



# SCEIS User Group Meeting Friday, February 26, 2016





# Welcome and Committee Elections

## Yvette Sistare, User Group Leads Committee Chair



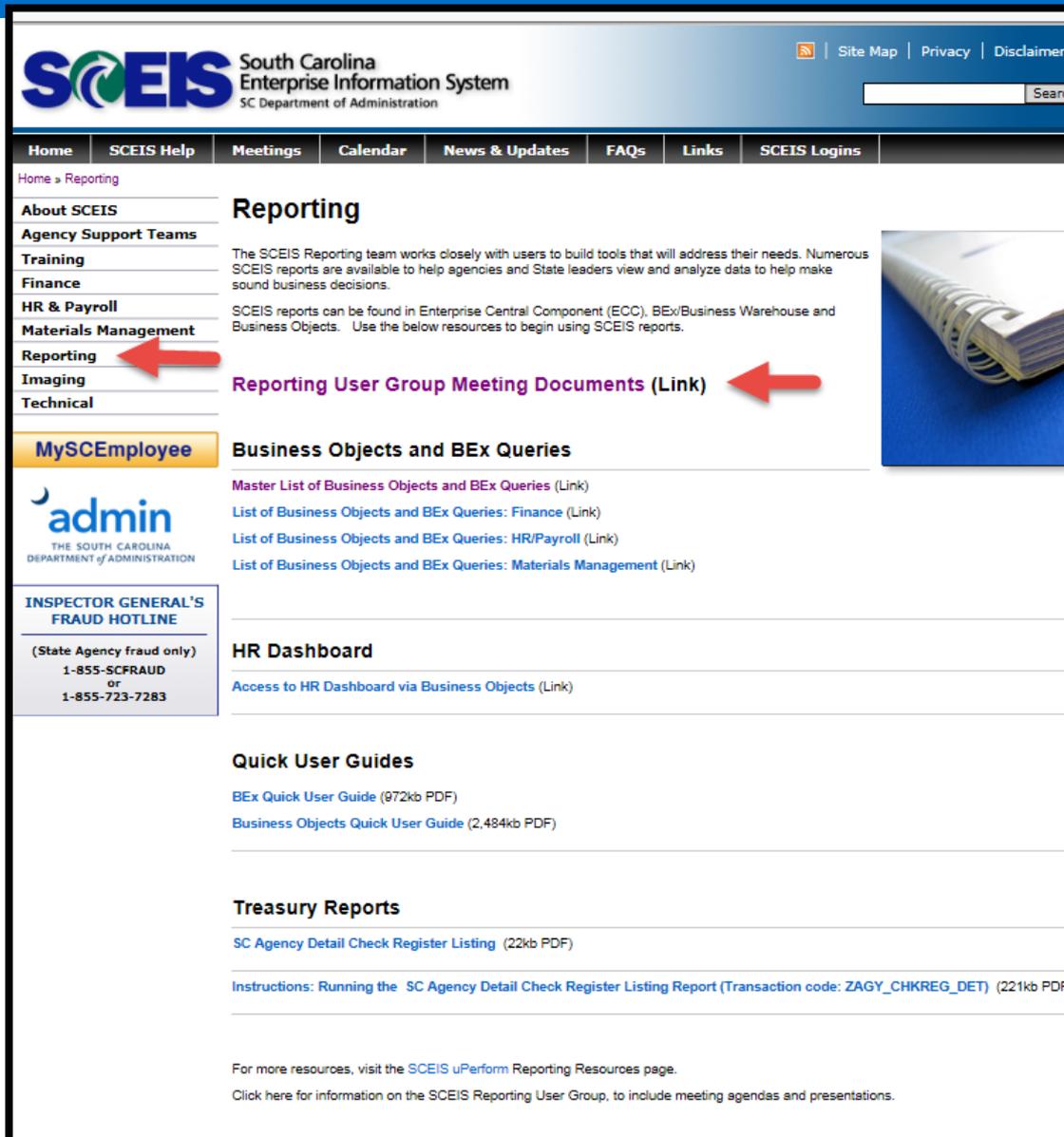
# Enterprise Information Management



# Enterprise Information Management - Projects

- Reporting Links Page - Searchable Database of Reports
- Managerial Accounting Best Practices
- Bex Reports in BOBJ
- Lumira Pilot & Rollout
- Updating and Rebuilding Enterprise Reports
- PCM Go Live with Fleet & DTO
- HR Dashboard Update with Drill Downs
- FI Dashboard Development: Jan 1, 2017 tentative
- Regular Workshops

