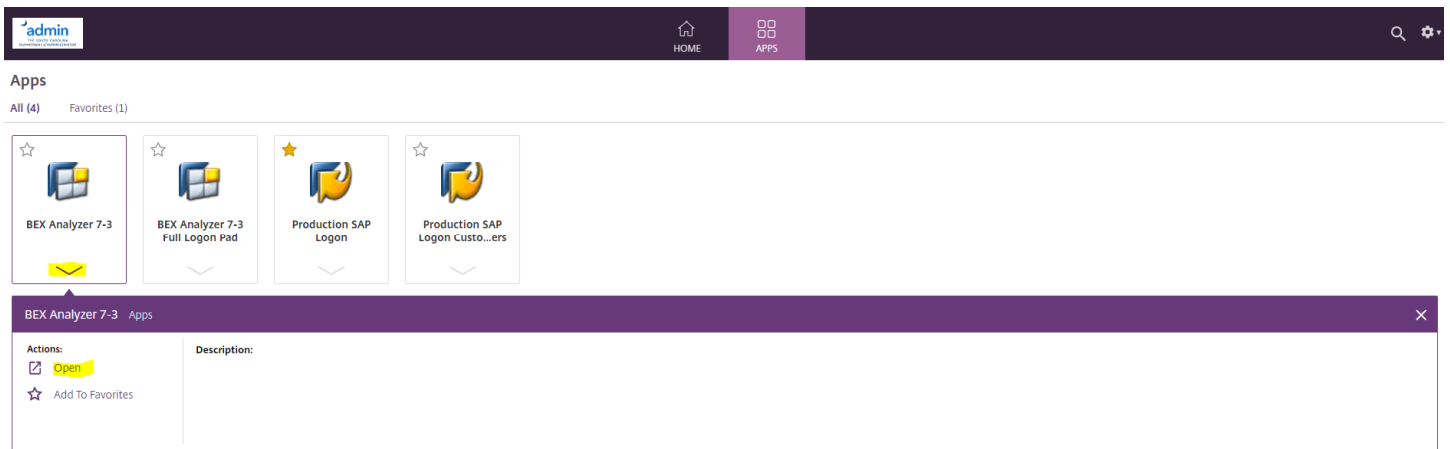
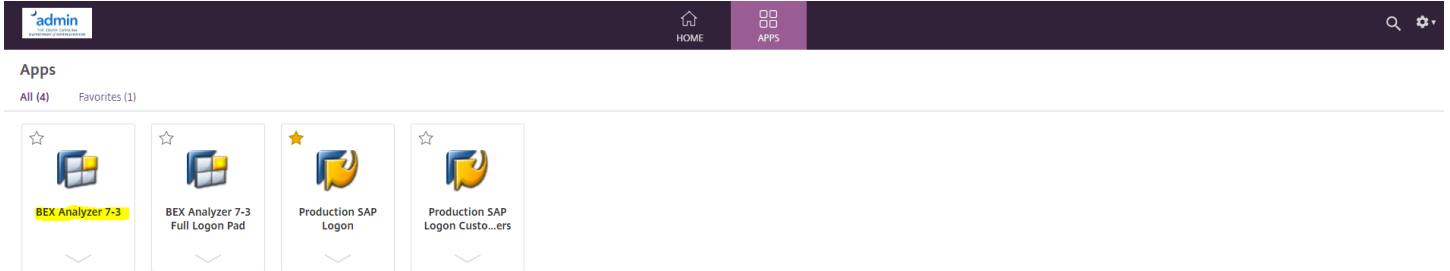


