

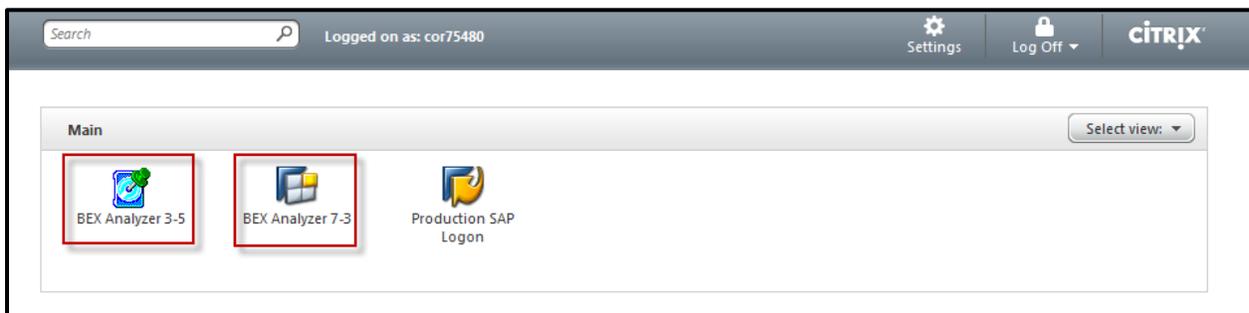
BEX - 3.5 vs 7.3 Quick User Guide

Log into Citrix

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

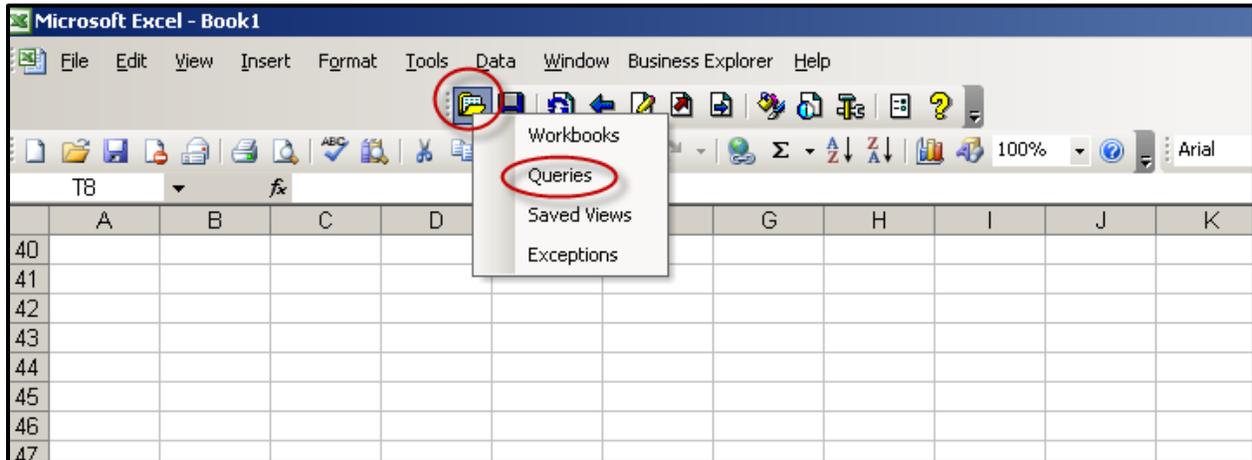


Choose BEX Analyzer



