.07	95.8
	Personal Services Total:	\$82,500.00	\$88,010.00	\$84,338.93	\$3,671.07		\$3,671.07	95.8
0101.010100.000 BOARD ADMINISTRATION Total:		\$82,500.00	\$88,010.00	\$84,338.93	\$3,671.07		\$3,671.07	95.8
0700.150100.000 ADMINISTRATION	001000 UNCLASS POSITIONS	\$120,500.00	\$139,500.00	\$129,106.92	\$10,393.08		\$10,393.08	92.6
	Personal Services Total:	\$120,500.00	\$139,500.00	\$129,106.92	\$10,393.08		\$10,393.08	92.6
0700.150100.000 ADMINISTRATION Total:		\$120,500.00	\$139,500.00	\$129,106.92	\$10,393.08		\$10,393.08	92.6
0700.200000.000 CONF RELIC RMMUSEUM	001000 UNCLASS POSITIONS	\$78,813.00	\$80,185.00	\$76,843.92	\$3,341.08		\$3,341.08	95.8
	Personal Services Total:	\$78,813.00	\$80,185.00	\$76,843.92	\$3,341.08		\$3,341.08	95.8
0700.200000.000 CONF RELIC RMMUSEUM Total:		\$78,813.00	\$80,185.00	\$76,843.92	\$3,341.08		\$3,341.08	95.8

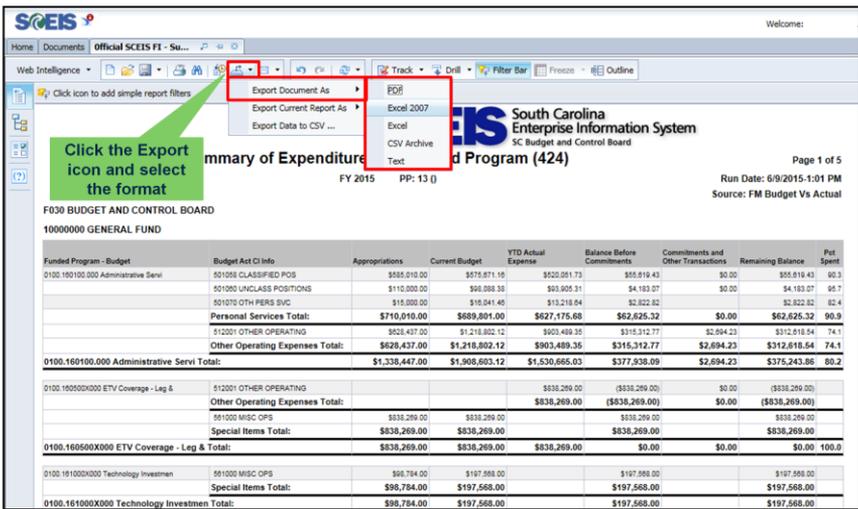
To see all values, click the drop-down list and select (All values).

To remove the simple report filter, click the drop-down list and select (Remove).

Exporting Reports from View Mode



South Carolina Enterprise Information System



Page 1 of 5
Run Date: 6/9/2015 1:01 PM
Source: FM Budget Vs Actual

Funded Program - Budget	Budget Act CI Info	Appropriations	Current Budget	YTD Actual Expense	Balance Before Commitments	Commitments and Other Transactions	Remaining Balance	Fed Spent
0100.160100.000 Administrative Servi	501055 CLASSIFIED POS	\$555,010.00	\$575,871.15	\$520,051.73	\$55,619.43	\$0.00	\$55,619.43	90.3
	501050 UNCLASS POSITIONS	\$110,000.00	\$98,088.38	\$93,805.31	\$4,183.07	\$0.00	\$4,183.07	95.7
	501075 OTH PERIS SVC	\$18,000.00	\$16,341.46	\$15,216.84	\$2,322.82	\$0.00	\$2,322.82	82.4
	Personal Services Total:	\$710,010.00	\$689,809.00	\$627,176.88	\$62,235.33	\$0.00	\$62,235.32	90.9
	512001 OTHER OPERATING	\$928,437.00	\$1,218,002.12	\$903,489.35	\$315,312.77	\$2,694.23	\$312,618.54	74.1
	Other Operating Expenses Total:	\$628,437.00	\$1,218,002.12	\$903,489.35	\$315,312.77	\$2,694.23	\$312,618.54	74.1
0100.160100.000 Administrative Servi Total:		\$1,338,447.00	\$1,908,603.12	\$1,530,665.03	\$377,938.09	\$2,694.23	\$375,243.86	80.2
0100.160500X000 ETV Coverage - Leg 8	512001 OTHER OPERATING			\$838,269.00	(\$838,269.00)	\$0.00	(\$838,269.00)	
	Other Operating Expenses Total:			\$838,269.00	(\$838,269.00)	\$0.00	(\$838,269.00)	
	551000 MISC OPS	\$838,269.00	\$838,269.00	\$838,269.00	\$838,269.00	\$0.00	\$838,269.00	
	Special Items Total:							
0100.160500X000 ETV Coverage - Leg 8 Total:		\$838,269.00	\$838,269.00	\$838,269.00	\$0.00	\$0.00	\$0.00	100.0
0100.161000X000 Technology Investmen	551000 MISC OPS	\$98,784.00	\$197,568.00	\$197,568.00	\$197,568.00	\$0.00	\$197,568.00	
	Special Items Total:							
0100.161000X000 Technology Investmen Total:		\$98,784.00	\$197,568.00	\$197,568.00	\$197,568.00	\$0.00	\$197,568.00	

Reports can be exported as PDF, Excel, CSV (Comma Separated Values) or Text files. In View Mode, once the report is run, click the Export icon and select one of the options:

- Export Document As – This option will export the entire document (all tabs in the document) to the desired format.
- Export Current Report As – This option will export only the current tab of the document.
- Export Data to CSV – This options allows you to save the report as a CSV file.

In this example, we have chosen the Export Document As option. Next, choose the desired file format.

Exporting Reports from View Mode



Fund/Program - Budget	Budget Act/CI Info	Appropriations	Current Budget	YTD Actual Expenses	Balance Before Commitments	Commitments and Other Transactions	Remaining Balance	Pct Spent
F031 BUDGET AND CONTROL BOARD								
10000000 GENERAL FUND								
0100 100100.000 Administrative Serv	50100 CLASSIFIED POS	\$650,010.00	\$675,871.10	\$520,091.73	\$95,618.43	\$0.00	\$55,618.43	85.3
	50100 UNCLASS POSITIONS	\$110,000.00	\$66,368.30	\$63,600.31	\$4,193.07	\$0.00	\$4,193.07	56.7
	50100 OTHER PERSS SVC	\$10,000.00	\$19,541.48	\$13,218.94	\$5,322.82	\$0.00	\$5,322.82	132.4
	Personal Services Total:	\$710,010.00	\$689,891.00	\$627,178.68	\$62,825.32	\$0.00	\$62,825.32	90.9
	51200 OTHER OPERATING	\$528,437.00	\$1,218,002.12	\$903,488.35	\$116,312.77	\$2,894.23	\$112,818.54	74.1
	Other Operating Expenses Total:	\$628,437.00	\$1,218,002.12	\$903,488.35	\$116,312.77	\$2,894.23	\$112,818.54	74.1
0100 100100.000 Administrative Servl Total:		\$1,338,447.00	\$1,908,893.12	\$1,530,668.03	\$377,938.09	\$2,894.23	\$375,243.86	89.2
0100 100500000 ETV Coverage - Leg 6	51200 OTHER OPERATING			\$538,289.00	(\$538,289.00)	\$0.00	(\$538,289.00)	
	Other Operating Expenses Total:			\$538,289.00	(\$538,289.00)	\$0.00	(\$538,289.00)	
	50100 MISC OPS	\$838,269.00	\$838,269.00		\$838,269.00	\$0.00	\$838,269.00	
	Special Items Total:	\$838,269.00	\$838,269.00		\$838,269.00	\$0.00	\$838,269.00	
0100 100500000 ETV Coverage - Leg 6 Total:		\$838,269.00	\$838,269.00	\$838,269.00	\$0.00	\$0.00	\$0.00	100.0
0100 101000000 Technology Investmen	50100 MISC OPS	\$98,784.00	\$197,568.00		\$197,568.00		\$197,568.00	
	Special Items Total:	\$98,784.00	\$197,568.00		\$197,568.00		\$197,568.00	
0100 101000000 Technology Investmen Total:		\$98,784.00	\$197,568.00		\$197,568.00		\$197,568.00	
0101 010100.000 BOARD ADMINISTRATION	50100 CLASSIFIED POS	\$168,517.00	\$168,518.00	\$160,566.30	\$8,238.70	\$0.00	\$8,238.70	65.7
	50100 UNCLASS POSITIONS	\$30,000.00	\$30,238.00	\$28,972.87	\$1,265.13	\$0.00	\$1,265.13	65.8
	50100 UNCLASS POSITIONS	\$62,500.00	\$68,010.00	\$64,338.83	\$3,671.07	\$0.00	\$3,671.07	65.8
	50100 OTHER PERSS SVC	\$20,000.00	\$16,442.00	\$16,210.00	\$232.00	\$0.00	\$232.00	87.8
	Personal Services Total:	\$318,677.00	\$317,332.00	\$304,117.10	\$13,204.90	\$0.00	\$13,204.90	96.8
	51200 OTHER OPERATING	\$38,023.00	\$68,382.39	\$48,183.05	\$8,199.34	\$0.00	\$8,199.34	65.8
	Other Operating Expenses Total:	\$38,023.00	\$68,382.39	\$48,183.05	\$8,199.34	\$0.00	\$8,199.34	65.8
0101 010100.000 BOARD ADMINISTRATION Total:		\$356,600.00	\$373,674.39	\$352,276.15	\$21,404.24	\$0.00	\$21,404.24	84.3
0700 010000.000 OFFICE OF STATE BOO	51200 OTHER OPERATING	\$240,338.33	\$0.00		\$0.00	\$0.00	\$0.00	
	Other Operating Expenses Total:	\$240,338.33	\$0.00		\$0.00	\$0.00	\$0.00	

Click Open or Save

We have chosen to export the report to Excel. Your computer may ask if you would like to Open the file now or Save it. We chose to Open the file.

Exporting Reports from View Mode



South Carolina Enterprise Information System
Summary of Expenditures By Funded Program (424)
 FY 2015 PP: 13 ()
 Page 1 of 1
 Run Date: 6/9/2015 1:01 PM
 Source: FM Budget Vs Actual

Funded Program - Budget	Budget Act CI Info	Appropriations	Current Budget	YTD Actual Expense	Balance Before Commitments	Commitments and Other Transactions	Remaining Balance	Pct Spent
000000000 Administrative Serv	50005 CLASSIFIED POS	\$505,000.00	\$576,671.91	\$520,091.72	\$55,619.43	\$0.00	\$55,619.43	90.3
	50008 UNCLASS POSITIONS	\$10,000.00	\$30,308.30	\$33,305.31	\$4,993.07	\$0.00	\$4,993.07	95.7
	50070 OTHER PERG SVC	\$85,000.00	\$16,141.64	\$33,281.64	\$2,022.62	\$0.00	\$1,022.02	92.6
	Personal Services Total:	\$74,010.00	\$69,061.00	\$67,175.68	\$42,625.32	\$0.00	\$42,625.32	90.9
	50001 OTHER OPERATING	\$628,427.00	\$129,892.31	\$303,489.35	\$375,382.77	\$2,024.23	\$373,419.54	74.1
	Other Operating Expenses Tot:	\$628,427.00	\$129,892.31	\$303,489.35	\$375,382.77	\$2,024.23	\$373,419.54	74.1
0100 100100.000 Administrative Serv	Total:	\$1,338,447.00	\$1,966,863.12	\$1,626,866.63	\$377,802.69	\$2,024.23	\$375,242.06	99.2
000 300500.000 ETV Coverage - Leg &	50001 OTHER OPERATING			\$238,269.00	(\$238,269.00)	\$0.00	(\$238,269.00)	
	Other Operating Expenses Tot:			\$238,269.00	(\$238,269.00)	\$0.00	(\$238,269.00)	
	50000 MISC OPS	\$538,269.00	\$538,269.00		\$538,269.00		\$538,269.00	
	Special Items Total:	\$538,269.00	\$538,269.00		\$538,269.00		\$538,269.00	
0100 160500.000 ETV Coverage - Leg & Total:	Total:	\$538,269.00	\$538,269.00	\$538,269.00	\$0.00	\$0.00	\$0.00	###
000 800000.000 Technology Investmen	50000 MISC OPS	\$197,568.00	\$197,568.00		\$197,568.00		\$197,568.00	
	Special Items Total:	\$98,784.00	\$197,568.00		\$197,568.00		\$197,568.00	
0100 101000.000 Technology Investment	Total:	\$98,784.00	\$197,568.00		\$197,568.00		\$197,568.00	
001 000000.000 BOARD ADMINISTRATION	50104 B&C BOARD	\$105,937.00	\$108,625.00	\$100,595.30	\$8,029.70		\$8,029.70	95.7
	50008 CLASSIFIED POS	\$30,000.00	\$30,235.00	\$29,972.87	\$1,262.13		\$1,262.13	96.6
	50008 UNCLASS POSITIONS	\$42,500.00	\$90,100.00	\$94,238.93	\$3,861.07		\$3,861.07	95.8
	50070 OTHER PERG SVC	\$10,500.00	\$3,441.00	\$5,210.00	\$232.00	\$0.00	\$232.00	97.8
	Personal Services Total:	\$318,577.00	\$317,322.00	\$304,117.10	\$13,204.90	\$0.00	\$13,204.90	96.8
	50001 OTHER OPERATING	\$38,000.00	\$56,251.30	\$48,053.05	\$8,199.24	\$0.00	\$8,199.24	85.5
	Other Operating Expenses Tot:	\$38,000.00	\$56,251.30	\$48,053.05	\$8,199.24	\$0.00	\$8,199.24	85.5
0101 010100.000 BOARD ADMINISTRATION	Total:	\$354,600.00	\$373,674.30	\$352,270.15	\$21,404.24	\$0.00	\$21,404.24	94.3

This example shows the report in Excel. You can modify the report in Excel and Save any changes to your computer.

Saving a Report to My Favorites or Shared Folder



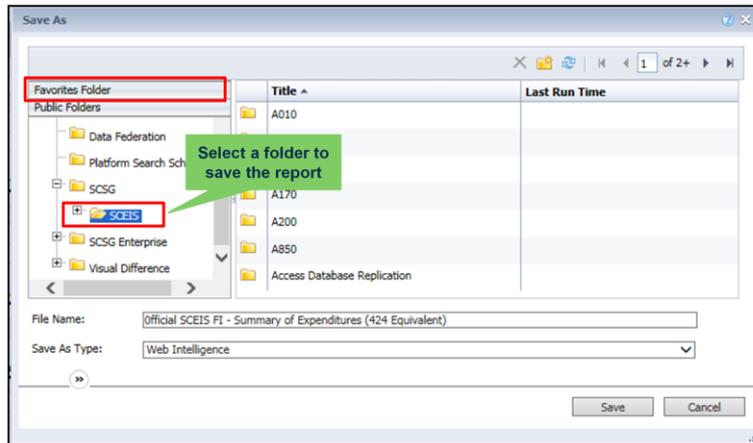
Page 1 of 5
Run Date: 6/9/2015 1:01 PM
Source: FM Budget Vs Actual

Funded Program - Budget	Budget Act Cl Info	Appropriations	Current Budget	YTD Actual Expense	Balance Before Commitments	Commitments and Other Transactions	Remaining Balance	Pct. Spent
0100.160100.000 Administrative Servi	501058 CLASSIFIED POS	\$685,910.00	\$575,871.16	\$520,051.73	\$55,916.43	\$0.00	\$55,916.43	90.3
	501059 UNCLASS POSITIONS	\$110,000.00	\$66,088.38	\$61,905.31	\$4,183.07	\$0.00	\$4,183.07	66.7
	501070 OTH PERS SVC	\$15,000.00	\$10,041.46	\$13,218.04	\$2,822.82		\$2,822.82	82.4
	Personal Services Total:	\$710,910.00	\$651,991.00	\$627,175.08	\$62,825.32	\$0.00	\$62,825.32	90.9
	512001 OTHER OPERATING	\$528,437.00	\$1,218,802.12	\$903,489.35	\$315,312.77	\$2,694.23	\$312,618.54	74.1
	Other Operating Expenses Total:	\$628,437.00	\$1,218,802.12	\$903,489.35	\$315,312.77	\$2,694.23	\$312,618.54	74.1
0100.160100.000 Administrative Servi Total:		\$1,339,347.00	\$1,908,693.12	\$1,530,665.03	\$377,938.09	\$2,694.23	\$375,243.86	80.2
0100.160500X000 ETV Coverage - Leg &	512001 OTHER OPERATING			\$838,269.00	(\$838,269.00)	\$0.00	(\$838,269.00)	
	Other Operating Expenses Total:			\$838,269.00	(\$838,269.00)	\$0.00	(\$838,269.00)	
	581000 MISC OPS	\$838,269.00	\$838,269.00	\$838,269.00	\$838,269.00		\$838,269.00	
	Special Items Total:	\$838,269.00	\$838,269.00	\$838,269.00	\$838,269.00		\$838,269.00	
0100.160500X000 ETV Coverage - Leg & Total:		\$838,269.00	\$838,269.00	\$838,269.00	\$0.00	\$0.00	\$0.00	100.0
0100.161000X000 Technology Investmen	591000 MISC OPS	\$99,784.00	\$197,568.00		\$197,568.00		\$197,568.00	
	Special Items Total:	\$99,784.00	\$197,568.00		\$197,568.00		\$197,568.00	
0100.161000X000 Technology Investmen Total:		\$99,784.00	\$197,568.00		\$197,568.00		\$197,568.00	

You can save a report to your Favorites Folder or your agency's shared folder. You will need to do this before you can modify a public report.

Begin by clicking the drop-down arrow next to the Save icon and select Save As.

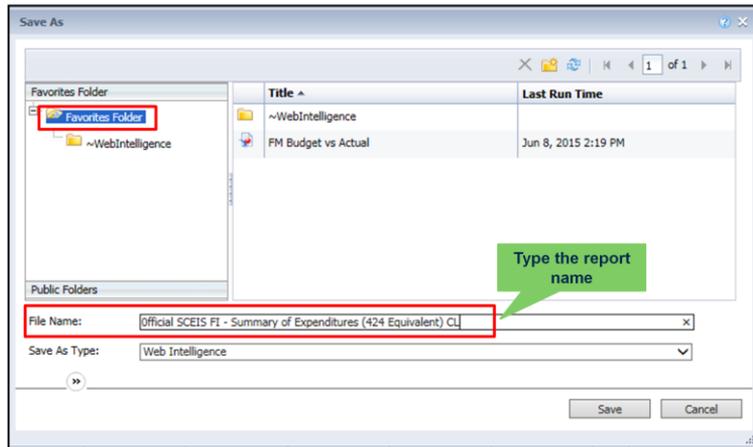
Saving a Report to My Favorites or Shared Folder



149

Select the folder you would like to save the report to, either in the Favorites Folder or your agency's shared folder, located in the SCSG folder.

Saving a Report to My Favorites or Shared Folder



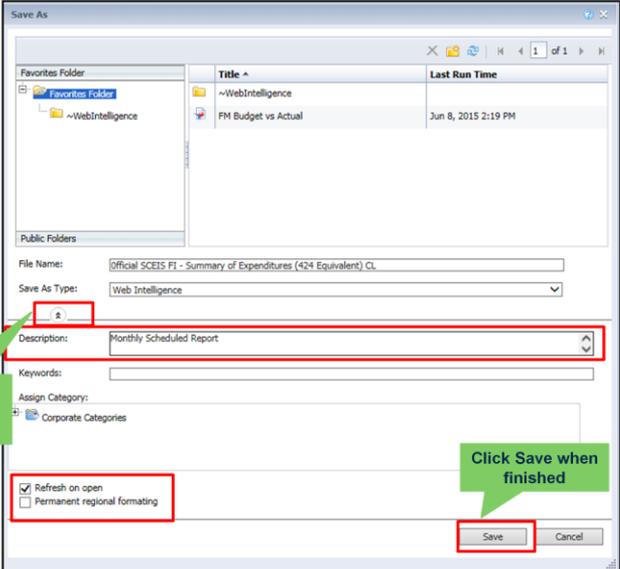
150

In this example, we are saving the report to the Favorites Folder. Type the report name in the File Name text box.

