

Subject: Four More Sections of the BW100 SCEIS Report with Business Warehouse Training Course Added for February 19 and 20

Audience: Agency Training Coordinators, Finance Directors, Procurement Directors, HR Directors

Due to higher-than-expected registration requests for the February 12 BW100 Training Course sections we [announced](#) in last week's update, the SCEIS Team is pleased to announce that we have added four additional sections of BW100 on Tuesday, February 19, and Wednesday, February 20.

Please note that **users who are already on the wait list for this class will receive priority for enrollment. Additional enrollment requests will be managed on a space-available, first-come basis.**

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

BW100 – Course Information

Course ID/Title: BW100 – SCEIS Report with Business Warehouse (BEx)

Description: This course familiarizes end users with the techniques for generating Business Warehouse reports using queries that have been designed for SCEIS. Topics for this course include:

- Benefits of Business Warehouse (BW)
- Sources of Business Warehouse data
- Generating SCEIS standard Business Warehouse reports and creating a variant
- Navigating and filtering reports
- Formatting reports
- Creating, saving and printing workbooks and reports

Target Audience: Employees in live agencies with the following roles:

All Manager and Supervisor Roles, Auditor Reports, BW FI Funds Management, BW FI Accounts Payable, BW FI Accounts Receivable, BW FI General Ledger, BW FI Grants Management, BW MM Procurement, BW MM Requisitioning and Solicitation, BW Travel Reports, BW Minority Reports, BW HR/PY.

Please note that users who are already on the Wait List for this course will receive priority for enrollment. Additional requests will be managed on a space-available, first-come basis.

BW100 – Section 05 – Winter 2013 Details

Course Date: Tuesday morning, February 19, 2013

Course Location:

Wade Hampton Training Room (B01-B)
1200 Senate Street, Columbia, SC

Driving Directions: <http://www.sceis.sc.gov/location.aspx?id=2>

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

Registration Link: <https://www.surveymonkey.com/s/PX5CXLX>

BW100 – Section 06 – Winter 2013 Details

Course Date: Tuesday afternoon, February 19, 2013

Course Location:

Wade Hampton Training Room (B01-B)
1200 Senate Street, Columbia, SC

Driving Directions: <http://www.sceis.sc.gov/location.aspx?id=2>

Course Time: 1:30 to 4:30 p.m.

Registration Link: <https://www.surveymonkey.com/s/PX5CXLX>

BW100 – Section 07 – Winter 2013 Details

Course Date: Wednesday morning, February 20, 2013

Course Location:

Wade Hampton Training Room (B01-B)
1200 Senate Street, Columbia, SC

Driving Directions: <http://www.sceis.sc.gov/location.aspx?id=2>

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

Registration Link: <https://www.surveymonkey.com/s/PX5CXLX>

BW100 – Section 08 – Winter 2013 Details

Course Date: Wednesday afternoon, February 20, 2013

Course Location:

Wade Hampton Training Room (B01-B)
1200 Senate Street, Columbia, SC

Driving Directions: <http://www.sceis.sc.gov/location.aspx?id=2>

Course Time: 1:30 to 4:30 p.m.

Registration Link: <https://www.surveymonkey.com/s/PX5CXLX>

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