## BW Production System Access Instructions:

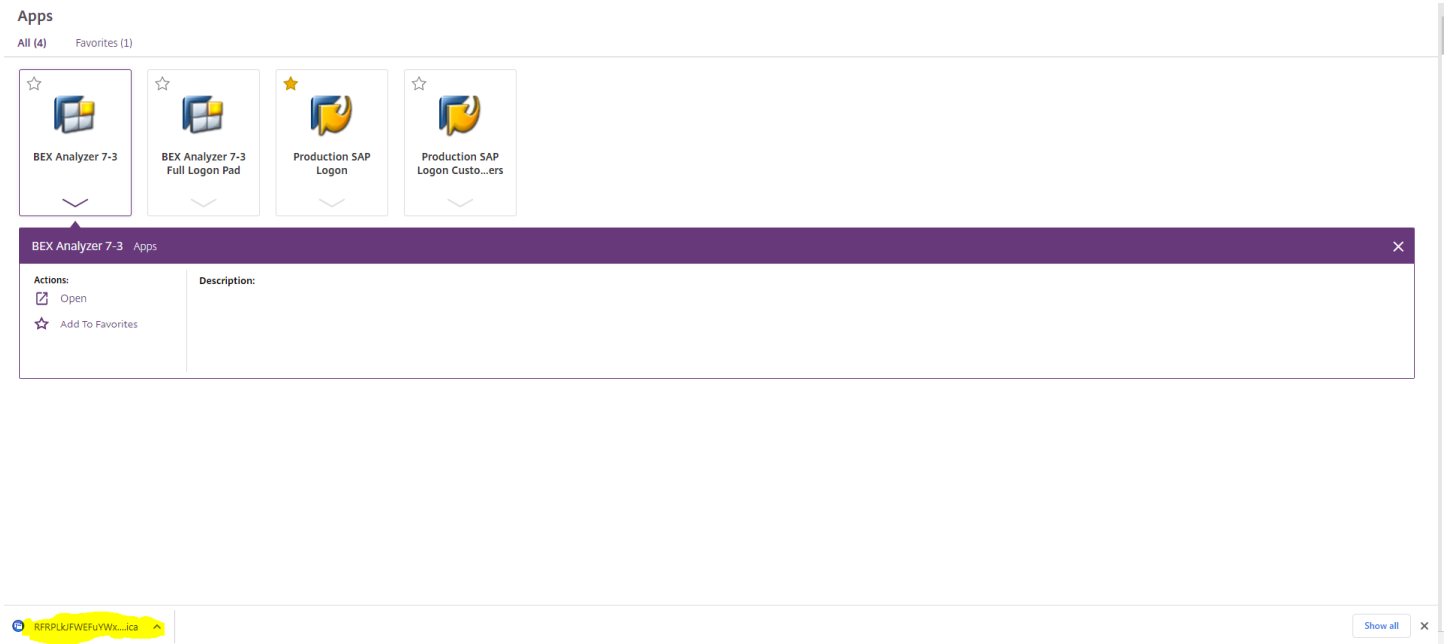
Go to: <https://sceisaccess.sc.gov>

Log in: SCEIS username and Password (This gives you access to the Citrix program)

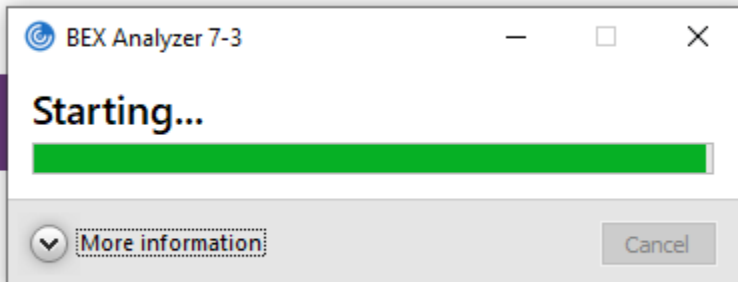
Select BEX Analyzer (Double Click Icon or Click Down Arrow and Select Open)



At the bottom (or at the top) of the screen a file will appear. (Double Click the File)



The BEX reporting program will begin to open.



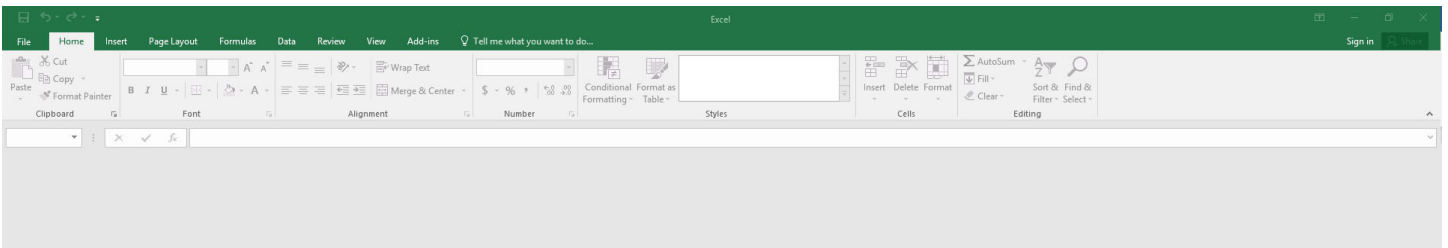
On the task bar at the bottom of the screen, you will see an Excel icon glowing/flashing. Click the icon to open.