Saving a Report to My Favorites or Shared Folder



South Carolina Enterprise Information System

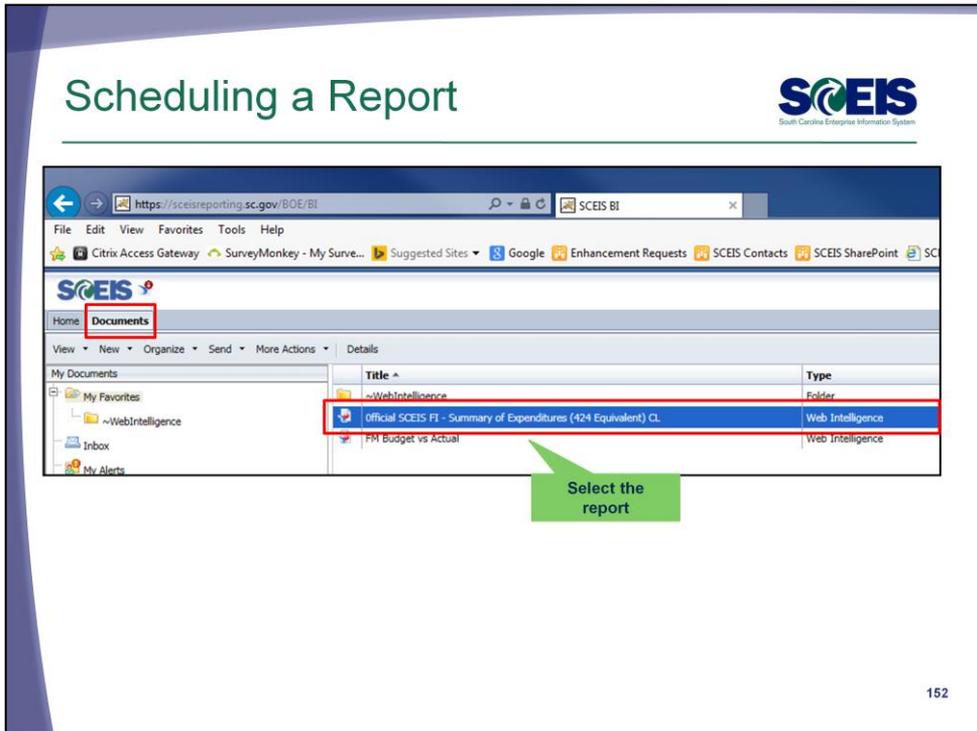


Click the double arrows to add more information

Click Save when finished

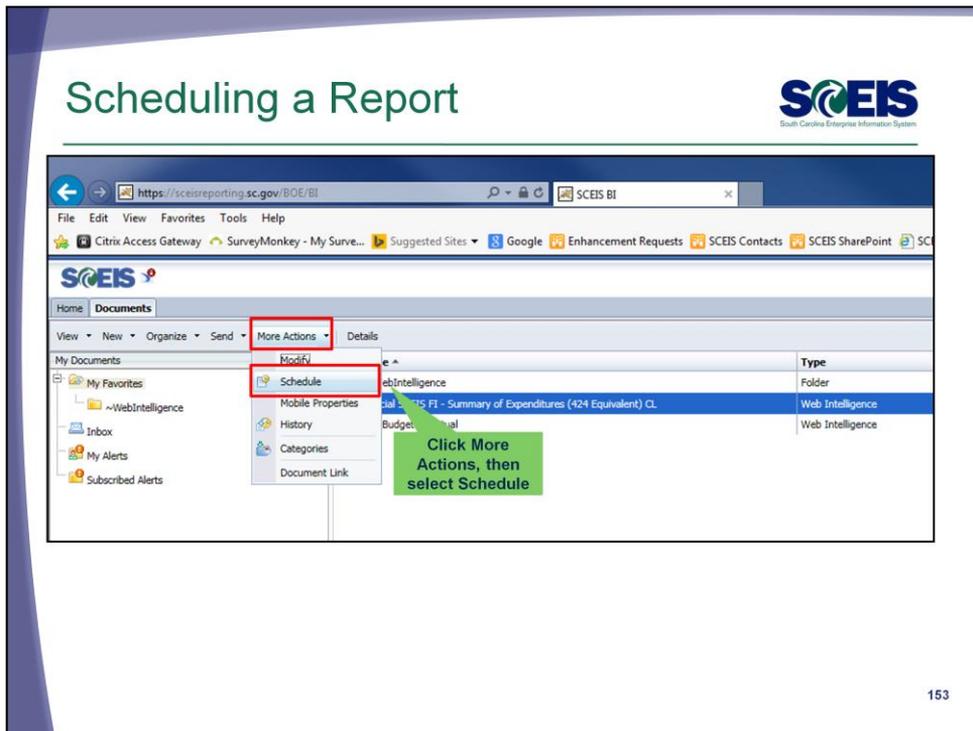
If you select the double arrows under the file type, you can add a Description for the report. Select the “Refresh on open” option in the lower left corner of the Save As window to automatically refresh the report when opened. Otherwise, you will need to click the Refresh icon to refresh the report.

Click the Save button when you are ready to save.

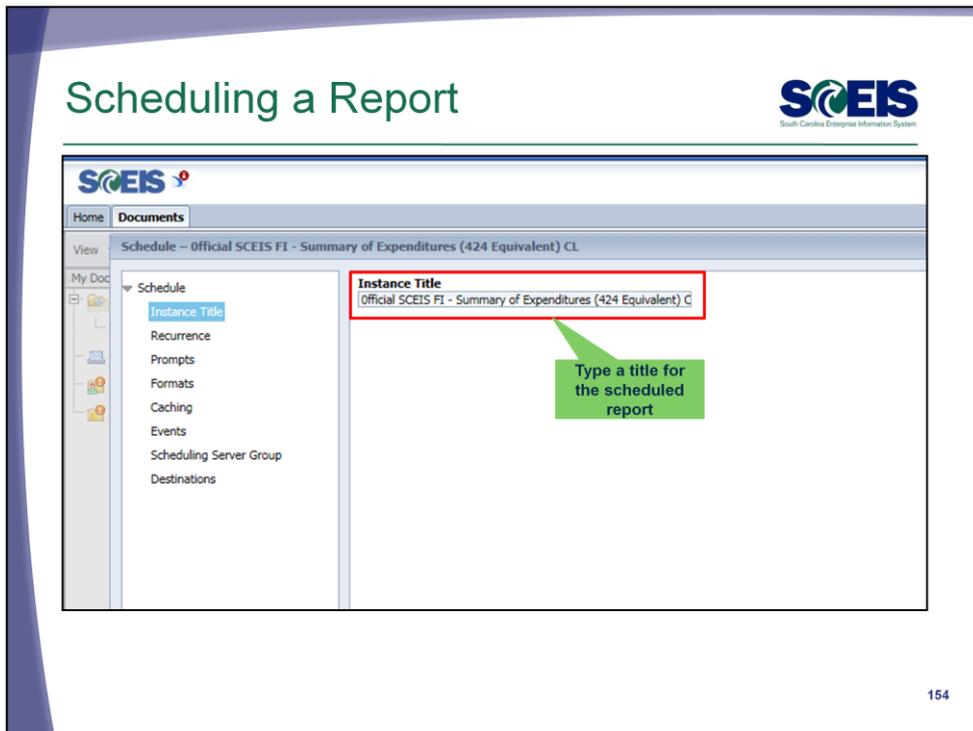


You can schedule any report you can access to automatically run (or retrieve the most recent data available) periodically. This is called scheduling a report. Each time the report is run, an instance of the report is created and stored in the History of the report.

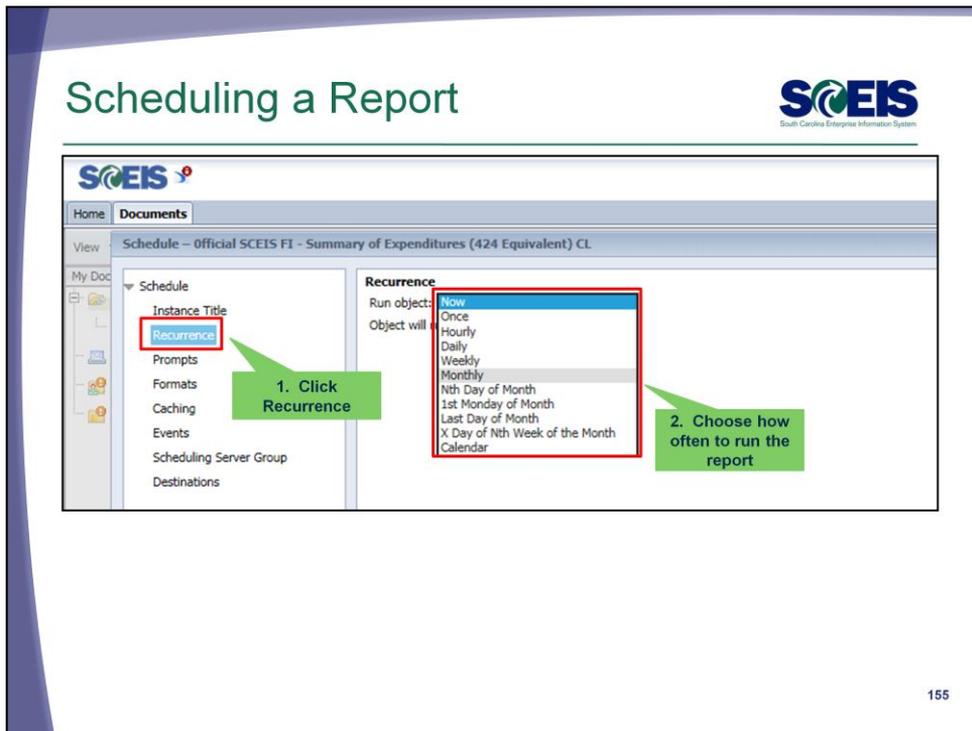
To begin, click the Documents tab and navigate to the report you wish to schedule. Click the report title to select it.



Click the More Actions icon, then select Schedule.



If you would like to change the title of the report, type it in the Instance Title box.



Click Recurrence on the left menu. Click the drop-down list beside Run object and select how often you would like the report to run. In this example, we have chosen Monthly.

Scheduling a Report


South Carolina Enterprise Information System

Home Documents

View: Schedule - Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL

My Doc

- Schedule
- Instance Title
- Recurrence
- Prompts
- Formats
- Caching
- Events
- Scheduling Server Group
- Destinations

Recurrence

Run object: Monthly

Object will run every N months.

Month(N) = 1

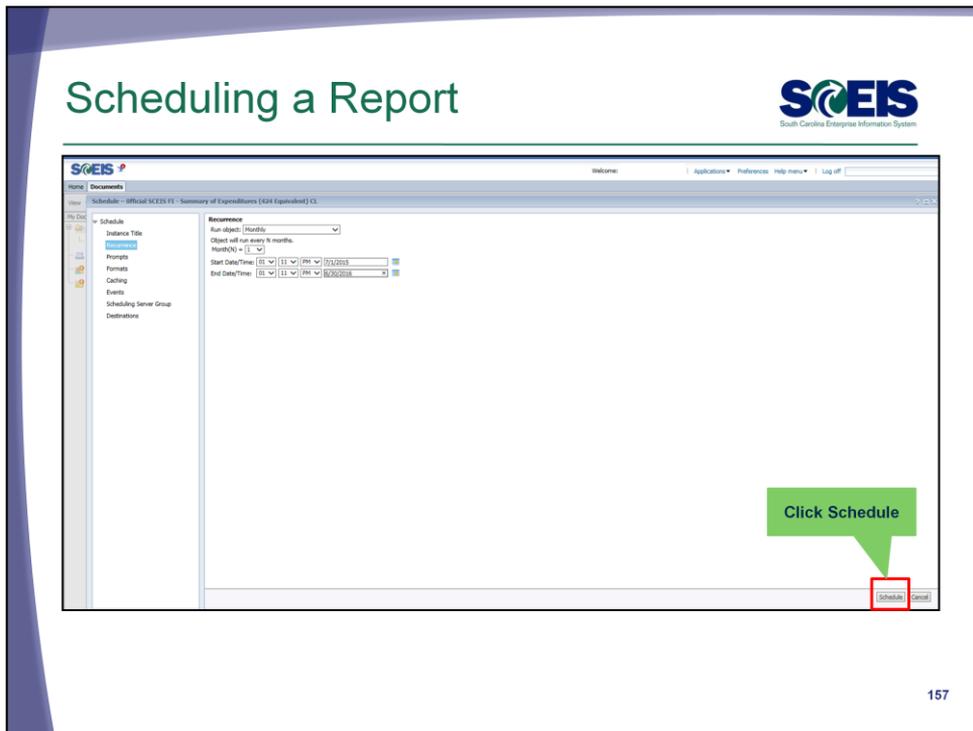
Start Date/Time: 01 11 PM 7/1/2015

End Date/Time: 01 11 PM 6/30/2016

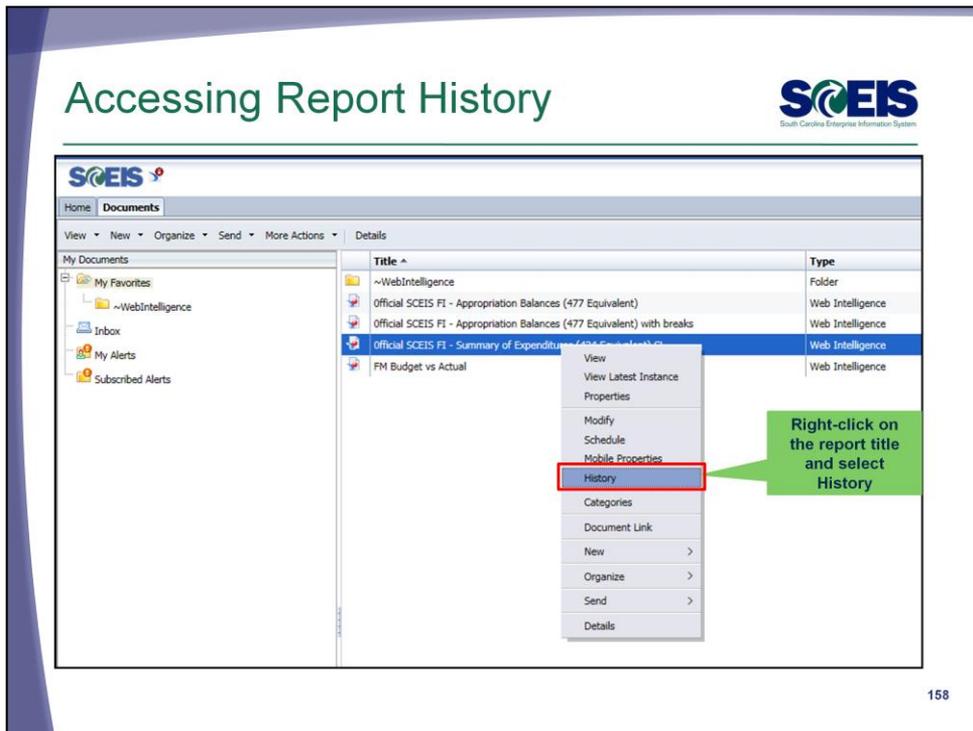
Enter the Start and End Dates and Times

156

Enter the Start and End Dates and Times. In this example, the report will run monthly beginning July 1, 2015 through June 30, 2016.



After completing the Recurrence information, click Schedule in the lower right corner of the window.

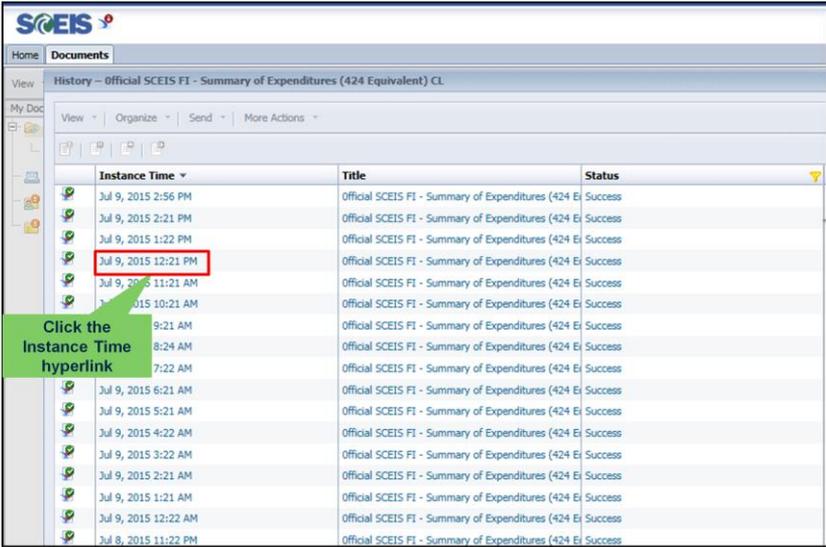


Each time a report is scheduled to run an instance of the report is created. To access these instances, right-click on the report title and select History.

Accessing Report History



South Carolina Enterprise Information System



Instance Time	Title	Status
Jul 9, 2015 2:56 PM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
Jul 9, 2015 2:21 PM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
Jul 9, 2015 1:22 PM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
Jul 9, 2015 12:21 PM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
Jul 9, 2015 11:21 AM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
Jul 9, 2015 10:21 AM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
9:21 AM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
8:24 AM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
7:22 AM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
Jul 9, 2015 6:21 AM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
Jul 9, 2015 5:21 AM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
Jul 9, 2015 4:22 AM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
Jul 9, 2015 3:22 AM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
Jul 9, 2015 2:21 AM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
Jul 9, 2015 1:21 AM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
Jul 9, 2015 12:22 AM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
Jul 8, 2015 11:22 PM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success

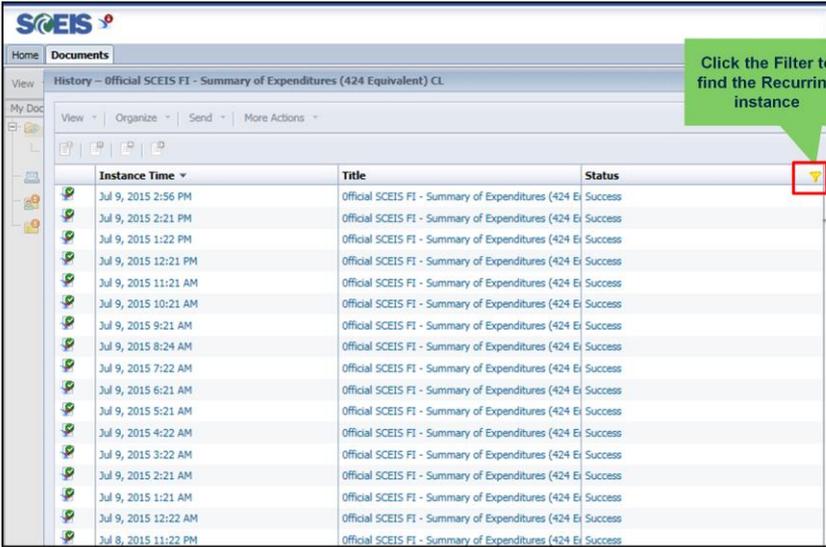
159

A list of the report instances appears with the Title of the report instance and the Instance Time (the time the report was run). To open an instance, click the Instance Time hyperlink.

