



Spectrum Plus 9.2

Actuals Drilldown Report Training Guide

11/23/2020

Version 1

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1. Go to Oracle Peoplesoft website (Known as spectrum plus at GSU). If you are not familiar with it here is the address: cut and paste then bookmark this page)

<https://www.spectrum.gsu.edu/>

2. Login with your campusID and password.



GeorgiaStateUniversity

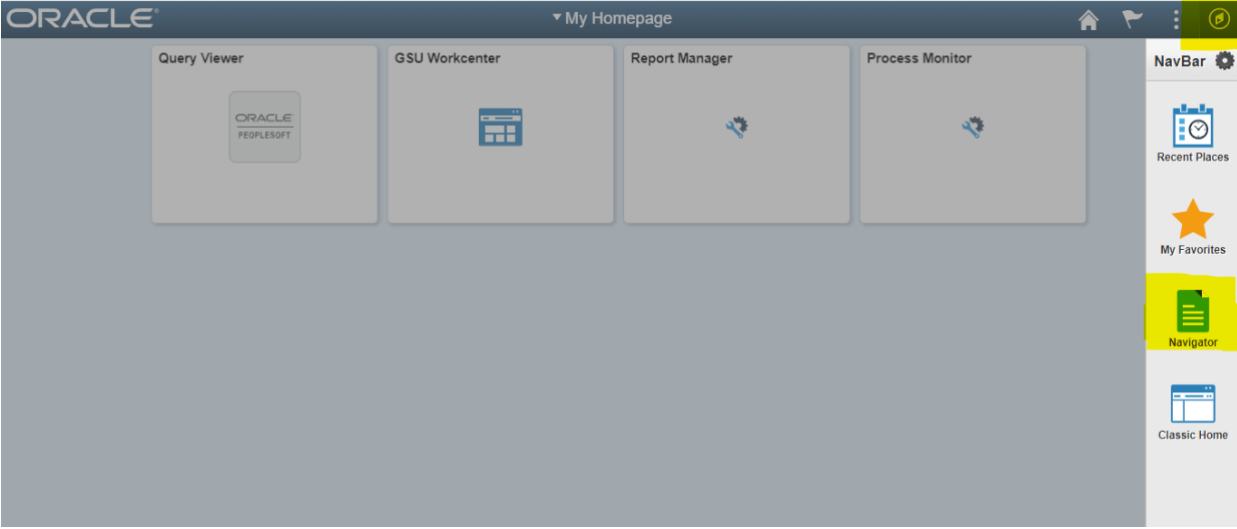
Spectrum+ Financial System

User ID

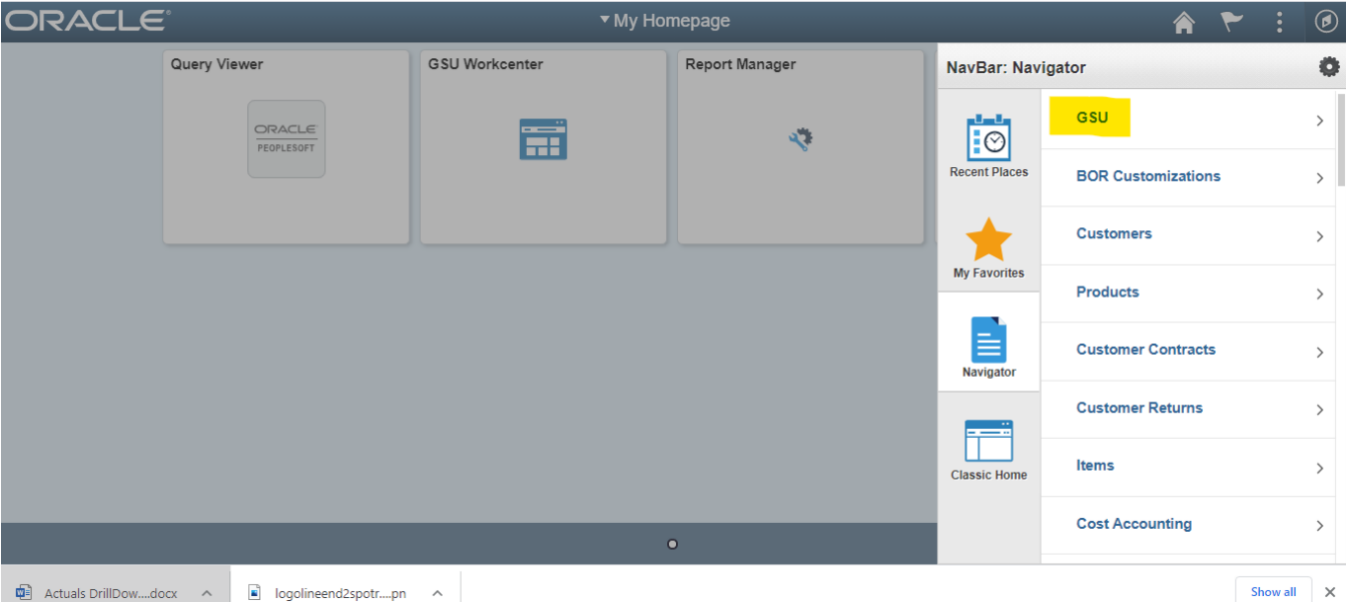
Password

Sign In

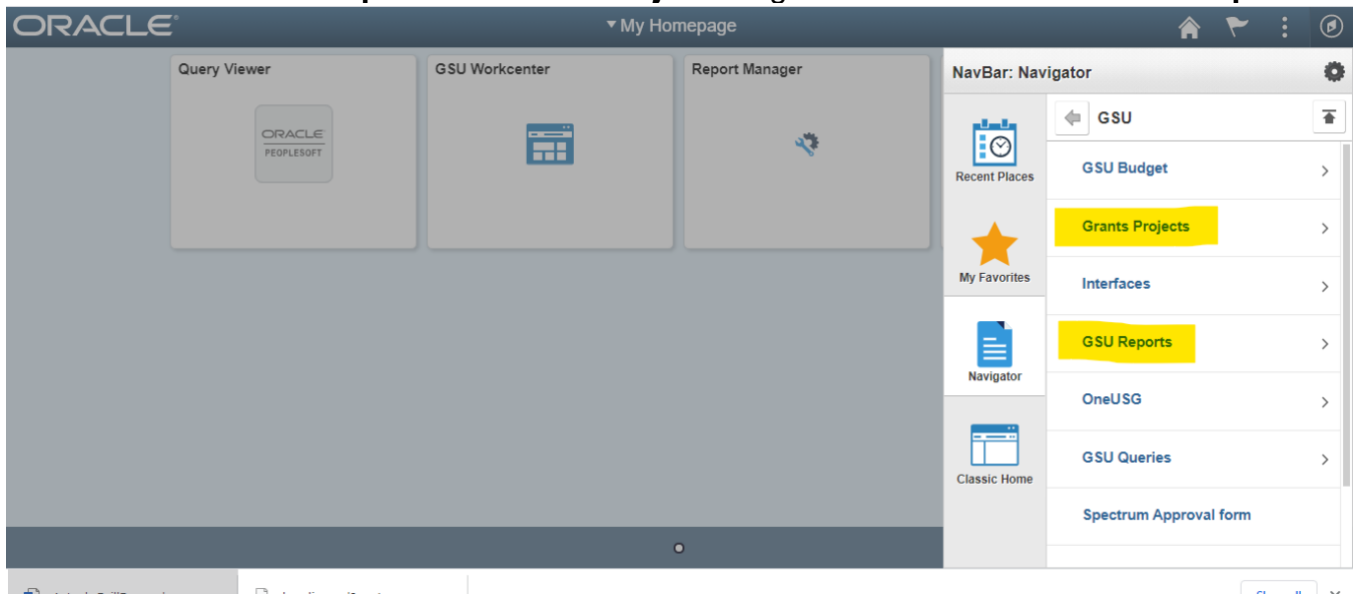
3. From the Homepage click on the NavBar in the upper right corner.
Then click on the **Navigator** icon.



