

**Subject:** Two Sections of the New REP200 SCEIS Reporting with Business Warehouse and Business Objects Training Course Begin in February

**Audience:** SCEIS Reporting Users

The SCEIS Training Team is pleased to offer two sessions of the REP200 SCEIS Reporting with Business Warehouse and Business Objects training course. This new course combines both beginner and intermediate instruction on all reporting tools, Business Warehouse (BW)/BEx and Business Objects, in one course. Participants will learn to search for BW/BEx reports and save them to favorites and will examine a few reports in detail. Participants will also learn to create customized reports in Business Objects and save them to their own favorites folder.

The course is two half-day classes scheduled several weeks apart. This will ensure users have enough time to practice the skills learned before moving on to new material. 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 course twice, regardless of the range of your duties.

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.**

### **REP200 – Course Information**

**Course ID/Title:** REP200 - SCEIS Reporting with Business Warehouse and Business Objects

**Description:** This course presents the use of both Business Warehouse/BEx and Business Objects to report data from the SCEIS system. Participants will learn to search for existing BW/BEx reports and save them to favorites, and will examine a few BW/BEx reports in detail. In addition, participants will review other BW/BEx reports, learning to add specific fields. Participants will use Business Objects to create new reports by customizing data requests to their agency's specific needs and saving custom reports to their own favorites folder (reports library).

Specific reports discussed may include the following:

<b>In FI/MM classes</b>	<b>In HR/Payroll classes</b>
Statement of Changes in Fund Balance	RH101.1A FTE Totals by State, Federal, Other
FM Budget vs Actual	RH039F Employee Demographics and Position Information
Open Encumbrance Report	RH041 Vacancy Position Report

Participants will use their own SCEIS userIDs to log into the SCEIS production system, and will begin building a library of reports customized for their own reporting needs.

**Target Audience:** SCEIS users who need to report data from SCEIS using the reporting tools Business Warehouse and Business Objects.



*Please note, regardless of the range of your duties, you do not need to take the class twice, as SCEIS reporting tools work the same way for all functional areas.* Individual classes may include discussions, examples and screenshots that are selected for either an FI/MM audience or an HR/Payroll audience. This specialization does not affect the core content of REP200, and there is no need to repeat the course in both functional areas.

**Pre-requisite:** Class participants must have security access to both Business Warehouse and Business Objects.

**REP200 – Section 01 – Winter 2014 Details**

**For a Finance and Materials Management Audience**

**Course Dates:** Tuesday, February 25, (Day One) and Wednesday, March 26, 2014 (Day Two)

**Course Time:** 9:00 a.m. to 12:00 p.m. each day

**Course Location:**

SCEIS Training Room 202,  
1628 Browning Road, Columbia

**REP200 – Section 02 – Winter 2014 Details**

**For a Human Resources/Payroll Audience**

**Course Dates:** Thursday, February 27, (Day One) and Thursday, March 27, 2014 (Day Two)

**Course Time:** 9:00 a.m. to 12:00 p.m. each day

**Course Location:**

SCEIS Training Room 202,  
1628 Browning Road, Columbia

Users may *request enrollment* in either of these classes, using the pre-registration survey at <https://www.surveymonkey.com/s/X3TPKSC>. Your survey completion is a request only. Registration is not complete until you receive an enrollment confirmation from SCEIS Training. **Users are responsible** for selecting the appropriate class and functional area. Please review pre-requisites and schedules carefully.

If you have any questions about this message, please email them to [training@sceis.sc.gov](mailto:training@sceis.sc.gov).