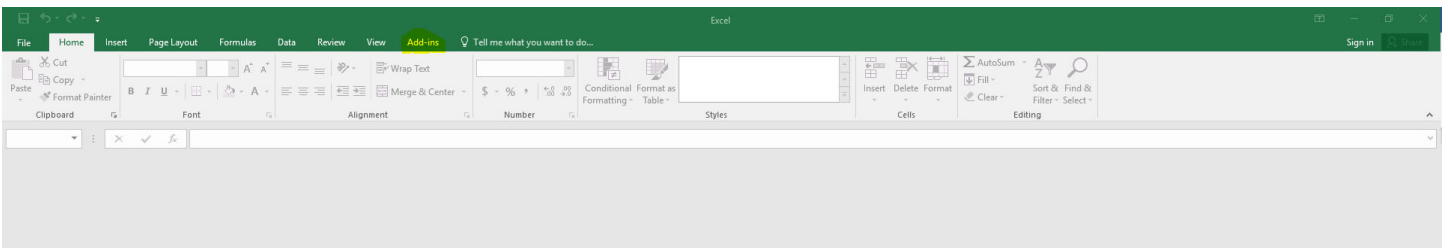
After the program opens, somewhere on the screen the below will be reflected. Click the square to open the BEX program.



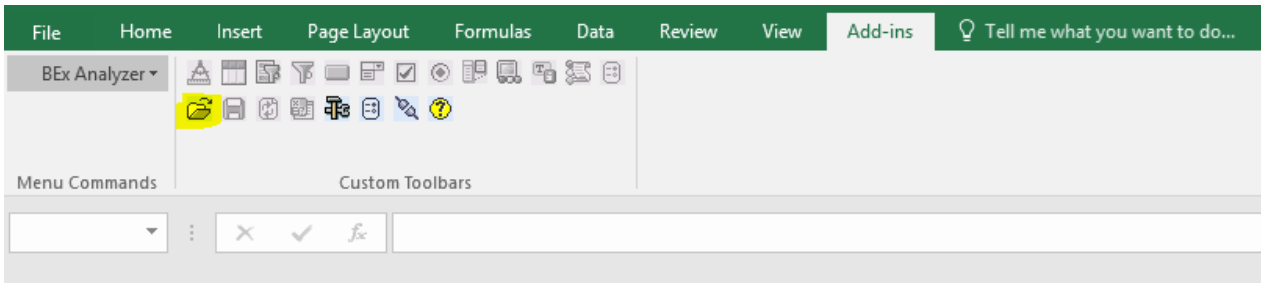
Excel will open.



