

Weekly Update

January 27, 2016

Subject: Four Sections of the REP200 Reporting with BEx and Business Objects Class Announced

Audience: Agency Training Coordinators, AST Leads, SCEIS Reporting Users

The SCEIS Training Team is pleased to offer four sections of the half-day class, REP200 Reporting with Business Warehouse and Business Objects. Participants will learn how to create quicker and more meaningful data representations using Business Objects.

The classes are tailored for a Finance (FI)/ Materials Management (MM) audience **OR** a Human Resources (HR)/Payroll audience. The class discussions, examples, and screenshots are tailored to the audience; however, the steps are the same for all functional areas. You do not need to take the class twice, regardless of the range of your duties.

Below you will find details about the class, including the name, description, target audience, dates, location, and registration information. **Please forward this message to appropriate staff members within your agency.**

REP200 – Class Information

Class ID/Title: REP200 - Reporting with BEx and Business Objects

Description: This class will further explore the features highlighted in the REP200U online class. Participants will also learn where different types of reports are located, and how to customize the reports to fit their needs using Business Objects. A demonstration will also be given showing how other agencies and projects have utilized Business Objects to streamline and make their reporting quicker, easier, and more efficient.

Specific reports discussed may include the following:

In FI/MM classes	In HR/Payroll classes
Statement of Changes in Fund Balance	RH101.1A FTE Totals by State, Federal, Other
FM Budget vs Actual	RH039F Employee Demographics and Position Information
Open Encumbrance Report	RH041 Vacancy Position Report

Participants will use their own SCEIS userIDs to log into the SCEIS production system, and will begin building a library of reports customized for their own reporting needs.

Target Audience: SCEIS users who need to report data from SCEIS using the reporting tools BEx and Business Objects.

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Pre-requisites:

The following pre-requisite(s) MUST be completed prior to attending the classroom training. Completion of the pre-requisite(s) ensures that participants have the necessary knowledge for class. Material covered in pre-requisite courses will not be re-taught in classroom training.

- Class participants must have security access to both BEx and Business Objects
- REP200U Reporting with BEx and Business Objects online class

Please note, regardless of the range of your duties, you do not need to take the class for each functional area. SCEIS reporting tools work the same way for all functional areas. Individual classes may include discussions, examples, and screenshots that are selected for an FI/MM or HR/Payroll audience. This specialization does not affect the core content of REP200, and there is no need to repeat the class in all functional areas.

REP200 – Section 01 – Spring 2016 Details

For a Human Resources/Payroll Audience

Class Dates: Thursday, February 18, 2016

Class Time: 9:00 a.m. to 12:00 p.m.

Class Location:

SCEIS Training Room 202,
1628 Browning Road, Columbia

REP200 – Section 02 – Spring 2016 Details

For a Finance/Materials Management Audience

Class Dates: Thursday, March 10, 2016

Class Time: 9:00 a.m. to 12:00 p.m.

Class Location:

SCEIS Training Room 202,
1628 Browning Road, Columbia

REP200 – Section 04 – Spring 2016 Details

For a Human Resources/Payroll Audience

Class Dates: Tuesday, April 19, 2016

Class Time: 9:00 a.m. to 12:00 p.m.

Class Location:

SCEIS Training Room 202,
1628 Browning Road, Columbia

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REP200 – Section 06 – Spring 2016 Details

For a Finance/Materials Management Audience

Class Dates: Thursday, May 5, 2016

Class Time: 9:00 a.m. to 12:00 p.m.

Class Location:

SCEIS Training Room 202,
1628 Browning Road, Columbia

Users may *request enrollment* in either of these classes, using the pre-registration survey at <https://www.surveymonkey.com/s/X3TPKSC>. Your survey completion is a request only. Registration is not complete until you receive an enrollment confirmation from SCEIS Training. The enrollment confirmation will provide you with instructions on how to complete any pre-requisite(s). **Users are responsible** for selecting the appropriate class and functional area. Please review pre-requisites and schedules carefully.

If you have any questions about this message, please email them to training.sceis@admin.sc.gov.