Rescheduling/Changing Report Schedules



South Carolina Enterprise Information System



Click the Filter to find the Recurring instance

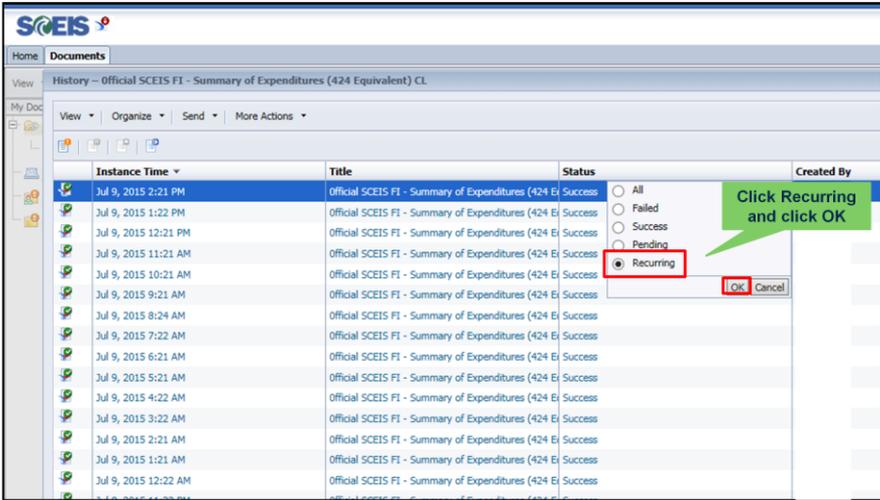
View	Instance Time	Title	Status
View	Jul 9, 2015 2:56 PM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
View	Jul 9, 2015 2:21 PM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
View	Jul 9, 2015 1:22 PM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
View	Jul 9, 2015 12:21 PM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
View	Jul 9, 2015 11:21 AM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
View	Jul 9, 2015 10:21 AM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
View	Jul 9, 2015 9:21 AM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
View	Jul 9, 2015 8:24 AM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
View	Jul 9, 2015 7:22 AM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
View	Jul 9, 2015 6:21 AM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
View	Jul 9, 2015 5:21 AM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
View	Jul 9, 2015 4:22 AM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
View	Jul 9, 2015 3:22 AM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
View	Jul 9, 2015 2:21 AM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
View	Jul 9, 2015 1:21 AM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
View	Jul 9, 2015 12:22 AM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success
View	Jul 8, 2015 11:22 PM	Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL	Success

To change the report schedule, find the report instance with the status of Recurring. If there are many instances, it's best to filter the Status column to show Recurring only. To do this, click the yellow filter icon in the Status column.

Rescheduling/Changing Report Schedules



South Carolina Enterprise Information System



The screenshot shows the SCEIS interface with a table of report instances. The table has columns for Instance Time, Title, Status, and Created By. The first row is selected, and a dialog box is open over it, showing radio buttons for All, Failed, Success, Pending, and Recurring. The Recurring radio button is selected and highlighted with a red box. A green callout box points to the Recurring radio button with the text "Click Recurring and click OK". Below the dialog box, there are OK and Cancel buttons.

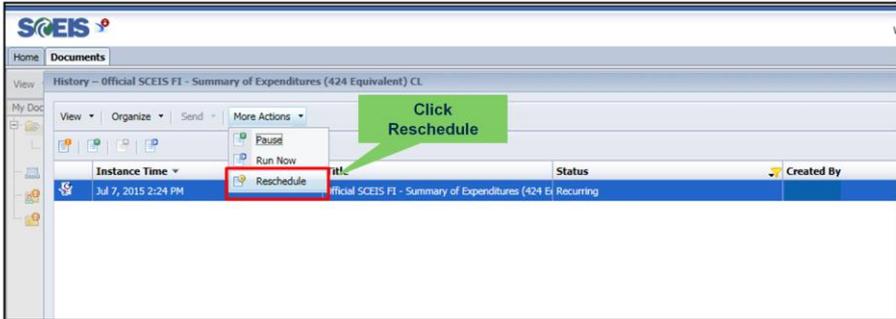
Instance Time	Title	Status	Created By
Jul 9, 2015 2:21 PM	Official SCEIS FI - Summary of Expenditures (424 E	Success	
Jul 9, 2015 1:22 PM	Official SCEIS FI - Summary of Expenditures (424 E	Success	
Jul 9, 2015 12:21 PM	Official SCEIS FI - Summary of Expenditures (424 E	Success	
Jul 9, 2015 11:21 AM	Official SCEIS FI - Summary of Expenditures (424 E	Success	
Jul 9, 2015 10:21 AM	Official SCEIS FI - Summary of Expenditures (424 E	Success	
Jul 9, 2015 9:21 AM	Official SCEIS FI - Summary of Expenditures (424 E	Success	
Jul 9, 2015 8:24 AM	Official SCEIS FI - Summary of Expenditures (424 E	Success	
Jul 9, 2015 7:22 AM	Official SCEIS FI - Summary of Expenditures (424 E	Success	
Jul 9, 2015 6:21 AM	Official SCEIS FI - Summary of Expenditures (424 E	Success	
Jul 9, 2015 5:21 AM	Official SCEIS FI - Summary of Expenditures (424 E	Success	
Jul 9, 2015 4:22 AM	Official SCEIS FI - Summary of Expenditures (424 E	Success	
Jul 9, 2015 3:22 AM	Official SCEIS FI - Summary of Expenditures (424 E	Success	
Jul 9, 2015 2:21 AM	Official SCEIS FI - Summary of Expenditures (424 E	Success	
Jul 9, 2015 1:21 AM	Official SCEIS FI - Summary of Expenditures (424 E	Success	
Jul 9, 2015 12:22 AM	Official SCEIS FI - Summary of Expenditures (424 E	Success	

161

Click the Recurring radio button and select OK.

Rescheduling/Changing Report Schedules


South Carolina Enterprise Information System

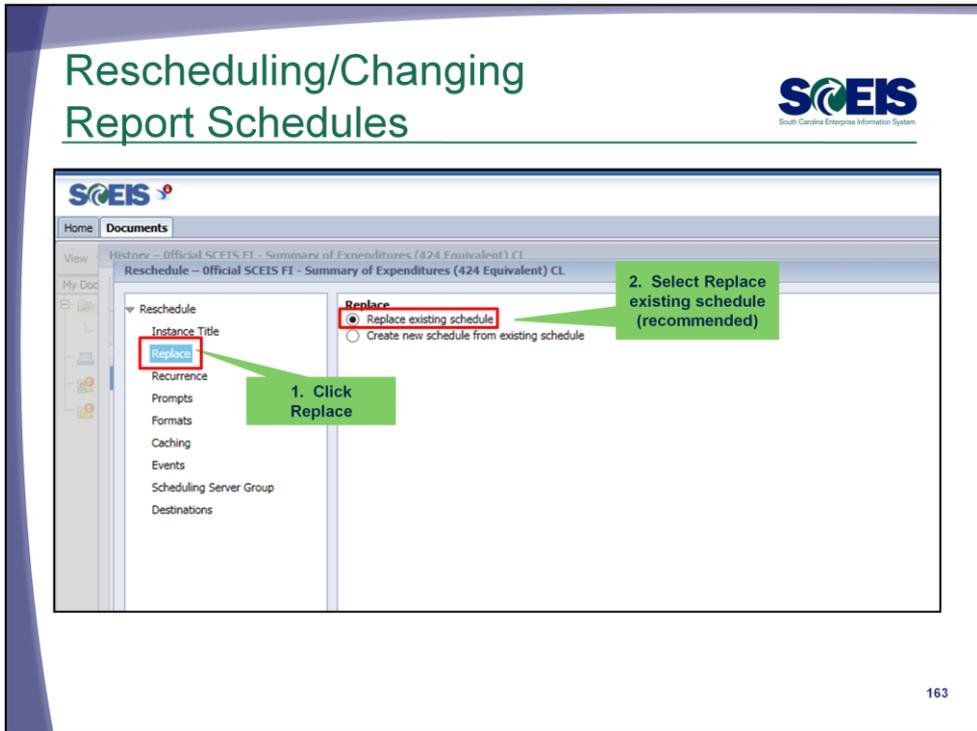


The screenshot shows the SCEIS interface with a document list. The document title is "Official SCEIS FI - Summary of Expenditures (424 Equivalent) CL". The "Instance Time" column shows "Jul 7, 2015 2:24 PM". The "More Actions" menu is open, showing options: "Pause", "Run Now", and "Reschedule". The "Reschedule" option is highlighted with a red box. A green callout bubble points to the "Reschedule" option with the text "Click Reschedule".

Instance Time	More Actions	Title	Status	Created By
Jul 7, 2015 2:24 PM	Pause Run Now Reschedule	Official SCEIS FI - Summary of Expenditures (424 E) Recurring		

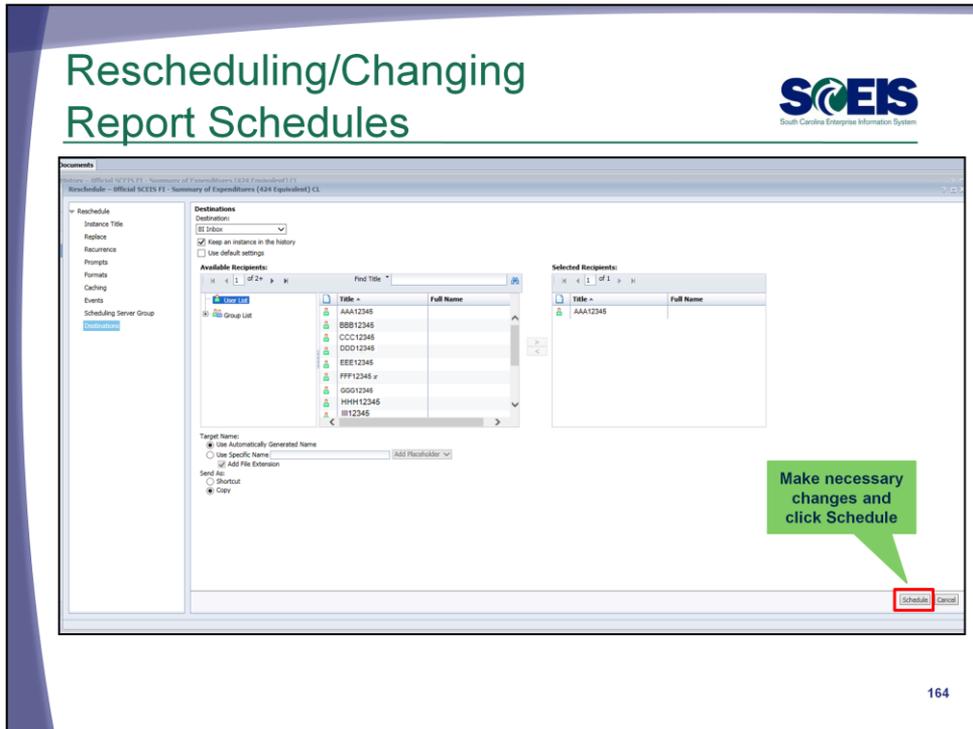
162

Click the Recurring instance. Under the More Actions drop-down menu, select Reschedule.



Make any necessary changes to the Instance Title. Click the Replace option in the left navigation. Choose whether to Replace the existing schedule, or Create a new schedule from the existing schedule.

It is suggested to choose Replace existing schedule if you are adding or deleting individuals to send the report to.

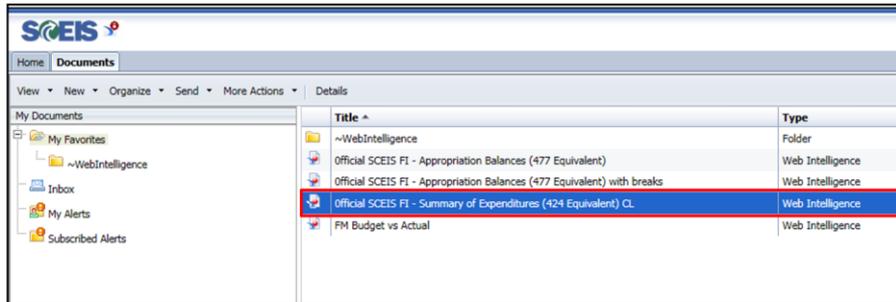


After making the necessary changes, click the Schedule button in the lower right corner of the window.



Lesson 5: Editing and Filtering a Query

View Mode vs. Edit Mode



166

Double-clicking a report title in the Documents tab opens it in View Mode.

View Mode vs. Edit Mode



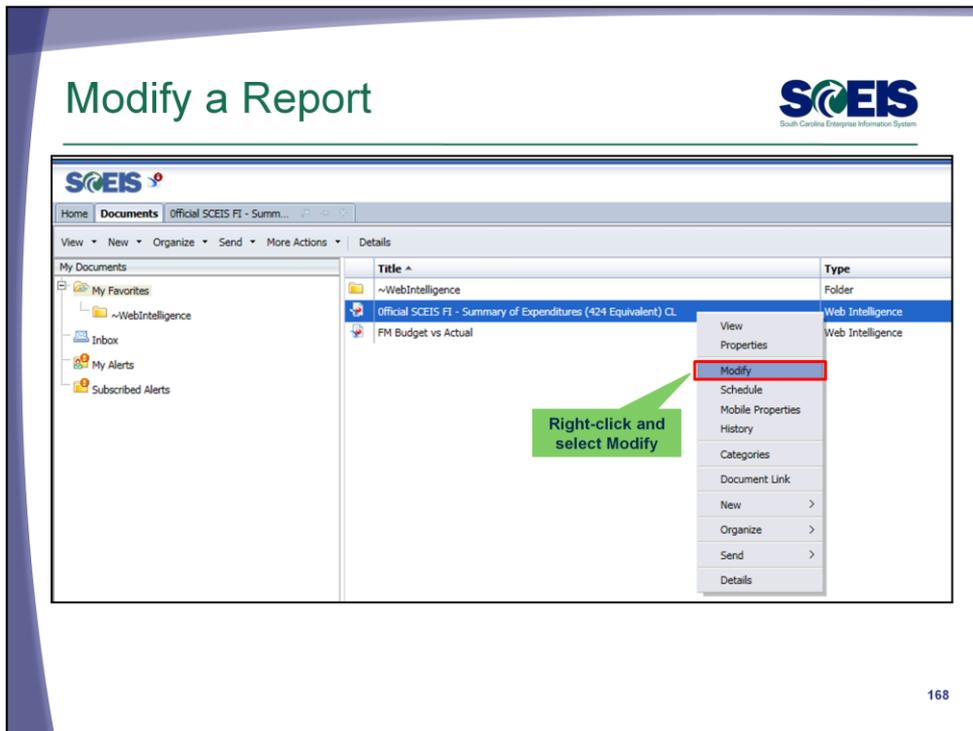
Summary of Expenditures By Funded Program (424)
 FY 2015 PP: 13 ()

Run Date: 7/7/2015 2:04 PM
 Source: FM Budget Vs Actual

F030 BUDGET AND CONTROL BOARD								
10000000 GENERAL FUND								
Funded Program - Budget	Budget Act C Info	Appropriations	Current Budget	YTD Actual Expense	Balance Before Commitments	Commitments and Other Transactions	Remaining Balance	Pct Spent
0100 100100 000 Administrative Serv	01008 CLASSIFIED POS	\$558,210.00	\$542,837.65	\$542,837.65	(\$0.00)	\$0.00	(\$0.00)	100.0
	01009 UNCLASS POSITIONS	\$110,000.00	\$66,229.44	\$66,229.44	(\$0.00)	\$0.00	(\$0.00)	100.0
	01010 OTHER ENDS	\$10,000.00	\$13,951.17	\$13,951.17	(\$0.00)	\$0.00	(\$0.00)	100.0
	Personal Services Total:	\$770,010.00	\$654,518.76	\$654,518.76	(\$0.00)	\$0.00	(\$0.00)	100.0
	F12001 OTHER OPERATING	\$628,437.00	\$1,267,819.19	\$1,267,819.19	\$269,389.89	\$1,131.00	\$269,328.03	79.1
	Other Operating Expenses Total:	\$628,437.00	\$1,267,819.19	\$1,267,819.19	\$269,389.89	\$1,131.00	\$269,328.03	79.1
0100 100100 000 Administrative Servs Total:		\$1,238,447.00	\$1,222,128.90	\$1,222,128.90	\$269,389.89	\$1,131.00	\$269,328.03	68.2
0100 1002000000 ETV Coverage -Lag &	F12001 OTHER OPERATING	\$0.00	\$0.00	\$0.00	(\$0.00)	\$0.00	(\$0.00)	0.0
	Other Operating Expenses Total:	\$0.00	\$0.00	\$0.00	(\$0.00)	\$0.00	(\$0.00)	0.0
010000 MISC OPS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0

In View Mode, you can refresh the report, export the report, save the report to your Favorites or a shared folder and apply simple filters.

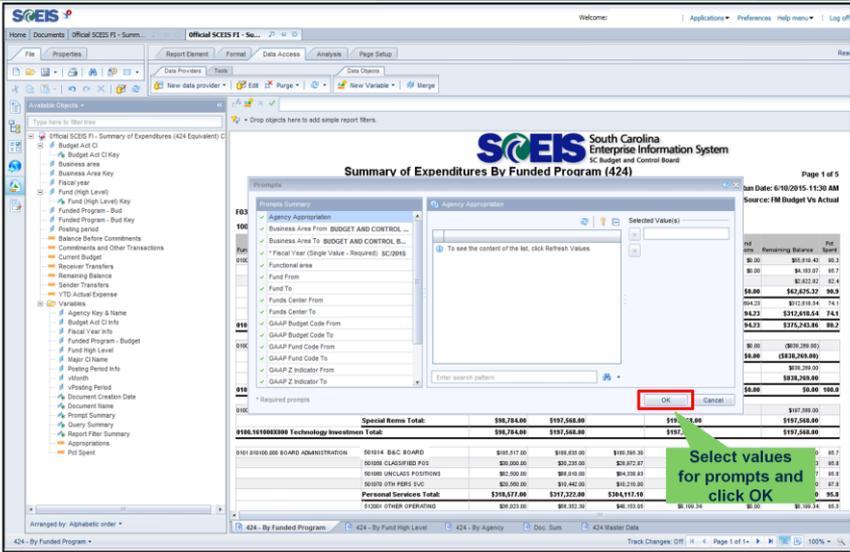
Edit Mode is used when making modifications to the report.



To modify, or edit a report, right-click the report you wish to edit. Select Modify.

Modify a Report





The screenshot displays the SOEIS interface with a report titled "Summary of Expenditures By Funded Program (424)". A "Prompts" dialog box is open, allowing users to select values for various prompts. A green callout box points to the "OK" button in the dialog, with the text "Select values for prompts and click OK". The background shows a detailed financial report table with columns for "Agency Appropriation", "Business Area", "Fund From", and "Fund To", and rows for various programs like "BUDGET AID CONTROL..." and "PERSONAL SERVICES TOTAL".

You are now in Edit Mode. The Prompts window will open if the report has prompts. Select values for any required prompts and any additional prompts you would like to use. Click OK. Answering prompts was discussed in Lesson 4 of this class.

You can now make changes to the report such as adding additional data fields to the query, and adding query and report filters.

Editing a Query



South Carolina
Enterprise Information System
SC Budget and Control Board

official SOEIS F1 - Sum... | Welcome | Applications | Preferences | Help menu | Log

File Properties Report Element Forms **Data Access** Analysis Page Setup

Data Providers Tools Data Objects

New data provider Edit Purge New Variable Merge

Available Objects

Type here to filter view

- official SOEIS F1 - Summary of Expenditures (424 Equivalent)
- Budget Act CI
- Budget Act CI Key
- Business Area
- Business Area Key
- Fiscal year
- Fund (high Level)
- Fund (high Level) Key
- Funded Program - Bud
- Funded Program - Bud Key
- Funding period
- Balance Before Comments
- Comments and Other Transactions
- Current Budget
- Receiver Transfers
- Remaining Balance
- Sender Transfers
- VTD Actual Expense
- Variables
 - Agency Key & Name
 - Budget Act CI Info
 - Fiscal Year Info
 - Funded Program - Budget
 - Fund High Level
 - Major CI Name
 - Posting Period Info
 - VMonth
 - VMonth Period
 - Document Creation Date
 - Document Name
 - Prompt Summary
 - Query Summary
 - Special Item Summary

Drop objects here to sample report filters.

