

**Subject:** Two Sections of the BW100 Training Course (SCEIS Report with Business Warehouse) Offered on February 12, 2013  
**Audience:** Agency Training Coordinators, Finance Directors, Procurement Directors, HR Directors

The SCEIS Training Team is pleased to offer two sessions of the half-day class, BW100 SCEIS Report with Business Warehouse (BEx). The course familiarizes end users with the techniques for generating Business Warehouse reports using queries that have been designed for SCEIS.

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 01 - Winter 2013 Details**

**Course Date:** Tuesday morning, February 12, 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 02 - Winter 2013 Details**

**Course Date:** Tuesday afternoon, February 12, 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](mailto:training@sceis.sc.gov).