

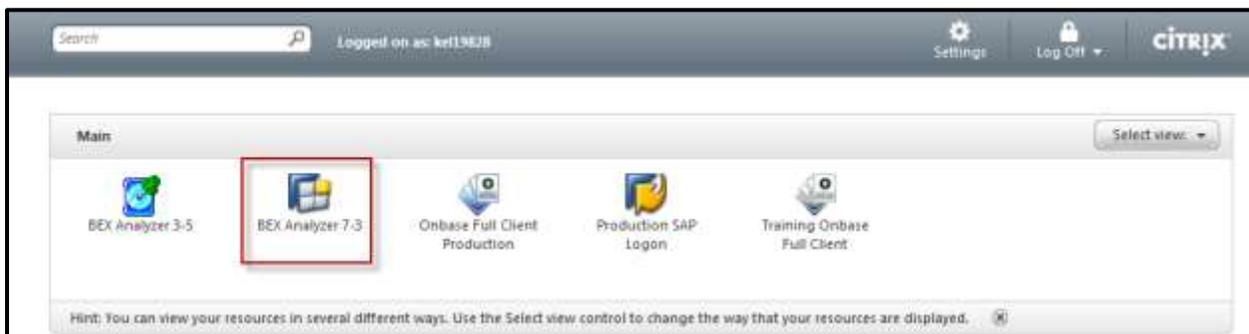
# BEX 7.3 Quick User Guide

## Log into Citrix

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

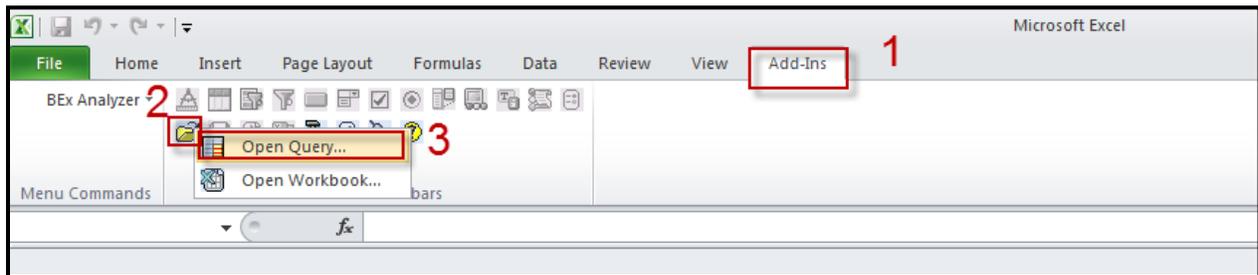


## Choose BEX Analyzer

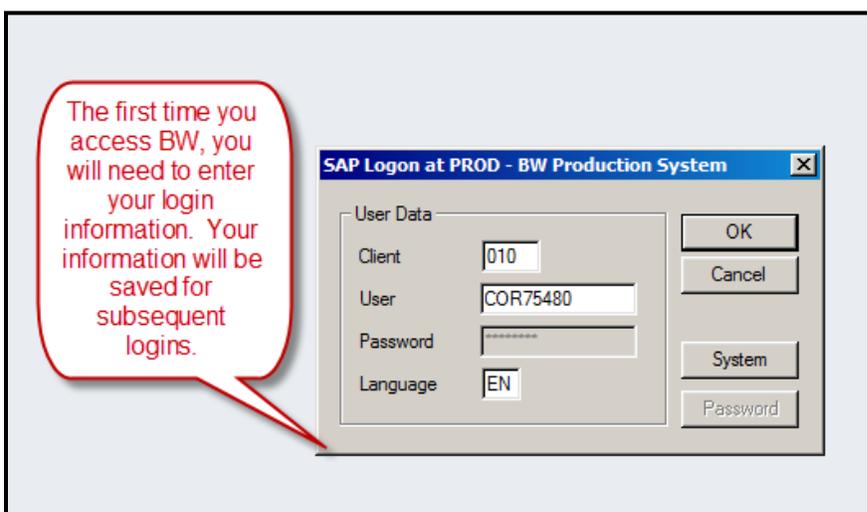
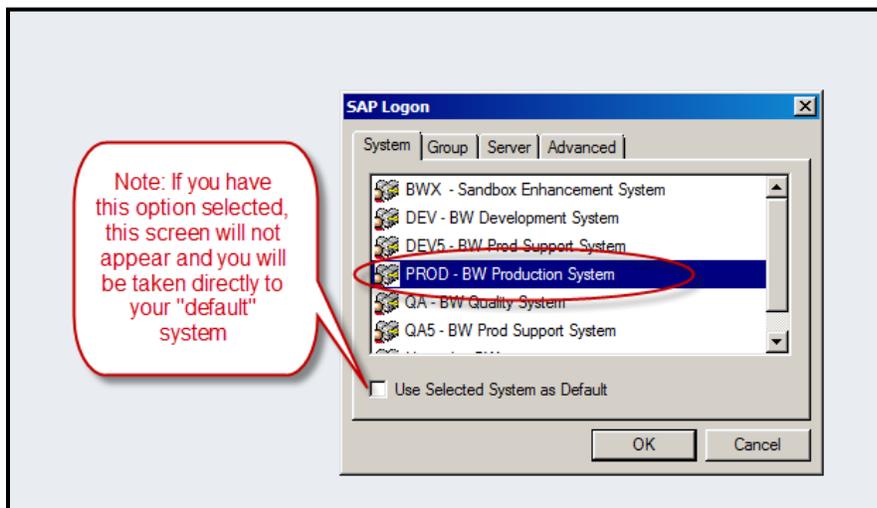


