

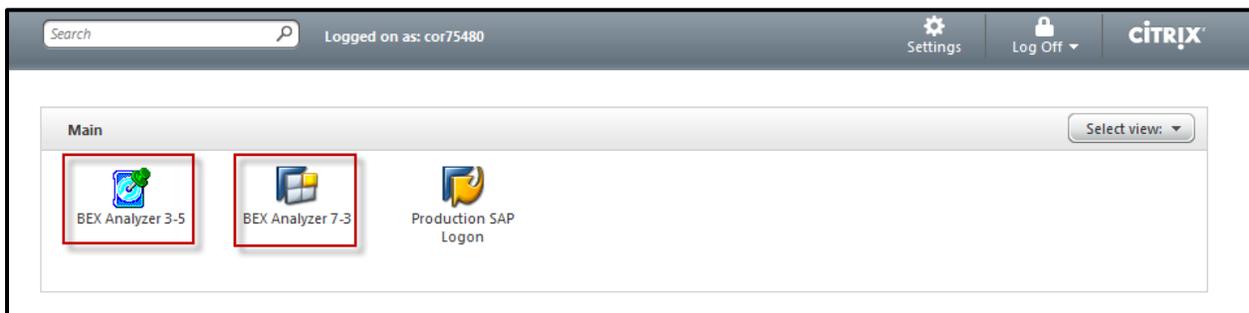
# BEX - 3.5 vs 7.3 Quick User Guide

## Log into Citrix

<https://sceisgateway.sc.gov/vpn/index.html>

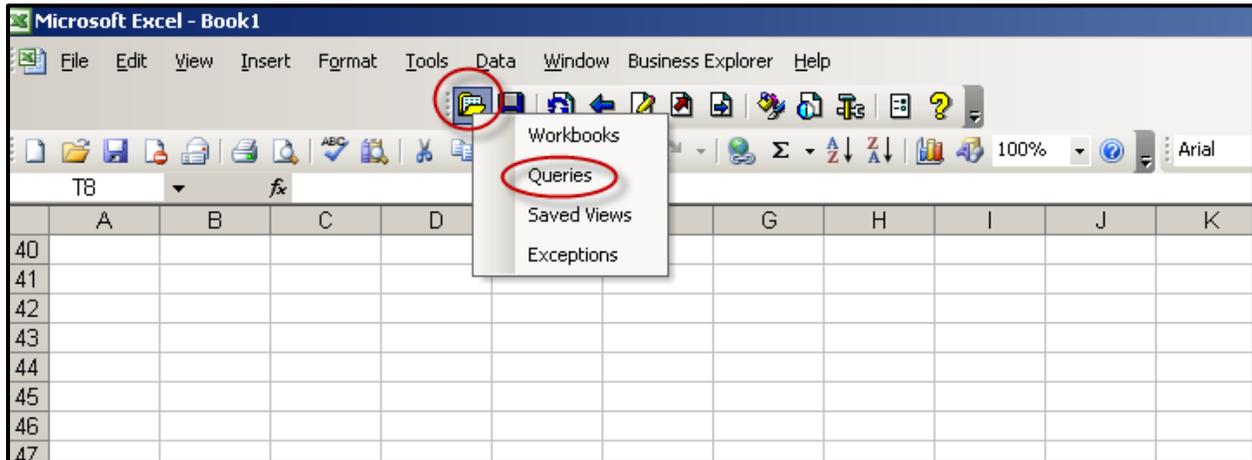


## Choose BEX Analyzer



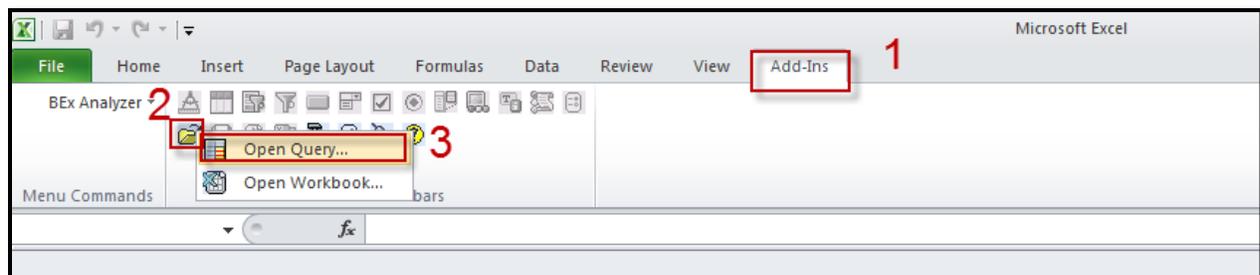
### Opening a Query in 3.5

1. Click the “Open” icon and select “Queries.”



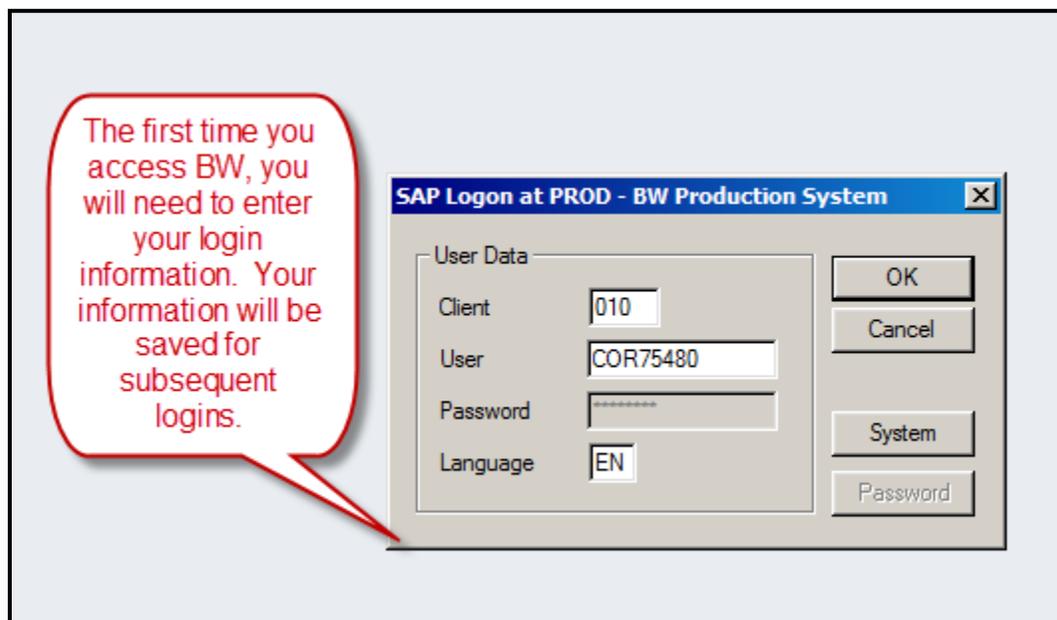
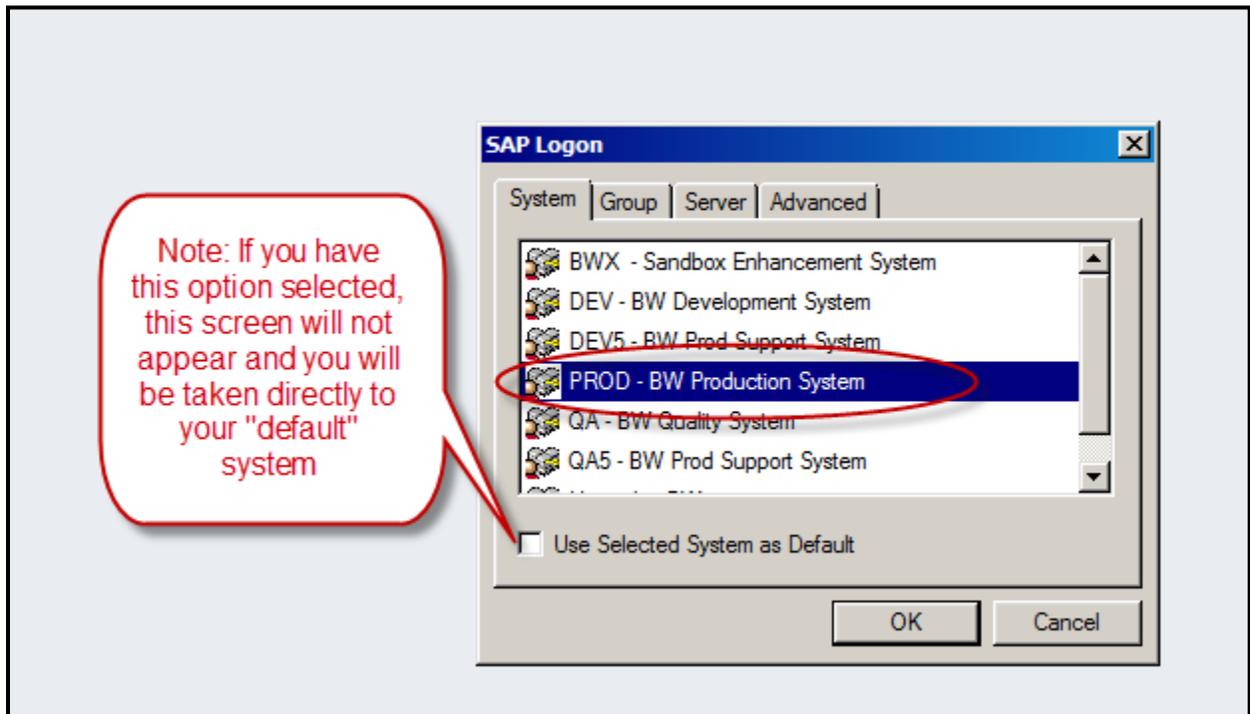
### Opening a Query in 7.3