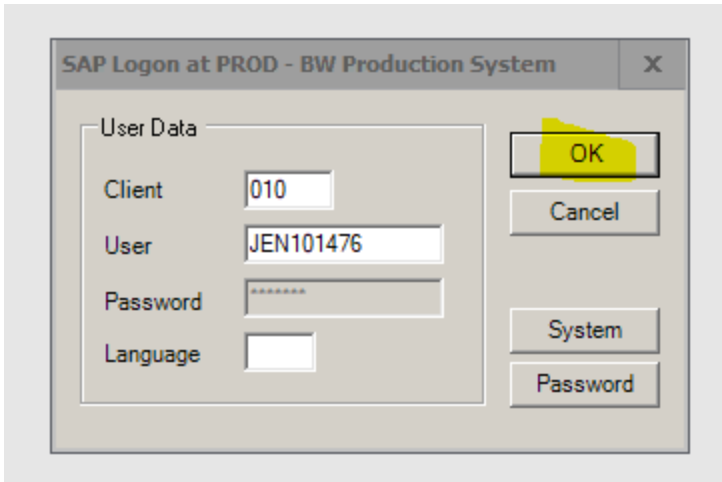
Click Add-ins



## Click Open File, then select Open Query

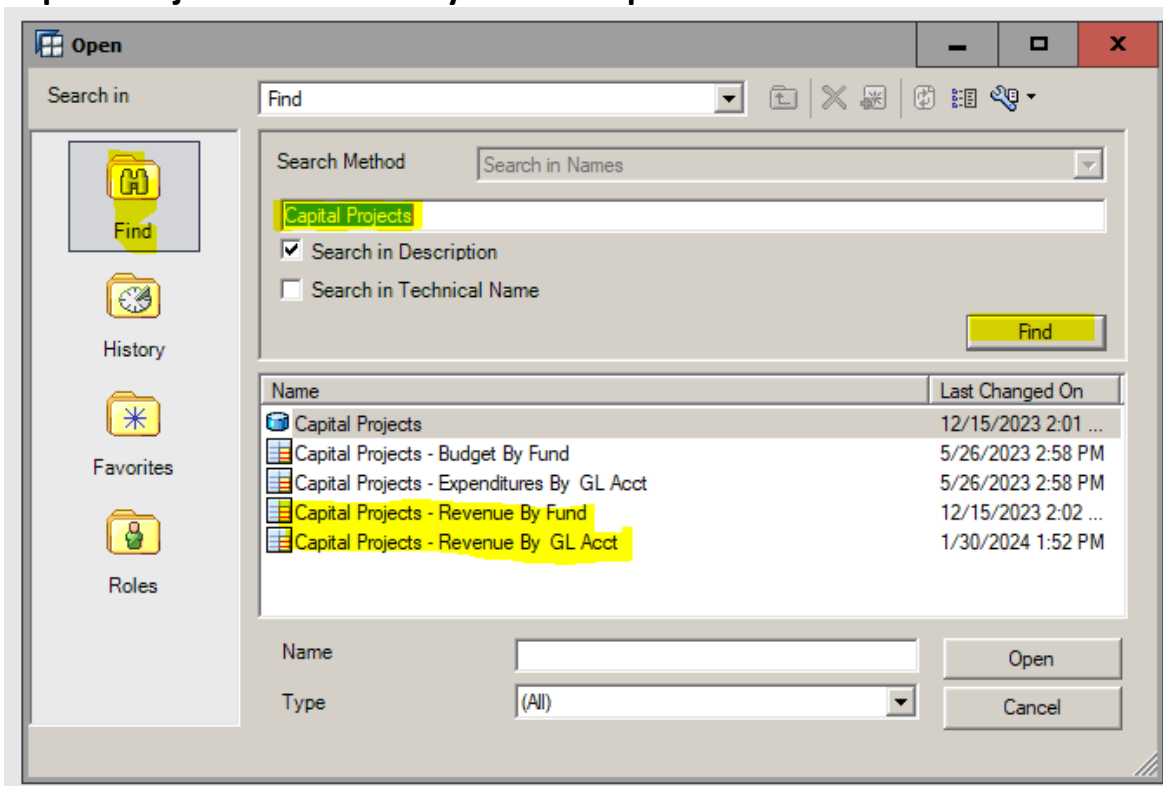


The username used to access the program should appear. Select OK.

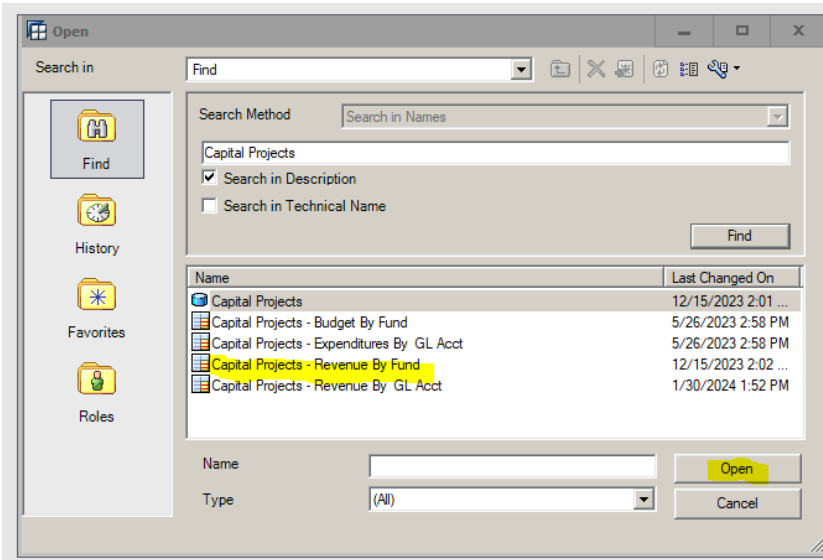


Click Find, then type in Capital Projects. Click Find.