## Opening a Query

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

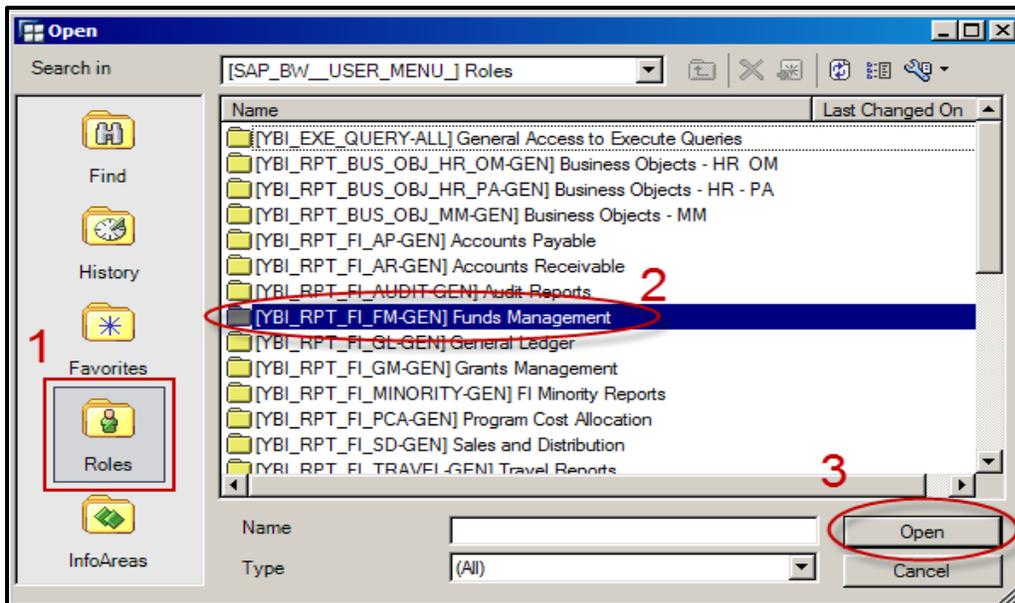


2. Select the system and click “OK.”

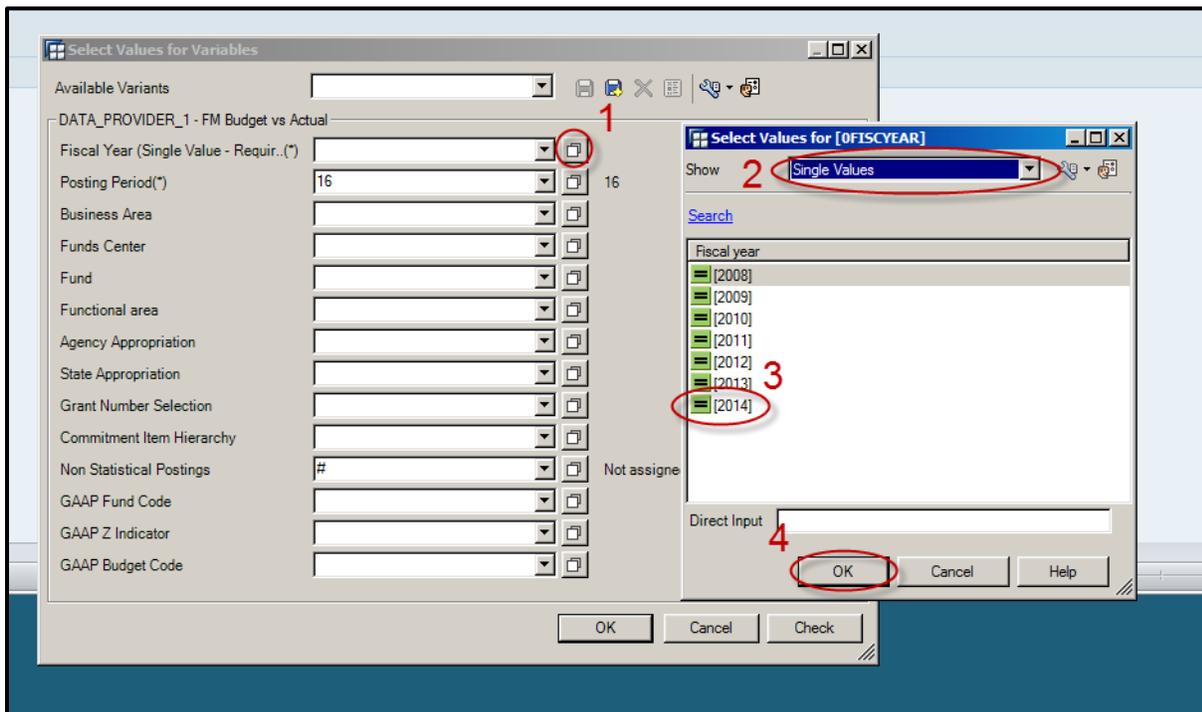


## How to Search for and Select a Query

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



## Prompt Screen



## What the Query Will Look Like

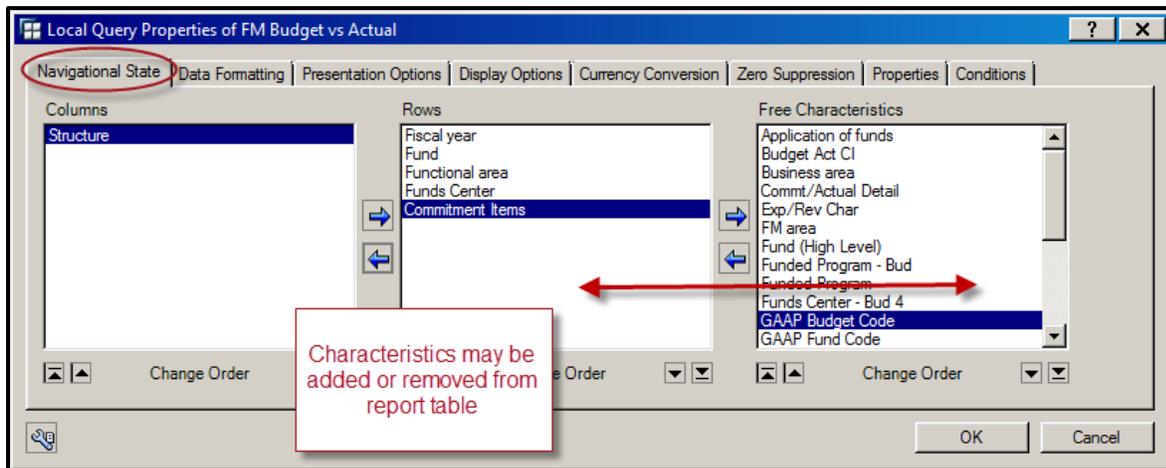
Fund	Commitment Items	Original Budget	Budget Adjustments	Current Budget	MTD Actual Expense	YTD Actual Expense	Service Units	Comments and Other Transactions	Remaining Balance
GENERAL FUND	501014	\$ 185,517.00	\$ 0.00	\$ 185,517.00					\$ 185,517.00
	5010140000		\$ 408.00	\$ 408.00	\$ 7,129.07	\$ 30,719.44	\$ 32,119.44		\$ -9,310.44
	501050			\$ 408.00	\$ 148.00	\$ 148.00	\$ 148.00		\$ -148.00
	5010500000	\$ 9,954,716.00	\$ 1,297,816.98	\$ 11,252,532.98	\$ 4,492.38	\$ 11,252,532.98	\$ 11,252,532.98	\$ 0.00	\$ -1,252,050.98
	501058	\$ 1,491,187.00	\$ -1,491,187.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
	5010580000	\$ 1,225,911.00	\$ 959,224.00	\$ 2,185,135.00	\$ 48,014.41	\$ 392,775.91	\$ 2,185,135.00	\$ 0.00	\$ -957,020.99
	501060	\$ 870,000.00	\$ -870,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
	5010600000	\$ 497,182.00	\$ 5,762.02	\$ 502,944.02	\$ 18,613.84	\$ 128,143.28	\$ 502,944.02	\$ 0.00	\$ -139,143.28