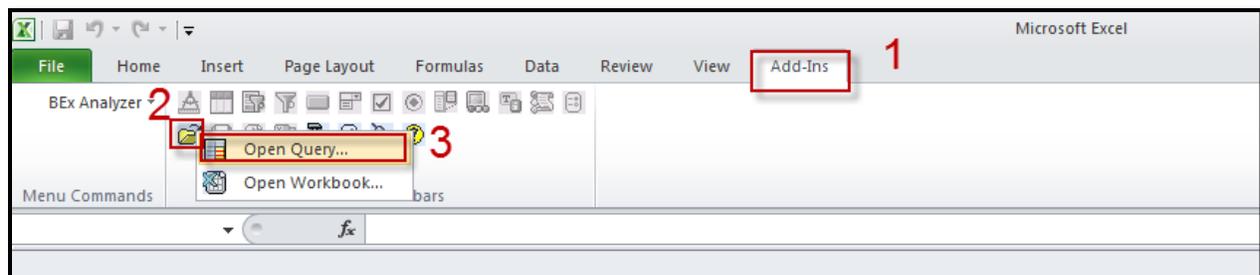
Opening a Query in 3.5

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



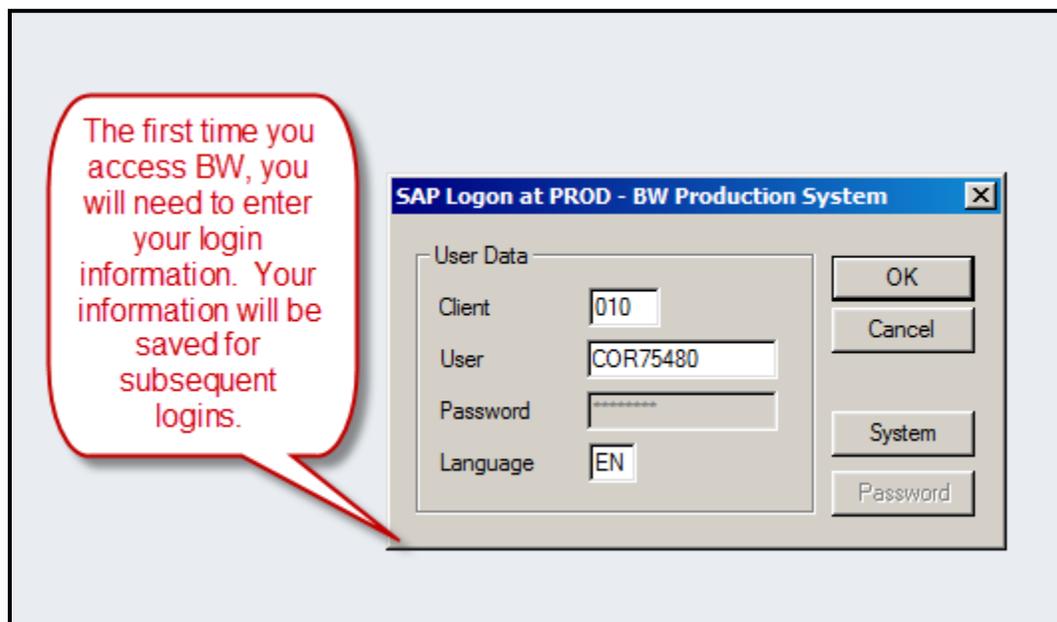
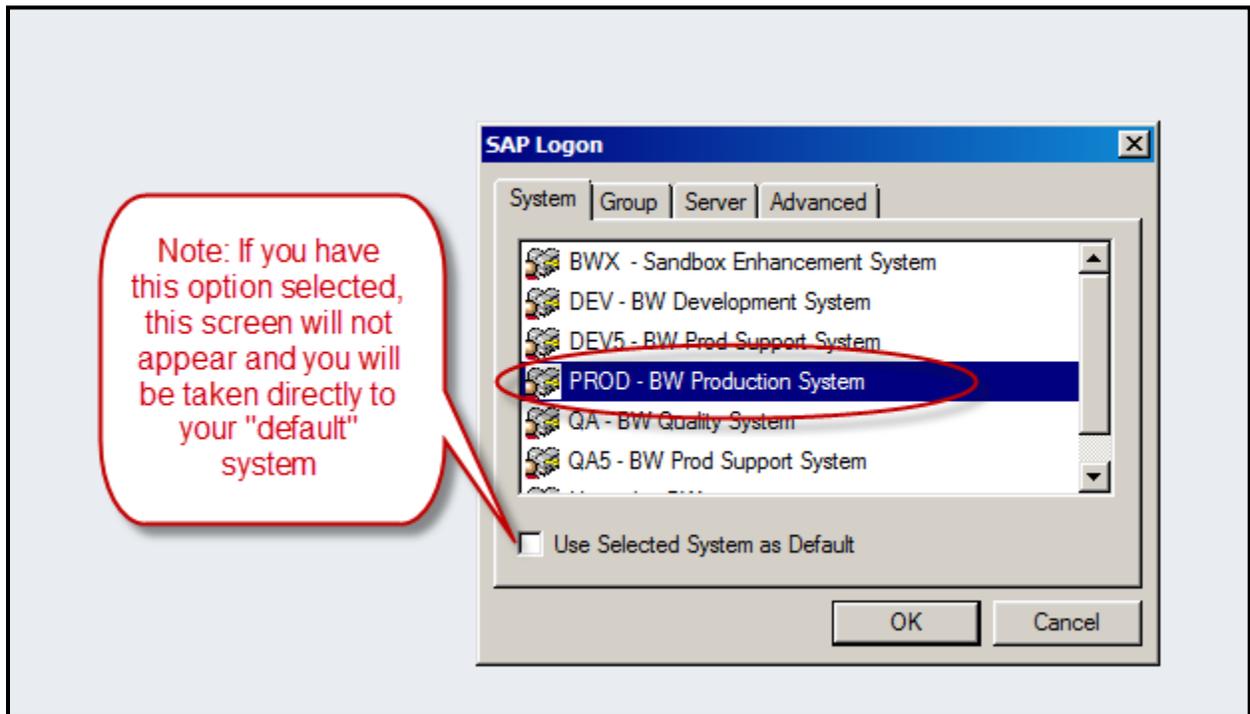
Opening a Query in 7.3

