

REP210 Reporting with BEx

Description

This instructor-led course further explores the features highlighted in the BEX100V Reporting with BEx online course. Participants learn where different types of BEx reports are located and how to customize the reports to fit their needs. REP210 focuses solely on BEx. Users interested in learning Business Objects should register for the course REP200 Reporting with Business Objects.

The classes are tailored for a Finance (FI)/ Materials Management (MM) audience or a Human Resources (HR)/Payroll audience. The class discussions, examples and screenshots are tailored to the audience; however, the steps are the same for all functional areas. *You do not need to take the class twice, regardless of the range of your duties.*

Target Audience

SCEIS users who need to report data from SCEIS using the reporting tool BEx

Prerequisites

The following *must* be completed before you can register for the classroom training. Completion of prerequisites ensures that participants have the necessary knowledge for class. Material covered in prerequisite courses will not be re-taught in classroom training.

- You must have security access to BEx.
- You must have security access to relevant functional-area data.
- BEX100V Reporting with BEx Online Course. Click [here](#) for more information on BEX100V.

Registration Instructions

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://myscemployee.sc.gov>).
2. In the upper left area of the page, click the MySCCentral tab.
3. Click the "MySCLearning" tile.
4. Complete the prerequisite, BEX100V. In the "Find Learning" tile, use the search box to type in the course ID (BEX100V) and click "Go." Find the course title and click "Start Course."
5. After completing BEX100V, type the course ID (REP210) in the search box and click "Go."
6. Find the course title and click "See Offerings."
7. Scroll down and click the "Offerings" tab to view class dates.
8. Find the class date you prefer, and click "Register Now." If you do not see "Register Now," you have not completed BEX100V.
9. At the Scheduled Offering box, click "Confirm."
10. Receive email confirmation; view details and instructions.

Learn More
at sceis.sc.gov

MySCLearning Tools



If you do not receive a confirmation email, please contact the [SCEIS Help Desk](#).