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

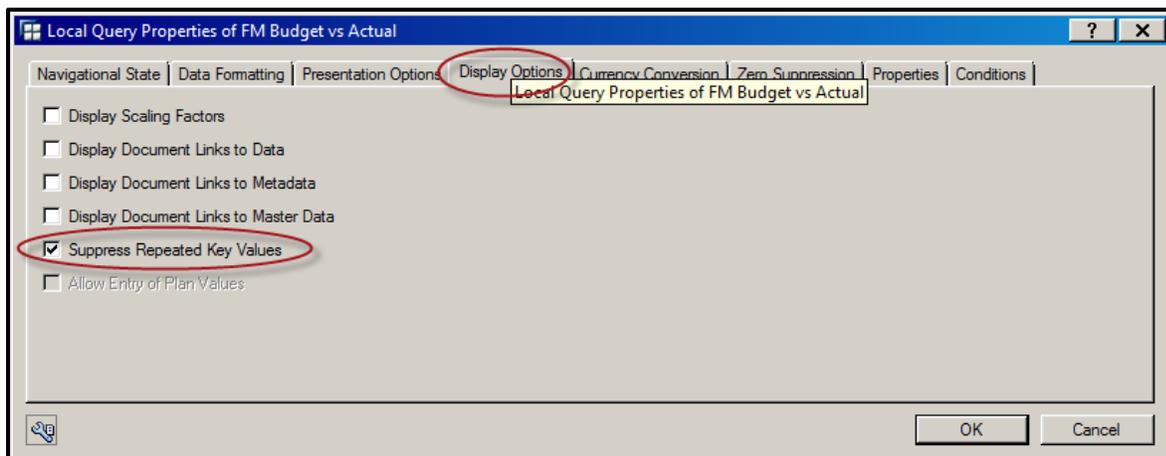
1. To add or remove columns from a report, right-click within a cell in the tab and select "Query Properties..."

Fund	Commitment Items	Original Budget	Budget Adjustments	Current Budget	MTD Actual Expense
GENERAL FUND	501014	\$ 185,517.00	\$ 0.00	\$ 185,517.00	
	5010140000				\$
	501050		\$ 408.00	\$ 408.00	
	5010500000	\$ 9,954,716.00	\$ 1,297,816.98	\$ 11,252,532.98	
	501058	\$ 1,491,187.00	\$ -1,491,187.00	\$ 0.00	\$ 41
	5010580000	\$ 1,225,911.00	\$ 959,224.00	\$ 2,185,135.00	\$ 4
	501060	\$ 870,000.00	\$ -870,000.00	\$ 0.00	\$ 1
	5010600000	\$ 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.