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



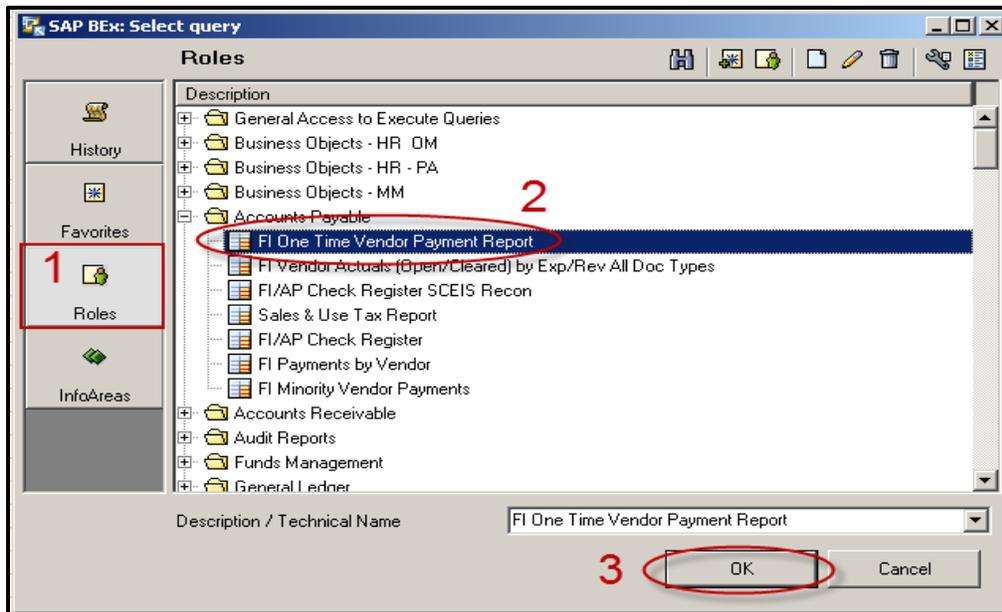
3.5 and 7.3

2. Select the system and click "OK."



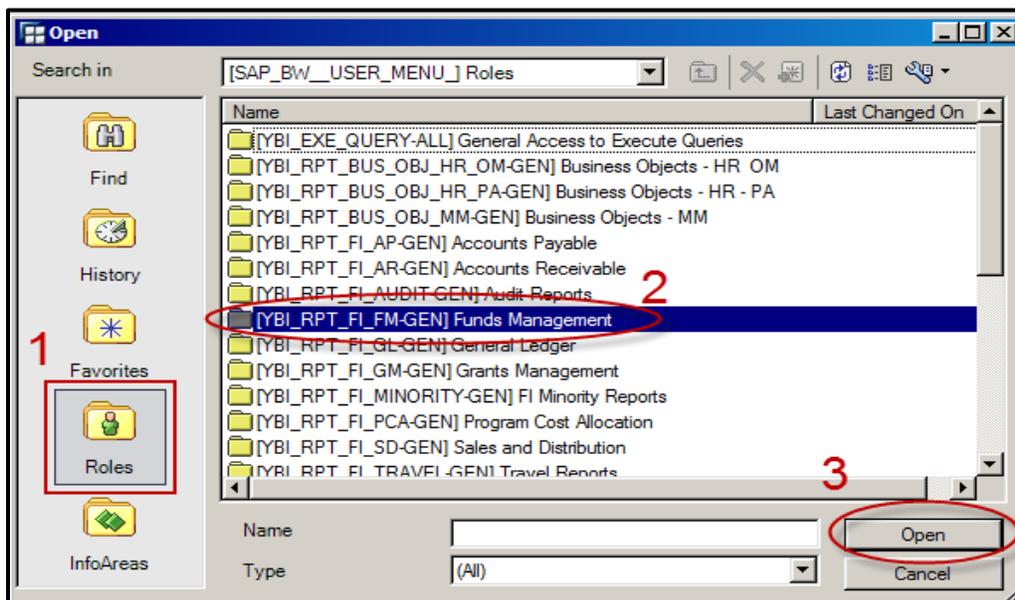
How to Search for and Select a Query in 3.5

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

FM Budget vs Actual

Fiscal Year (Single Value - Required) (*) 2014

Posting Period (*) 6

Business Area = f030

Funds Center =

Fund =

Functional area

Agency Appropriation

State Appropriation

Grant Number Selection

Commitment Item Hierarchy

Non Statistical Postings #

GAAP Fund Code =

GAAP Z Indicator =

GAAP Budget Code =

Empty Demarcation

16

To

To

To

Empty Demarcation

Empty Demarcation

Empty Demarcation

Empty Demarcation

Empty Demarcation

Not assigned

To

To

To

Execute Check

Prompt Screen in 7.3

Select Values for Variables

Available Variables

DATA_PROVIDER_1 - FM Budget vs Actual

Fiscal Year (Single Value - Required...) 16

Posting Period(*) 16

Business Area

Funds Center

Fund

Functional area

Agency Appropriation

State Appropriation

Grant Number Selection

Commitment Item Hierarchy

Non Statistical Postings # Not assigne

GAAP Fund Code

GAAP Z Indicator

GAAP Budget Code

Select Values for [0FISCYEAR]