1. Click the “Open” icon and select “Open Query...”



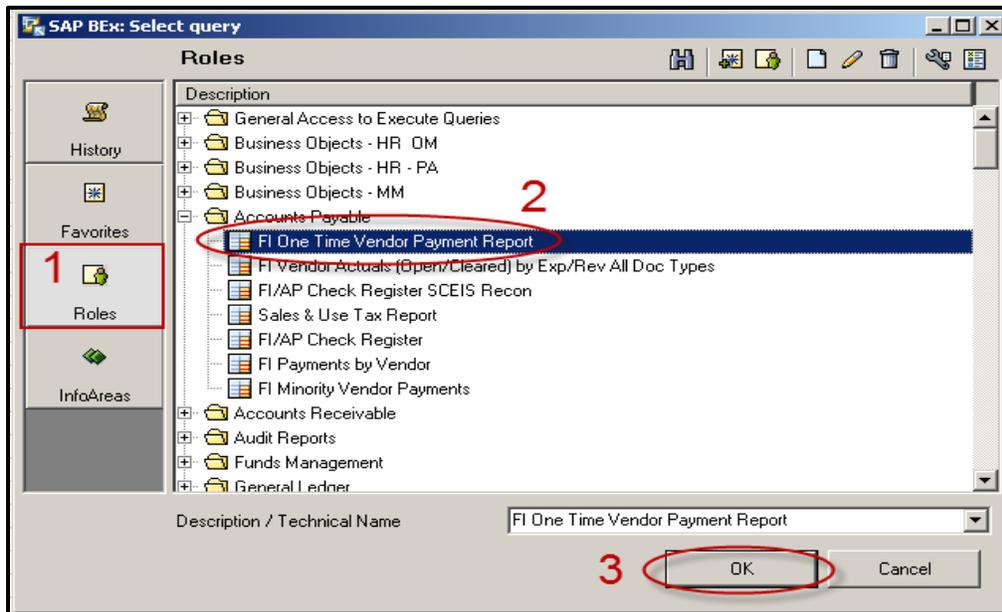
### 3.5 and 7.3

2. Select the system and click "OK."



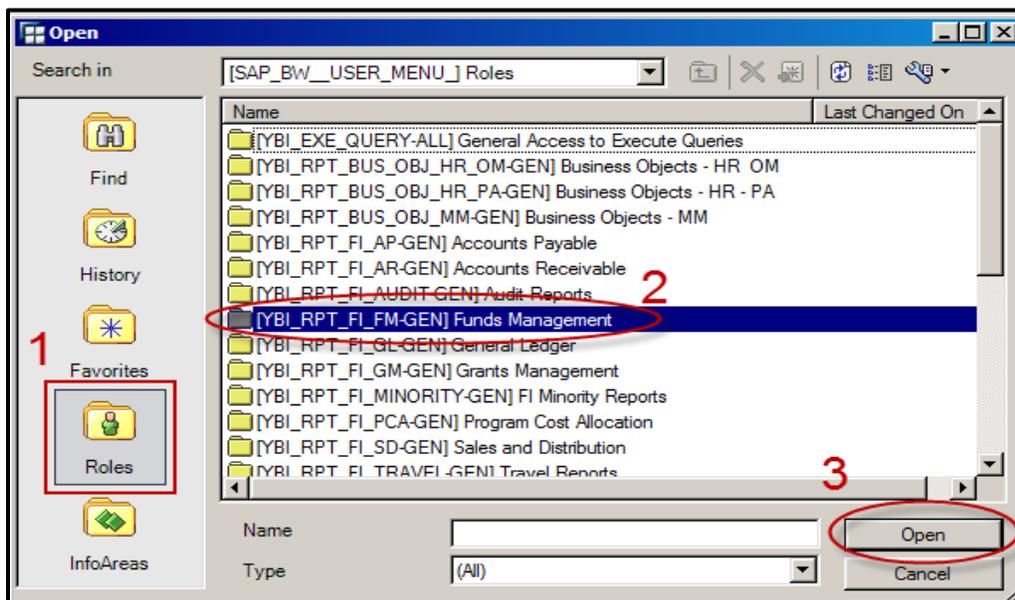
## How to Search for and Select a Query in 3.5

1. Select “Roles,” then expand the appropriate folder.
2. Choose the desired query.
3. Select “OK.”



## How to Search for and Select a Query in 7.3

1. Select “Roles.”
2. Expand the appropriate folder by double-clicking on the folder. Choose the desired query.
3. Select “Open.”



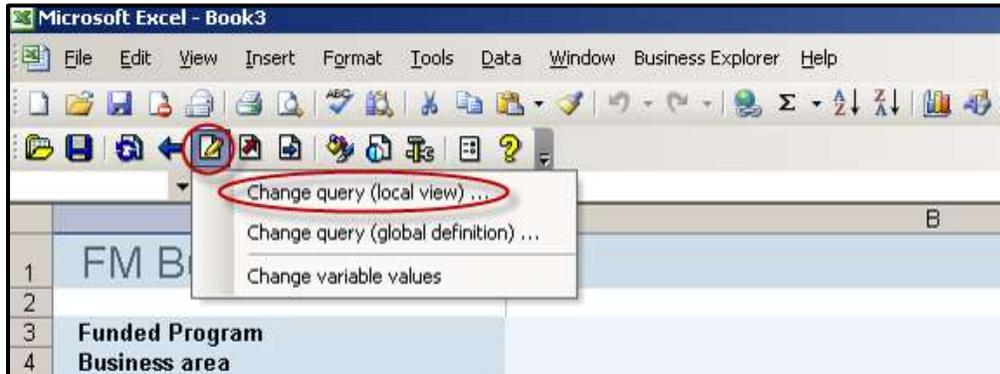
### Prompt Screen in 3.5

### Prompt Screen in 7.3

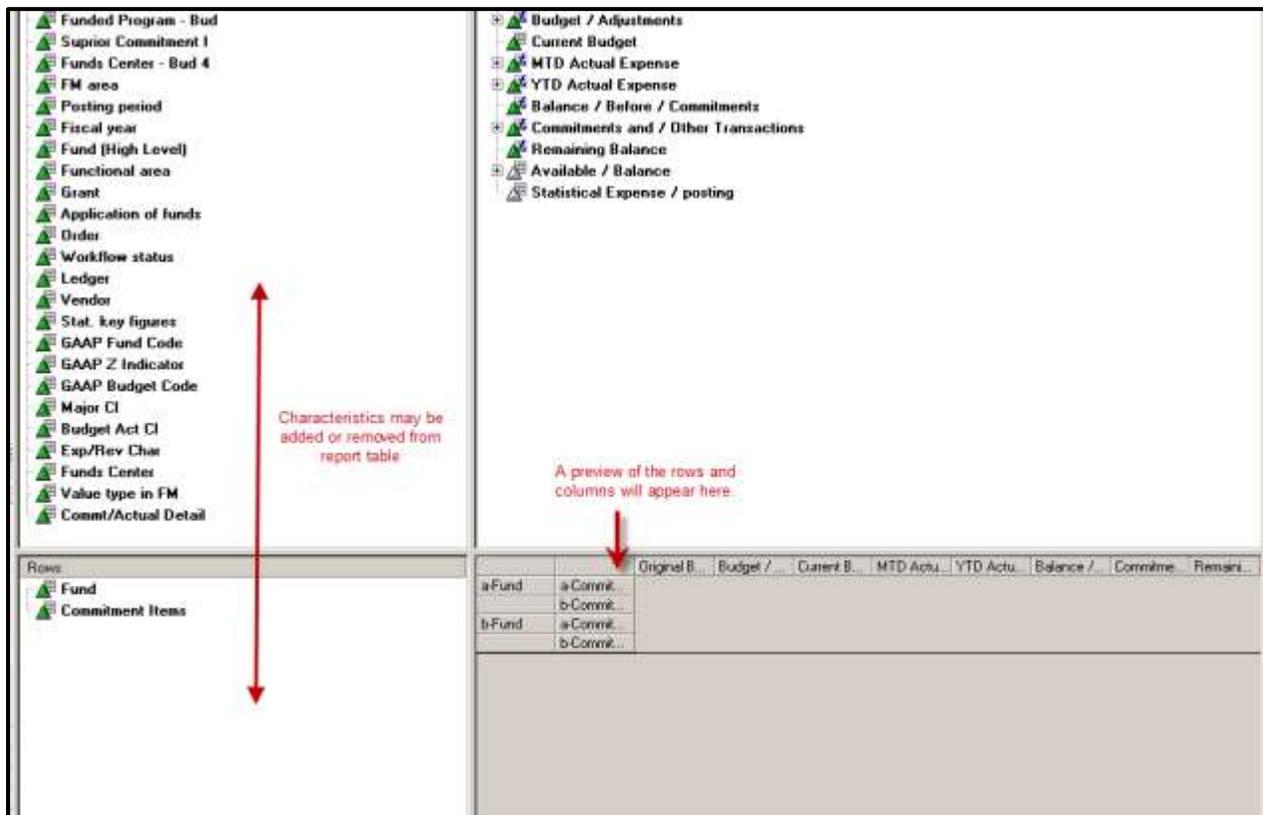


## To Add, Remove or Modify Columns in 3.5

1. Click the “Change query” icon and select “Change query (local view)...”



2. Select the fields to be added from the “Free Characteristics” box and drag into the “Rows” box.
3. To remove a field from the report, drag the field from the “Rows” box to the “Free Characteristics” box.
4. The fields on the report can be reorganized by **dragging the characteristics in the “Rows” box** into the desired location. A preview of the layout will show up in the box to the right of the “Rows” box.



