

**Weekly Update**  
Week of January 16, 2017

**Subject:** REP200 Reporting with BEx and Business Objects Course Offered on **April 13 and on April 25**

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

The REP200 Reporting with BEx and Business Objects course will be offered on April 13, 2017, and again on April 25, 2017. Below you will find details about the course. **Please forward this message to appropriate staff members within your agency.**

**Course ID/Title: REP200 Reporting with BEx and Business Objects**

**Description:** This course will further explore the features highlighted in the REP200U online course. 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.

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.

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 User IDs 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.

**Pre-requisites:**

***The following item(s) MUST be completed before you can register for 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 course ([Click here for more information on REP200U.](#))

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*Please note, regardless of the range of your duties, you do not need to take the class for each functional area, as 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.*

### **Class Date(s):**

#### **REP200 – April 13 – Spring 2017 Details** **For a Human Resources/Payroll Audience**

**Class Date:** Thursday, April 13, 2017

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

**Class Location:**

SCEIS Training Room 202  
1628 Browning Road, Columbia

#### **REP200 – April 25 – Spring 2017 Details** **For a Finance/Materials Management Audience**

**Class Date:** Tuesday, April 25, 2017

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

**Class Location:**

SCEIS Training Room 202  
1628 Browning Road, Columbia

### **Registration Instructions:**

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://myscemployee.sc.gov>).
2. In the upper left area of the page, click the MySCCentral tab.
3. Click the “MySCLearning” tile.
4. Complete the pre-requisite, REP200U. In the “Find Learning” tile, use the search box to type in the course ID (REP200U) and click “Go.” Find the course title and click “Start Course.”
5. After completing REP200U, type the course ID (REP200) in the search box and click “Go.”
6. Find the course title and click “See Offerings.”
7. Scroll down and click the “Offerings” tab to view class dates.
8. Find the class date you prefer, and click “Register Now.” (If you do not see “Register Now,” you have not completed REP200U.)
9. At the Scheduled Offering box, click “Confirm.”
10. Watch for your confirmation email, with class details and instructions.

**If you do not receive a confirmation email, please contact the SCEIS Help Desk using the ticket form found here: <http://www.sceis.sc.gov/requests/>.**



## **Weekly Update**

*Week of January 16, 2017*

If you have any questions about this message, please email them to [training.sceis@admin.sc.gov](mailto:training.sceis@admin.sc.gov).