Show Single Values

Fiscal year

[2008]

[2009]

[2010]

[2011]

[2012]

[2013]

[2014]

Direct Input

OK Cancel Help

What the Query Will Look Like in 3.5

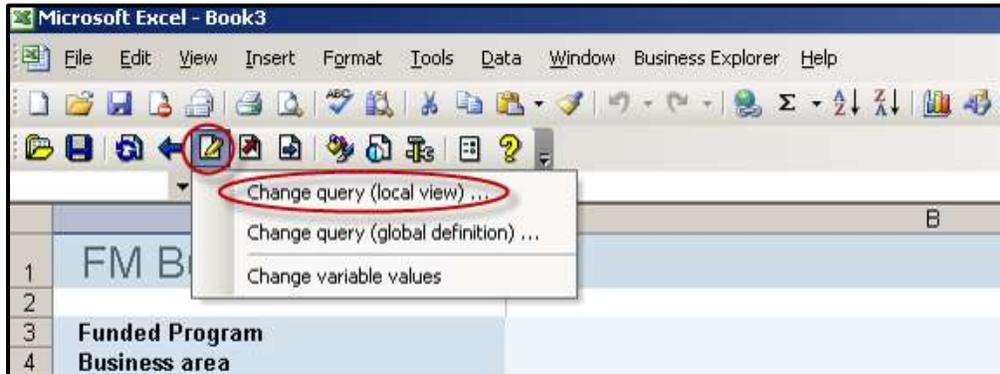
Fund	Commitment Item	Original Budget	Budget Adjustments	Current Budget	YTD Actual Expense	YTD Actual Expense	Balance Before Commitments	Commitments and Other Transactions
GENERAL FUND	500104	\$ 28,017.00	\$ 0.00	\$ 28,017.00			\$ 28,017.00	
	50104000		\$ 400.00	\$ 400.00		\$ 110,940.00	\$ 110,940.00	
	501040000		\$ 140.00	\$ 140.00		\$ 140.00	\$ 140.00	
	5010400000	\$ 3,994,718.00	\$ 831,000.00	\$ 4,825,718.00		\$ 10,798,722.80	\$ 10,798,722.80	\$ 0.00
	50104000000	\$ 1,491,107.00	\$ 1,491,107.00	\$ 2,982,214.00		\$ 8,290,136.30	\$ 8,290,136.30	\$ 0.00
	501040000000	\$ 1,508,611.00	\$ 408,125.00	\$ 1,916,736.00		\$ 4,118,196.30	\$ 4,118,196.30	