# Reporting Webpage



The screenshot shows the SCEIS Reporting Webpage. At the top, the SCEIS logo is displayed next to the text "South Carolina Enterprise Information System" and "SC Department of Administration". Navigation links for "Site Map", "Privacy", and "Disclaimer" are in the top right. A search bar is also present. Below the header is a navigation menu with items: Home, SCEIS Help, Meetings, Calendar, News & Updates, FAQs, Links, and SCEIS Logins. The main content area is titled "Reporting" and includes a left sidebar with a menu: About SCEIS, Agency Support Teams, Training, Finance, HR & Payroll, Materials Management, Reporting (highlighted with a red arrow), Imaging, and Technical. Below the sidebar is a "MySCEmployee" button. The main content area contains several sections: "Reporting" (with a description and a link to "Reporting User Group Meeting Documents" highlighted with a red arrow), "Business Objects and BEX Queries" (with four links), "HR Dashboard" (with a link), "Quick User Guides" (with two PDF links), and "Treasury Reports" (with two PDF links). At the bottom, there is a footer with additional resources.

**SCEIS** South Carolina Enterprise Information System  
SC Department of Administration

Site Map | Privacy | Disclaimer

Home | SCEIS Help | Meetings | Calendar | News & Updates | FAQs | Links | SCEIS Logins

Home » Reporting

## About SCEIS

### Agency Support Teams

**Training**

**Finance**

**HR & Payroll**

**Materials Management**

**Reporting** ←

**Imaging**

**Technical**

**MySCEmployee**

## Reporting

The SCEIS Reporting team works closely with users to build tools that will address their needs. Numerous SCEIS reports are available to help agencies and State leaders view and analyze data to help make sound business decisions.

SCEIS reports can be found in Enterprise Central Component (ECC), BEx/Business Warehouse and Business Objects. Use the below resources to begin using SCEIS reports.

**Reporting User Group Meeting Documents (Link)** ←

## Business Objects and BEX Queries

[Master List of Business Objects and BEX Queries \(Link\)](#)

[List of Business Objects and BEx Queries: Finance \(Link\)](#)

[List of Business Objects and BEx Queries: HR/Payroll \(Link\)](#)

[List of Business Objects and BEx Queries: Materials Management \(Link\)](#)

## HR Dashboard

[Access to HR Dashboard via Business Objects \(Link\)](#)

## Quick User Guides

[BEx Quick User Guide \(972kb PDF\)](#)

[Business Objects Quick User Guide \(2,484kb PDF\)](#)

## Treasury Reports

[SC Agency Detail Check Register Listing \(22kb PDF\)](#)

[Instructions: Running the SC Agency Detail Check Register Listing Report \(Transaction code: ZAGY\\_CHKREG\\_DET\) \(221kb PDF\)](#)

For more resources, visit the [SCEIS uPerform Reporting Resources](#) page.

[Click here for information on the SCEIS Reporting User Group](#), to include meeting agendas and presentations.



# RUG Meetings and Workshops

**SCEIS** South Carolina Enterprise Information System  
SC Department of Administration

Site Map | Privacy | Disc

Home | SCEIS Help | Meetings | Calendar | News & Updates | FAQs | Links | SCEIS Logins

Home » Meetings » SCEIS Reporting User Group

## SCEIS Reporting User Group

SCEIS Reporting User Group Archives: 2009-2013, 2014, 2015

The SCEIS Reporting User Group is a user-run organization dedicated to optimizing the understanding, productive use, and advancement of SCEIS reporting in all functional areas. Participation in the SCEIS Reporting User Group is encouraged and open to all SCEIS users. If you are not currently receiving SCEIS Reporting User Group communications, send an email request to [sceis@sceis.sc.gov](mailto:sceis@sceis.sc.gov).