Click the Data Access tab, then Edit



South Carolina
Enterprise Information System
SC Budget and Control Board

Expenditures By Funded Program (424)

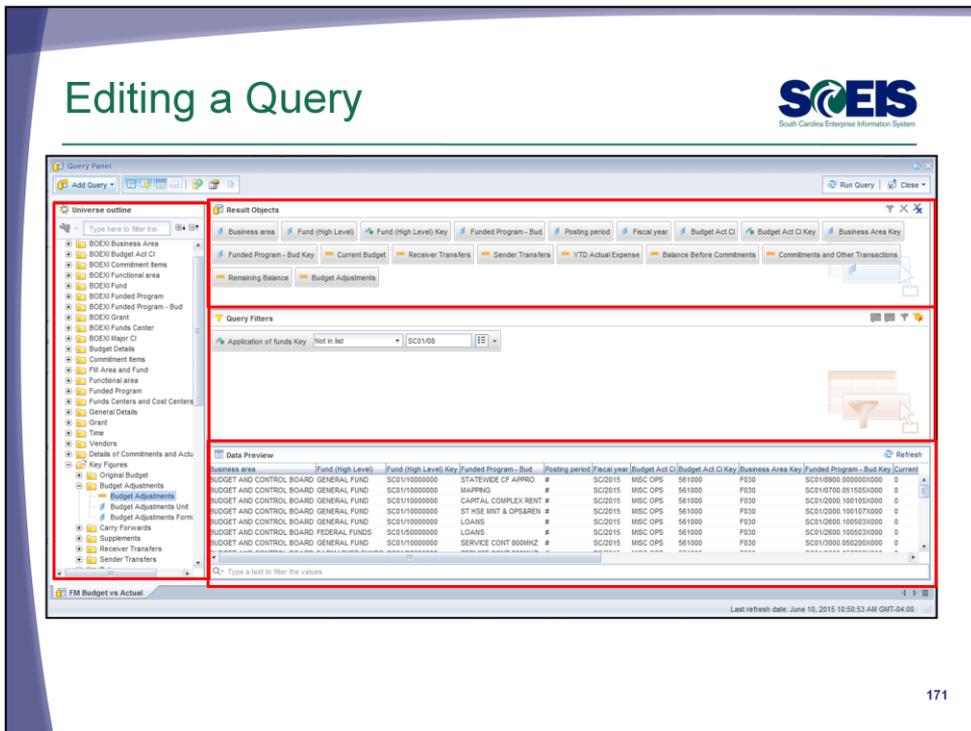
FY 2015 PP: 13 ()

Page 1 of 5
Run Date: 6/10/2015 11:30 AM
Source: FM Budget Vs Actual

F130 BUDGET AND CONTROL BOARD									
10000000 GENERAL FUND									
Funded Program - Budget	Budget Act CI Info	Appropriations	Current Budget	VTD Actual Expense	Balance Before Commitments	Commitments and Other Transactions	Remaining Balance	Pct Spent	
0100 100100 000 Administrative Serv	01000 CLASSIFIED POS	\$951,010.00	\$979,471.16	\$926,051.77	\$61,619.40	\$0.00	\$61,619.40	66.3	
	01000 UNCLASSIFIED POSITIONS	\$118,000.00	\$86,608.36	\$83,850.51	\$4,153.87	\$0.00	\$4,153.87	89.1	
	01000 OTH PERM SVC	\$15,000.00	\$16,841.46	\$13,210.84	\$2,822.82	\$0.00	\$2,822.82	82.4	
	Personal Services Total:	\$719,010.00	\$683,921.88	\$627,115.68	\$67,624.37	\$0.00	\$67,624.37	95.8	
	01000 OTHER OPERATING	\$625,407.00	\$1,216,802.52	\$605,989.35	\$610,232.77	\$1,004,225	\$212,616.54	74.1	
	Other Operating Expenses Total:	\$625,407.00	\$1,216,802.52	\$593,488.35	\$215,312.77	\$2,694,123	\$172,616.54	74.1	
	0100 100100 000 Administrative Serv Total:	\$1,238,417.00	\$1,900,684.32	\$1,523,666.63	\$277,937.89	\$2,694,123	\$175,243.86	66.2	
0100 100200 000 ETV Coverage - Leg 8	01000 OTHER OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0	
	Other Operating Expenses Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0	
	01000 MSC OPS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0	
	Special Items Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0	
	0100 100200 000 ETV Coverage - Leg 8 Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0	
0100 101000 000 Technology Investment	01000 MSC OPS	\$60,794.00	\$197,968.00	\$197,968.00	\$197,968.00	\$0.00	\$197,968.00	100.0	
	Special Items Total:	\$0.00	\$197,968.00	\$197,968.00	\$197,968.00	\$0.00	\$197,968.00	100.0	
	0100 101000 000 Technology Investment Total:	\$60,794.00	\$197,968.00	\$197,968.00	\$197,968.00	\$0.00	\$197,968.00	100.0	

170

To add additional data fields to the report, you must edit the report's query. You must be in Edit Mode to edit the query. Begin by clicking the Data Access tab, then click Edit.



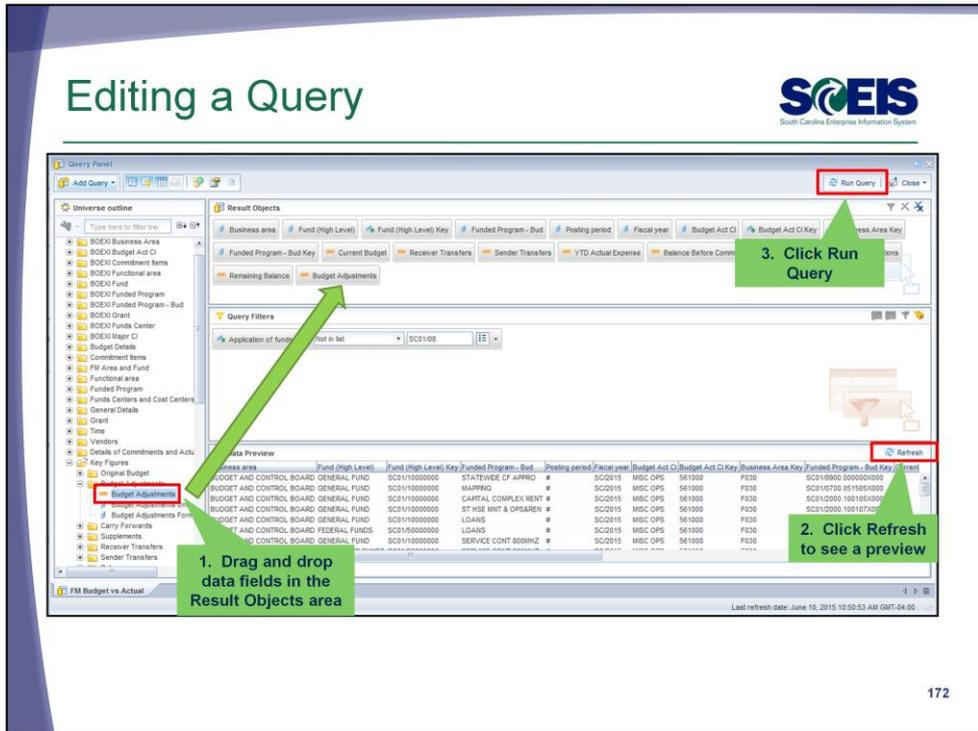
The Query Panel appears. Let's take a moment and review the four areas of the Query Panel:

The Universe Outline area – Lists possible objects, or data fields, available to use in the report

The Result Objects area – Shows the objects that will be included in the report

The Query Filters area – Shows the objects the report will be filtered by at the query level

The Data Preview area – Allows you to click the Refresh button to see a preview of the report.

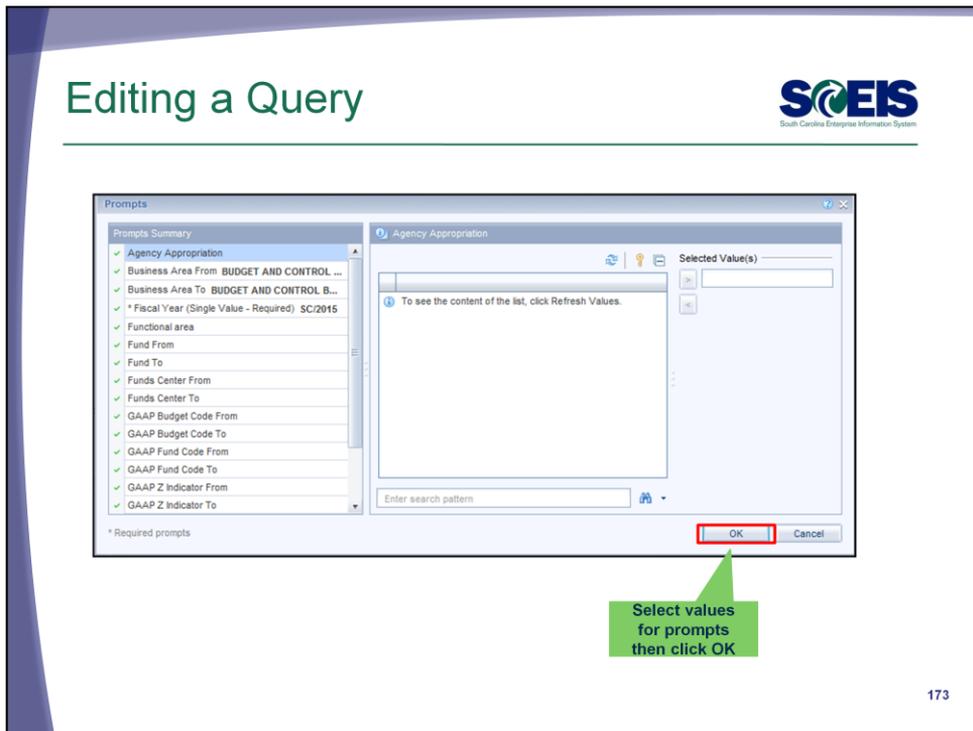


To add an additional data field to the report, find the data field in the Universe outline then drag and drop the data field title into the Result Objects area.

You can also double-click the data field, and it will automatically place it in the Result Objects area. In this example, we added the data field Budget Adjustments to the Result Objects area.

To see a preview of the report, click the Refresh button.

Click Run Query when you are ready to run the report.

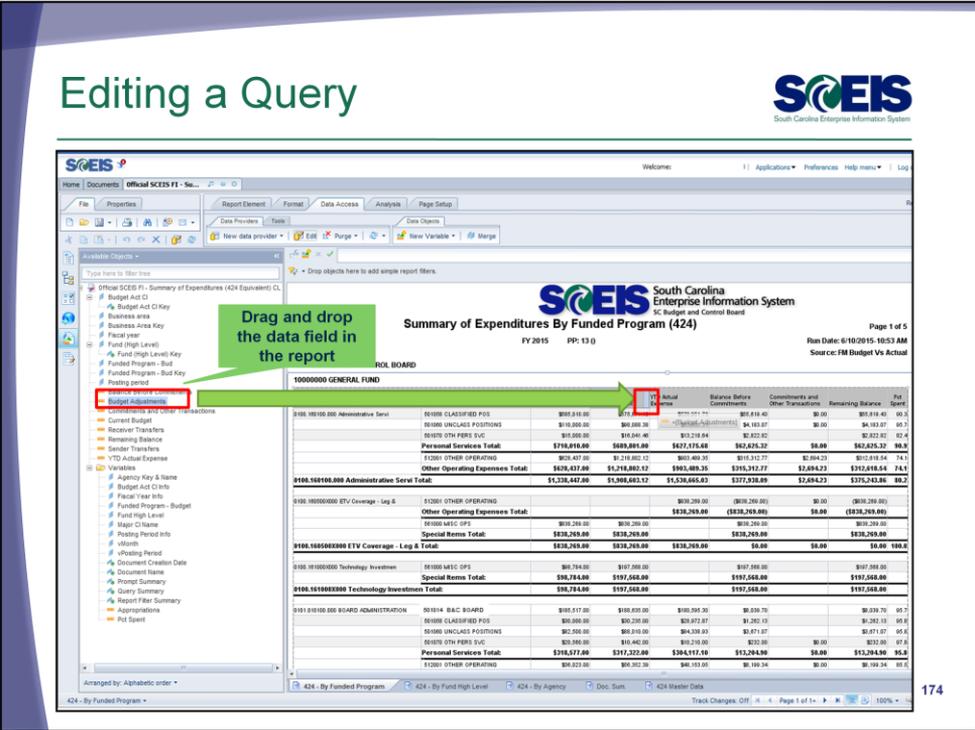


If the Prompts window appears, select a value for each required prompt and any additional prompt filters you would like to add. Click OK.

Note: Your previous prompt replies will be saved in the Prompts Summary. If no changes are needed, just click OK to run the report.

Editing a Query





Summary of Expenditures By Funded Program (424)

FY 2015 PP: 13 (0)

Page 1 of 5
Run Date: 6/10/2015 10:53 AM
Source: FM Budget Vs Actual

10000000 GENERAL FUND		Actual	Balance Before	Commitments and	Remaining Balance	Per
		Expenses	Commitments	Other Transactions		Spent
0100 100100 000 Administrative Serv	01000 UNCLASSIFIED POS	\$60,010.00	\$0.00	\$0.00	\$60,010.00	05.5
	01000 UNCLASS POSITIONS	\$10,000.00	\$0.00	\$0.00	\$10,000.00	05.2
	01000 OTH PERM SVC	\$10,000.00	\$10,000.00	\$0.00	\$0.00	02.4
	01000 UNCLASS POSITIONS	\$39,990.00	\$0.00	\$0.00	\$39,990.00	06.8
	Personal Services Total	\$70,000.00	\$10,000.00	\$0.00	\$60,000.00	
	01000 OTHER OPERATING	\$628,417.00	\$1,218,802.12	\$983,489.35	\$116,125.53	14.1
	Other Operating Expenses Total	\$628,417.00	\$1,218,802.12	\$983,489.35	\$116,125.53	
	0100 100100 000 Administrative Serv Total	\$1,328,417.00	\$1,228,802.12	\$1,066,978.65	\$267,156.88	
0100 100500000 ETV Coverage - Log 8	01000 OTHER OPERATING		\$10,269.00	\$10,269.00	\$0.00	00.0
	Other Operating Expenses Total		\$10,269.00	\$10,269.00	\$0.00	
	Special Reven Total	\$10,269.00	\$10,269.00	\$10,269.00	\$0.00	
	0100 100500000 ETV Coverage - Log 8 Total	\$10,269.00	\$10,269.00	\$10,269.00	\$0.00	
0100 101000000 Technology Investment	01000 MISC OPS	\$90,754.00	\$107,588.00	\$107,588.00	\$107,588.00	05.7
	Special Reven Total	\$90,754.00	\$107,588.00	\$107,588.00	\$107,588.00	
	0100 101000000 Technology Investment Total	\$90,754.00	\$107,588.00	\$107,588.00	\$107,588.00	
0101 010100 000 BOARD ADMINISTRATION	01010 UNCLASSIFIED POS	\$100,517.00	\$100,000.00	\$0.00	\$0.00	05.7
	01010 UNCLASS POSITIONS	\$0.00	\$0.00	\$0.00	\$0.00	05.6
	01010 OTH PERM SVC	\$0.00	\$0.00	\$0.00	\$0.00	05.6
	01010 UNCLASS POSITIONS	\$0.00	\$0.00	\$0.00	\$0.00	05.6
	Personal Services Total	\$100,517.00	\$100,000.00	\$0.00	\$0.00	
	01010 OTHER OPERATING	\$90,823.00	\$90,262.36	\$90,262.36	\$0.00	05.7

Notice that the Budget Adjustments data field is now in the list of Available Objects. To add the field to the report, you must drag and drop the data field from the Available Objects area to a place in the report.

In this example, we would like the Budget Adjustments column to be the column after Current Budget. Release the data field once you see the thin blue bar in the place you would like the column to appear.

Editing a Query



South Carolina
Enterprise Information System
SC Budget and Control Board

Official SCES FI - Summary of Expenditures (Q4 Equivalent)

- # Budget Act CI Key
- # Business Area Key
- # Fiscal Year
- # Fund High Level
- # Fund High Level Key
- # Funded Program - Bud
- # Funded Program - Bud Key
- # Funding Period
- # Balance Before Commitments
- # Budget Adjustments
- # Commitments and Other Transactions
- # Current Budget
- # Receiver Transfers
- # Reversing Entries
- # Sender Transfers
- # YTD Actual Expenses
- # Variables
 - # Agency Key & Name
 - # Budget Act CI Info
 - # Fiscal Year Info
 - # Funded Program - Budget
 - # Fund High Level
 - # Major CI Name
 - # Posting Period Info
 - # Month
 - # Posting Period
 - # Document Creation Date
 - # Document Name
 - # Fiscal Summary
 - # Query Summary
 - # Report Filter Summary
 - # Appropriations
 - # POC Email



Summary of Expenditures By Funded Program (424)

FY 2015 PP: 13 (3)

Run Date: 6/18/2015 11:44 AM
Source: FM Budget Vs Actual

FE30 BUDGET AND CONTROL BOARD

00000000 GENERAL FUND

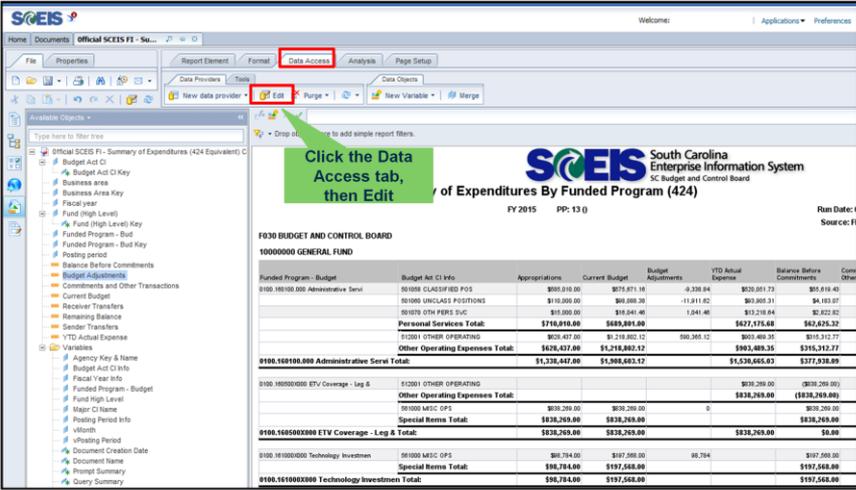
Enabled Program - Budget	Budget Act CI Info	Appropriations	Current Budget	Budget Adjustments	YTD Actual Expenses	Balance Before Commitments	Commitments and Other Transactions	Remaining Balance	Per. Cent
0100 00000000 Administrative Serv	01000 CLASSIFIED POS	\$100,000.00	\$97,871.11	-2,128.89	\$93,000.00	\$93,000.00	\$0.00	\$0.00	93.00
	01000 UNCLASSIFIED POS	\$10,000.00	\$9,988.89	-11.11	\$9,988.89	\$9,988.89	\$0.00	\$0.00	99.89
	01015 OTH PERS DUC	\$10,000.00	\$10,044.44	1,044.44	\$13,718.44	\$0.00	\$0.00	\$0.00	85.4
	Personal Services Total:	\$10,000.00	\$10,044.44		\$13,718.44	\$0.00	\$0.00	\$0.00	85.4
	11000 OTHER OPERATING	\$67,000.00	\$71,933.33	4,933.33	\$65,488.89	\$10,511.11	\$2,044.44	\$11,977.78	74.5
	Other Operating Expenses Total:	\$67,000.00	\$71,933.33		\$65,488.89	\$10,511.11	\$2,044.44	\$11,977.78	74.5
	0100 00000000 Administrative Serv Total:	\$110,000.00	\$110,000.00		\$118,488.89	\$10,511.11	\$2,044.44	\$13,975.58	88.2
0100 00000000 ETV Coverage - Leg 5	01001 OTHER OPERATING	\$100,000.00	\$99,200.00	-800.00	\$99,200.00	\$99,200.00	\$0.00	\$0.00	99.2
	Other Operating Expenses Total:	\$100,000.00	\$99,200.00		\$99,200.00	\$99,200.00	\$0.00	\$0.00	99.2
	01000 MISC OPS	\$100,000.00	\$100,200.00	200.00	\$100,200.00	\$100,200.00	\$0.00	\$0.00	100.2
	Special Revenue Total:	\$100,000.00	\$100,200.00		\$100,200.00	\$0.00	\$0.00	\$0.00	100.2
	0100 00000000 ETV Coverage - Leg 5 Total:	\$100,000.00	\$100,200.00		\$100,200.00	\$0.00	\$0.00	\$0.00	100.2
0100 00000000 Technology Investment	01000 MISC OPS	\$50,000.00	\$47,200.00	-2,800.00	\$47,200.00	\$47,200.00	\$0.00	\$0.00	94.4
	Special Revenue Total:	\$50,000.00	\$47,200.00		\$47,200.00	\$0.00	\$0.00	\$0.00	94.4
	0100 00000000 Technology Investment Total:	\$50,000.00	\$47,200.00		\$47,200.00	\$0.00	\$0.00	\$0.00	94.4
0100 00000000 BOARD ADMINISTRATION	01014 SAC BOARD	\$100,000.00	\$98,833.33	-1,166.67	\$98,833.33	\$98,833.33	\$0.00	\$0.00	98.8
	01000 CLASSIFIED POS	\$30,000.00	\$30,233.33	233.33	\$30,233.33	\$1,266.67	\$0.00	\$0.00	100.8
	01000 UNCLASSIFIED POS	\$50,000.00	\$50,000.00	0.00	\$50,000.00	\$50,000.00	\$0.00	\$0.00	100.0
	01015 OTH PERS DUC	\$50,000.00	\$10,400.00	-39,600.00	\$10,233.33	\$0.00	\$0.00	\$0.00	20.5
	Personal Services Total:	\$100,000.00	\$10,400.00		\$10,233.33	\$0.00	\$0.00	\$0.00	10.2
	0100 00000000 BOARD ADMINISTRATION Total:	\$100,000.00	\$10,400.00		\$10,233.33	\$0.00	\$0.00	\$0.00	10.2

Budget Adjustments is now added to the report. The data automatically populates in the column.