What the Query Will Look Like in 7.3

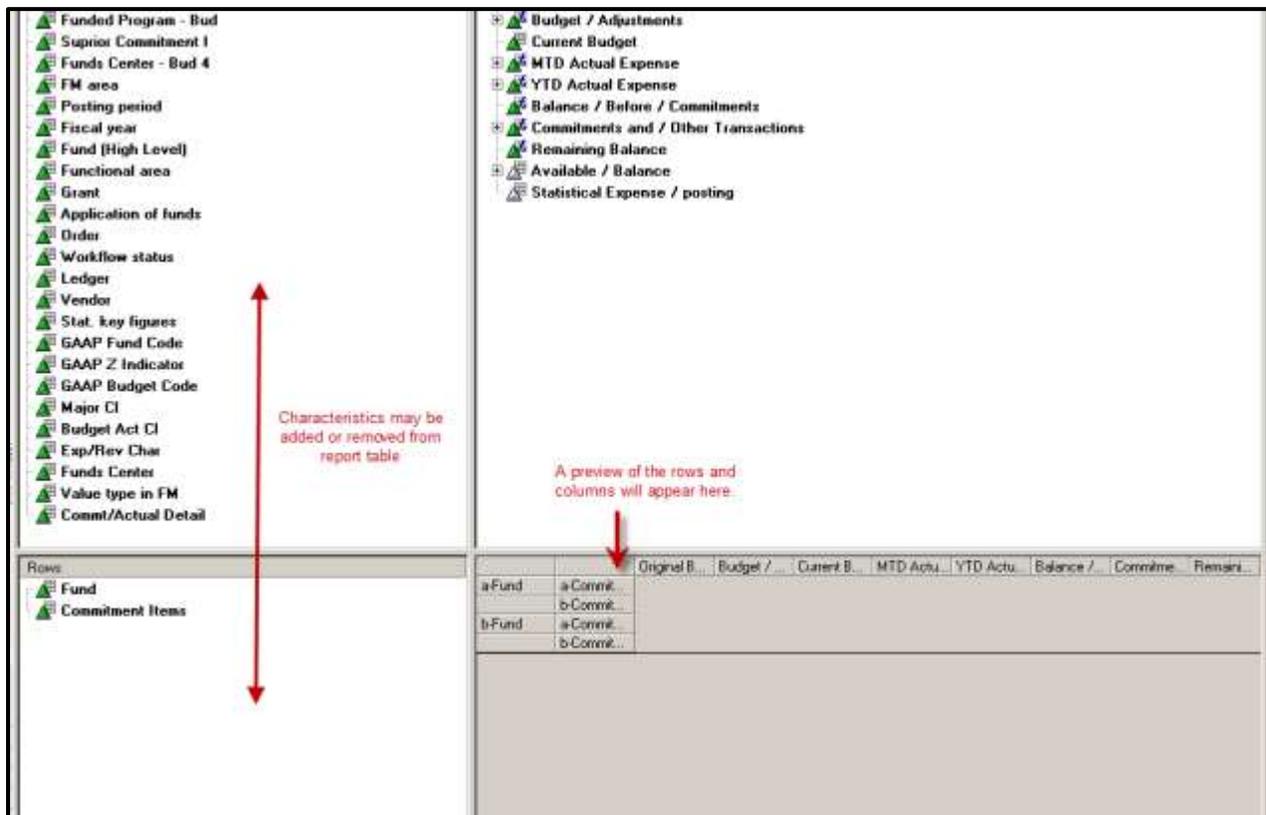
Fund	Commitment Item	Original Budget	Budget Adjustments	Current Budget	YTD Actual Expense	YTD Actual Expense	Balance Before Commitments	Commitments and Other Transactions	Remaining Balance
GENERAL FUND	500104	\$ 28,017.00	\$ 0.00	\$ 28,017.00	\$ 7,720.00	\$ 30,737.44	\$ 188,917.00	\$ 188,917.00	\$ 90,716.44
	50104000		\$ 400.00	\$ 400.00		\$ 400.00	\$ 400.00	\$ 400.00	\$ 0.00
	501040000		\$ 140.00	\$ 140.00		\$ 140.00	\$ 140.00	\$ 140.00	\$ 0.00
	5010400000	\$ 3,994,718.00	\$ 831,000.00	\$ 4,825,718.00	\$ 4,478,200.40	\$ 4,478,200.40	\$ 0.00	\$ 4,478,200.40	\$ 0.00
	50104000000	\$ 1,491,107.00	\$ 1,491,107.00	\$ 2,982,214.00	\$ 2,982,214.00	\$ 2,982,214.00	\$ 0.00	\$ 2,982,214.00	\$ 0.00
	501040000000	\$ 1,508,611.00	\$ 408,125.00	\$ 1,916,736.00	\$ 1,916,736.00	\$ 1,916,736.00	\$ 0.00	\$ 1,916,736.00	\$ 0.00

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

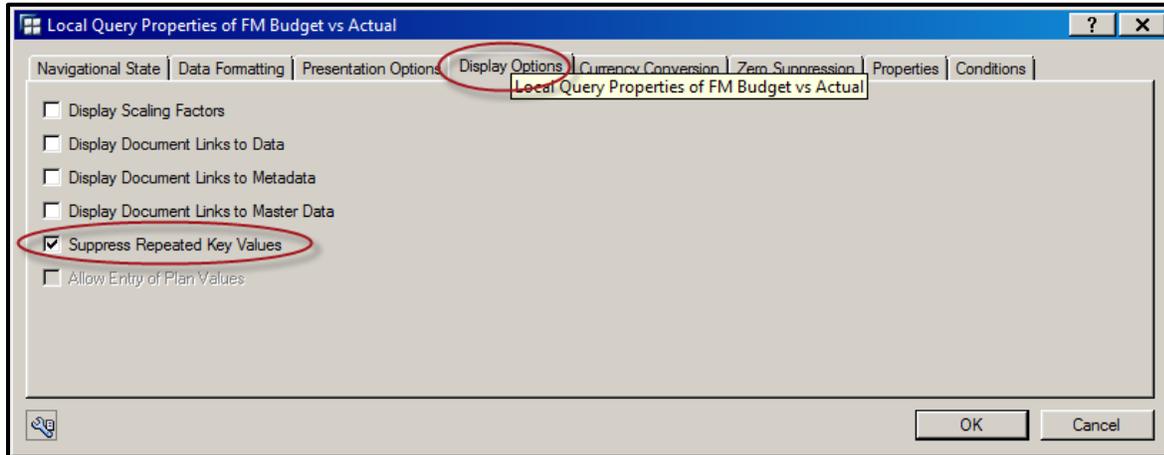
Rows: Fiscal year, Fund, Functional area, Funds Center, **Commitment Items**