3. 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 Results Rows

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

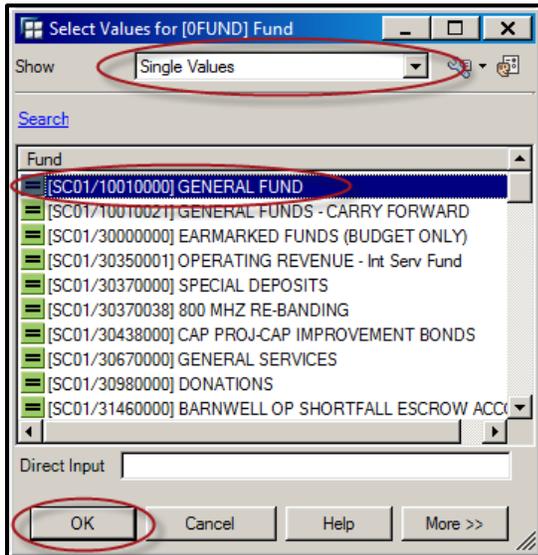
Results Rows: **Always Suppress**

Cumulate Values

OK Cancel



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



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

Fiscal year	Fund	Functional
2014	10010000	GENERAL FUND 00000000
2014	10010000	GENERAL FUND 00000000
2014	10010000	GENERAL FUND 00000000
2014	10010000	GENERAL FUND 00000000
2014	10010000	GENERAL FUND 00000000
2014	10010000	GENERAL FUND 00000000
2014	10010000	GENERAL FUND 00000000
2014	10010000	GENERAL FUND 00000000
2014	10010000	GENERAL FUND F030XAB0
2014	10010000	GENERAL FUND F030XAB0
2014	10010000	GENERAL FUND F030XAB0
2014	10010000	GENERAL FUND F030XAB0
2014	10010000	GENERAL FUND F030XAB0
2014	10010000	GENERAL FUND F030XBA1
2014	10010000	GENERAL FUND F030XDA0

## Expanding Columns

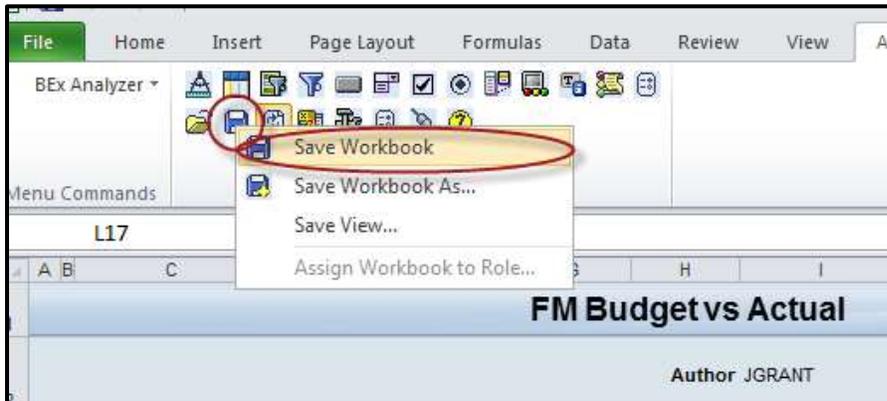
1. Click the arrow of the column that is to be expanded.