## To Add, Remove or Modify Columns and Suppress Repeated Values in 7.3

1. To add or remove columns from a report, right-click within a cell in the tab and select **“Query Properties...”**

Fund	Commitment Items	Original Budget	Budget Adjustments	Current Budget	MTD Actual
GENERAL FUND	501014	\$ 185,517.00	\$ 0.00	\$ 185,517.00	
	5010140000				\$
	501050		\$ 408.00	\$ 408.00	
	5010500000				
	501058	\$ 9,954,716.00	\$ 1,297,816.98	\$ 11,252,532.98	
	5010580000				\$ 41
	501059	\$ 1,491,187.00	-\$ 1,491,187.00	\$ 0.00	
	501060	\$ 1,225,911.00	\$ 959,224.00	\$ 2,185,135.00	
	5010600000				\$ 4
		\$ 870,000.00	-\$ 870,000.00	\$ 0.00	
					\$ 1
		\$ 497,182.00	\$ 5,762.02	\$ 502,944.02	
					\$
	5010870000				
	5010890000				
	5010970000				
	5020010000				
	5020020000				
	5020030000				\$
	5020070000				\$
	5020070001				\$
	5020070002				\$
	5020070003				\$ 20
	5020070004				\$
	5020070005				\$
	5020080000				\$
	5020090000				\$
	5020090002				\$

2. Select the **“Navigation State”** tab and move the desired fields from the **“Free Characteristics”** box into the **“Rows”** box or vice versa depending on whether or not the field is necessary in the report.

Local Query Properties of FM Budget vs Actual

Navigational State | Data Formatting | Presentation Options | Display Options | Currency Conversion | Zero Suppression | Properties | Conditions

Columns: Structure

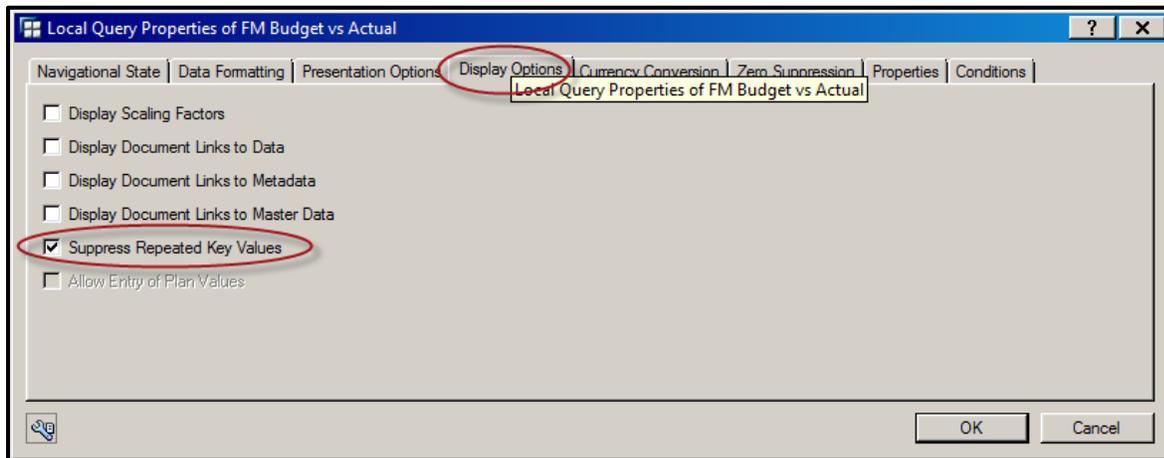
Rows: Fiscal year, Fund, Functional area, Funds Center, **Commitment Items**

Free Characteristics: Application of funds, Budget Act CI, Business area, Commt/Actual Detail, Exp/Rev Char, FM area, Fund (High Level), Funded Program - Bud, **Funded Program**, Funds Center - Bud 4, GAAP Budget Code, GAAP Fund Code

Characteristics may be added or removed from report table

OK Cancel

- To suppress key repeated values, in the **“Display Options”** tab of the **“Query Properties...”** option, select **“Supress Repeated Key Values”** and click **“OK.”**

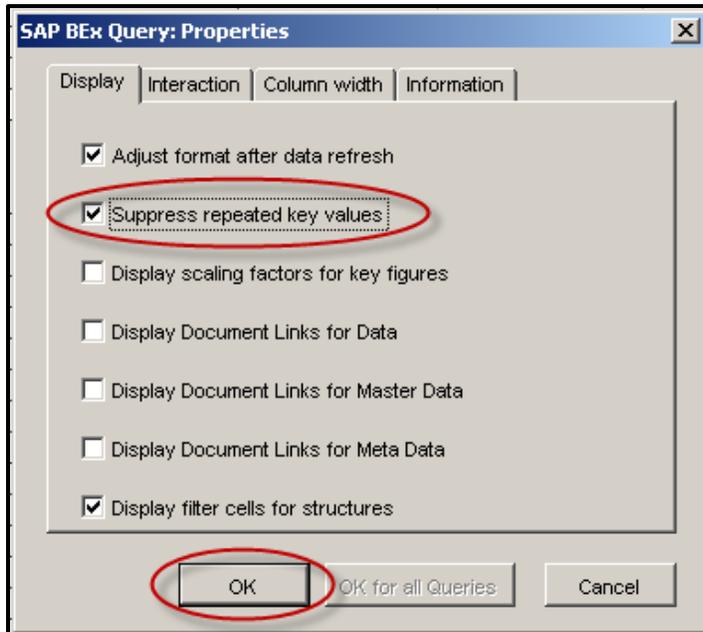


### To Suppress Repeated Values in 3.5

- Right-click in the column and select **“Properties...”**

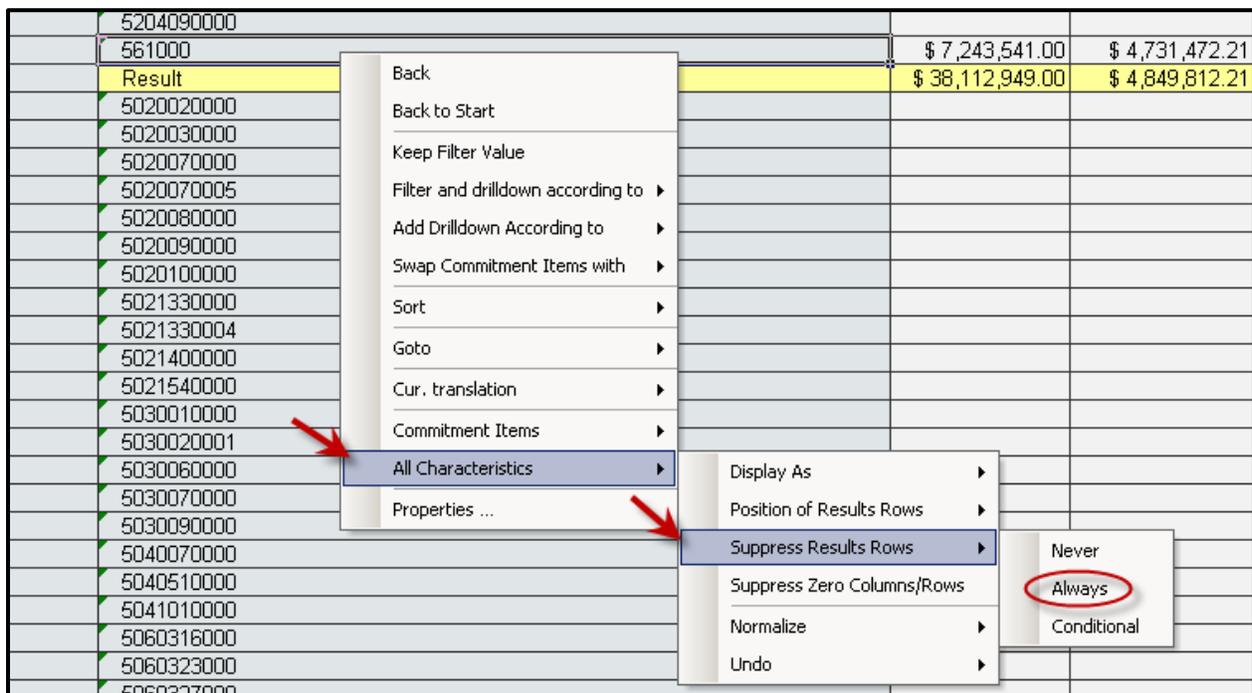
38	Stat. key figures	Not assigned
39		
	Fund	Commitment Items
40		
41	GENERAL FUND	501014
42	GENERAL FUND	5010140000
43	GENERAL FUND	501050
44	GENERAL FUND	5010500000
45	GENERAL FUND	501058
46	GENERAL FUND	5010580000
47	GENERAL FUND	501059
48	GENERAL FUND	501060
49	GENERAL FUND	
50	GENERAL FUND	
51	GENERAL FUND	
52	GENERAL FUND	
53	GENERAL FUND	
54	GENERAL FUND	
55	GENERAL FUND	
56	GENERAL FUND	
57	GENERAL FUND	
58	GENERAL FUND	
59	GENERAL FUND	
60	GENERAL FUND	
61	GENERAL FUND	
62	GENERAL FUND	
63	GENERAL FUND	
64	GENERAL FUND	
65	GENERAL FUND	
66	GENERAL FUND	

2. On the “**Display**” tab, select “**Suppress repeated key values**” and click “**OK.**”



### To Suppress Results Rows in 3.5

1. Right-click in any cell where the “**Result**” begins and select “**All Characteristics.**”
2. Select “**Suppress Results Rows,**” then “**Always.**”