Query Filters



South Carolina
Enterprise Information System
SC Budget and Control Board



Run Date: 11/11/15
Source: 10000000

Spended Program - Budget	Budget Act CI Info	Appropriations	Current Budget	Budget Adjustments	YTD Actual Expense	Balance Before Commitments	Commitment
0100 10000000 Administrative Serv	01000 CLASSIFIED POS	\$601,010.00	\$675,671.16	-9,338.84	\$620,051.73	\$61,618.43	
	01000 UNCLASS POSITIONS	\$110,000.00	\$90,000.00	-11,811.82	\$93,605.31	\$4,193.67	
	01000 UNCLASS POS	\$10,000.00	\$10,000.00		\$10,000.00	\$0.00	
	Personal Services Total:	\$716,010.00	\$695,681.00		\$627,175.48	\$62,625.32	
01001 OTHER OPERATING		\$628,437.00	\$1,218,882.12	\$88,365.12	\$663,489.35	\$110,312.77	
	Other Operating Expenses Total:	\$628,437.00	\$1,218,882.12		\$663,489.35	\$110,312.77	
0100 10000000 Administrative Serv Total:		\$1,344,447.00	\$1,916,563.12		\$1,330,665.83	\$277,938.09	
0100 100000000 ETV Coverage - Leg &	01001 OTHER OPERATING				\$838,269.00	(\$838,269.00)	
	Other Operating Expenses Total:				\$838,269.00	(\$838,269.00)	
	01000 MISC OPS	\$838,269.00	\$838,269.00		\$838,269.00	\$0.00	
	Special Items Total:	\$838,269.00	\$838,269.00		\$838,269.00	\$0.00	
0100 100000000 ETV Coverage - Leg & Total:		\$838,269.00	\$838,269.00		\$838,269.00	\$0.00	
0100 101000000 Technology Investment	01000 MISC OPS	\$88,784.00	\$197,568.00	\$8,734.00	\$197,568.00	\$0.00	
	Special Items Total:	\$88,784.00	\$197,568.00		\$197,568.00	\$0.00	
0100 101000000 Technology Investment Total:		\$88,784.00	\$197,568.00		\$197,568.00	\$0.00	

There are several types of filters you can apply to your report. We have already discussed prompt filters, those filters that appear each time a report is run or refreshed. Another type of filter is a query filter. A query filter limits the results in a report or document before the query is run. Query filters are applied in the Query Panel.

To access the Query Panel, first click the Data Access tab, and then click Edit.

Query Filters

SOEIS
South Carolina Enterprise Information System

Query Panel

Add Query

Run Query | Clear

Universe outline

Type here to filter items

Result Objects

Business area Fund (High Level) Fund (High Level) Key Funded Program - Bud Posting period Fiscal year Budget Act CI Budget Act CI Key Business Area Key

Funded Program - Bud Key Current Budget Receiver Transfers Sender Transfers YTD Actual Expense Balance Before Commitments Commitments and Other Transactions

Remaining Balance Budget Adjustments

Query Filters

Add

Application of funds Key Not in list SC2100

Budget Act CI In list

Data Preview

Refresh

FM Budget vs Actual

Last refresh date: June 10, 2015 10:52:29 AM GMT-04:00

177

Find the data field you would like to filter by in the Universe outline, then drag and drop it in the Query Filters area.

Query Filters

SOEIS
South Carolina Enterprise Information System

Query Panel

Add Query - Run Query - Close

Universe outline

Result Objects

Query Filters

Application of funds Key Not in list SC3108

Budget Act CI

In list
Not in list
Equal to
Not Equal to
Greater than
Greater than or Equal to
Less than

Choose the operand

Data Preview

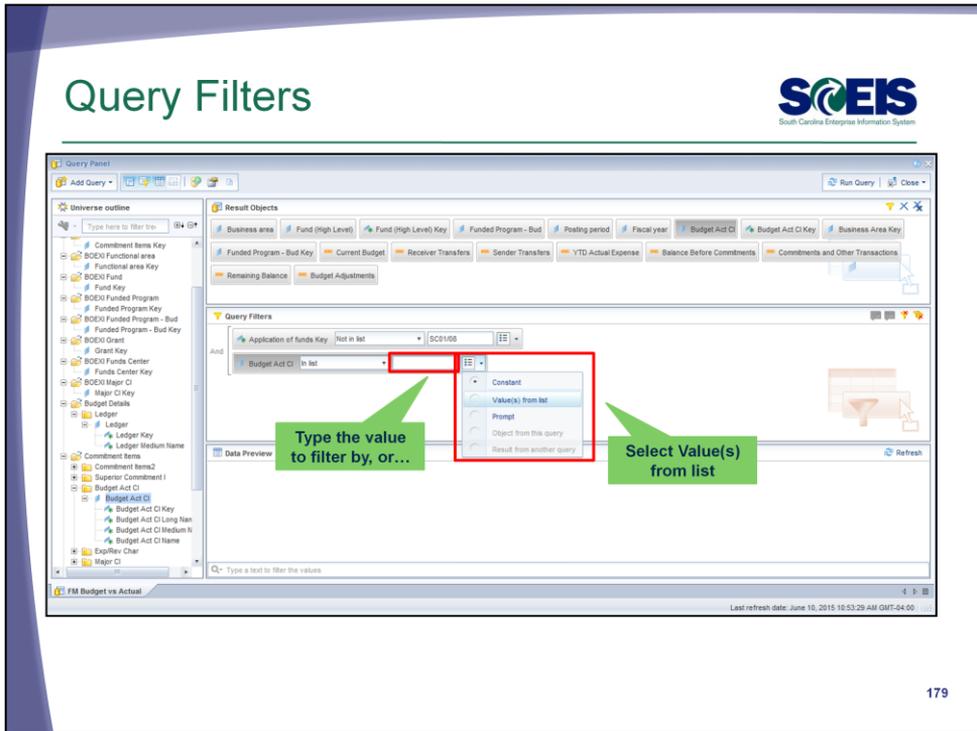
Refresh

FM Budget vs Actual

Last refresh date: June 10, 2015 10:53:29 AM GMT-04:00

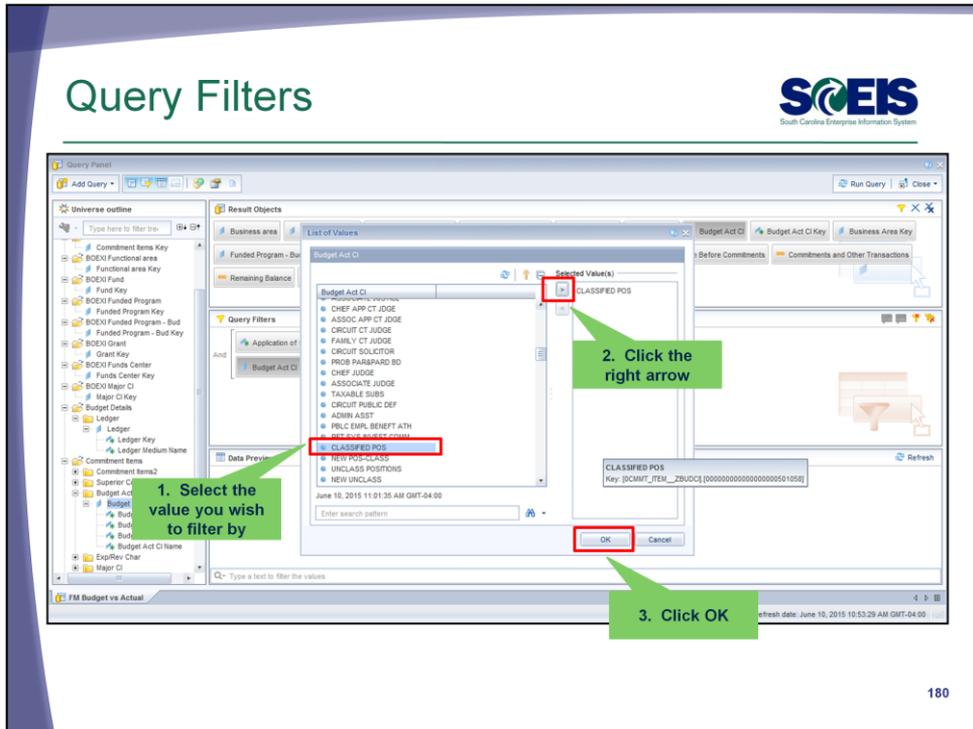
178

You will first choose the operand needed. The default operand is In list. For an explanation of each operand, please print the Operand Definitions document.



Type the value of your filter in the blank text box, or click the drop-down arrow and select Value(s) from the list. Selecting Value(s) from the list allows you to select a value from a list of possible values.

Under the same drop-down menu, you can also make this filter a prompt. Remember, prompts will ask you to select a value each time the report is run.



In this example, we have selected Value(s) from the list. Once the list of values appears, click the value you wish to filter by and click the right arrow to move the value into the Selected Value(s) box.

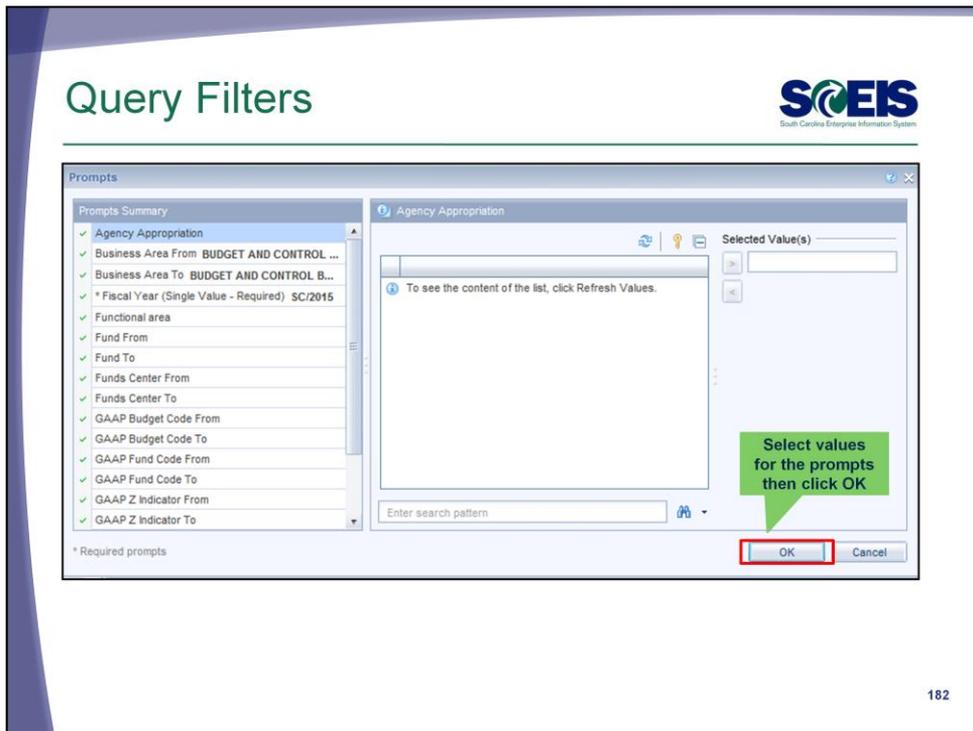
Depending on the operand you selected, you may select multiple values to filter by.

In this example, we would only like to see the Budget Account Commitment Item, Classified Positions. Click OK once you are finished selecting values to filter by.

Query Filters

181

Once you have added all filters needed, click Run Query.

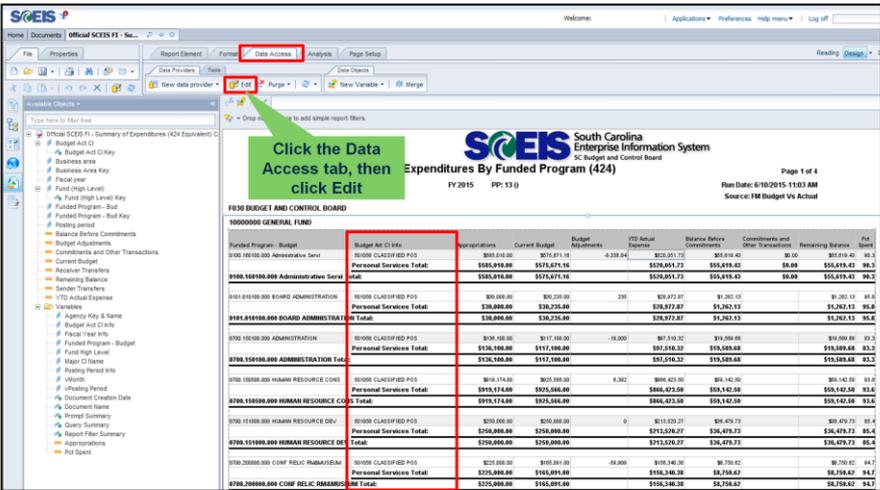


If the Prompts window appears, select a value for each required prompt and any additional prompt filters you would like to add. Click OK.

Note: Your previous prompt replies will be saved in the Prompts Summary. If no changes are needed, just click OK to run the report.

Query Filters





Click the Data Access tab, then click Edit

Funded Program - Budget	Budget Act Info	Appropriations	Current Budget	Budget Allotments	YTD Actual Expense	Balance Before Commitments	Commitments and Other Transactions	Remaining Balance	POB Spent
00000000 GENERAL FUND									
0000 Administrative Serv	00000 CLASSIFIED POS	\$90,810.00	\$90,810.00	-8,289.84	\$82,520.17	\$90,810.00	\$0.00	\$82,520.17	91.5
Total	Personal Services Total	\$90,810.00	\$90,810.00		\$82,520.17	\$90,810.00	\$0.00	\$82,520.17	91.5
0001 BOARD ADMINISTRATION	00000 CLASSIFIED POS	\$90,800.00	\$90,200.00	200	\$89,977.87	\$90,200.00	\$0.00	\$89,977.87	98.8
Total	Personal Services Total	\$90,800.00	\$90,200.00		\$89,977.87	\$90,200.00	\$0.00	\$89,977.87	98.8
0002 ADMINISTRATION	00000 CLASSIFIED POS	\$100,000.00	\$117,000.00	-18,000	\$87,910.32	\$100,000.00	\$0.00	\$87,910.32	87.9
Total	Personal Services Total	\$100,000.00	\$117,000.00		\$87,910.32	\$100,000.00	\$0.00	\$87,910.32	87.9
0003 ADMINISTRATION T&E	00000 CLASSIFIED POS	\$100,000.00	\$100,000.00		\$99,550.32	\$100,000.00	\$0.00	\$99,550.32	99.5
Total	Personal Services Total	\$100,000.00	\$100,000.00		\$99,550.32	\$100,000.00	\$0.00	\$99,550.32	99.5
0004 HUMAN RESOURCE COM	00000 CLASSIFIED POS	\$995,174.00	\$925,568.00	4,362	\$896,423.68	\$995,174.00	\$0.00	\$896,423.68	90.1
Total	Personal Services Total	\$995,174.00	\$925,568.00		\$896,423.68	\$995,174.00	\$0.00	\$896,423.68	90.1
0005 HUMAN RESOURCE DEV	00000 CLASSIFIED POS	\$200,000.00	\$200,000.00	0	\$213,829.27	\$200,000.00	\$0.00	\$213,829.27	106.9
Total	Personal Services Total	\$200,000.00	\$200,000.00		\$213,829.27	\$200,000.00	\$0.00	\$213,829.27	106.9
0006 CONF RELIC REBATE/SEM	00000 CLASSIFIED POS	\$225,000.00	\$165,000.00	-60,000	\$105,340.38	\$225,000.00	\$0.00	\$105,340.38	47.0
Total	Personal Services Total	\$225,000.00	\$165,000.00		\$105,340.38	\$225,000.00	\$0.00	\$105,340.38	47.0

Notice that the Budget Account Commitment Items Information only contains Classified Positions.

To delete a query filter, click the Data Access tab. Then, click Edit.

The screenshot displays the SOEIS Query Filters interface. At the top left, the title "Query Filters" is shown in green. The SOEIS logo is in the top right corner. The interface includes a "Query Panel" with a "Universe outline" on the left side, listing various categories like "FM Budget vs Actual", "BOEIX Business Area", and "BOEIX Budget Act Cl". The "Result Objects" section at the top lists items such as "Business area", "Fund (High Level)", and "Funded Program - Bud". The "Query Filters" section in the center contains a list of filters, with "Budget Act Cl" selected and highlighted by a red rectangular box. A green callout box with a white border and a green background points to this filter, containing the text "Click the filter and press Delete". Below the filters is a "Data Preview" section. At the bottom of the interface, a status bar indicates "FM Budget vs Actual" and "Last refresh date: June 10, 2015 11:03:40 AM GMT-04:00". The number "184" is located in the bottom right corner of the screenshot area.

Click the filter you wish to delete, then press Delete on your keyboard. In this example, we are deleting the filter on Budget Account Commitment Items.

Query Filters

SOEIS
South Carolina Enterprise Information System

Query Panel

Run Query

Click Run Query

Universe outline

Result Objects

Query Filters

Data Preview

185

Click Run Query.