	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									

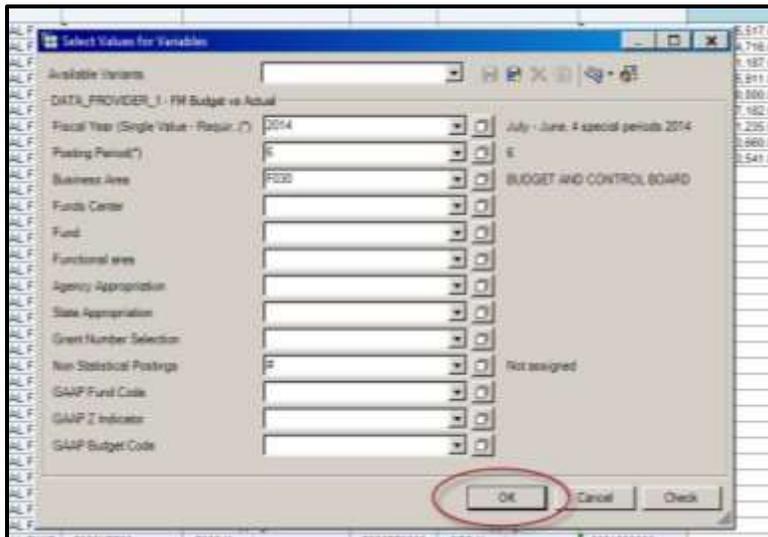
## Saving as a New Workbook

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



## To Refresh a Report

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

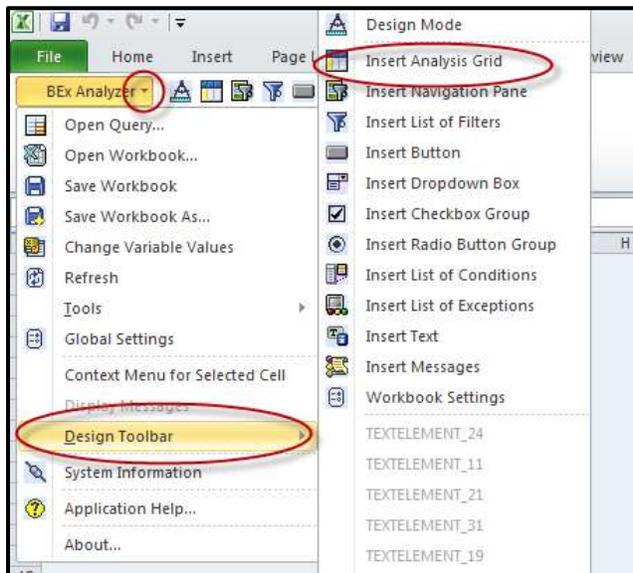


## Inserting a Second Query into a Workbook

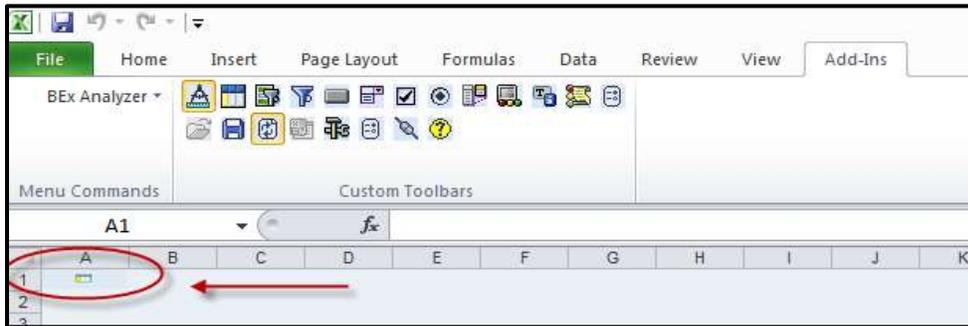
1. Open a workbook where you would like to add a second query.
2. Go to the bottom left corner and click on **“Insert Worksheet.”**

35		5130780000			
36		Result	\$ 2,186,285.00	\$ 7,594.00	\$ 2,193,879.00
37	EARMARKED FUNDS	501058	\$ 218,973.00	-\$ 218,973.00	\$ 0.00
38		501070	\$ 65,000.00	-\$ 65,000.00	\$ 0.00
39		512001	\$ 418,640.00	-\$ 418,640.00	\$ 0.00
40		513000	\$ 77,387.00	-\$ 77,387.00	\$ 0.00
41		Result	\$ 780,000.00	-\$ 780,000.00	\$ 0.00
42	INSURANCE DED EMP	584000			
43		5840060000			
44		Result			
45	MISC EMP DEDUCTIONS	584000			
46		5840400000			
47		Result			
48	OPERATING REVENUE	501058		\$ 218,973.00	\$ 218,973.00
49		5010580000			
50		501070		\$ 65,000.00	\$ 65,000.00
51		5010710000			
52		5020080000			
53		5020090000			