## To Suppress Results Rows in 7.3

1. To suppress results, right-click within a cell where the results begin and choose “Properties...”

	512001	\$ 12,041,235.00	\$ 1,522,848.00	\$ 13,564,083.00	
	513000	\$ 4,603,660.00	-\$ 306,532.00	\$ 4,297,128.00	
	5130010000				
	5130030000				
	5130080000				
	5130310000				
	5130400000				
	5130500000				
	5130610000				
	5130670000				
	5130710000				
	5130730000				
	5130750000				
	5130780000				
	5150010000				
	5150020000				
	5150030000				
	5180750000				
	5203990000				
	5204090000				
	561000			472.21	\$ 11,975,013.21
	Result			812.21	\$ 42,962,761.21
GENERAL FD - C/F	5020020000				
	5020030000				

2. On the “General” tab, in the “Results Rows” dropdown box, select “Always Suppress.”

Properties for Characteristic Commitment Items

General | Attributes | Hierarchy

Display: Key | Text Type: Default Text

Sort By: Key | Commitment Items | Sort Direction: Ascending

Results Rows: Always Suppress

Cumulate Values

OK Cancel

### To Display Key and Text in 3.5

Right-click in a cell that you wish to have the key and text displayed. Choose the field you'd like to have the key and text displayed (In this example, it's **“Commitment Items”**), then **“Display As”** and **“Key and Name.”**

Fund	Commitment Items	Original Budget	Budget Adjustments	Current Budget
40				
41	GENERAL FUND			
42	601014	\$ 185,517.00	\$0.00	\$ 185,517.00
43	6010140000			
44	601050		\$ 408.00	\$ 408.00
45	6010500000	\$ 9,954,716.00	\$ 820,006.98	\$ 10,774,722.98
46	6010580000			
47	601059	\$ 1,491,187.00	\$ 1,491,187.00	\$0.00
48	601060	\$ 1,225,911.00	\$ 405,224.00	\$ 1,631,135.00
49	6010600000			
50	601061	\$ 870,000.00	-\$ 870,000.00	\$0.00
51	6010650001			
52	601070	\$ 497,182.00	\$ 37,572.02	\$ 534,754.02
53	6010710000			
54	6010720000			
55	6010730000			
56	6010870000			
57	6010890000			
58	6010970000			
59	6020010000			
60	6020020000			
61	6020030000			
62	6020070000			

### To Display Key and Text in 7.3

1. To display the key and text of a field, right-click within a cell in the desired field and select **“Properties...”**
2. Under the **“General”** tab, select **“Key and Text”** from the **“Display”** dropdown box.

## Setting a Filter in 3.5

1. Right-click on the appropriate field and select **“Select filter value...”**

26	Funds Center		
27	Value type in FM		
28	Commt/Actual Detail		
29	Structure	Original Budget, BudgetAdjustments, Carry For	
30	Fund		
31	Commitm		
32			
33	Business	BUDGET AND CONTROL BOARD	
34	Commitm	501000..506000, 5060301000..5990020000	
35	Fiscal Year variant	SC	
36	Fiscal year	SC/2014	
37	FM area	SC FM Area	
38	Stat. key figures	Not assigned	

2. Ensure that **“Single Values”** is selected in the **“Selection”** dropdown box.
3. Choose the desired value, then click the blue arrow to move it into the **“Selection”** box and click **“OK.”**

4. The filtered value will appear in the **“Filter”** area of the report as shown below:

24	Budget Act		
25	Exp/Rev Ch		
26	Funds Cent		
27	Value type		
28	Commt/Act		
29	Structure	Original Budget, BudgetAdjustments, Carry Forwards, Sup	
30	Fund	SC01/10010000 GENERAL FUND...	
31	Commitm		
32			
33	Business ar	BUDGET AND CONTROL BOARD	
34	Commitm	501000..506000, 5060301000..5990020000	
35	Fiscal Year	SC	
36	Fiscal year	SC/2014	
37	FM area	SC FM Area	

## Setting a Filter in 7.3

1. Right-click on the desired field in the “**Filter**” section of the report and choose “**Select Filter Value...**”

Author JGRANT

Chart **Filter** Information

Filter	Fiscal year	Fund	Functional area
Application of funds	2014	10010000	GENERAL FUND
Budget Act Cl	2014	10010000	GENERAL FUND
Business area	2014	10010000	GENERAL FUND
Commitment Items	2014	10010000	GENERAL FUND
Commnt/Actual Detail	2014	10010000	GENERAL FUND
Exp/Rev Char	2014	10010000	GENERAL FUND
Fiscal year	2014	10010000	GENERAL FUND
FM area	2014	10010000	GENERAL FUND
Functional area	2014	10010000	GENERAL FUND
Fund (High Level)	2014	10010000	GENERAL FUND
<b>Fund</b>	2014	10010000	GENERAL FUND
Funded Program -			F030XAB00
Funded Program			F030XAB01
Funds Center - Bu			F030XAB02
Funds Center			F030XAB02
GAAP Budget Cod			F030XBA11
GAAP Fund Code			F030XDA01
GAAP Z Indicator			F030XDA01
Grant			F030XEF00
Ledger			F030XEF00
Major Cl			F030XEF00
Order			F030XEF00
Posting period	2014	10010000	GENERAL FUND

Right click on Fund

Select Filter Value...

2. Change the dropdown option in the “**Show**” box to “**Single Values.**”
3. Choose the desired value and click “**OK.**”

Select Values for [0FUND] Fund

Show Single Values

Search

Fund

- [SC01/10010000] GENERAL FUND
- [SC01/10010021] GENERAL FUNDS - CARRY FORWARD
- [SC01/30000000] EARMARKED FUNDS (BUDGET ONLY)
- [SC01/30350001] OPERATING REVENUE - Int Serv Fund
- [SC01/30370000] SPECIAL DEPOSITS
- [SC01/30370038] 800 MHZ RE-BANDING
- [SC01/30438000] CAP PROJ-CAP IMPROVEMENT BONDS
- [SC01/30670000] GENERAL SERVICES
- [SC01/30980000] DONATIONS
- [SC01/31460000] BARNWELL OP SHORTFALL ESCROW ACCO

Direct Input

OK Cancel Help More >>

4. The filtered value will appear in the “Filter” area of the report as shown below:

Filter		Table			
		Fiscal year	Fund		Functional
Application of funds		2014	10010000	GENERAL FUND	00000000
Budget Act Cl		2014	10010000	GENERAL FUND	00000000
Business area		2014	10010000	GENERAL FUND	00000000
Commitment Items		2014	10010000	GENERAL FUND	00000000
Commt/Actual Detail		2014	10010000	GENERAL FUND	00000000
Exp/Rev Char		2014	10010000	GENERAL FUND	00000000
Fiscal year		2014	10010000	GENERAL FUND	00000000
FM area		2014	10010000	GENERAL FUND	00000000
Functional area		2014	10010000	GENERAL FUND	00000000
Fund (High Level)		2014	10010000	GENERAL FUND	00000000
Fund	SC01/10010000 G	2014	10010000	GENERAL FUND	F030XAB0
Funded Program - Bud		2014	10010000	GENERAL FUND	F030XAB0
Funded Program		2014	10010000	GENERAL FUND	F030XAB0
Funds Center - Bud 4		2014	10010000	GENERAL FUND	F030XAB0
Funds Center		2014	10010000	GENERAL FUND	F030XAB0
GAAP Budget Code		2014	10010000	GENERAL FUND	F030XBA1
GAAP Fund Code		2014	10010000	GENERAL FUND	F030XDA0

### Expanding Columns in 3.5

1. Click the arrow of the column that is to be expanded.

Expense	Balance Before Commitments	Commitments and Other Transactions	Remaining Balance
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00

Commitments and Other Transactions	PO Commitments	PO REQ Commitments	Parked FI Documents	Business Trip Commitments	Funds Blocks	Funds Reservations	Actual Posting in Controlling	Remaining Balance
								\$ 185,517.00
								-\$ 92,758.44
								\$ 408.00
								\$ 140.00
								\$ 11,252,532.98

### Expanding Columns in 7.3

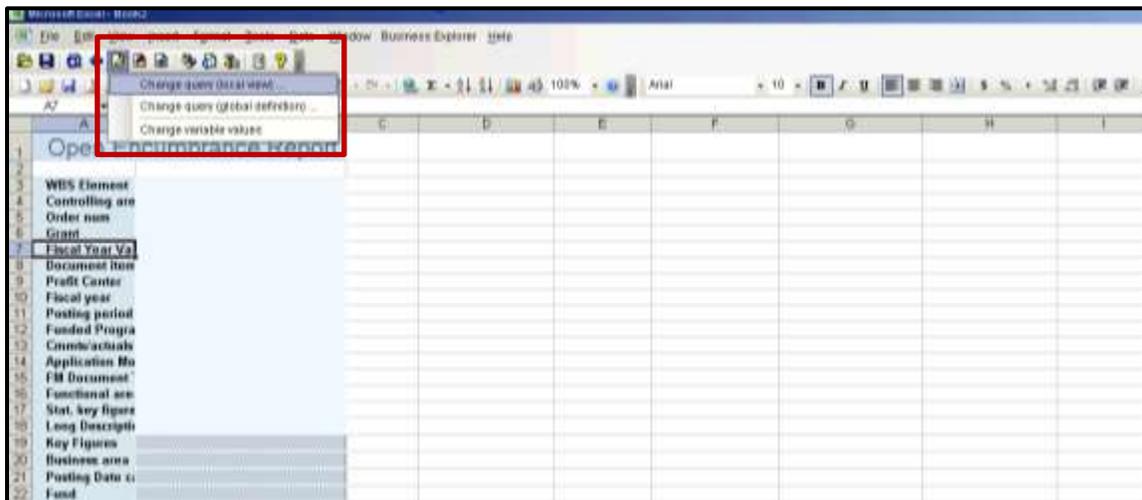
1. Click the arrow of the column that is to be expanded.

