See *INTRODUCTION - SCEIS REPORTS FOR CLOSING PACKAGES* for list of available BW reports and the GAAP Closing Packages to which those reports apply.

Objective: The BW closing package reports all operate in the same way. Each report provides data for one or several closing packages. For example, report "CAFR Operating Lease Expenses" (YYZFI_ZGLP_O01_Q004_OP_LEASE) provides the Operating Lease Payment Closing Package data for lease payments made during fiscal year 2010 in SCEIS while the BW report "CAFR Accounts Receivable" (YYZFI_ZGLP_O01_Q004_RECV) provides data for several closing packages: Miscellaneous Receivables, Refund Receivables and Grant/Contribution Receivables that are open as of the end of fiscal year 2010 in SCEIS.

The BW report "CAFR Operating Lease Expenses" (YYZFI_ZGLP_O01_Q004_OP_LEASE) has been used as the example in these instructions. To apply them to other reports just substitute the correct report name when searching to execute the report.
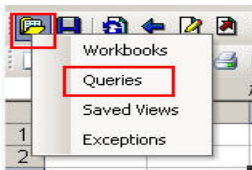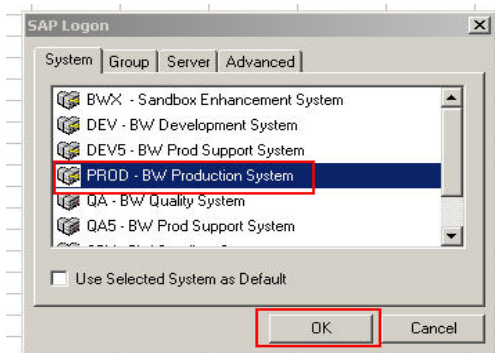
**Instructions for using BW Closing Package Reports:**

Step 1:   Click on BEx folder in the Excel spreadsheet BW tool bar and then choose Queries.

Step 2: The SAP Logon box will appear select "PROD – BW Production system" and click OK.

Step 3: The user log on box will appear. It should have the client, your user ID, password and language already entered. If it does not, enter the client value as "010", your user ID, your password should already be there as "****" and language as "EN".
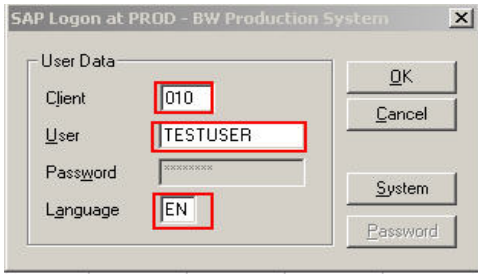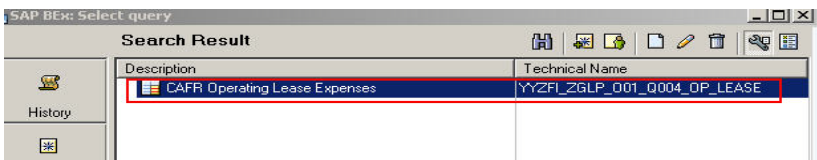
Step 4: Click on the Binocular icon to search for the report.
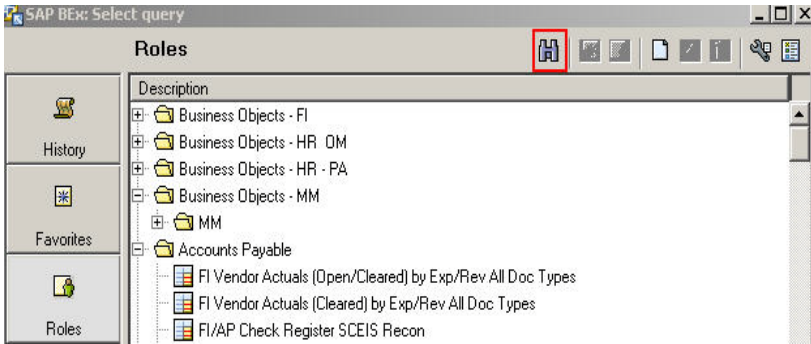
Step 5: Enter the report name "CAFR Operating Lease Expenses" in the search box and click on Find.
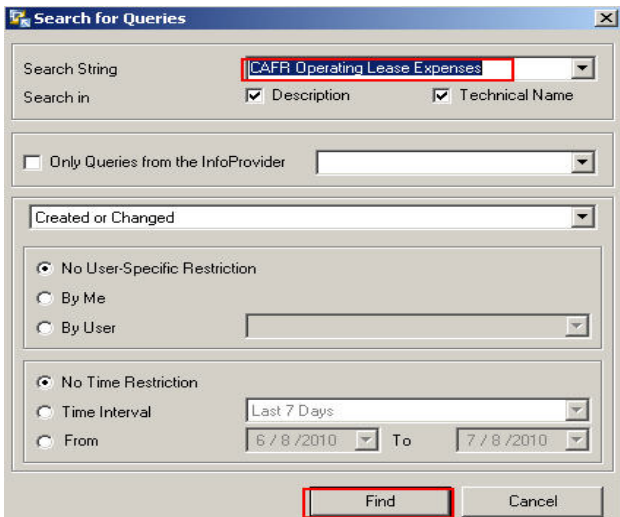
Step 6: Double click on the report name and the selection box for the report will appear.