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.”**

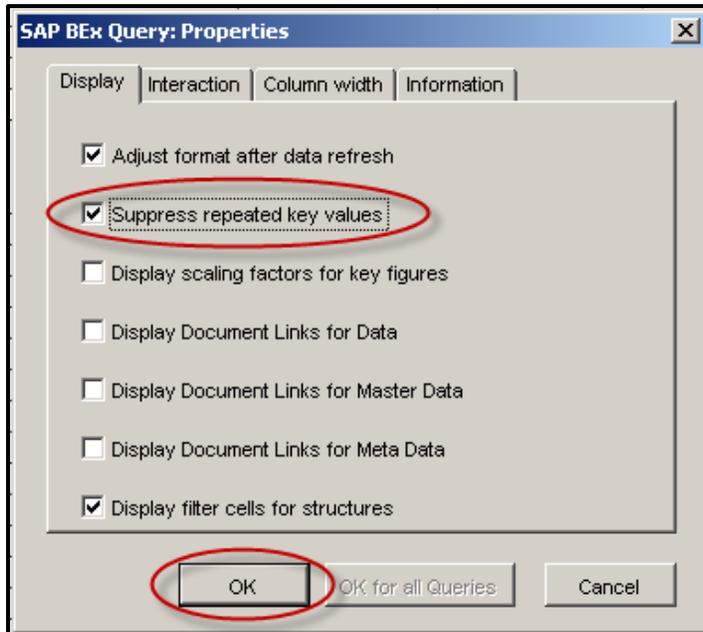


To Suppress Repeated Values in 3.5

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

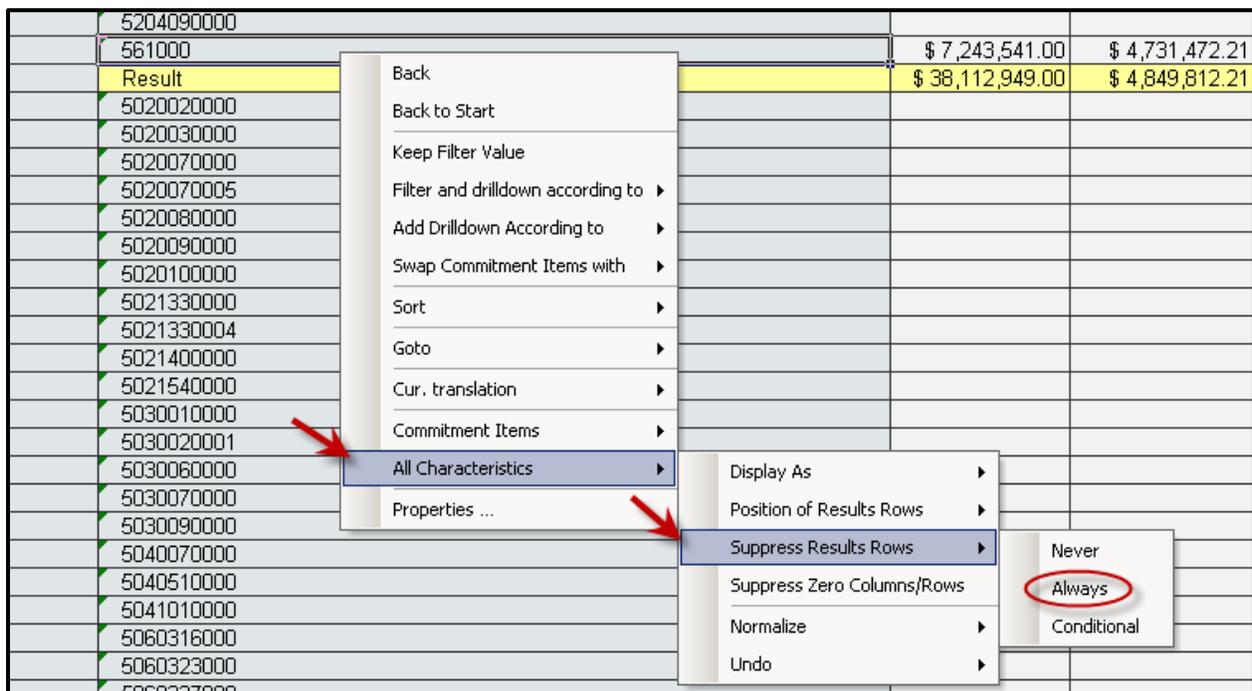
38	Stat. key figures	Not assigned
39		
	Fund	Commitment Items
40		
41	GENERAL FUND	501014
42	GENERAL FUND	5010140000
43	GENERAL FUND	501050
44	GENERAL FUND	5010500000
45	GENERAL FUND	501058
46	GENERAL FUND	5010580000
47	GENERAL FUND	501059
48	GENERAL FUND	501060
49	GENERAL FUND	Back
50	GENERAL FUND	Back to Start
51	GENERAL FUND	Keep Filter Value
52	GENERAL FUND	Filter and drilldown according to ▶
53	GENERAL FUND	Add Drilldown According to ▶
54	GENERAL FUND	Swap Fund with ▶
55	GENERAL FUND	Sort ▶
56	GENERAL FUND	Goto ▶
57	GENERAL FUND	Cur. translation ▶
58	GENERAL FUND	Fund ▶
59	GENERAL FUND	All Characteristics ▶
60	GENERAL FUND	Properties ...
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	601014	\$ 185,517.00	\$0.00	\$ 185,517.00
42		6010140000		\$ 408.00	\$ 408.00
43		601050			
44		6010500000			
45		601058	\$ 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