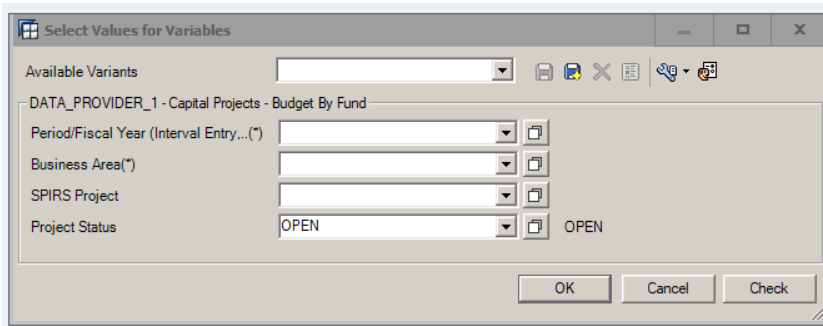
Capital Projects – Revenue By Fund &  
Capital Projects – Revenue By GL Acct reports will be reflected.



**Click Capital Projects – Revenue By Fund. Click Open.**



**The Select Values for Variables screen will open.**

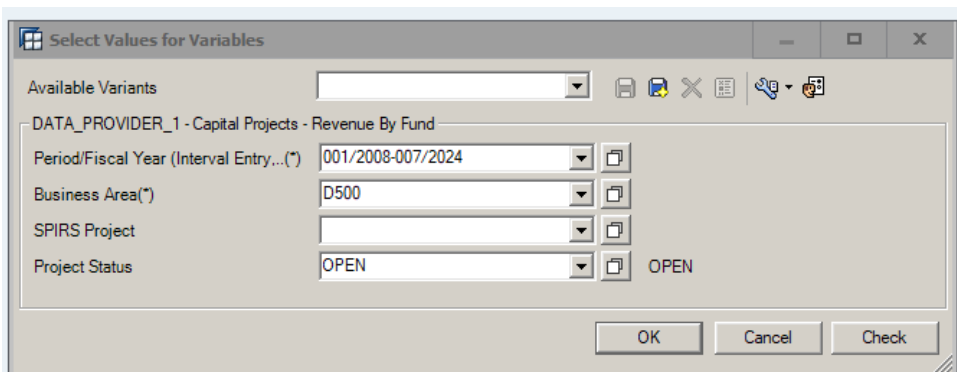


**The Period/Fiscal Year range will need to be entered. Always start with 001/2008- and end with the period and fiscal year the report should run through. This example is Period 7, 2024 (January 31, 2024).**

**Business Area to be generated will also need to be entered. This example is for Department of Administration (D50), entered as D500.**

**The screen is already set to generate the report for all projects in OPEN status.**

**Click OK.**



The system will populate all active projects. Example below shows the first project for Department of Administration (D50).

SPIRS Project	State Funded Program	WBS Element	WBS Description	Priority	Fund	Treasury ID	Current Budget	Revenue	Revenue Difference
6021	9901.602100.000	E.D500.0078	Dennis Bldg-6th Floor Att Gen Office Ren	#	39078011	#	\$ 649,824.00	\$ 0.00	-\$ 649,824.00
		E.D500.0078.BA000	DO NOT USE	E	39078011	#	\$ 0.00	\$ 0.00	\$ 0.00
		E.D500.0078.BB000	Dennis Bldg-6th Floor Att Gen Office Ren	E	39078011	#	\$ 0.00	-\$ 649,824.00	\$ 649,824.00
		E.D500.0078.BZ000	Dennis Bldg-6th Floor Att Gen Office Ren	R	39078011	#	\$ 0.00	\$ 0.00	\$ 0.00
	Result						\$ 649,824.00	-\$ 649,824.00	\$ 0.00

The data elements included are as follows:

**SPIRS Project #**

**State Funded Program**

**WBS Element**

**WBS Element Names**

**Priority**

**Fund #**

**Treasury ID #**

**Current Budget**

**Revenue**

**Revenue Difference**