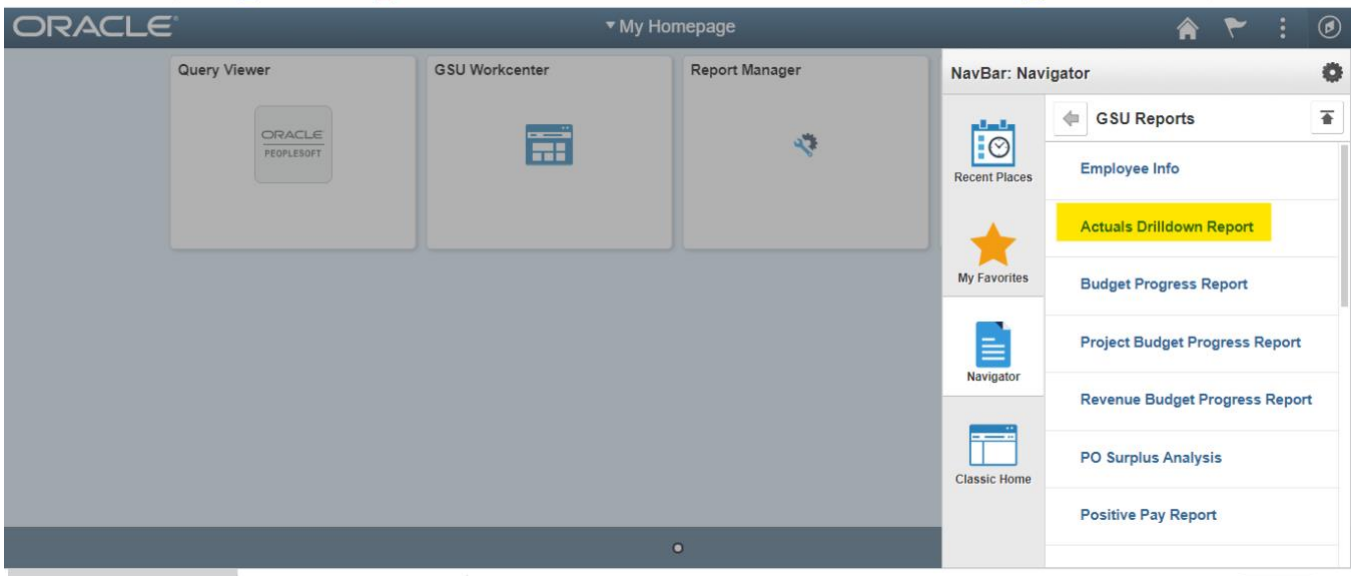
4. Select **GSU**



5. Select either **GSU Reports** or **Grants Projects** to get to the **Actuals Drilldown Report**



6. Select **Actuals Drilldown Report** under **GSU Reports** or **Grants Projects**



REPORT BY PROJECT

Navigation: **GSU> GSU Reports> Actuals Drilldown Report**

Favorites ▾ Main Menu ▾ > GSU ▾ > GSU Reports ▾ > Actuals Drilldown Report

ORACLE All ▾ Search >> Advanced Search

Actuals Drilldown Report
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search Advanced Search

Step	Action
1.	Find an Existing Value – If you have previously run this report. Click Search to see all the run control ids (names of reports) that you have previously used. Click on the run control that you want to use. Any reports you have created will be available Skip step 2 and 3.
2.	Add a New Value – If you have never run this report or want to run this report with different projects or criteria click on Add a New Value to create a run control Id.

Step	Action
3.	<div data-bbox="461 363 989 655"><p>Actuals Drilldown Report</p><p>Find an Existing Value Add a New Value</p><p>Run Control ID: <input type="text"/></p><p>Add</p></div> <p>Run Control ID: What you enter here will be the name of your report. Any name will do but we suggest you name your report with your project ID (short speedtype) if conducting a report for a specific project. Click Add</p>

Actuals Drilldown Rpt

Run Control ID Actual_Drilldown Report Manager Process Monitor Run

Business Unit: Period Date: Fiscal Year: 2015 Period: 12

Report Desired: Grant/Project General Accounting Fiscal YTD Override:

Number of projects: Single Multiple

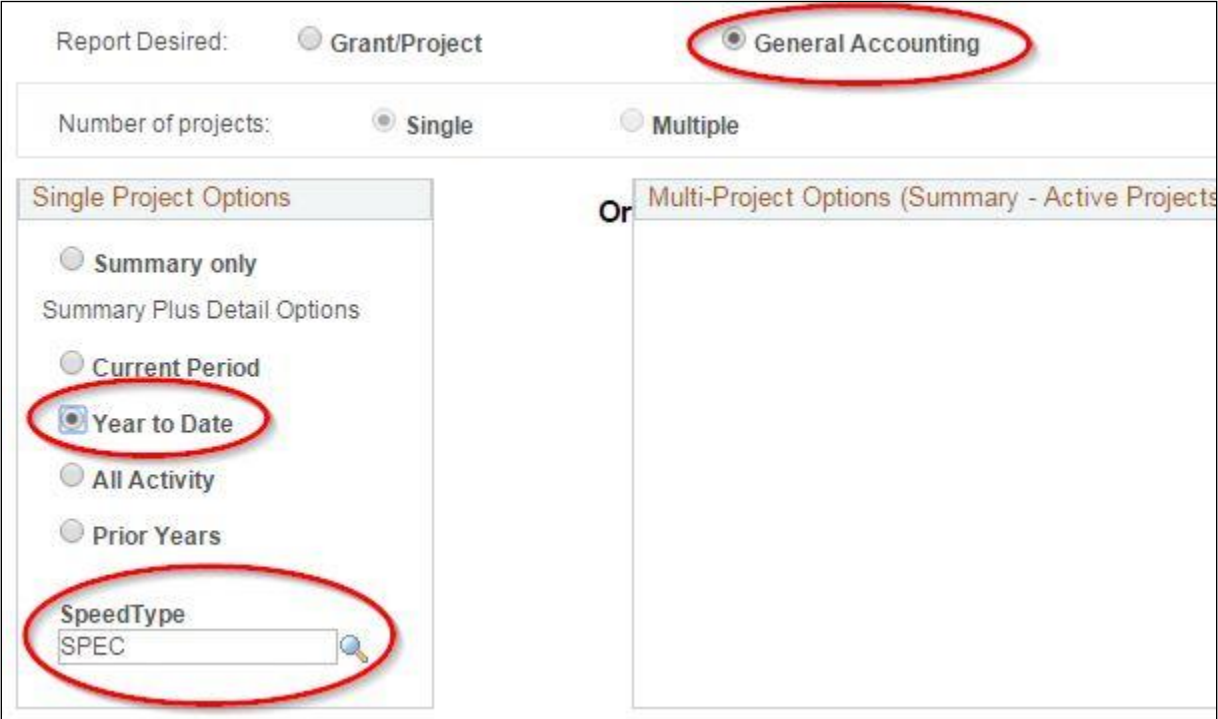
Single Project Options

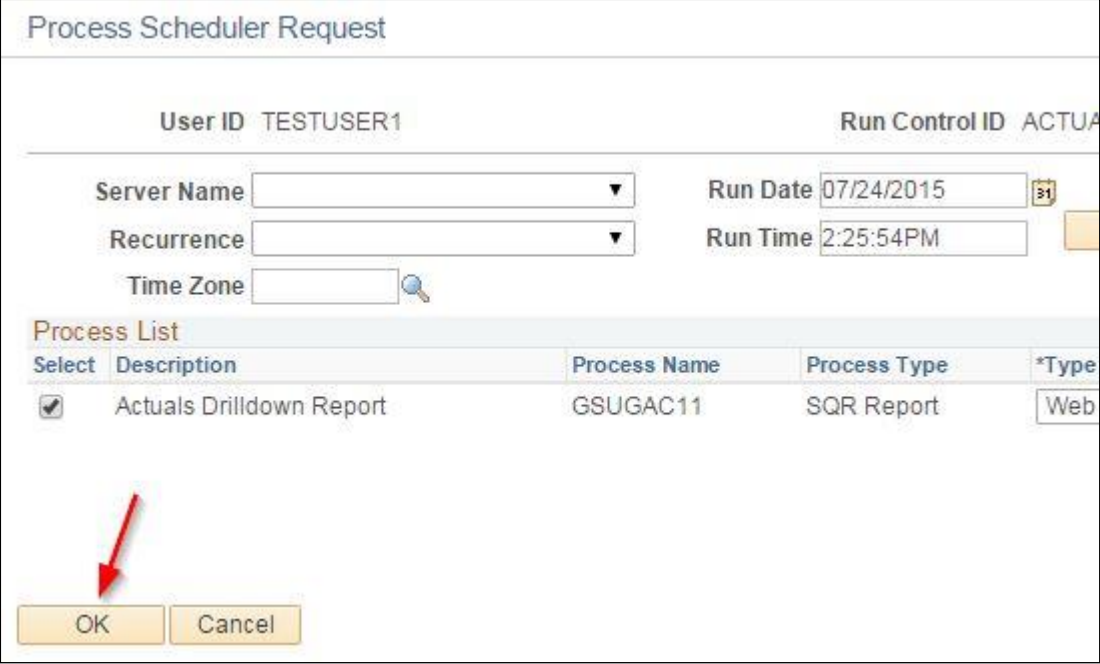