Query Filters



South Carolina Enterprise Information System
SC Budget and Control Board

Summary of Expenditures By Funded Program (424)

FY 2015 PP: 13 (3)

Page: 1 of 5
Run Date: 6/10/2015 11:22 AM
Source: FM Budget Vls Actual

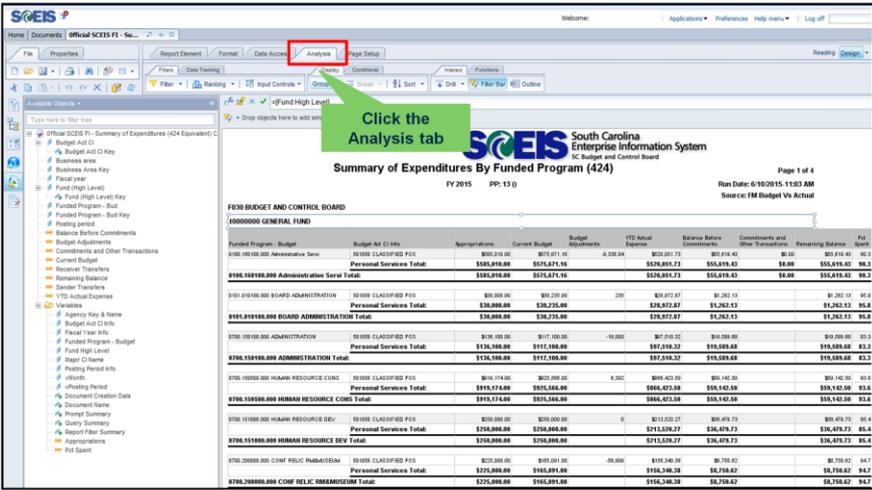
F030 BUDGET AND CONTROL BOARD

Expend Program - Budget	Budget Act C/ Info	Appropriations	Current Budget	Budget Adjustments	YTD Actual Expend	Balance Before Commitments	Commitments and Other Transactions	Remaining Balance	Pat. Debt
0100.00000000 Administrative Serv	01000 CLASSIFIED POS	\$000,000.00	\$079,871.16	-4,208.84	\$000,000.00	\$000,000.00	\$0.00	\$000,000.00	\$0.00
	01000 UNCLASSIFIED POSITIONS	\$100,000.00	\$00,000.00	-11,810.82	\$00,000.00	\$0.00	\$0.00	\$000,000.00	\$0.00
	01000 OTHER PERM EVC	\$00,000.00	\$10,041.46	1,841.46	\$00,000.00	\$0.00	\$0.00	\$000,000.00	\$0.00
	Personal Services Total:	\$100,000.00	\$089,891.62	\$6,632.62	\$00,000.00	\$0.00	\$0.00	\$000,000.00	\$0.00
	01000 OTHER OPERATIONS	\$000,000.00	\$0,000.00	\$00,000.00	\$000,000.00	\$000,000.00	\$0.00	\$000,000.00	\$0.00
	Other Operating Expenses Total:	\$000,000.00	\$0,000.00	\$00,000.00	\$000,000.00	\$000,000.00	\$0.00	\$000,000.00	\$0.00
0100.00000000 Administrative Serv Tot		\$1,000,000.00	\$1,069,691.62	\$6,632.62	\$1,000,000.00	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00
0100.00000000 ETV Coverage - Leg A	01000 OTHER OPERATIONS	\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00	\$0.00	\$000,000.00	\$0.00
	Other Operating Expenses Total:	\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00	\$0.00	\$000,000.00	\$0.00
	01000 MISC OPS	\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00	\$0.00	\$000,000.00	\$0.00
	Special Revenue Total:	\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00	\$0.00	\$000,000.00	\$0.00
0100.00000000 ETV Coverage - Leg A Total		\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00	\$0.00	\$000,000.00	\$0.00
0100.00000000 Technology Investment	01000 MISC OPS	\$00,000.00	\$00,000.00	\$0,000.00	\$00,000.00	\$00,000.00	\$0.00	\$00,000.00	\$0.00
	Special Revenue Total:	\$00,000.00	\$00,000.00	\$0,000.00	\$00,000.00	\$00,000.00	\$0.00	\$00,000.00	\$0.00
0100.00000000 Technology Investment Total		\$00,000.00	\$00,000.00	\$0,000.00	\$00,000.00	\$00,000.00	\$0.00	\$00,000.00	\$0.00
0100.00000000 BOARD ADMINISTRATION	01000 SAC BOARD	\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00	\$0.00	\$000,000.00	\$0.00
	01000 CLASSIFIED POS	\$00,000.00	\$00,000.00	\$00,000.00	\$00,000.00	\$00,000.00	\$0.00	\$00,000.00	\$0.00
	01000 UNCLASSIFIED POSITIONS	\$00,000.00	\$00,000.00	\$00,000.00	\$00,000.00	\$00,000.00	\$0.00	\$00,000.00	\$0.00
	01000 OTHER PERM EVC	\$00,000.00	\$00,000.00	\$00,000.00	\$00,000.00	\$00,000.00	\$0.00	\$00,000.00	\$0.00
	Personal Services Total:	\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00	\$0.00	\$000,000.00	\$0.00
	01000 OTHER OPERATIONS	\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00	\$0.00	\$000,000.00	\$0.00
0100.00000000 BOARD ADMINISTRATION Total		\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00	\$0.00	\$000,000.00	\$0.00

Notice that the Budget Account Commitment Items Information column now contains all values.

Report Filters





Click the Analysis tab

Summary of Expenditures By Funded Program (424)

FY 2015 PP: 13.0

Page 1 of 4
Run Date: 6/10/2015 11:03 AM
Source: FM Budget Vs Actual

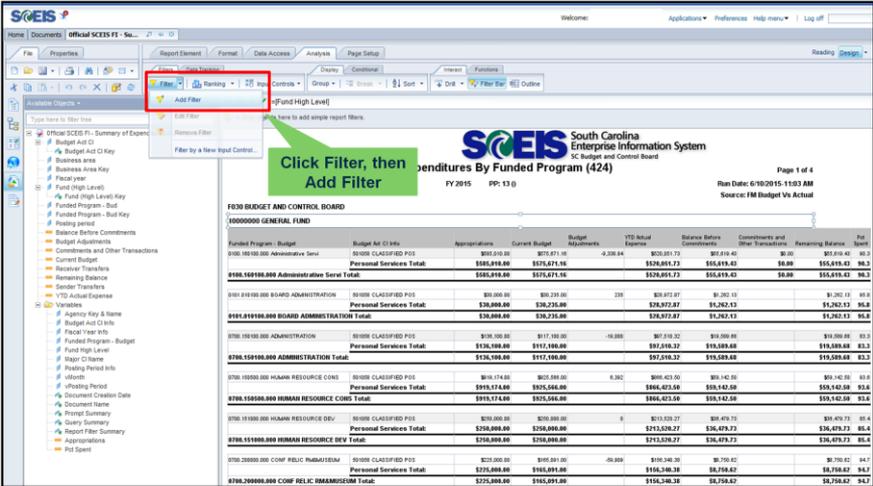
F030 BUDGET AND CONTROL BOARD									
100000000 GENERAL FUND									
Funded Program - Budget	Budget All CI Info	Appropriations	Current Budget	Budget Reallocations	YTD Actual Expend	Balance Before Commitments	Comments and Other Transactions	Remaining Balance	PP
3100 100100 000 Administrative Serv	RS100 CLASSIFIED POS	\$90,210.00	\$97,071.16	-6,238.84	\$20,281.73	\$75,814.43	\$0.00	\$20,281.43	10.3
Personal Services Total:		\$100,000.00	\$176,474.16		\$29,061.73	\$146,412.43	\$0.00	\$146,412.43	10.3
0100 100100 000 Administrative Serv Total:		\$100,000.00	\$176,474.16		\$29,061.73	\$146,412.43	\$0.00	\$146,412.43	10.3
3401 010100 000 BOARD ADMINISTRATION	RS100 CLASSIFIED POS	\$0.00	\$0.236.00	236	\$28,872.87	\$1,262.13	\$1,262.13	\$1,262.13	10.4
Personal Services Total:		\$30,000.00	\$30,236.00		\$28,872.87	\$1,262.13		\$1,262.13	10.4
0101 010100 000 BOARD ADMINISTRATION Total:		\$30,000.00	\$30,236.00		\$28,872.87	\$1,262.13		\$1,262.13	10.4
3700 100100 000 ADMINISTRATION	RS100 CLASSIFIED POS	\$18,100.00	\$17,100.00	-19,000	\$97,610.22	\$19,000.00	\$19,000.00	\$19,000.00	10.3
Personal Services Total:		\$120,000.00	\$112,000.00		\$97,610.22	\$19,000.00		\$19,000.00	10.3
0700 100100 000 ADMINISTRATION Total:		\$120,000.00	\$112,000.00		\$97,610.22	\$19,000.00		\$19,000.00	10.3
3700 100200 000 HUMAN RESOURCE CONG	RS100 CLASSIFIED POS	\$919,174.00	\$925,066.00	6,200	\$665,423.58	\$26,142.00	\$26,142.00	\$26,142.00	10.4
Personal Services Total:		\$919,174.00	\$925,066.00		\$665,423.58	\$26,142.00		\$26,142.00	10.4
0700 100200 000 HUMAN RESOURCE CONG Total:		\$919,174.00	\$925,066.00		\$665,423.58	\$26,142.00		\$26,142.00	10.4
3700 101000 000 HUMAN RESOURCE DEV	RS100 CLASSIFIED POS	\$200,000.00	\$200,000.00	0	\$213,229.22	\$86,479.73	\$86,479.73	\$86,479.73	10.4
Personal Services Total:		\$700,000.00	\$700,000.00		\$713,229.22	\$26,479.73		\$26,479.73	10.4
0700 101000 000 HUMAN RESOURCE DEV Total:		\$700,000.00	\$700,000.00		\$713,229.22	\$26,479.73		\$26,479.73	10.4
3700 200000 000 CONF RELIC PUBLISHING	RS100 CLASSIFIED POS	\$22,000.00	\$10,000.00	-48,000	\$16,140.38	\$0.00	\$0.00	\$0.00	10.3
Personal Services Total:		\$22,000.00	\$10,000.00		\$16,140.38	\$0.00		\$0.00	10.3
0700 200000 000 CONF RELIC PUBLISHING Total:		\$22,000.00	\$10,000.00		\$16,140.38	\$0.00		\$0.00	10.3

187

Another type of filter is the report filter. Report filters are applied on the report level, after the query is run. To apply a report filter, click the Analysis tab.

Report Filters

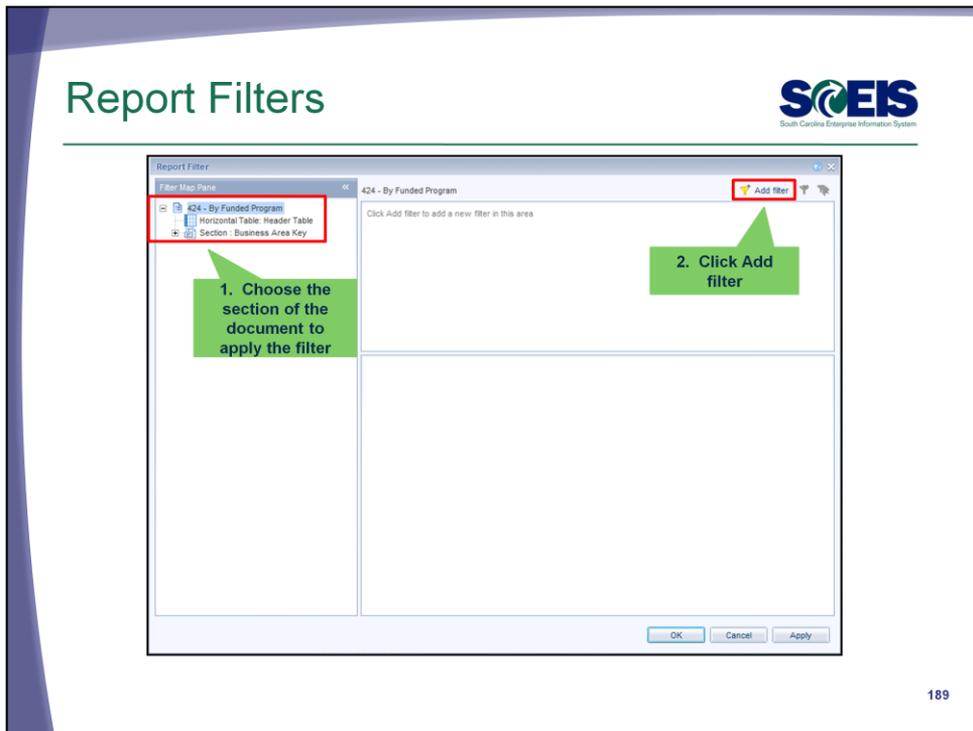




Click Filter, then Add Filter

Fund/Program - Budget	Budget Act ID Info	Appropriations	Current Budget	Budget Revisions	YTD Actual Expense	Balance Before Commitments	Commitments and Other Transactions	Remaining Balance	Est. Avail.
00000000 GENERAL FUND									
0000000000 Administrative Serv	000000 CLASSIFIED PDS	\$000,000.00	\$075,871.16	-4,200.04	\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00
	Personal Services Total:	\$000,000.00	\$075,871.16		\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00
0000100000 Administrative Serv Total:		\$000,000.00	\$075,871.16		\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00
0000200000 BOARD ADMINISTRATION	000000 CLASSIFIED PDS	\$00,000.00	\$00,000.00	0.00	\$00,000.00	\$0,000.00	\$0,000.00	\$0,000.00	\$0,000.00
	Personal Services Total:	\$00,000.00	\$00,000.00		\$00,000.00	\$0,000.00	\$0,000.00	\$0,000.00	\$0,000.00
0000200000 BOARD ADMINISTRATION Total:		\$00,000.00	\$00,000.00		\$00,000.00	\$0,000.00	\$0,000.00	\$0,000.00	\$0,000.00
0000300000 ADMINISTRATION	000000 CLASSIFIED PDS	\$100,000.00	\$117,100.00	-10,000.00	\$075,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
	Personal Services Total:	\$100,000.00	\$117,100.00		\$075,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
0000300000 ADMINISTRATION Total:		\$100,000.00	\$117,100.00		\$075,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
0000400000 HUMAN RESOURCE CONT	000000 CLASSIFIED PDS	\$000,000.00	\$000,000.00	0.00	\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00
	Personal Services Total:	\$000,000.00	\$000,000.00		\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00
0000400000 HUMAN RESOURCE CONT Total:		\$000,000.00	\$000,000.00		\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00
0000500000 HUMAN RESOURCE DEV	000000 CLASSIFIED PDS	\$000,000.00	\$000,000.00	0.00	\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00
	Personal Services Total:	\$000,000.00	\$000,000.00		\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00
0000500000 HUMAN RESOURCE DEV Total:		\$000,000.00	\$000,000.00		\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00	\$000,000.00
0000600000 CONF RELIC RUMADISUM	000000 CLASSIFIED PDS	\$000,000.00	\$000,000.00	-0.00	\$000,000.00	\$0,000.00	\$0,000.00	\$0,000.00	\$0,000.00
	Personal Services Total:	\$000,000.00	\$000,000.00		\$000,000.00	\$0,000.00	\$0,000.00	\$0,000.00	\$0,000.00
0000600000 CONF RELIC RUMADISUM Total:		\$000,000.00	\$000,000.00		\$000,000.00	\$0,000.00	\$0,000.00	\$0,000.00	\$0,000.00

Select the drop-down menu beside the Filter icon and select Add Filter.

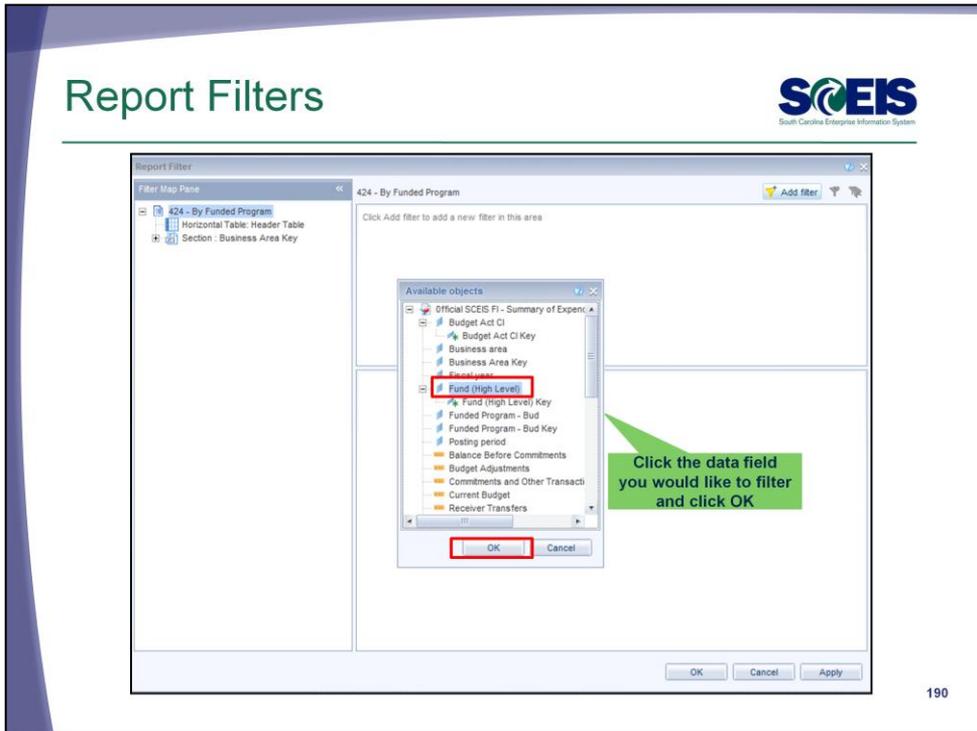


Choose the section of the document to apply the filter.

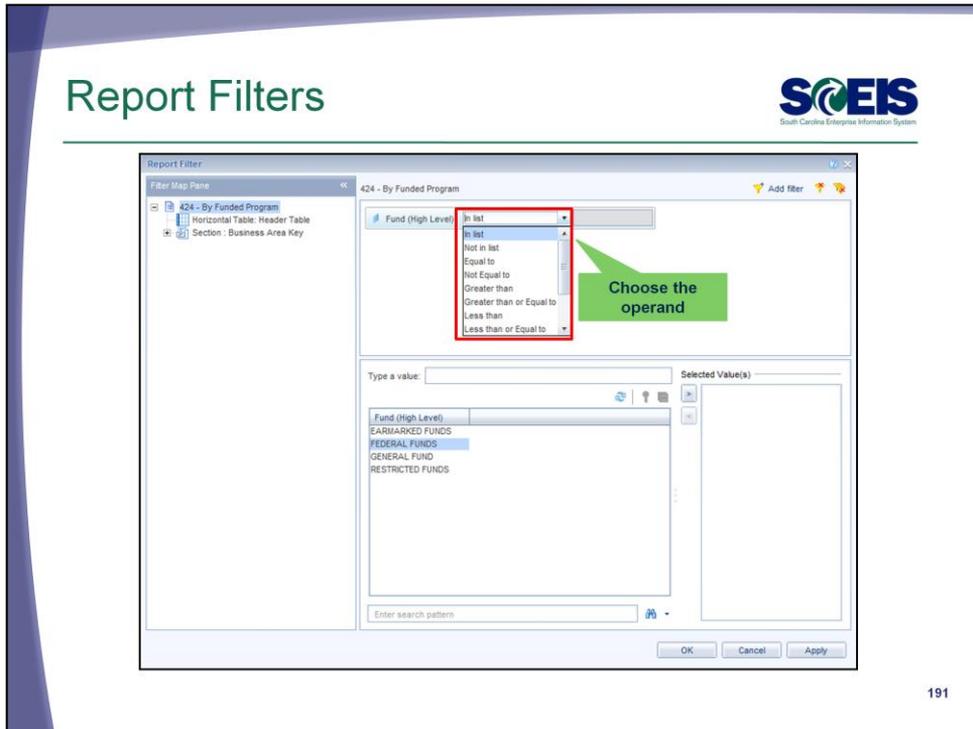
In this example, selecting Four Twenty-Four - By Funded Program will apply the filter to the entire report tab. Selecting Horizontal Table: Header Table will apply the filter to the table or block only. Selecting the Section: Business Area Key will apply the filter only on the Business Area Key section breaks of the report.

Now, click Add filter.

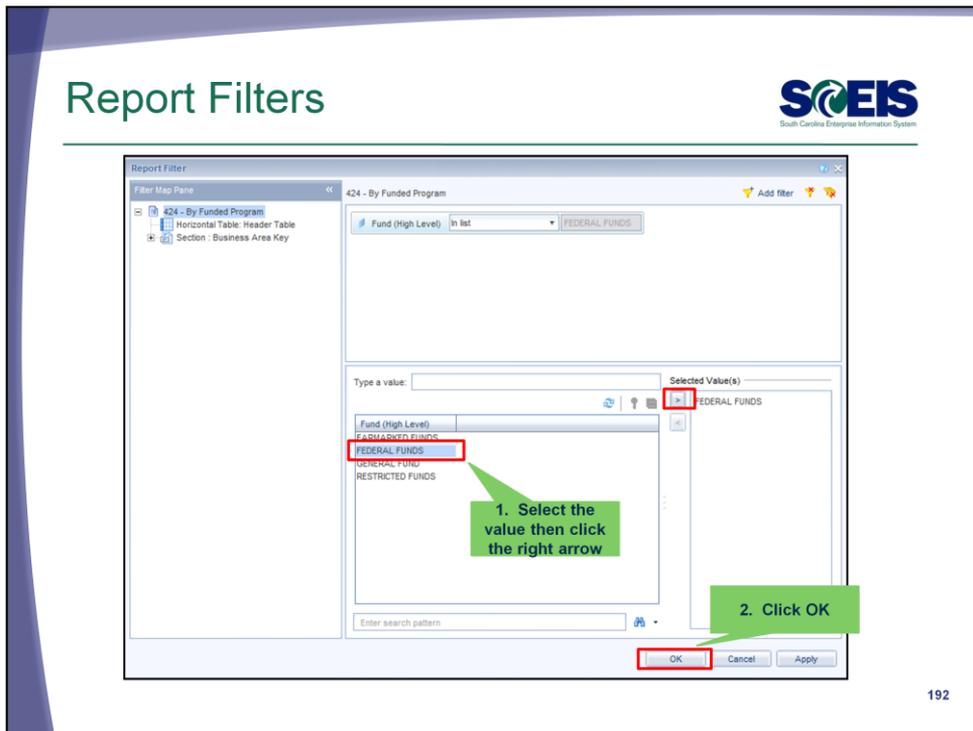
Report Filters



Choose the data field you would like to filter and click OK.