Step 7: Enter the Fiscal Year, "2010" and your Business Area. Execute the report.

Step 8: The report is displayed. With a BW report there are many ways to display additional data, rearrange the layout of the report and jump to the actual document in the ECP source system. All of the fields shown in the free characteristic section of the report are available to be brought into the report to display additional information. In the next series of steps, instructions will be given on how to enhance or rearrange the report.

Enhancing the BW Report:

There are several ways to include additional fields or filter data using the free characteristics section of the report.

1) If you want to select a specific filter value for a characteristic, right click and then click on select filter value.

Select the value from the fixed values list by highlighting the value and then move it to the selection area by clicking on the appropriate arrow.

The report is then filtered by the value selected.

2) To add the new characteristic to the body of the report to the right of the last characteristic shown, simply double click on the blank area next to the free characteristic you want to add. By double clicking on the blank space next to document the example below shows the document being added to the report.

An added feature is the ability to jump to the ECP system and view the actual document using transaction code FB03. To do this, right click on a document number and select Goto then click on ECP Transaction code FB03. You will jump into the ECP system and the document will be displayed.
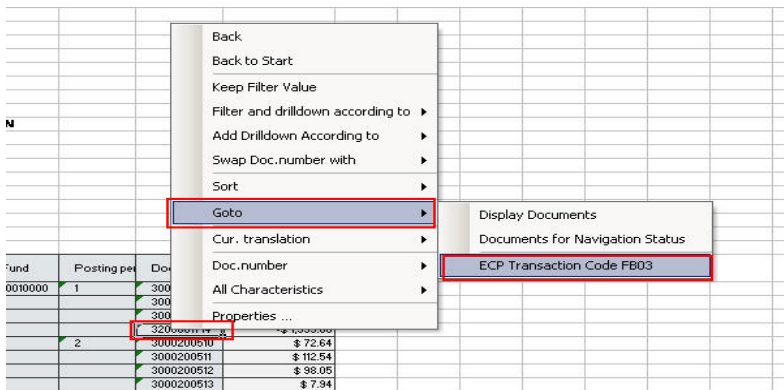