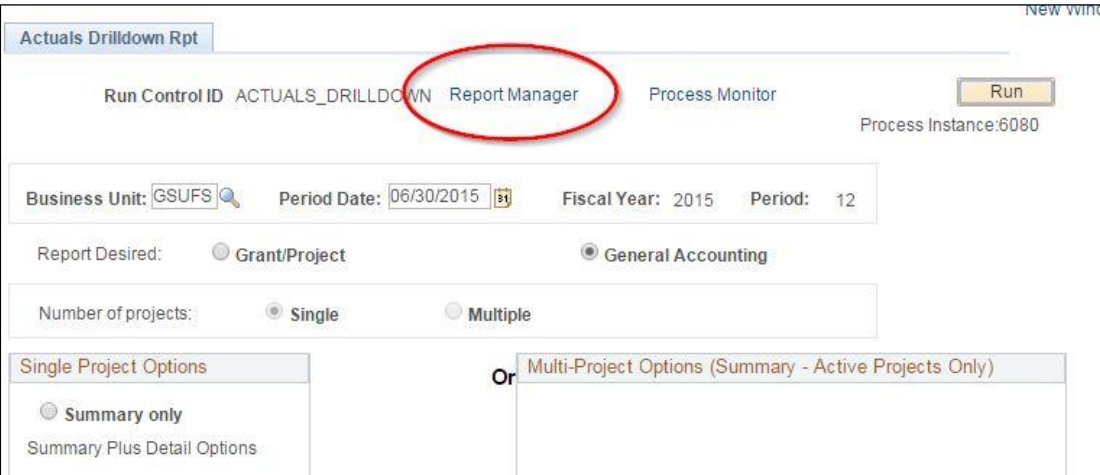
- Summary only
- Summary Plus Detail Options
- Current Period
- Year to Date
- All Activity
- Prior Years