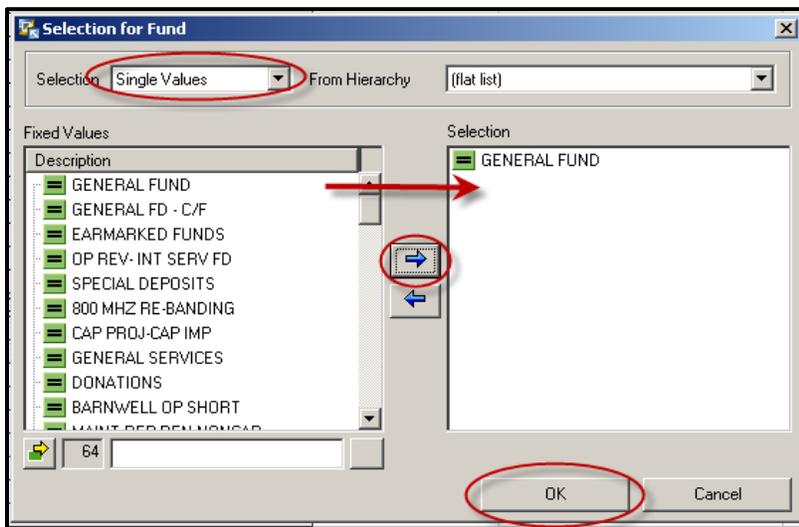
1. To display the key and text of a field, right-click within a cell in the desired field and select **“Properties...”**
2. Under the **“General”** tab, select **“Key and Text”** from the **“Display”** dropdown box.

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	Commitmer	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	Table	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
Fund		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
Comm/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

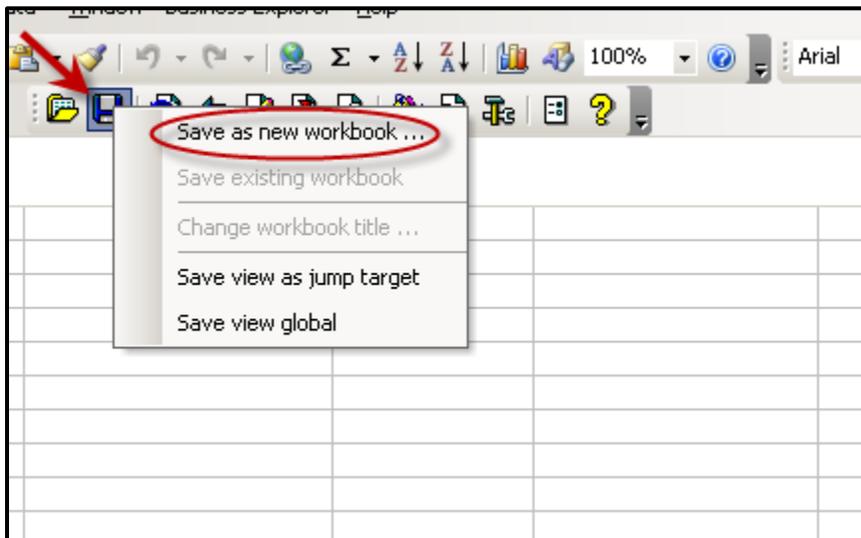
1. Click the arrow of the column that is to be expanded.