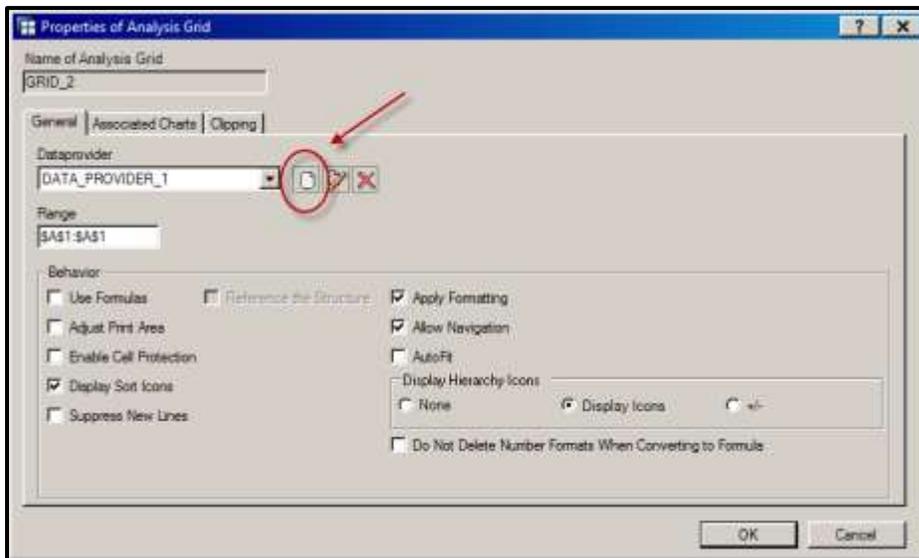
3. Click on Bex Analyzer drop down menu on new sheet.
4. Choose **“Design Toolbar.”**
5. Then choose **“Insert Analyzer Grid.”**



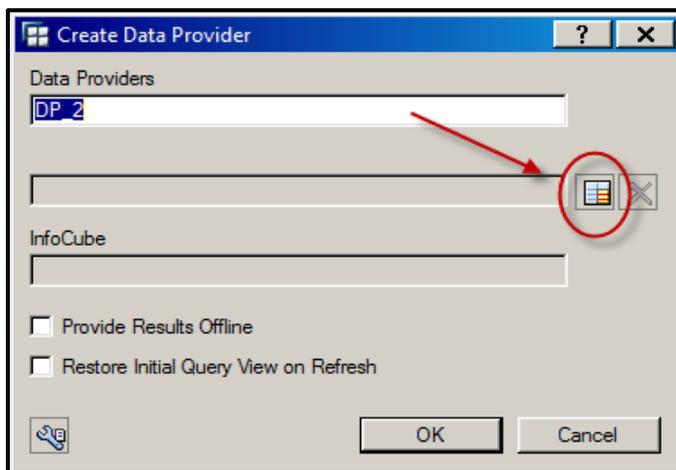
6. Click on the cell with a design icon (cell A1).



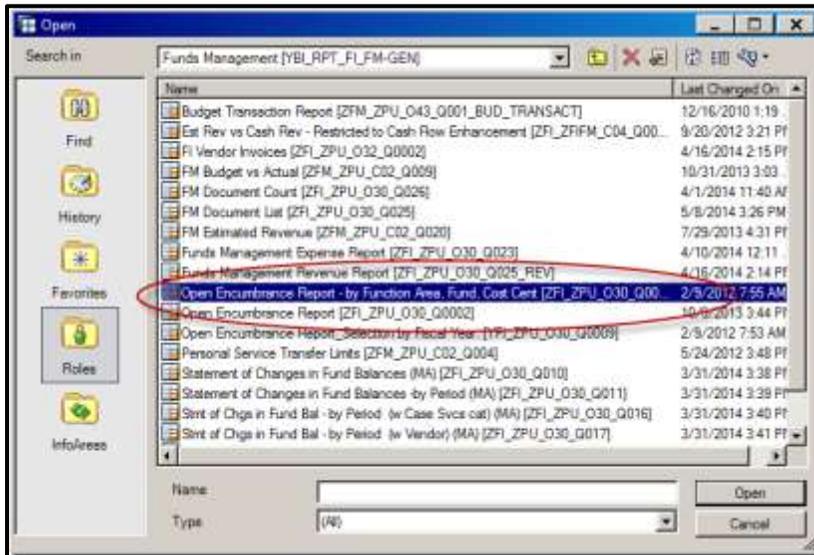
7. Click on the white sheet of paper beside DATA\_PROVIDER\_1. “Properties of Analysis Grid.”