	MTD Actual Expense	YTD Actual Expense	Balance Before Commitments	Commitments and Other Transactions	Remain
00			\$ 185,517.00		
	\$ 7,729.87	\$ 92,758.44	-\$ 92,758.44		
00			\$ 408.00		

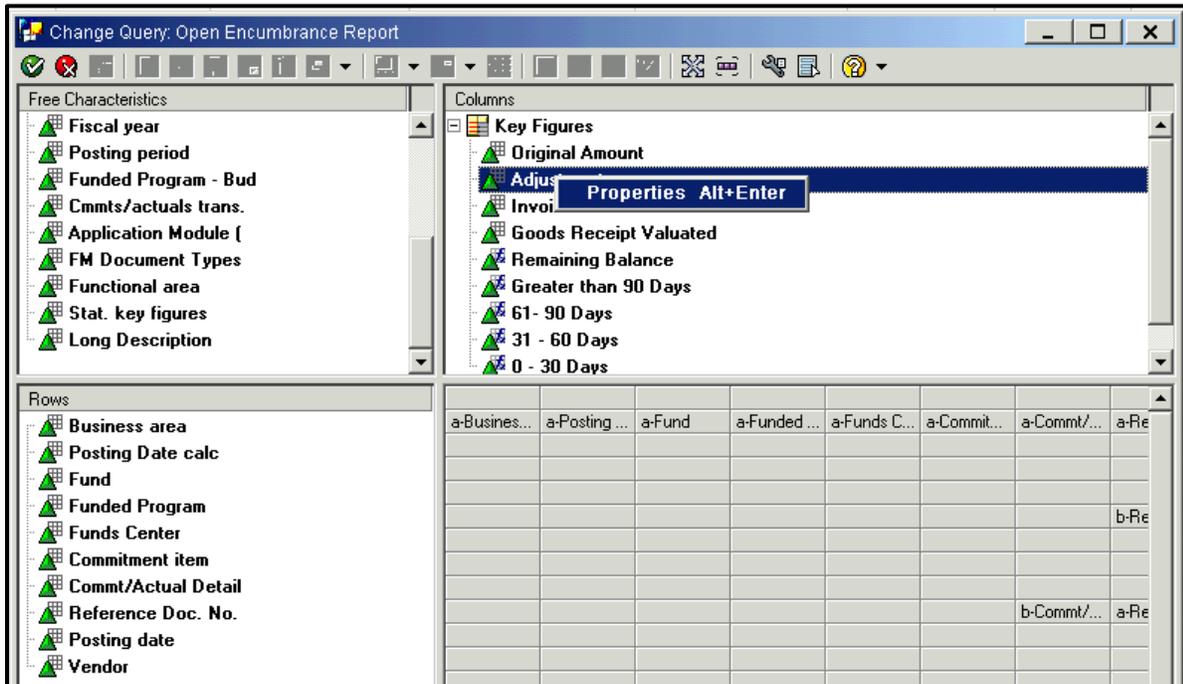
Balance Before Commitments	Commitments and Other Transactions	PO Commitments	PO REQ Commitments	Parked FI Documents	Business Trip Commitments	Funds Blocks	Funds Reservations	Actual Posting in Controlling	Remainin
\$ 0.00									
\$ 0.00									
\$ 0.00									
\$ 0.00									
\$ 0.00									

### Hiding Key Figures in Local View in 3.5

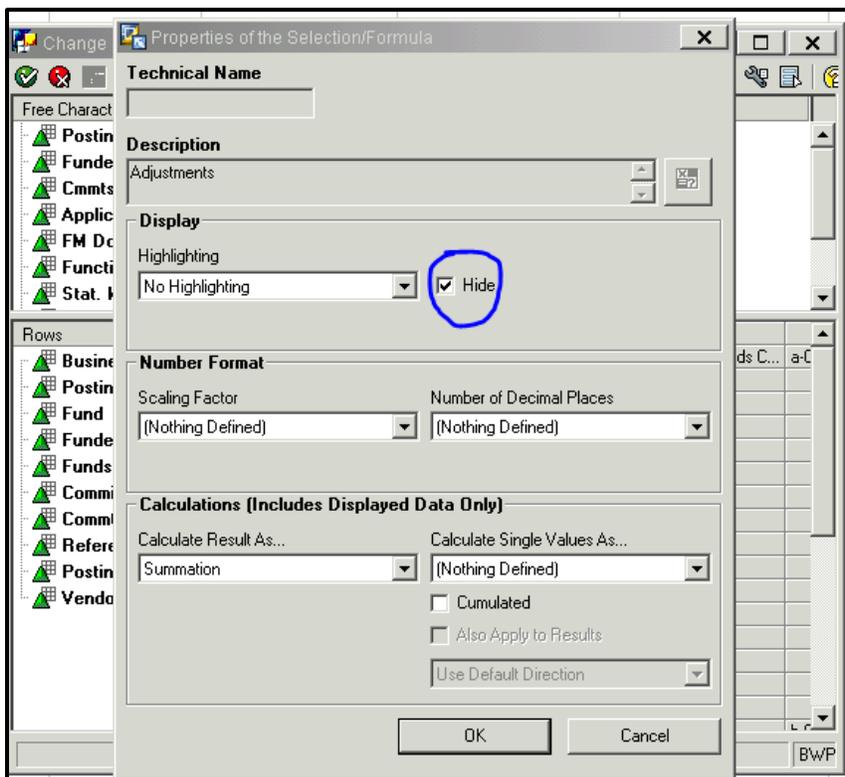
1. Select “Change Query (local view)” from the menu bar.



- Right-click on the Key Figure you would like to hide from the report and select **“Properties.”**



- Check the **“Hide”** button circled in the screen shot below, then select OK.
- Click the **green check** to re-run the query.



## Hiding Key Figures in Local View in 7.3

1. Right-click and select “Query Properties...”

Reference Doc. No.	Posting date	Vendor	Original Amount	Invoice Amount	Goods Receipt Valuated	Remaining Balance	Greater than 90 Days	91 - 99 Days	101 - 109 Days	110 - 119 Days
488220027	04/02/2013	788134079	NEPOST USA INC			\$ 1,117.88				\$ 1,117.88
488227378	05/29/2013	788138783	MIDLANDS TECHNICAL COLLEGE			\$ 128.52				\$ 128.52
488227378	05/29/2013	788138783	MIDLANDS TECHNICAL COLLEGE			\$ 265.56				\$ 265.56
488270396	07/22/2013	788883888	HEROX CORPORATION			\$ 1.51.17				\$ 556.17
488270325	07/22/2013	788889987	CAROLINA BUSINESS EQUIPMENT			\$ 529.00				\$ 561.80
488273852	07/26/2013	788816742	ELI CONTROLS LLC			\$ 1,498.00				\$ 1,615.75
488273852	07/26/2013	788816742	ELI CONTROLS LLC			\$ 4,488.10				\$ 4,647.21
488273712	07/30/2013	788853888	HEROX CORPORATION			\$ 343.00				\$ 372.80
488273712	07/30/2013	788853888	HEROX CORPORATION			\$ 1,022.00				\$ 1,117.80
488274328	08/1/2013	788816742	ELI CONTROLS LLC			\$ 1,388.17				\$ 1,412.82
488274328	08/1/2013	788816742	ELI CONTROLS LLC			\$ 51.00				\$ 55.00
488274328	08/1/2013	788816742	ELI CONTROLS LLC			\$ 81.20				\$ 86.10
488274328	08/1/2013	788816742	ELI CONTROLS LLC			\$ 28.40				\$ 30.00
488274328	08/1/2013	788816742	ELI CONTROLS LLC			\$ 224.40				\$ 242.70
488274328	08/1/2013	788816742	ELI CONTROLS LLC			\$ 38.80				\$ 41.00
488274328	08/1/2013	788816742	ELI CONTROLS LLC			\$ 45.71				\$ 48.37
488274328	08/1/2013	788816742	ELI CONTROLS LLC			\$ 51.00				\$ 53.00
488274328	08/1/2013	788816742	ELI CONTROLS LLC			\$ 137.12				\$ 148.00
488274328	08/1/2013	788816742	ELI CONTROLS LLC			\$ 28.40				\$ 30.00
488270841	08/5/2013	788889987	CAROLINA BUSINESS EQUIPMENT			\$ 1,278.10				\$ 1,363.26
488276711	08/7/2013	788816742	ELI CONTROLS LLC			\$ 1,843.00				\$ 1,843.00
488276711	08/7/2013	788816742	ELI CONTROLS LLC			\$ 895.02				\$ 924.84
488276711	08/7/2013	788816742	ELI CONTROLS LLC			\$ 75.75				\$ 75.75
488276711	08/7/2013	788816742	ELI CONTROLS LLC			\$ 34.90				\$ 36.85
488276711	08/7/2013	788816742	ELI CONTROLS LLC			\$ 95.90				\$ 99.90
488276711	08/7/2013	788816742	ELI CONTROLS LLC			\$ 41.81				\$ 43.27
488276711	08/7/2013	788816742	ELI CONTROLS LLC			\$ 36.30				\$ 37.30
488276711	08/7/2013	788816742	ELI CONTROLS LLC			\$ 13.97				\$ 14.42
488276711	08/7/2013	788816742	ELI CONTROLS LLC			\$ 333.31				\$ 333.31
488276711	08/7/2013	788816742	ELI CONTROLS LLC			\$ 153.68				\$ 158.64
488276711	08/7/2013	788816742	ELI CONTROLS LLC			\$ 40.40				\$ 42.40
488276711	08/7/2013	788816742	ELI CONTROLS LLC			\$ 28.80				\$ 29.84
488276711	08/7/2013	788816742	ELI CONTROLS LLC			\$ 45.40				\$ 46.40
488276711	08/7/2013	788816742	ELI CONTROLS LLC			\$ 28.80				\$ 29.84
488276711	08/7/2013	788816742	ELI CONTROLS LLC			\$ 75.75				\$ 75.75
488276711	08/7/2013	788816742	ELI CONTROLS LLC			\$ 54.02				\$ 56.05
488276711	08/7/2013	788816742	ELI CONTROLS LLC			\$ 136.30				\$ 138.36
488276711	08/7/2013	788816742	ELI CONTROLS LLC			\$ 62.80				\$ 64.90
488276711	08/7/2013	788816742	ELI CONTROLS LLC			\$ 38.30				\$ 39.30
488276711	08/7/2013	788816742	ELI CONTROLS LLC			\$ 13.97				\$ 14.42
488277154	08/8/2013	788827081	POLLOCK FINANCIAL SERVICES			\$ 1,717.50				\$ 1,717.50
488277154	08/8/2013	788830888	HEROX CORPORATION			\$ 1,845.00				\$ 1,793.02
488277154	08/8/2013	788830888	HEROX CORPORATION			\$ 2,228.00				\$ 2,228.00
488277154	08/8/2013	788833888	HEROX CORPORATION			\$ 888.00				\$ 8,814.99