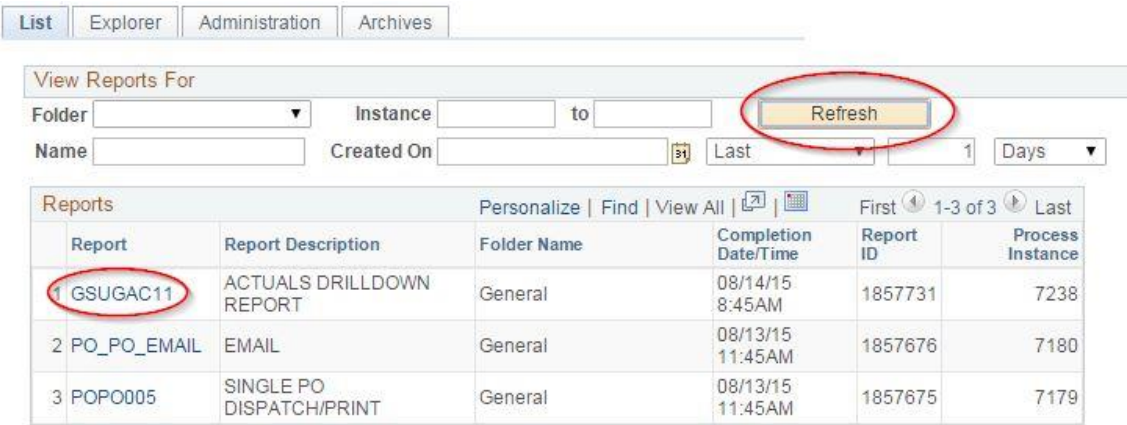
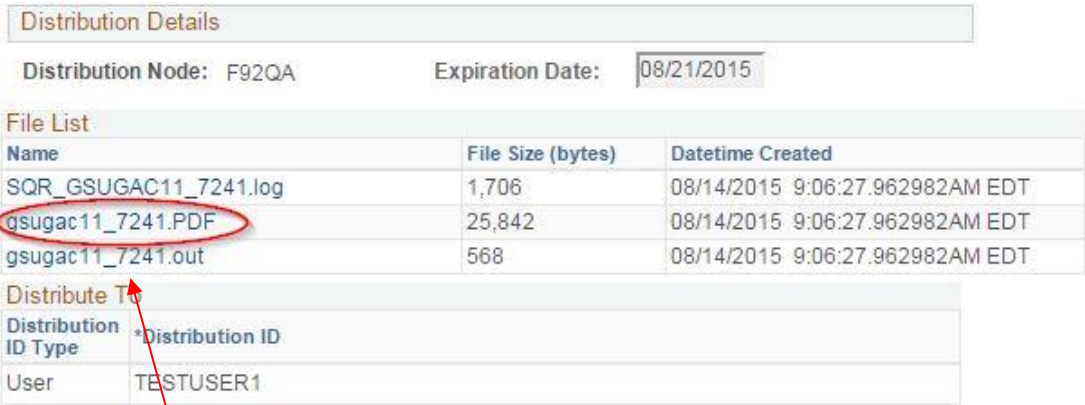
Project

Or Multi-Project Options (Summary - Active Projects Only)

Step	Action
1.	Report Desired: Check Grant/Project
2.	Number of Projects: Check Single
3.	Single Project Option: Check type of report you want. (e.g., all Activity)
4.	Project- Enter project ID for new reports. If you don't know the prefix of the project, Enter % and the last 5 digits of your project and then click on the lookup icon on the right of the field and select your project. For instance %FLU13 and then lookup
5.	Click Run

Step	Action
<u>REPORT BY NON-PROJECT</u>	
<p>To run the report for a non-project, select General Accounting instead of Grant/Project (Step 1). In step 4, you will see a textbox entitled “SpeedType”, enter the Department SpeedType. Follow Steps 6 - 9 to view report.</p>	
 <p>Report Desired: <input type="radio"/> Grant/Project <input checked="" type="radio"/> General Accounting</p> <p>Number of projects: <input checked="" type="radio"/> Single <input type="radio"/> Multiple</p> <p>Single Project Options</p> <ul style="list-style-type: none"><input type="radio"/> Summary onlySummary Plus Detail Options<input type="radio"/> Current Period<input checked="" type="radio"/> Year to Date<input type="radio"/> All Activity<input type="radio"/> Prior Years <p>SpeedType SPEC</p> <p>Or Multi-Project Options (Summary - Active Projects)</p>	

Step	Action
6.	<p>This screen appears</p>  <p>Click Ok. (Note: Always leave Server Name blank.)</p>
7.	 <p>After you run the report, Click on Report Manager Hyperlink to view your report. Note that it might take up to a minute for the report to show up under your report manager.</p>

Step	Action
8.	<div data-bbox="305 359 1425 781">  <p>The report manager keeps reports for about 10 days before deleting them from the Report list. Click Refresh until the report that you have just ran show on the list. Refer to the completion date/time on the right to distinguish between your reports. Click on the <u>GSUGAC11</u> hyperlink to open the next window (shown below).</p> </div>
9.	<div data-bbox="305 1100 1383 1501">  <p>Click on the PDF file and the report will open in a new window.</p> </div>