	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		

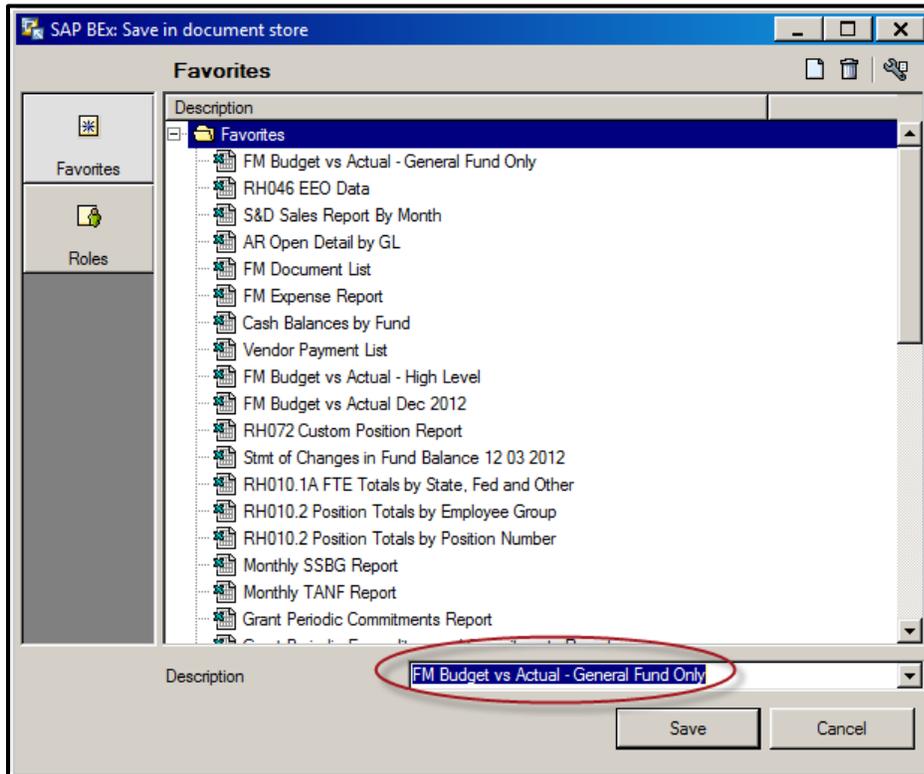
Balance Before Commitments	Commitments and Other Transactions	PO Commitments	PO REQ Commitments	Parked FI Documents	Business Trip Commitments	Funds Blocks	Funds Reservations	Actual Posting in Controlling	Remainin
\$ 0.00									
\$ 0.00									
\$ 0.00									
\$ 0.00									
\$ 0.00									

Saving as a New Workbook in 3.5

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

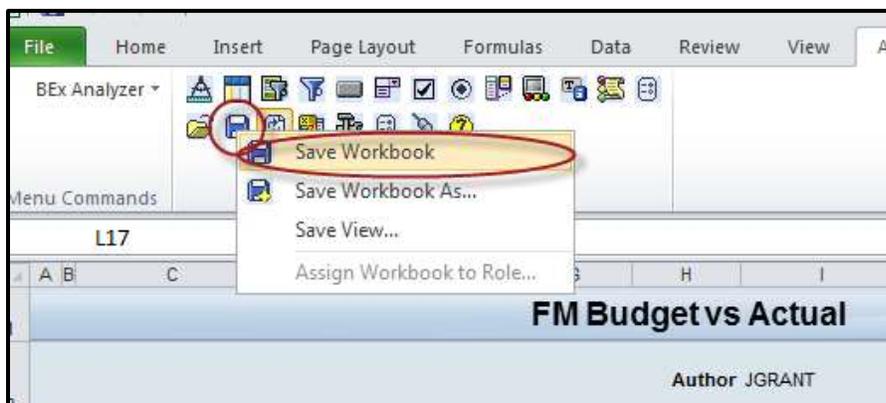


2. Choose a location and file name, and click **“Save.”**



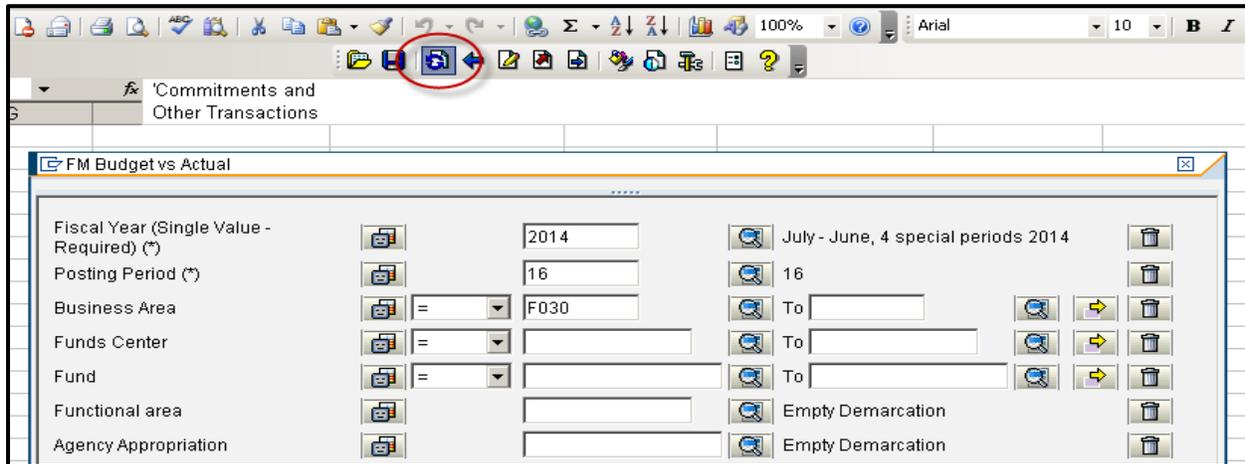
Saving as a New Workbook in 7.3

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



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.”**