A window appears that displays the selected document in the ECP system.
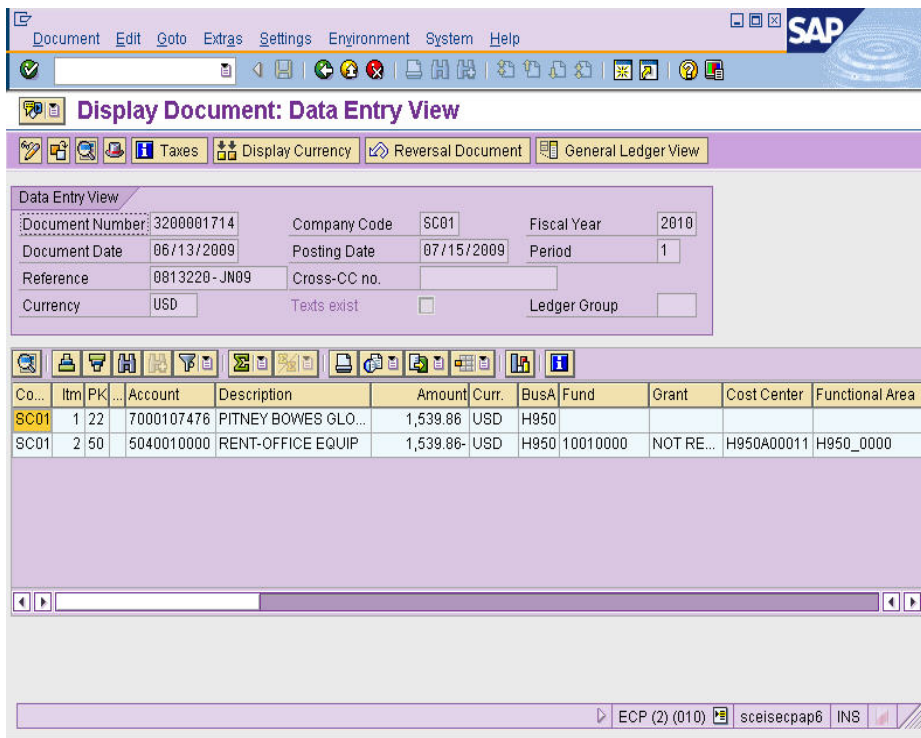
3) The most flexible way to enhance a BW report is by using "Change Query (Local View)". To use this click on the change icon on BEx tool bar.
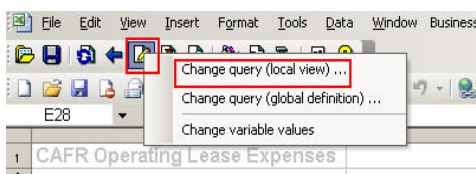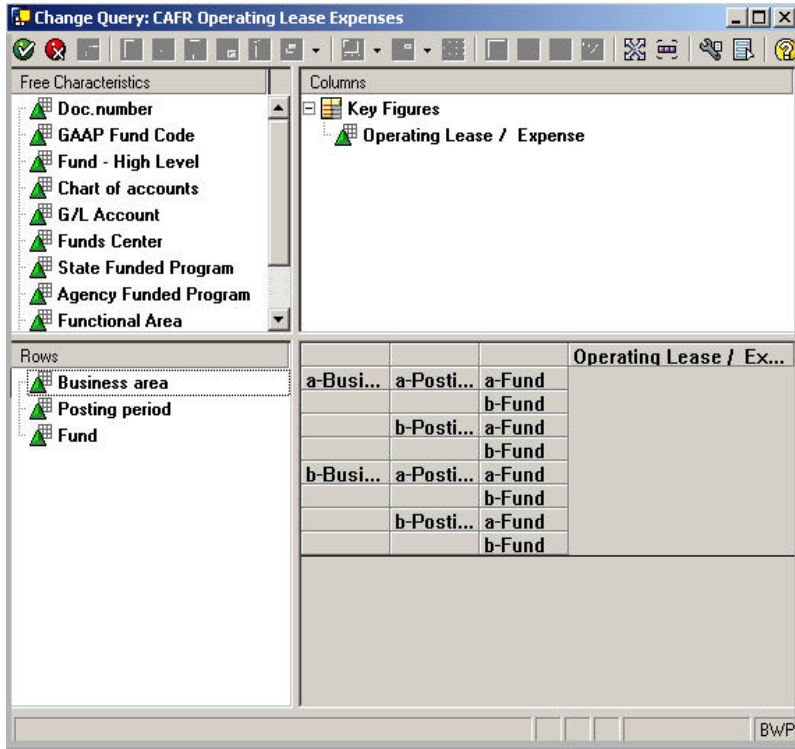
This opens the query designer and allows you to change the query rows. You can drag characteristic from free characteristics and drop them in the rows or drag from the rows to free characteristics. You can also rearrange the order of the report rows using drag and drop.
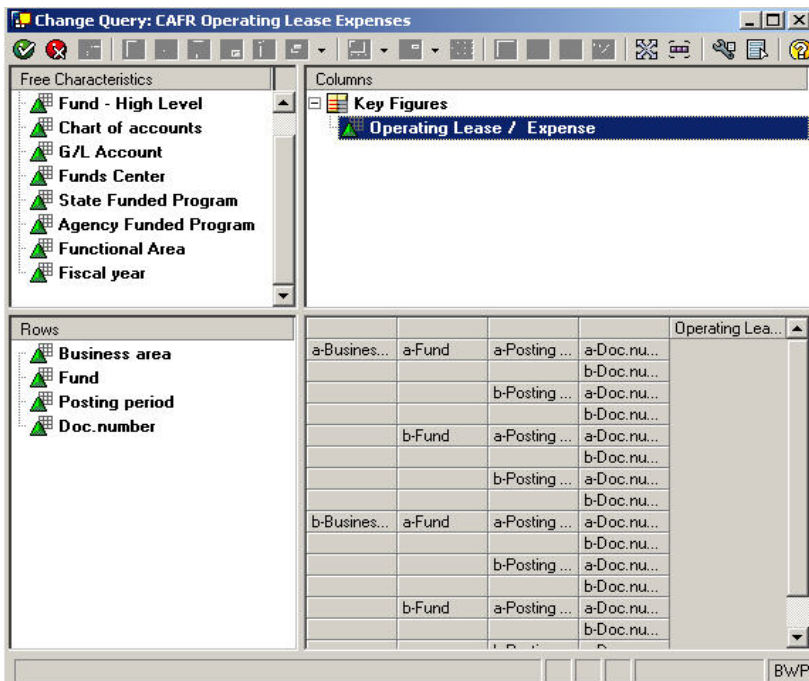
Once you have the report displayed in the way you want, just click the green check to run the new report in the layout you've created.
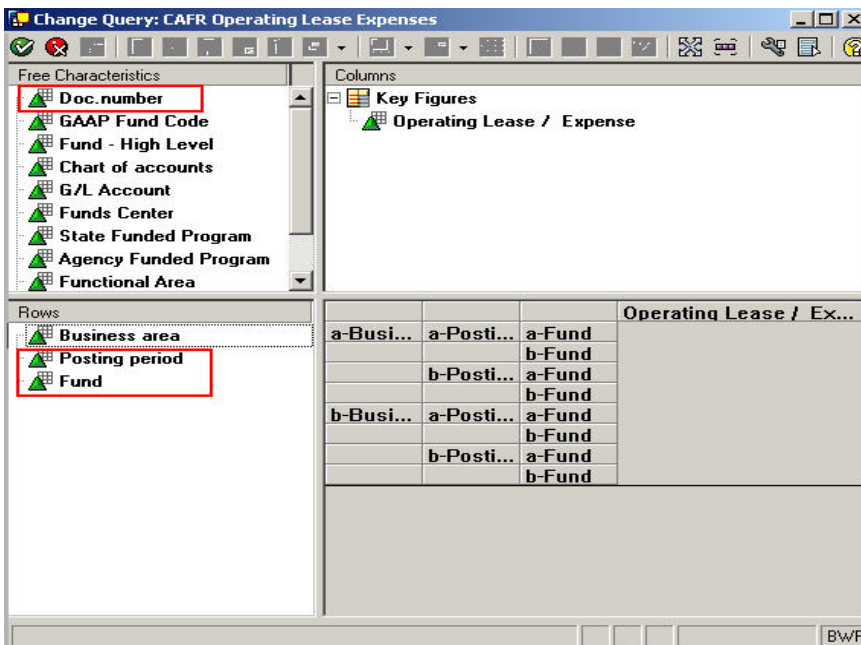
In the example below, the document characteristic is moved back to free characteristics and posting period and fund are switched.