REPORT BY DEPARTMENT

Navigation: **GSU> GSU Reports> Actuals Drilldown Report**

Actuals Drilldown Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Step	Action
4.	Find an Existing Value – If you have previously run this report. Click Search to see all the run control id's that you have previously used. Click on the run control that you want to use. Skip step 2 and 3.
5.	Add a New Value – If you have never run this report or want to run this report with different criteria's click on Add a New Value to create a run control Id.
6.	<p>Actuals Drilldown Report</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <hr/> <p>▼ Search Criteria</p> <p>Search by: Run Control ID begins with <input type="text" value="Dept_Report"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Run Control ID: Enter the Dept ID for which you want to run this report in order to recollect the run control for further reports run. Note that this is not required and you can enter whichever value you choose. Click Add</p>

Actuals Drilldown Rpt

Run Control ID Dept_Report: Report Manager Process Monitor Run

Business Unit: Period Date: Fiscal Year: 2016 Period: 2

Report Desired: Grant/Project General Accounting Fiscal YTD Override:

Number of projects: Single Multiple

Single Project Options

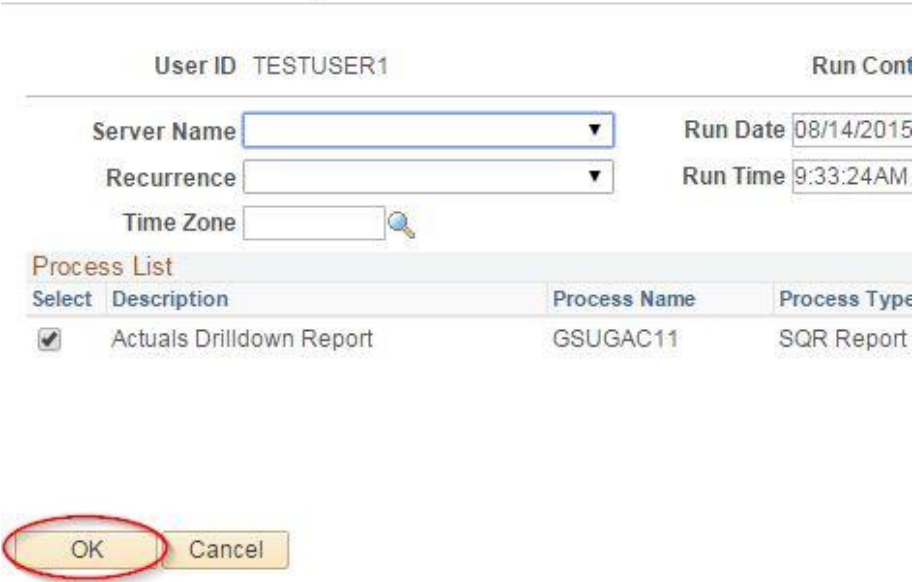
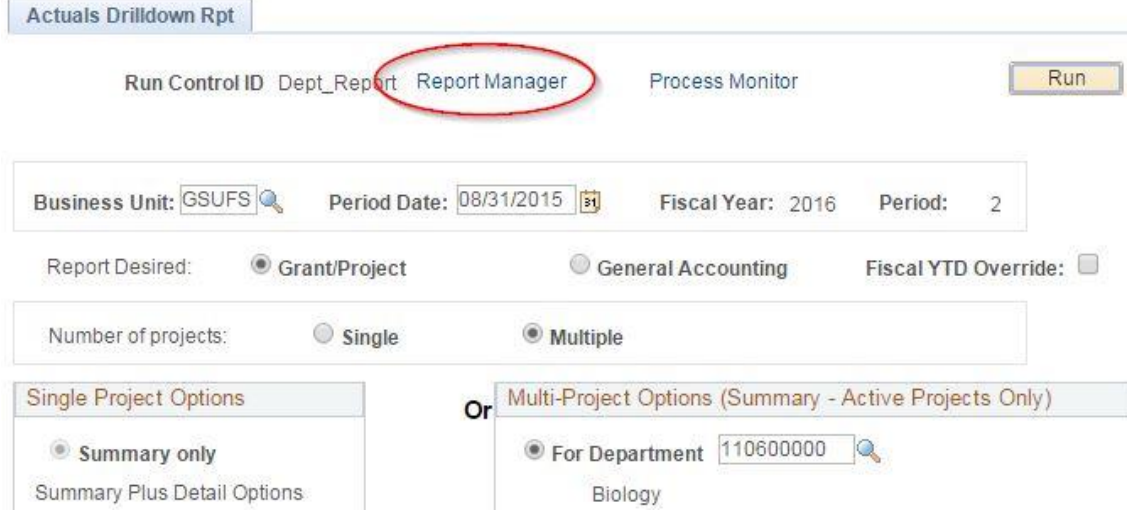
- Summary only
- Summary Plus Detail Options
- Current Period
- Year to Date
- All Activity
- Prior Years