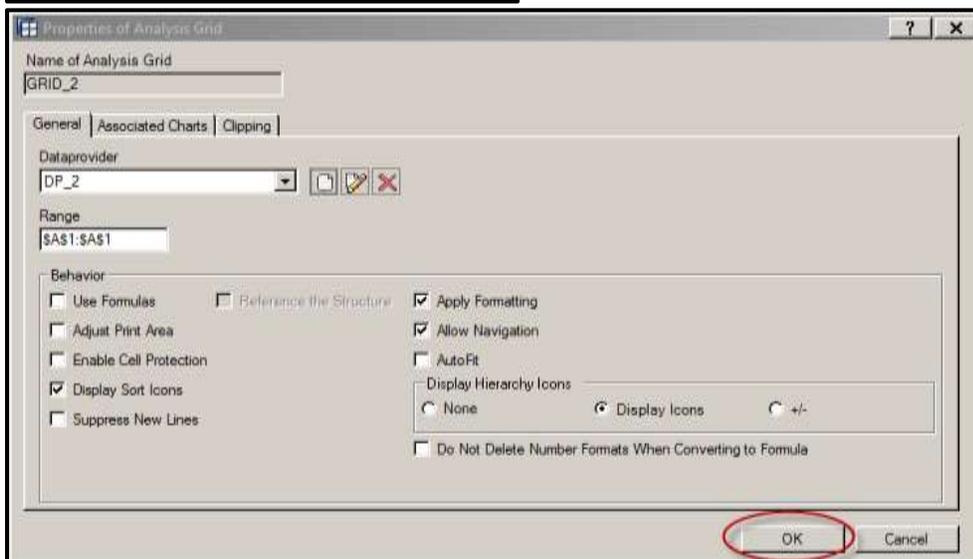
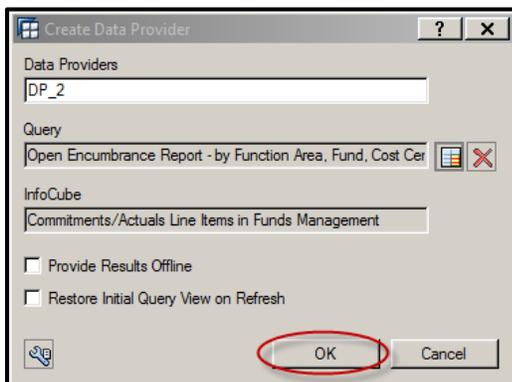
8. Click on the “**Create DataProvider**” icon next to “DataProvider” field.



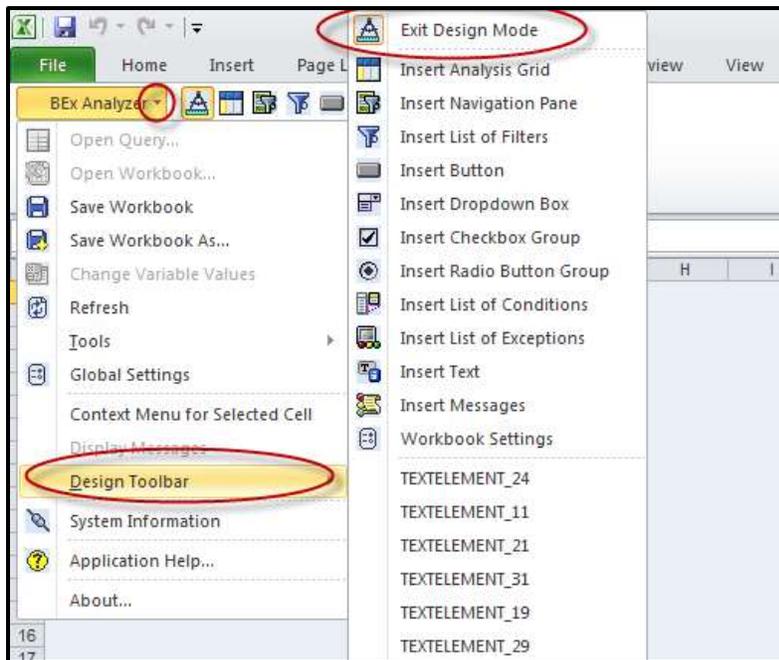
9. Choose desired query.



10. Click "OK" on both pop-up windows.



11. Click on Bex Analyzer drop down menu.
12. Choose **“Design Toolbar.”**
13. Choose **“Exit Design Mode.”**



14. You will see the second query appears on the sheet.
15. Save the workbook.