Next SCEIS Reporting User Group Meeting:  
Thursday, January 21, 2016  
1430 Senate Street, Fleet Management Training Room

9:00 a.m. - 10:30 a.m. - Finance Reporting User Group  
10:30 a.m. - 12:00 p.m. - Human Resources Reporting User Group

MySCEmployee

admin  
THE SOUTH CAROLINA DEPARTMENT of ADMINISTRATION

INSPECTOR GENERAL'S FRAUD HOTLINE  
(State Agency fraud only)  
1-855-SCFRAUD or 1-855-723-7283

Reporting

## Workshop Handouts

10:30 a.m. - 12:00 p.m. - Human Resources Reporting User Group

How to Use Publications and Schedule Reports (1,383kb PDF)  
Using Current Date in Scheduled Reports (529kb PDF)  
Setting Scale to Page to One Page (434kb PDF)  
Using ToNumber in Reports (450kb PDF)  
Merging Data Sources in BusinessObjects - Finance (1,848kb PDF)

May 17, 2016

Presentation (1,510kb PDF)

March 15, 2016

Presentation (673kb PDF)

January 21, 2016

Agenda (108kb PDF)  
Presentation (951kb PDF)

May 17, 2016

# EIM Reporting Links

- Do you Know where all the Reports that are available are located?
- Does everyone who works with know?
- Wouldn't it be good to have them a couple of clicks away?

# RUG Meetings and Workshops

Current View



## Master List of Business Objects and BEx Queries

---

### FINANCE

#### Accounts Payable

- FI Minority Vendor Payments
- FI One Time Vendor Payment Report
- FI Payments by Vendor
- FI Vendor Actuals (Open/Cleared) by Exp/Rev all Doc Types
- FI/AP Check Register
- FI/AP Check Register SCEIS Recon
- Payment Register
- Sales & Use Tax Report

#### Accounts Receivable

# EIM Reporting Links

## New List View

The screenshot displays a web browser window with the SCEIS BI application. The browser's address bar shows the URL 'sceisreporting.sc.gov'. The application's navigation menu includes tabs for 'Finance - AP,AR,FM', 'Finance - GL,GM', 'Finance - Yr End', 'Materials Mgt', 'HR- PA', 'HR-OM', 'Ent', and 'Business Objects and BEx Queries'. The main content area is divided into three sections: 'Accounts Payable', 'Accounts Receivable', and 'Funds Management'. Each section contains a list of reporting links, each with a radio button. A large, faint palm tree watermark is visible in the background of the page.

**Accounts Payable**

- FI Minority Vendor Payments
- FI One Time Vendor Payment Report
- FI Payments by Vendor - X
- FI Vendor Actuals (Open/Cleared) by Exp/Rev all Doc Types - X
- FI/AP Check Register
- FI/AP Check Register SCEIS Recon - X
- Payment Register - X
- Sales & Use Tax Report - X

**Accounts Receivable**

- AR Aging - Current Open Items - X
- AR Aging - Customer Open Item as of Selective date - X
- AR Aging by Customer - X
- AR Debt Collections Report - X
- AR Invoiced vs Collected Revenue - X
- AR Open Detail by Rev GL - X
- Gross VS Collected Revenue
- yBOBJ AR Open Detail by Rev GL - X

**Funds Management**

- Budget Transaction Report - X
- Est Rev vs Cash Rev - Restricted to Cash Flow Enhancement - X
- FI Vendor Invoices
- FM Budget vs Actual
- FM Document Count - X
- FM Document List
- FM Estimated Revenue - X
- Funds Management Expense Report - X
- Funds Management Revenue Report - X
- Open Encumbrance Report
- Open Encumbrance Report - by Function Area, Fund, Cost Cent - X
- Open Encumbrance Report\_Selection by Fiscal Year - X
- Personal Service Transfer Limits - X
- Statement of Changes in Fund Balances (MA) - X
- Statement of Changes in Fund Balances -by Period - X
- Stmt of Chgs in Fund Bal - by Period (W Case Svcs Cat) (MA) - X
- Stmt of Chgs in Fund Bal - by Period (W Vendor) (MA) - X
- Stmt of Chgs in Fund Balances (W Case Svcs cat) (MA) - X
- Travel Reports for Employees

**SCEIS** South Carolina Enterprise Information System  
SC Department of Administration

Revised as of 9/9/14. V1