4) Other changes that can be made to the report are accessed through the context menu. The context menu is displayed by right clicking on the report. Once displayed click on the options you want in your report. You can change the display to show key (number) and description, change how the report totals (Results line), swap the position of two characteristics, filter, remove filter and sort the report.
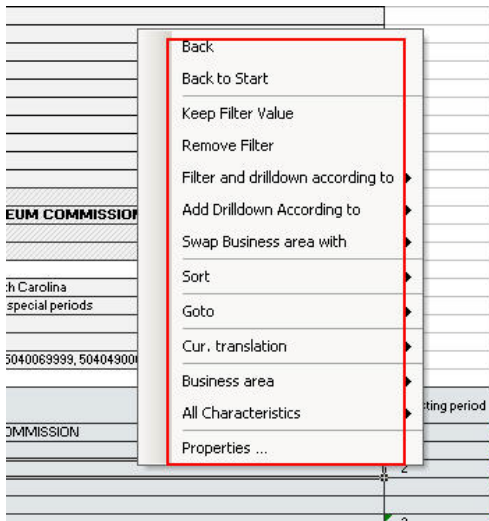
To get a complete understanding of how to use BW reports, please take the online BW training. It can be found on the SCEIS homepage at www.sceis.sc.go. Go to **Training** and select **SCEIS uPerform**. Then select **Business Warehouse (BW)**, then **.Courses.**

The course name is **BW110 SCEIS Reporting with Business Warehouse.**

Or https://uperform.sc.gov/gm/folder-1.11.15582?originalContext=1.11.14734