Choose the operand from the drop-down list in the filter.



Select the value you wish to filter by and click the arrow pointing to the right to add the value to the Selected Value(s) box. In this example, we would like to see only Federal Funds.

Click OK.

Report Filters



SOEIS

Welcome |
 Applications |
 Preferences |
 Help menu |
 Log off

SOEIS Official SOEIS FI - Summary of Expenditures (424 Equivalent)

- # Budget Act CI
- # Budget Act CI Key
- # Business Area
- # Business Area Key
- # Fiscal Year
- # Fund (High Level)
- # Fund High Level Key
- # Funded Program - Bud
- # Funded Program - Bud Key
- # Posting Period
- # Balance Before Commitments
- # Budget Adjustments
- # Commitments and Other Transactions
- # Current Budget
- # Receiver Transfers
- # Reversing Balance
- # Sender Transfers
- # YTD Actual Expense
- # Variables
- # Agency Key & Name
- # Budget Act CI Info
- # Fiscal Year Info
- # Funded Program - Budget
- # Fund High Level
- # Major CI Change
- # Posting Period Info
- # Version



Summary of Expenditures By Funded Program (424)

FY 2015 PP: 13 0

Page 1 of 1
Run Date: 6/16/2015 11:03 AM
Source: FM Budget Vs Actual

FED BUDGET AND CONTROL BOARD
50000000 FEDERAL FUNDS

Funded Program - Budget	Budget Act CI Info	Appropriations	Current Budget	Budget Adjustments	YTD Actual Expense	Balance Before Commitments	Commitments and Other Transactions	Remaining Balance	Per Agent
2000 100100.000 ENERGY PROGRAM	00100 CLASSIFIED POS	\$206,812.00	\$471,173.82	\$1,173.82	\$441,271.15	\$23,842.47	\$0.00	\$23,842.47	85.7
		Personnel Services Total:	\$206,812.00	\$471,173.82	\$441,271.15	\$23,842.47	\$0.00	\$23,842.47	85.7
		2000 100100.000 ENERGY PROGRAM Total:	\$206,812.00	\$471,173.82	\$441,271.15	\$23,842.47	\$0.00	\$23,842.47	85.7
3000 020100.000 CIO OPERATIONS	00100 CLASSIFIED POS	\$0.00	\$0,148.33	\$1,488.33	\$0,148.33	\$0.00	\$0.00	\$0.00	100.0
		Personnel Services Total:	\$0.00	\$0,148.33	\$0,148.33	\$0.00	\$0.00	\$0.00	100.0
		3000 020100.000 CIO OPERATIONS Total:	\$0.00	\$0,148.33	\$0,148.33	\$0.00	\$0.00	\$0.00	100.0
4000 000000.000 STATE EMPLOYER CONTR	00100 CLASSIFIED POS	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	0.0
		Personnel Services Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
		4000 000000.000 STATE EMPLOYER CONTR Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
		50000000 FEDERAL FUNDS Total:	\$206,812.00	\$522,012.00	\$522,711.48	\$23,842.47	\$0.00	\$23,842.47	84.6

193

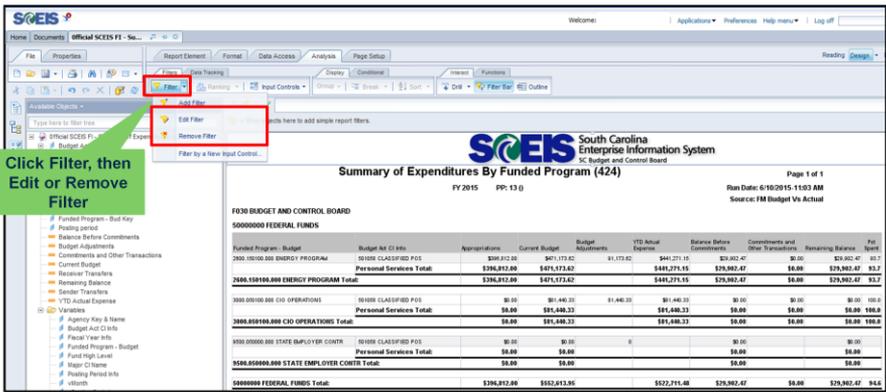
Notice that after applying the filter, only Federal Funds appear in the report.

© State of South Carolina

Page 193

Report Filters





Click Filter, then Edit or Remove Filter

Summary of Expenditures By Funded Program (424)
 FY 2015 PP: 13 0

Run Date: 6/18/2015 11:53 AM
 Source: FM Budget Vs Actual

Funded Program - Budget	Budget All CI Info	Appropriations	Current Budget	Budget Allocations	YTD Actual Expense	Balance Before Commitments	Commitments and Other Transactions	Remaining Balance	Per. Serv.
50000000 FEDERAL FUNDS									
500000000 ENERGY PROGRAM	05000 CLASSIFIED POS	\$396,812.00	\$471,173.82	\$1,173.82	\$44,271.15	\$2,902.47	\$0.00	\$2,902.47	\$2.7
	Personal Services Total	\$396,812.00	\$471,173.82		\$44,271.15	\$2,902.47	\$0.00	\$29,962.47	\$2.7
2406.169100.000 ENERGY PROGRAM Total		\$396,812.00	\$471,173.82		\$44,271.15	\$2,902.47	\$0.00	\$29,962.47	\$2.7
3000.000000.000 CIO OPERATIONS	05000 CLASSIFIED POS	\$0.00	\$91,480.33	\$1,480.33	\$1,480.33	\$0.00	\$0.00	\$0.00	\$0.0
	Personal Services Total	\$0.00	\$91,480.33	\$1,480.33	\$1,480.33	\$0.00	\$0.00	\$0.00	\$0.0
3000.000000.000 CIO OPERATIONS Total		\$0.00	\$91,480.33	\$1,480.33	\$1,480.33	\$0.00	\$0.00	\$0.00	\$0.0
5000.000000.000 STATE EMPLOYER CONTR	05000 CLASSIFIED POS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
	Personal Services Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
5000.000000.000 STATE EMPLOYER CONTR Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
50000000 FEDERAL FUNDS Total		\$396,812.00	\$552,654.15	\$22,164.48	\$47,161.48	\$2,902.47	\$0.00	\$29,962.47	\$4.6

To edit or remove a filter, click the drop-down menu beside the Filter icon and select Edit Filter or Remove Filter.

Sections



Home Documents Official SCEIS FY - App...

Welcome Applications Preferences Help menu Log

Available Objects

- Official SCEIS FY - Appropriation Balances (477 Equivalent)
 - # Business Area
 - # Business Area Key
 - # Fiscal Year
 - # Fund
 - # Fund (High Level)
 - # Fund (High Level) Key
 - # Funded Program - Bud
 - # Funded Program - Bud Key
 - # Fund Key
 - # Budget Act Cl Key
 - Balance Before Commitments
 - Budget Adjustments
 - Current Budget
 - Receiver Transfers
 - Sender Transfers
 - YTD Actual Expense
 - Variables
 - # Agency Key & Name
 - # Fiscal Year Info
 - # Funded Program - Budget
 - # Fund High Level
 - # Month
 - # Posting Period Info
 - # vPosting Period
 - # Document Creation Date
 - # Document Name
 - # Prompt Summary
 - # Query Summary
 - # Report Filter Summary
 - Appropriations
 - Net Transfers


South Carolina Enterprise Information System
 SC Budget and Control Board
Appropriation Balances Report (477)

Page 1 of 16
 Run Date: 7/1/2015 - 9:40 AM
 Source: FM Budget vs. Actual

FY 2012 PP: 13 (0)

F030 BUDGET AND CONTROL BOARD

Fund High Level	Funded Program - Budget	Budget Act Cl Key	Appropriations	Net Transfers	YTD Ac. Expense
1000000 GENERAL FUND	0100.00000000 BASE CLOSURE FUND	01000	\$0.00	\$0.00	\$0.00
1000000 GENERAL FUND	0101.010100.000 BOARD ADMINISTRATION	00104	\$172,390.00	\$0.00	\$0.00
1000000 GENERAL FUND	0101.010100.000 BOARD ADMINISTRATION	00108	\$40,291.00	\$0.00	\$0.00
1000000 GENERAL FUND	0101.010100.000 BOARD ADMINISTRATION	00109	\$79,577.00	\$7,460.71	\$0.00
1000000 GENERAL FUND	0101.010100.000 BOARD ADMINISTRATION	00170	\$20,390.00	\$0.00	\$0.00
1000000 GENERAL FUND	0101.010100.000 BOARD ADMINISTRATION	01201	\$20,390.00	\$0.00	\$0.00
1000000 GENERAL FUND	0200.020000.000 INTERNAL OPERATIONS	00100	\$0.00	\$0.00	\$0.00
1000000 GENERAL FUND	0200.020000.000 INTERNAL OPERATIONS	00103	\$0.00	\$0.00	\$0.00
1000000 GENERAL FUND	0200.020000.000 INTERNAL OPERATIONS	01201	\$0.00	\$0.00	\$0.00
1000000 GENERAL FUND	0300.030100.000 F03 Internal Ops	00100	\$306,493.00	\$306,493.00	\$0.00
1000000 GENERAL FUND	0300.030100.000 F03 Internal Ops	00100	\$101,763.00	\$101,763.00	\$0.00
1000000 GENERAL FUND	0300.030100.000 F03 Internal Ops	00170	\$27,838.00	\$27,838.00	\$0.00
1000000 GENERAL FUND	0300.030100.000 F03 Internal Ops	01201	\$641,190.00	\$641,190.00	\$0.00
1000000 GENERAL FUND	0300.030200.000 F03 BTV-Legis/Reg Aff	01201	\$0.00	\$0.00	\$0.00

195

You can divide or group a report by data field values by creating a section.

Sections

SOEIS South Carolina Enterprise Information System
SC Budget and Control Board

Appropriation Balances Report (477)

FY 2012 PP: 13 (0) Page 1 of 8
Run Date: 7/1/2015 - 9:40 AM
Source: FM Budget vs. Actual

F030 BUDGET AND CONTROL BOARD

10000000 GENERAL FUND

Funded Program - Budget	Budget Act CI Key	Appropriations	Net Transfers	YTD Actual Expense	Balance Before Commitments
0100.0000000000 BASE CLOSURE FUND	010000	\$0.00	\$339,157.55	\$339,157.55	(\$339,157.55)
0101.010100.0000 BOARD ADMINISTRATION	001014	\$173,300.00	(\$0.00)	\$173,300.00	\$0.00
0101.010100.0000 BOARD ADMINISTRATION	001008	\$45,251.00	(\$33,989.83)	\$11,261.17	\$0.00
0101.010100.0000 BOARD ADMINISTRATION	001000	\$19,077.00	\$7,460.71	\$26,537.71	\$0.00
0101.010100.0000 BOARD ADMINISTRATION	001070	\$20,550.00	(\$4,444.04)	\$16,105.96	\$0.00
0101.010100.0000 BOARD ADMINISTRATION	012001	\$20,360.00	\$0.00	\$20,360.00	\$0.00
0200.000000.0000 INTERNAL OPERATIONS	001000	\$0.00	\$344,800.52	\$344,800.52	\$0.00
0200.000000.0000 INTERNAL OPERATIONS	001000	\$0.00	\$101,987.18	\$101,987.18	\$0.00
0200.000000.0000 INTERNAL OPERATIONS	001070	\$0.00	\$25,360.04	\$25,360.04	\$0.00
0200.000000.0000 INTERNAL OPERATIONS	012001	\$0.00	\$300,200.00	\$300,200.00	\$0.00
0200.000100.0000 FED Internal Ops	001000	\$345,459.00	(\$345,459.00)	\$0.00	\$0.00
0200.000100.0000 FED Internal Ops	001000	\$101,793.00	(\$101,793.00)	\$0.00	\$0.00
0200.000100.0000 FED Internal Ops	001070	\$27,829.00	(\$27,829.00)	\$0.00	\$0.00

Notice that the Fund column is removed from the table. The Fund values now appear as headers or sections above the table. The table under the General Fund section contains data related to the General Fund only.

Sections

SOEIS South Carolina Enterprise Information System
 IC Budget and Control Board

Appropriation Balances Report (477)
 FY 2012 PP: 13 (j)

Page 1 of 8
 Run Date: 7/1/2015 - 9:40 AM
 Source: FM Budget vs. Actual

F030 BUDGET AND CONTROL BOARD

10000000 GENERAL FUR

Related Program - Budget	Appropriations	Net Transfers	FY 2012 Actual	Balance Before Commitments
0300 0300000000 BASE CLOSURE FUND	\$0.00	\$339,187.85	\$339,187.85	\$0.00
0301 030100 0000 BOARD ADMINISTRATION	\$0.00	\$80,195.00	\$173,279.84	\$0.00
0301 030100 0000 BOARD ADMINISTRATION	\$0.00	\$13,500.00	\$0.00	\$0.00
0301 030100 0000 BOARD ADMINISTRATION	\$0.00	\$66,695.84	\$108,115.16	\$0.00
0301 030100 0000 BOARD ADMINISTRATION	\$0.00	\$2,402.71	\$0.00	\$0.00
0301 030100 0000 BOARD ADMINISTRATION	\$0.00	\$104,494.94	\$108,115.16	\$0.00
0301 030100 0000 BOARD ADMINISTRATION	\$0.00	\$0,108.42	\$0,203.62	\$0.00
0301 030100 0000 BOARD ADMINISTRATION	\$0.00	\$304,300.02	\$304,300.02	\$0.00
0301 030100 0000 BOARD ADMINISTRATION	\$0.00	\$101,887.16	\$101,887.16	\$0.00
0301 030100 0000 BOARD ADMINISTRATION	\$0.00	\$23,300.14	\$23,300.14	\$0.00
0301 030100 0000 BOARD ADMINISTRATION	\$0.00	\$639,899.08	\$639,899.08	\$0.00
0301 030100 0000 BOARD ADMINISTRATION	\$300,499.00	\$300,499.00	\$0.00	\$0.00
0301 030100 0000 BOARD ADMINISTRATION	\$103,700.00	\$103,700.00	\$0.00	\$0.00
0301 030100 0000 BOARD ADMINISTRATION	\$7,808.00	\$7,808.00	\$0.00	\$0.00
0301 030100 0000 BOARD ADMINISTRATION	\$841,198.00	\$841,198.00	\$113,289.00	\$727,909.00
0301 030100 0000 BOARD ADMINISTRATION	\$113,289.00	\$0.00	\$0.00	\$113,289.00
0301 030100 0000 BOARD ADMINISTRATION	\$40,000.00	\$30,000.00	\$21,000.00	\$0.00
0301 030100 0000 BOARD ADMINISTRATION	\$24,000.00	\$0.00	\$24,000.00	\$0.00
0301 030100 0000 BOARD ADMINISTRATION	\$0.00	\$0.00	\$0.00	\$0.00
0301 030100 0000 BOARD ADMINISTRATION	\$1,740.00	\$10,797.15	\$12,537.15	\$0.00

Right-click on the section, then select Delete > Cell and Section

To remove a section, right-click on the section or header cell, select Delete, then select Cell And Section.

Sections



SOEIS | Home | Documents | Official SCEIS FY1 - App... | 2 |

Welcome | Applications | Preferences | Help menu |

File | Properties | Report Element | Format | Data Access | Analysis | Page Setup

Table | Call | Section | Chart | Others |

Table | Position | Linking

Available Objects

Type here to filter items

- Official SCEIS FY1 - Appropriation Balances (477 Equivalent)
- Business area
- Business Area Key
- Fiscal year
- Fund
- Fund (High Level)
- Fund (High Level) Key
- Funded Program - Bud
- Funded Program - Bud Key
- Fund Key
- Budget Act CI Key
- Balance Before Commitments
- Current Budget
- Receiver Transfers
- Sender Transfers
- YTD Actual Expense
- Variables
- Agency Key & Name
- Fiscal Year Info
- Fund High Level
- Pending Period Info
- Pending Period
- Document Creation Date
- Document Name
- Prompt Summary
- Query Summary
- Report File Summary
- Appropriations
- Net Transfers

Click the data field to highlight it

South Carolina Enterprise Information System
 SC Budget and Control Board
 Appropriation Balances Report (477)

Page 1 of 6
 Run Date: 7/1/2015 - 9:40 AM
 Source: FM Budget vs. Actual

FY 2012 PP: 13 ()

F030 BUDGET AND CONTROL BOARD

Funded Program - Budget	Budget Act CI Key	Appropriations	Net Transfers	YTD Actual Expense	Balance Before Commitments
0100.0100000000 BASE CLOSURE FUND	011000	\$0.00	\$109,157.55	\$109,157.55	(\$109,157.55)
0101.0101000000 BOARD ADMINISTRATION	051014	\$173,200.00	(\$0.00)	\$173,370.04	\$0.00
0101.0101000000 BOARD ADMINISTRATION	051056	\$105,200.00	(\$21,537.03)	\$83,470.55	\$214.84
0101.0101000000 BOARD ADMINISTRATION	051080	\$225,200.00	\$64,545.71	\$200,001.40	\$609.22
0101.0101000000 BOARD ADMINISTRATION	051070	\$20,500.00	(\$4,444.04)	\$16,115.16	\$0.00
0101.0101000000 BOARD ADMINISTRATION	012001	\$125,425.00	\$0.00	\$119,801.46	\$10,758.97
0102.0000000000 GENERAL COUNSEL	051050	\$120,000.00	\$0.00	\$119,862.88	\$0,317.14
0102.0000000000 GENERAL COUNSEL	051080	\$630,000.00	(\$10,000.00)	\$547,350.43	\$274,148.57
0102.0000000000 GENERAL COUNSEL	012001	\$117,500.00	\$15,000.00	\$140,001.40	\$0,508.54
0200.0000000000 INTERNAL OPERATIONS	051050	\$0.00	\$1,100,000.04	\$1,080,000.87	\$12,023.17
0200.0000000000 INTERNAL OPERATIONS	051080	\$0.00	\$341,303.18	\$339,000.30	\$1,412.88
0200.0000000000 INTERNAL OPERATIONS	051070	\$0.00	\$69,273.42	\$69,273.42	\$0.00
0200.0000000000 INTERNAL OPERATIONS	012001	\$0.00	\$1,010,000.00	\$1,101,703.51	\$14,110.87

Notice the section cells are deleted from the report. To add the data field back to the table, click to highlight the field in the Available Objects area...

Sections



Home | Documents | official SCES FT - Ap...

