

## REP210 Reporting with BEx

### Description

This instructor-led course teaches you how to use BEx to report data from the SCEIS system. Participants learn where different types of BEx reports are located and how to customize the reports to fit their needs. At the end of class, a representative from the SCEIS Finance, Materials Management and/or Human Resources and Payroll team will be available to answer any questions related to the specific data in BEx reports.

REP210 focuses solely on BEx. Users interested in learning BusinessObjects should register for the course REP200 Reporting with BusinessObjects.

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 prior to attending the classroom training. Completion of prerequisites ensures that participants have the necessary access for class.

- You must have security access to BEx.
- You must have security access to relevant functional-area data.

## 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. In the "Find Learning" tile, use the search box to type in the course ID (REP210) and click "Go."
5. Find the course title and click "See Offerings."
6. Scroll down and click the "Offerings" tab to view class dates.
7. Find the class date you prefer, and click "Register Now."
8. At the Scheduled Offering box, click "Confirm."
9. Receive email confirmation; view details and instructions.

Learn More  
at [sceis.sc.gov](https://sceis.sc.gov)

**MySCLearning Tools**



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