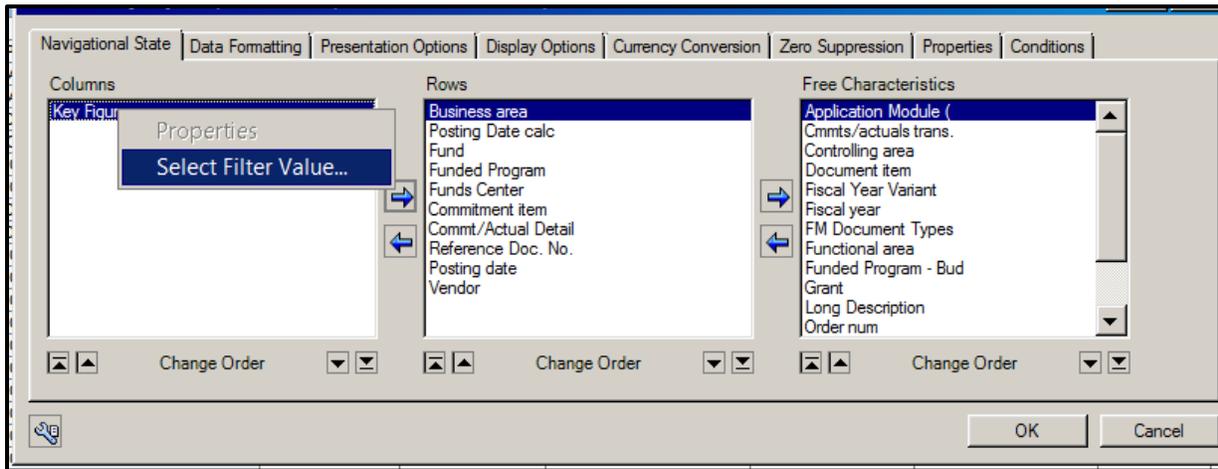
2. Right-click on “Key Figures.”

Local Query Properties of Open Encumbrance Report

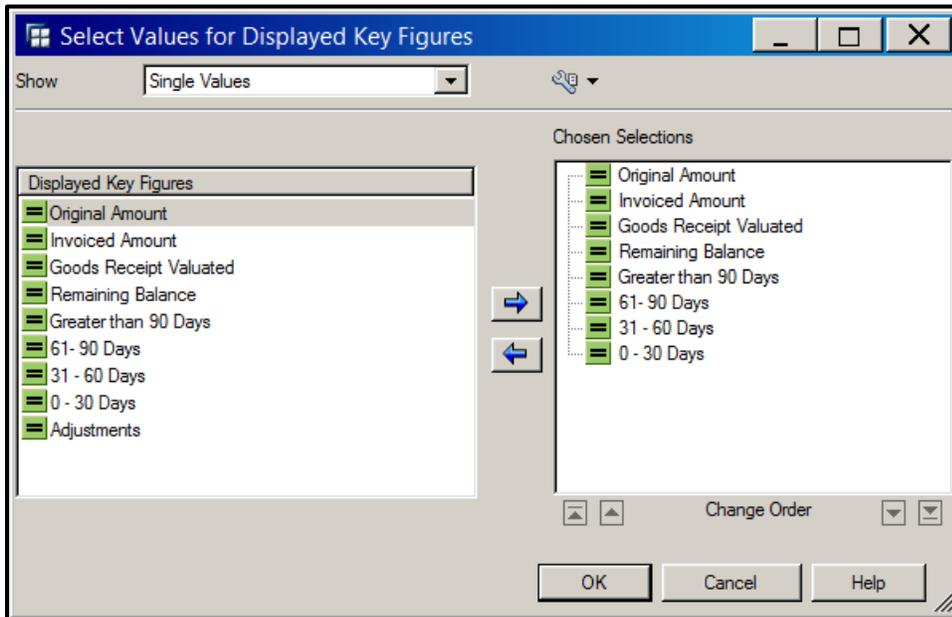
Navigational State | 
  Data Formatting | 
  Presentation Options | 
  Display Options | 
  Currency Conversion | 
  Zero Suppression | 
  Properties | 
  Conditions

Columns	Rows	Free Characteristics
Key Figures	Business area	Application Module (
	Posting Date calc	Cmnts/actuals trans.
	Fund	Controlling area
	Funded Program	Document item
	Funds Center	Fiscal Year Variant
	Commitment item	Fiscal year
	Commt/Actual Detail	FM Document Types
	Reference Doc. No.	Functional area
	Posting date	Funded Program - Bud
	Vendor	Grant
		Long Description
		Order num

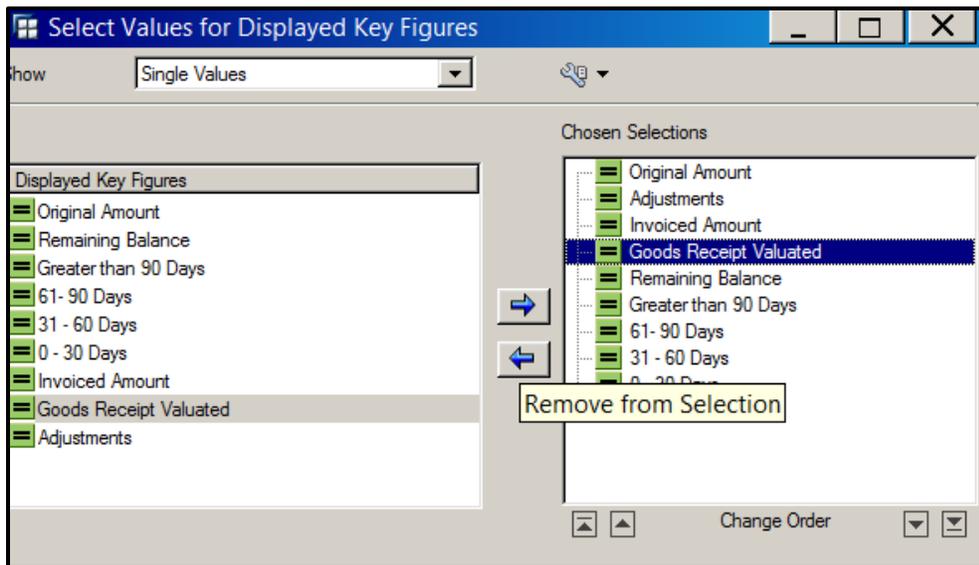
3. “Select Filter Value...”



4. Using the Chosen Selections, you can change the order of the Key Figures.



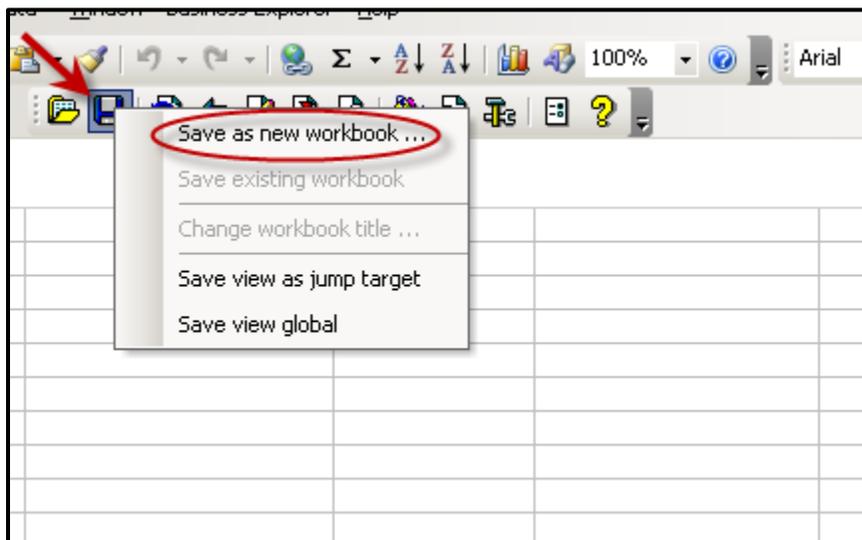
- Remove the Key Figure from the selection by selecting it and clicking the **Left arrow**.