Welcome: | Applications | Preferences | Help menu | Log

Available Objects

- Type here to filter tree
- Official SCES FT - Appropriation Balances (477 Equivalent)
 - Business Area Key
 - Fiscal Year
 - Fund
 - Fund (High Level)
 - Fund (High Level) Key
 - Funded Program - Bud
 - Funded Program - Bud Key
 - Fund Key
 - Budget Act CI Key
 - Balance Before Commitments
 - Budget Adjustments
 - Current Budget
 - Receiver Transfers
 - Sender Transfers
 - YTD Actual Expense
 - Variables
 - Agency Key & Name
 - Fiscal Year Info
 - Funded Program - Bud
 - Fund (High Level)
 - Months
 - Posting Period Info
 - Posting Period
 - Document Creation Date
 - Document Name
 - Prompt Summary
 - Query Summary
 - Report Filter Summary
 - Appropriations
 - Net Transfers



South Carolina Enterprise Information System
 SC Budget and Control Board
Appropriation Balances Report (477)

Page 1 of 6
 Run Date: 7/1/2015 - 9:49 AM
 Source: FM Budget vs. Actual

FY 2012 PP: 13 (0)

R300 BUDGET AND CONTROL BOARD

Funded Program - Budget	Budget Act CI Key	Appropriations	Net Transfers	YTD Actual Expense	Balance Before Commitments
0100 0100000000 BASE CLOSURE FUND	517000	\$0.00	\$00,107.00	\$00,107.00	\$00,107.00
0101 010100 0000 BOARD ADMINISTRATION	501014	\$173,370.00	(\$0.00)	\$173,370.00	\$0.00
0101 010100 0000 BOARD ADMINISTRATION	501050	\$108,200.00	(\$01,037.00)	\$102,470.00	\$034.00
0101 010100 0000 BOARD ADMINISTRATION	501090	\$209,200.00	\$0,540.71	\$209,091.46	\$039.21
0101 010100 0000 BOARD ADMINISTRATION	501010	\$0.00	(\$0,444.14)	\$0.00	\$0.00
0101 010100 0000 BOARD ADMINISTRATION	512001	\$125,420.00	\$0.00	\$125,420.00	\$0.00
0102 100000 0000 GENERAL COUNSEL	501050	\$120,000.00	\$0.00	\$118,002.00	\$0,317.14
0102 100000 0000 GENERAL COUNSEL	501090	\$030,000.00	(\$01,000.00)	\$247,200.00	\$274,100.00
0102 100000 0000 GENERAL COUNSEL	512001	\$17,000.00	\$15,000.00	\$45,001.46	\$0,000.04
0300 000000 0000 INTERNAL OPERATIONS	501050	\$0.00	\$1,103,023.04	\$1,100,000.00	\$2,023.04
0300 000000 0000 INTERNAL OPERATIONS	501090	\$0.00	\$0,201,303.10	\$0,000,000.00	\$1,412.00
0300 000000 0000 INTERNAL OPERATIONS	501010	\$0.00	\$0,273,42.00	\$0,273,42.00	\$0.00
0300 000000 0000 INTERNAL OPERATIONS	512001	\$0.00	\$1,015,000.00	\$1,701,703.21	\$04,113.07

Drag and drop the data field in the report

200

...then drag and drop it in the report where you would like it to appear. Notice the blue bar shows where the data field will appear.

Sections



SOEIS
Welcome:
Applications
Preferences
Help menu
Log

Home | Documents | Official SCSIS FY - Ap...

Report Element | Format | Data Access | Analysis | Page Setup

Tools | Del | Section | Chart | Other

Tools | Position | Linking

Section Layout | Behaviors

Turn On | Set as Section

Minimum height (0 cm)

Available Objects

Type here to filter tree

Business area
 # Business Area Key
 # Fiscal year
 # Fund
 # Fund (High Level)
 # Fund (High Level) Key
 # Funded Program - Bud
 # Funded Program - Bud Key
 # Fund Key
 # Budget Act CI Key
 # Balance Before Commitments
 # Budget Adjustments
 # Current Budget
 # Receive Transfers
 # Sender Transfers
 # YTD Actual Expense
 # Variables
 # Agency Key & Name
 # Fiscal Year Info
 # Funded Program - Budget
 # Fund High Level
 # Month
 # Posting Period Info
 # Reporting Period
 # Document Creation Date
 # Document Name
 # Frontal Summary
 # Query Summary
 # Report Filter Summary
 # Appropriations
 # Net Transfers

SOEIS South Carolina Enterprise Information System
 SC Budget and Control Board
 Appropriation Balances Report (477)

Page 1 of 16
 Run Date: 7/1/2015 9:40 AM
 Source: FM Budget vs. Actual

2030 BUDGET AND CONTROL BOARD

Fund High Level	Funded Program - Budget	Budget Act CI Key	Appropriations	Net Transfers	YTD Actual Expense
1000000 GENERAL FUND	000-0100000000 BASE CLOSURE FUND	017000	\$0.00	\$336,167.65	\$
1000000 GENERAL FUND	000-0100000000 BASE CLOSURE FUND	001000	\$0.00	(00.10)	\$
1000000 GENERAL FUND	001-0101001000 BOARD ADMINISTRATION	001014	\$173,300.00	\$0.00	\$
1000000 GENERAL FUND	001-0101001000 BOARD ADMINISTRATION	001020	\$40,351.00	(\$20,600.00)	\$
1000000 GENERAL FUND	001-0101001000 BOARD ADMINISTRATION	001000	\$33,071.00	\$7,400.71	\$
1000000 GENERAL FUND	001-0101001000 BOARD ADMINISTRATION	001070	\$25,000.00	(\$4,444.94)	\$
1000000 GENERAL FUND	001-0101001000 BOARD ADMINISTRATION	012001	\$25,300.00	\$0,138.42	\$
1000000 GENERAL FUND	000-0050000000 INTERNAL OPERATIONS	001000	\$0.00	\$254,100.00	\$
1000000 GENERAL FUND	000-0050000000 INTERNAL OPERATIONS	001000	\$0.00	\$101,607.18	\$
1000000 GENERAL FUND	000-0050000000 INTERNAL OPERATIONS	001070	\$0.00	\$25,000.00	\$
1000000 GENERAL FUND	000-0050000000 INTERNAL OPERATIONS	012001	\$0.00	\$039,600.00	\$
1000000 GENERAL FUND	000-0001001000 FED Internal Ops	001000	\$204,400.00	(\$204,400.00)	\$
1000000 GENERAL FUND	000-0001001000 FED Internal Ops	001000	\$101,700.00	(\$101,700.00)	\$
1000000 GENERAL FUND	000-0001001000 FED Internal Ops	001070	\$27,820.00	(\$27,820.00)	\$
1000000 GENERAL FUND	000-0001001000 FED Internal Ops	012001	\$0.00	(\$0.00)	\$

201

Breaks



SOEIS
Welcome
Applications
Preferences
Help menu

Page 1 of 16
 Run Date: 7/1/2015 - 9:40 AM
 Source: FM Budget vs. Actual

SOEIS
South Carolina Enterprise Information System

Appropriation Balances Report (477)
 FY 2012 PP: 13 (0)

2030 BUDGET AND CONTROL BOARD

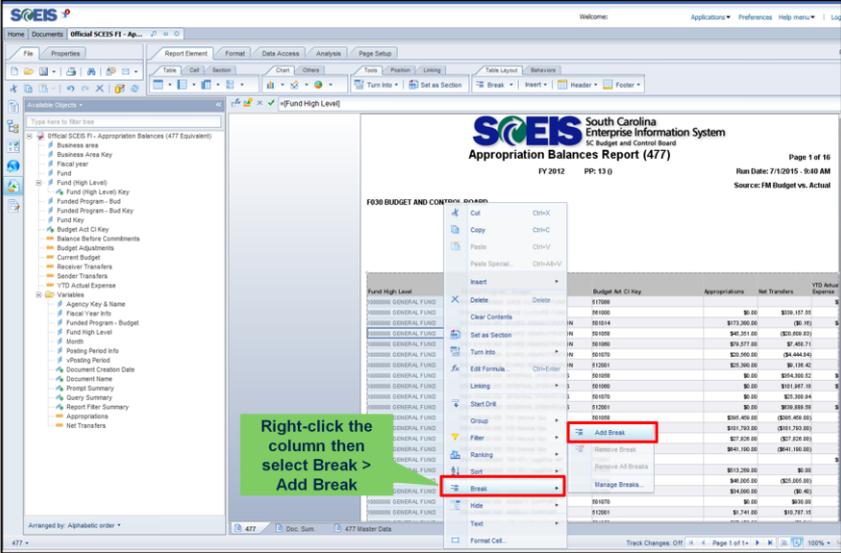
Fund High Level	Funded Program - Budget	Budget Act. CI Key	Appropriations	Net Transfers	YTD Actual Expense
1000000 GENERAL FUND	0100 0100000000 BASE CLOSURE FUND	017000	\$0.00	\$336,157.65	\$0.00
1000000 GENERAL FUND	0100 0100000000 BASE CLOSURE FUND	001000	\$0.00	(\$0.15)	\$0.00
1000000 GENERAL FUND	0101 0101001000 BOARD ADMINISTRATION	001014	\$173,300.00	\$46,351.00	\$25,630.93
1000000 GENERAL FUND	0101 0101001000 BOARD ADMINISTRATION	001000	\$53,071.00	\$7,403.71	\$0.00
1000000 GENERAL FUND	0101 0101001000 BOARD ADMINISTRATION	001070	\$25,555.00	\$4,444.94	\$0.00
1000000 GENERAL FUND	0101 0101001000 BOARD ADMINISTRATION	012001	\$25,360.00	\$0,136.42	\$0.00
1000000 GENERAL FUND	0300 0300000000 INTERNAL OPERATIONS	001000	\$0.00	\$254,160.52	\$0.00
1000000 GENERAL FUND	0300 0300000000 INTERNAL OPERATIONS	001000	\$0.00	\$101,667.18	\$0.00
1000000 GENERAL FUND	0300 0300000000 INTERNAL OPERATIONS	001070	\$0.00	\$25,300.44	\$0.00
1000000 GENERAL FUND	0300 0300000000 INTERNAL OPERATIONS	012001	\$0.00	\$29,859.95	\$0.00
1000000 GENERAL FUND	0300 0301001000 FED Internal Ops	001000	\$504,450.00	(\$207,400.00)	\$0.00
1000000 GENERAL FUND	0300 0301001000 FED Internal Ops	001000	\$101,793.00	(\$101,793.00)	\$0.00
1000000 GENERAL FUND	0300 0301001000 FED Internal Ops	001070	\$27,829.00	(\$27,829.00)	\$0.00
1000000 GENERAL FUND	0300 0301001000 FED Internal Ops	012001	\$0.00	(\$0.00)	\$0.00

202

Similar to sections, breaks also divide or group report data. Breaks divide the report into smaller tables of like information.

Breaks





Page 1 of 16
Run Date: 7/12/15 - 9:40 AM
Source: FM Budget vs. Actual

Fund High Level	Budget Act C/Key	Appropriations	Net Transfers	YTD Actual Expense
000000 GENERAL FUND	017000	\$0.00	\$0.00	\$109,157.55
000000 GENERAL FUND	000000	\$0.00	\$0.00	\$0.00
000000 GENERAL FUND	000000	\$173,300.00	\$0.00	\$0.00
000000 GENERAL FUND	000000	\$46,351.00	(\$0,690.83)	\$0.00
000000 GENERAL FUND	000000	\$79,377.00	\$0,493.71	\$0.00
000000 GENERAL FUND	000000	\$23,500.00	\$0,444.94	\$0.00
000000 GENERAL FUND	012001	\$23,500.00	\$0,134.42	\$0.00
000000 GENERAL FUND	000000	\$0.00	\$104,362.52	\$0.00
000000 GENERAL FUND	000000	\$0.00	\$10,607.05	\$0.00
000000 GENERAL FUND	000000	\$0.00	\$13,306.34	\$0.00
000000 GENERAL FUND	012001	\$0.00	\$104,362.52	\$0.00
000000 GENERAL FUND	000000	\$104,409.00	(\$104,409.00)	\$0.00
000000 GENERAL FUND	000000	\$101,700.00	(\$11,700.00)	\$0.00
000000 GENERAL FUND	000000	\$27,500.00	(\$27,500.00)	\$0.00
000000 GENERAL FUND	000000	\$46,100.00	(\$41,100.00)	\$0.00
000000 GENERAL FUND	000000	\$103,200.00	\$0.00	\$0.00
000000 GENERAL FUND	000000	\$14,000.00	(\$0.40)	\$0.00
000000 GENERAL FUND	000000	\$0.00	\$0.00	\$0.00
000000 GENERAL FUND	012001	\$0,741.00	\$10,767.18	\$0.00

To add a break, right-click the column you wish to divide the table by, select Break, then select Add Break.

Breaks



SOEIS
Welcome
Applications
Preferences
Help menu

File Properties Report Element Format Data Access Analysis Page Setup

Table Cell Section Chart Others Tools Position Linking

Available Objects

Type here to filter tree

- Official SOEIS FI - Appropriation Balances (477 Equivalent)
 - Business area
 - Business Area Key
 - Fiscal year
 - Fund
 - Fund (High Level)
 - Fund (High Level) Key
 - Funded Program - Bud
 - Funded Program - Bud Key
 - Fund Key
 - Budget Act CI Key
 - Balance Before Commitments
 - Budget Adjustments
 - Current Budget
 - Receiver Transfers
 - Sender Transfers
 - YTD Actual Expense
- Variables
 - Agency Key & Name
 - Fiscal Year Info
 - Funded Program - Budget
 - Fund High Level
 - Month
 - Posting Period Info
 - Posting Period
 - Document Creation Date
 - Document Name
 - Prompt Summary
 - Query Summary
 - Report Filter Summary
 - Appropriations
 - Net Transfers



South Carolina Enterprise Information System
SC Budget and Control Board
Page 1 of 16

Appropriation Balances Report (477)

FY 2012 PP: 13 0

F030 BUDGET AND CONTROL BOARD

Fund High Level	Funded Program - Budget	Budget Act CI Key	Appropriations	Net Transfers	YTD Actual Expense
000000 GENERAL FUND	0100 0100000000 BASE CLOSURE FUND	011000		\$0.00	\$330,147.00
	0100 0100000000 BOARD ADMINISTRATION	001014	\$173,200.00		\$0.00
	0100 0100000000 BOARD ADMINISTRATION	001009	\$40,000.00		\$20,000.00
	0100 0100000000 BOARD ADMINISTRATION	001008	\$70,777.00		\$7,458.71
	0100 0100000000 BOARD ADMINISTRATION	001070	\$20,000.00		\$94,444.54
	0100 0100000000 BOARD ADMINISTRATION	012001	\$20,000.00		\$0,108.42
	0000 000000 0000 INTERNAL OPERATIONS	001009	\$0.00		\$104,300.02
	0000 000000 0000 INTERNAL OPERATIONS	001009	\$0.00		\$101,987.18
	0000 000000 0000 INTERNAL OPERATIONS	001070	\$0.00		\$23,300.14
	0000 000000 0000 INTERNAL OPERATIONS	012001	\$0.00		\$030,889.58
	0000 000100 0000 F03 Internal Ops	001009	\$306,400.00		\$301,400.00
	0000 000100 0000 F03 Internal Ops	001009	\$101,700.00		\$101,700.00
	0000 000100 0000 F03 Internal Ops	001070	\$07,400.00		\$07,400.00
	0000 000100 0000 F03 Internal Ops	012001	\$041,100.00		\$041,100.00
	0000 0000000000 F03 ETV -LegPab_007	012001			\$0.00
	0000 0000000000 F03 ETV -LegPab_007	001009			\$013,200.00

204

In this example, we added a break on Fund. Notice that the table is now grouped by Fund.

Breaks



South Carolina
Enterprise Information System

SOEIS

Home Documents Official SOEIS FI - Ap...

File Properties Report Comment Format Data Access Analysis Page Setup

Tools Help

Applications Preferences Help menu Log

Available Objects

Type here to filter tree

- Official SOEIS FI - Appropriation Balances (477 Equivalent)
 - Business Area
 - Business Area Key
 - Fiscal Year
 - Fund
 - Fund (High Level)
 - Fund (High Level) Key
 - Funded Program - Bud
 - Funded Program - Bud Key
 - Fund Key
 - Budget Act Cl Key
 - Balance Before Commitments
 - Current Budget
 - Budget Adjustments
 - Receives Transfers
 - Senders Transfers
 - YTD Actual Expense
 - Variables
 - Agency Key & Name
 - Fiscal Year Info
 - Funded Program - Budget
 - Fund High Level
 - Month
 - Posting Period Info
 - Posting Period
 - Document Creation Date
 - Document Name
 - Printed Summary
 - County Summary
 - Report Filter Summary
 - Appropriations
 - Net Transfers



South Carolina
Enterprise Information System

Appropriation Balances Report (477)

FY 2012 PP: 13 (3) Page 1 of 34

Run Date: 7/1/2015 - 9:48 AM

Source: FM Budget vs. Actual

F030 BUDGET AND CONTROL BOARD

Fund High Level	Funded Program - Budget	Budget Act Cl Key	Appropriations	Net Transfers	YTD Actual Expense
000000 GENERAL FUND	0100-01000000- BASE CLOSURE FUND	010000		\$0.00	\$339,187.85
	0100-01000000- BASE CLOSURE FUND	010000			
Fund High Level	Funded Program - Budget	Budget Act Cl Key	Appropriations	Net Transfers	YTD Actual Expense
0101-010100-000- BOARD ADMINISTRATION	010104		\$473,380.00	(\$8,181)	\$
	010105		\$45,351.00	(\$30,609.87)	\$
	010106		\$73,577.00	\$7,402.71	\$
	010107		\$20,380.00	(\$4,444.94)	\$
	010108		\$22,380.00	\$0,396.42	\$
Fund High Level	Funded Program - Budget	Budget Act Cl Key	Appropriations	Net Transfers	YTD Actual Expense
0300-030000-000- INTERNAL OPERATIONS	030106		\$0.00	\$304,300.02	\$
	030105		\$0.00	\$101,387.18	\$
	030107		\$0.00	\$22,380.00	\$
	030201		\$0.00	\$30,380.00	\$
Fund High Level	Funded Program - Budget	Budget Act Cl Key	Appropriations	Net Transfers	YTD Actual Expense
0300-030100-000- FBI Internal Op	031076		\$304,450.00	(\$301,450.00)	\$

Arranged by: Alphabetic order

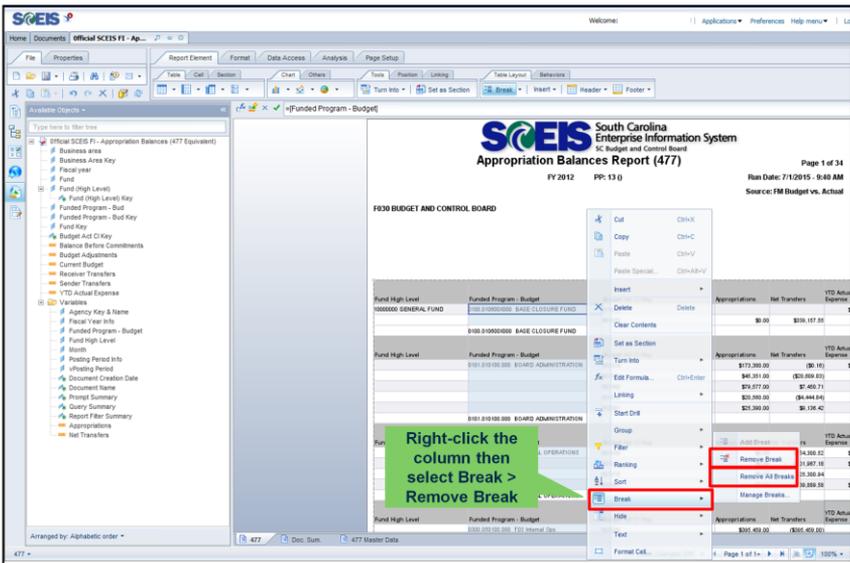
477 Desc. Sum. 477 Master Data

Track Changes: Off | Page 1 of 1 | 100%

In this example, we have a break on Fund and Funded Program – Budget.

Breaks





207

To remove a break, right-click on the column that contains the break, select Break, then select Remove Break. Selecting Remove All Breaks will remove all breaks in the table.

Class Summary



- You should now be able to:
 - Describe SCEIS reporting and access the tools that house reports
 - In BEx:
 - Open, run and refresh queries
 - Select prompt values
 - Add, move and remove columns
 - Suppress and display repeated values and results rows
 - Add filters
 - Save and send workbooks

208

You should now be able to:

- Describe SCEIS reporting and access the tools that house reports
- In BEx:
 - Open, run and refresh queries
 - Select prompt values
 - Add, move and remove columns
 - Suppress and display repeated values and results rows
 - Add filters
 - Save and send workbooks

Class Summary 

 You should now be able to:

- In Business Objects:
 - Run, export and save reports
 - Schedule reports
 - Edit a query
 - Add query and report filters
 - Add sections and breaks

209

- In Business Objects:
 - Run, export and save reports
 - Schedule reports
 - Edit a query
 - Add query and report filters
 - Add sections and breaks