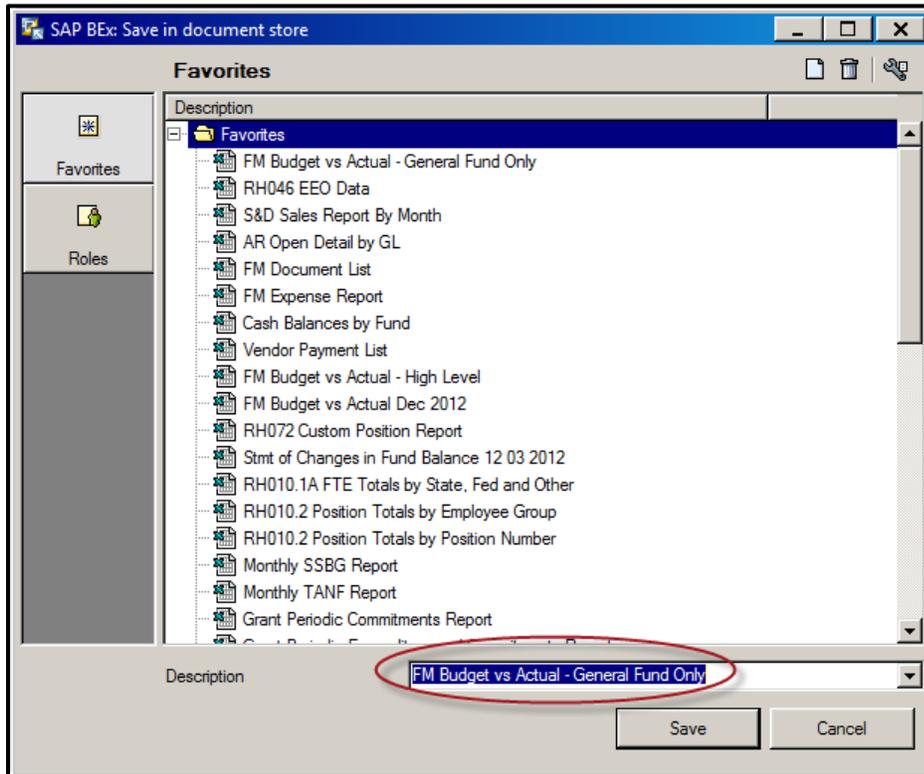
The Key Figure will not show while you are working in that local version.

### **Saving as a New Workbook in 3.5**

- Click the **“Save”** icon and select **“Save as new workbook...”**



2. Choose a location and file name, and click **“Save.”**



### **Saving as a New Workbook in 7.3**

1. Click the **“Save”** icon and select **“Save Workbook...”**

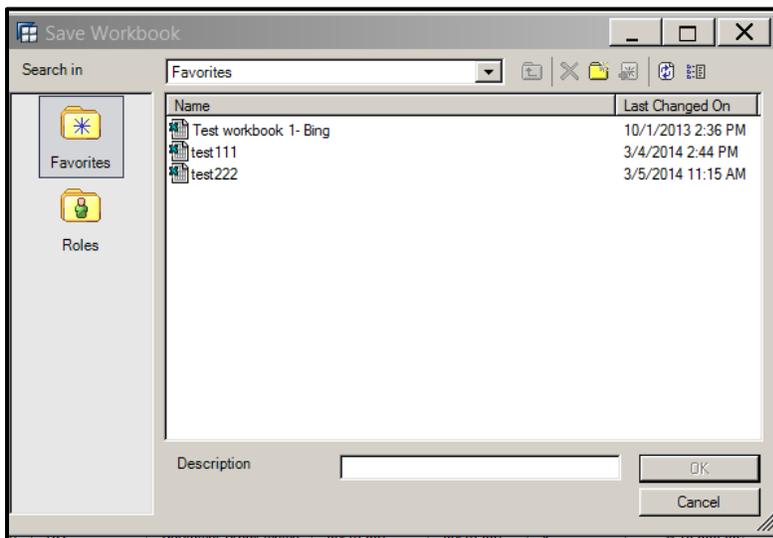


## Inserting Another Query into the Same Workbook in 7.3

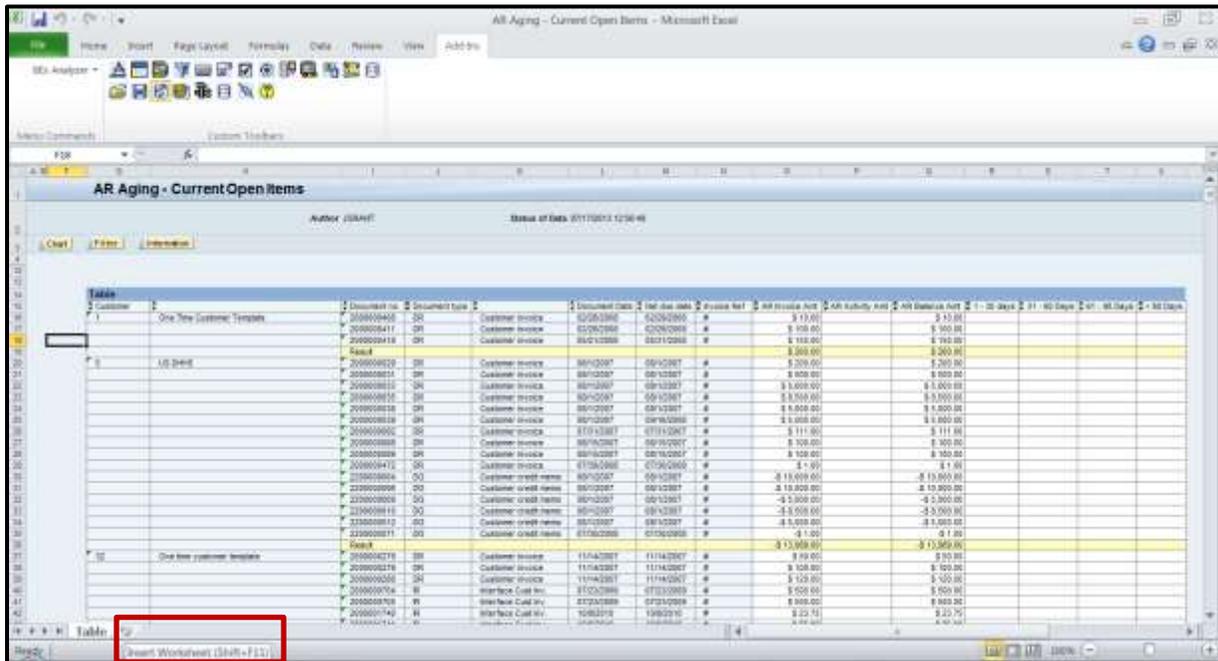
1. Open a query which you want to put into a workbook. Click the **Save** icon on the menu bar and select **“Save Workbook.”**

Customer	Document no.	Document type	Document Date	Net due date	Invoice Ref	AR Invoice
1	2000000408	DR	02/26/2008	02/29/2008	#	\$
	2000000411	DR	02/26/2008	02/29/2008	#	\$
	2000000418	DR	05/21/2008	05/31/2008	#	\$
		Result				\$
5	2000000029	DR	08/1/2007	08/1/2007	#	\$
	2000000031	DR	08/1/2007	08/1/2007	#	\$
	2000000033	DR	08/1/2007	08/1/2007	#	\$
	2000000035	DR	08/1/2007	08/1/2007	#	\$
	2000000038	DR	08/1/2007	08/1/2007	#	\$
	2000000039	DR	08/1/2007	09/16/2008	#	\$
	2000000062	DR	07/31/2007	07/31/2007	#	\$
	2000000068	DR	08/15/2007	08/15/2007	#	\$
	2000000089	DR	08/15/2007	08/15/2007	#	\$
	2000000472	DR	07/30/2008	07/30/2008	#	\$
	2200000004	DG	08/1/2007	08/1/2007	#	-\$
	2200000006	DG	08/1/2007	08/1/2007	#	-\$
	2200000009	DG	08/1/2007	08/1/2007	#	-\$

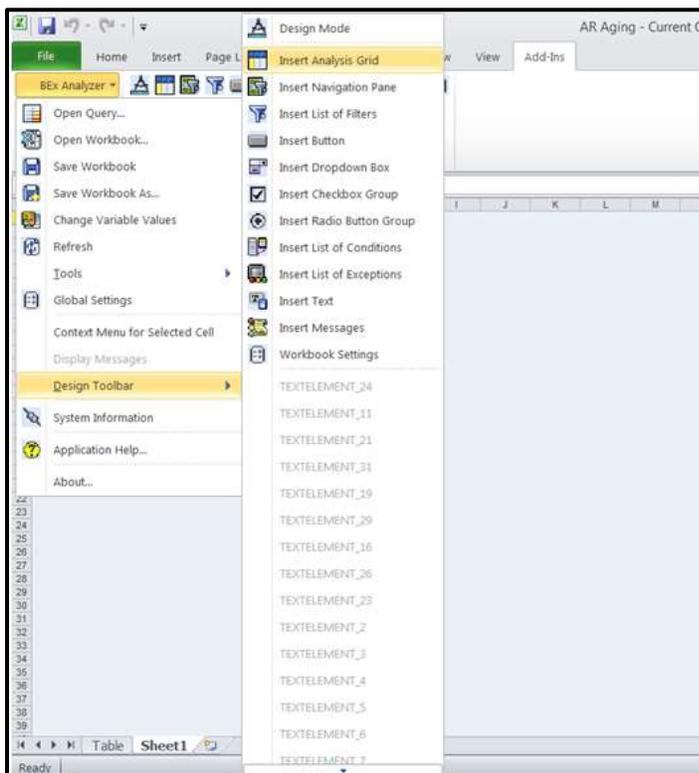
2. You can save the work book to your **“Favorites”** or **“Roles folder.”**



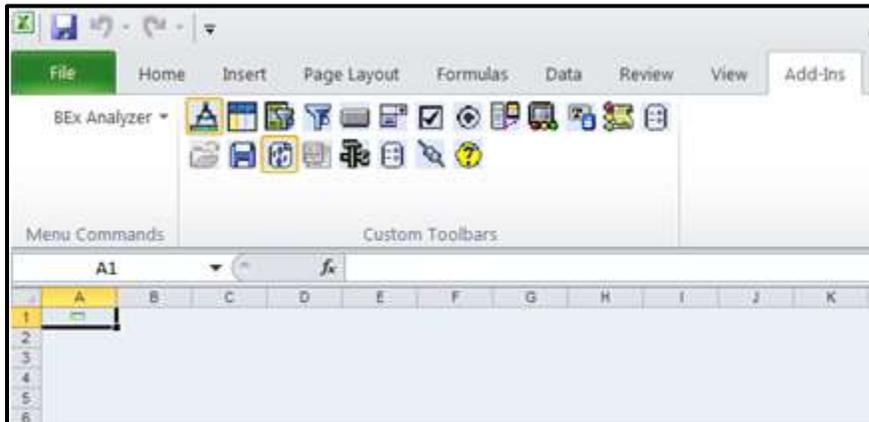
- If you want to insert another query into the same workbook, go to the bottom left corner and click **“Insert Worksheet.”**



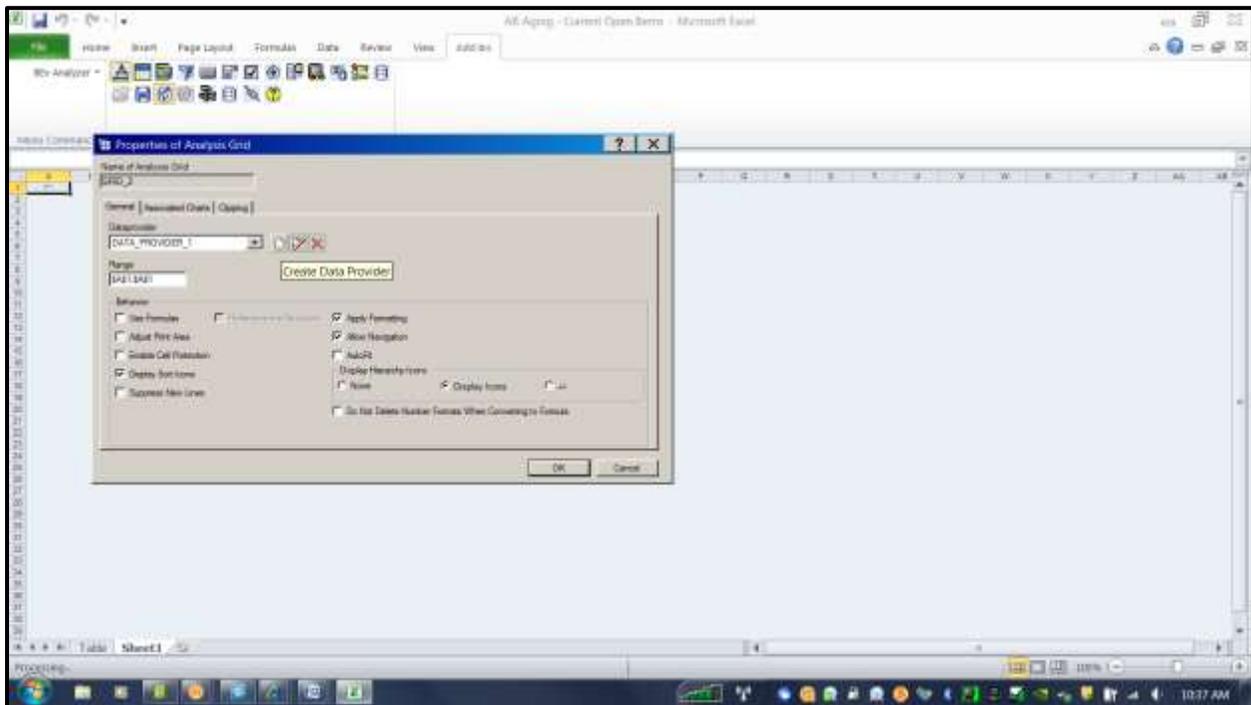
- From the **“BEx Analyzer”** drop down menu, choose **“Design Toolbar,”** then **“Insert Analyzer Grid.”**



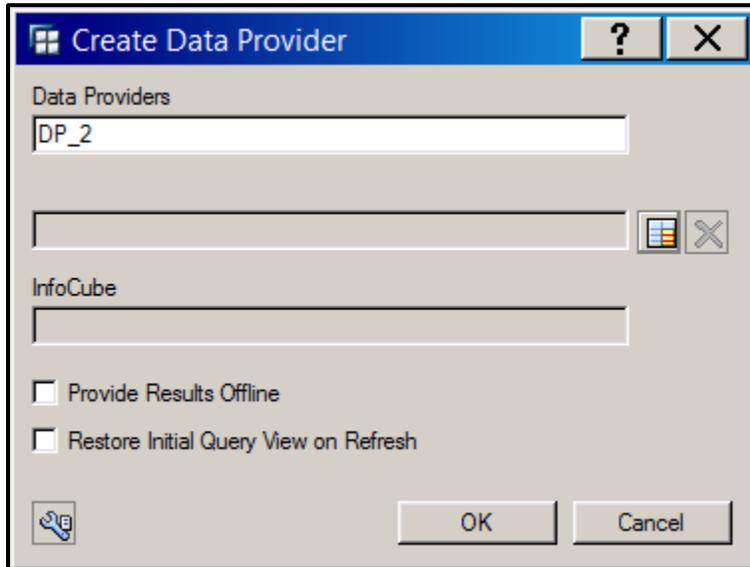
5. Click the cell with a design icon (cell A1).



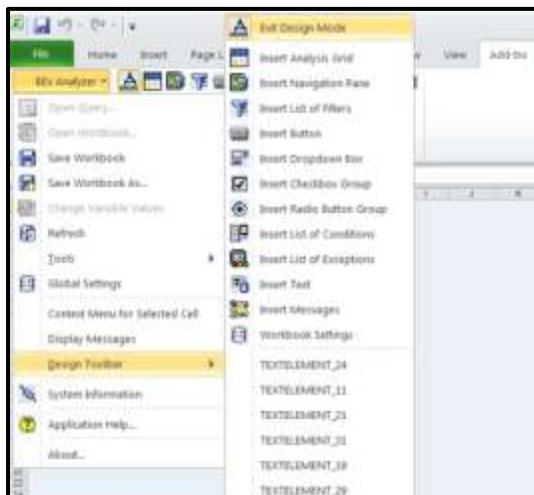
6. You will get the pop-up window “**Properties of Analysis Grid.**”



- Click the **“Create DataProvider”** icon next to the **“DataProvider”** field. The new window **“Create Data Provider”** will pop up. Choose your Data Provider and query by clicking the query icon.



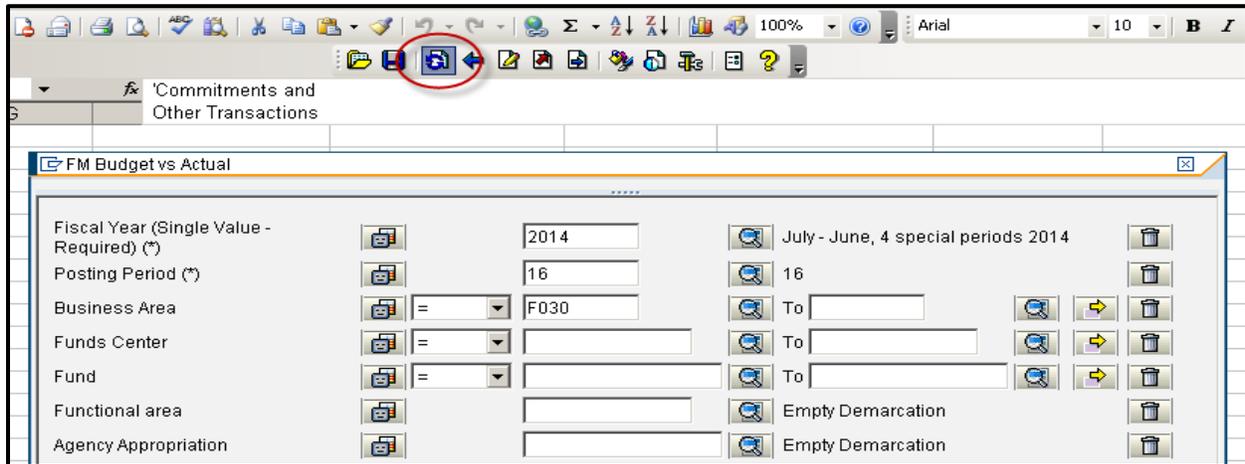
- Click **“OK”** on all pop-up windows. Then, from the Bex Analyzer drop-down menu, choose **“Design Toolbar,”** then **“Exit Design Mode.”**



- You will see the second query appear on the sheet. Save the workbook.

### To Refresh a Report in 3.5

1. Click the **“Refresh”** icon and the prompt fields will appear.
2. Select **“Execute”** and run the query.



### To Refresh a Report in 7.3

1. Click the **“Change Variable Values”** icon.
2. Input new values into the prompt and click **“OK.”**