Project

Or Multi-Project Options (Summary - Active Projects Only)

- For Department
- For Accountant
- For Sponsor
- For Director
- For Frequency

Step	Action
1.	Report Desired: Click on radio button “Grant/Project”
2.	Number of Projects- Click on radio button “Multiple”
3.	Multi Project Option: Click on radio button “For Department”
4.	Department- Enter the Department ID for which you want to run this report
5	RUN. Click Run

Step	Action
10.	<p>A new window will open Process Scheduler Request</p>  <p>Click OK to “run” the report. Wait a few minutes before clicking on the Report Manager. It will take a little while for the report to finish running.</p>
11.	 <p>Click on Report Manager Hyperlink to view your report. Note that it might take up to a minute for the report to show up under your report manager.</p>

Step	Action																								
12.	<div data-bbox="349 367 1502 793"> <p>List Explorer</p> <p>View Reports For</p> <p>Folder <input type="text"/> Instance <input type="text"/> to <input type="text"/> Refresh</p> <p>Name <input type="text"/> Created On <input type="text"/> Last <input type="text"/> 1 Days <input type="text"/></p> <table border="1"> <thead> <tr> <th>Report</th> <th>Report Description</th> <th>Folder Name</th> <th>Completion Date/Time</th> <th>Report ID</th> <th>Process Instance</th> </tr> </thead> <tbody> <tr> <td>1 GSUGAC11</td> <td>ACTUALS DRILLDOWN REPORT</td> <td>General</td> <td>08/14/15 9:58AM</td> <td>1857737</td> <td>7244</td> </tr> <tr> <td>2 GSUGAC11</td> <td>ACTUALS DRILLDOWN REPORT</td> <td>General</td> <td>08/14/15 9:06AM</td> <td>1857734</td> <td>7241</td> </tr> <tr> <td>3 GSUGAC11</td> <td>ACTUALS DRILLDOWN REPORT</td> <td>General</td> <td>08/14/15 9:06AM</td> <td>1857733</td> <td>7240</td> </tr> </tbody> </table> </div> <p>The report manager keeps reports for about 10 days before deleting them from the Report list. Click Refresh until the report that you have just run shows on the list. Refer to the completion date/time on the right to distinguish between your reports. Click on the GSUGAC11 hyperlink to go to the window shown below.</p>	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance	1 GSUGAC11	ACTUALS DRILLDOWN REPORT	General	08/14/15 9:58AM	1857737	7244	2 GSUGAC11	ACTUALS DRILLDOWN REPORT	General	08/14/15 9:06AM	1857734	7241	3 GSUGAC11	ACTUALS DRILLDOWN REPORT	General	08/14/15 9:06AM	1857733	7240
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13.	<div data-bbox="349 1108 1453 1411"> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>SQR_GSUGAC11_7244.log</td> <td>1,694</td> <td>08/14/2015 9:58:22.345070AM EDT</td> </tr> <tr> <td>gsugac11_7244.PDF</td> <td>849,673</td> <td>08/14/2015 9:58:22.345070AM EDT</td> </tr> <tr> <td>gsugac11_7244.out</td> <td>39</td> <td>08/14/2015 9:58:22.345070AM EDT</td> </tr> </tbody> </table> <p>Distribute To</p> <table border="1"> <thead> <tr> <th>Distribution ID Type</th> <th>*Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>TESTUSER1</td> </tr> </tbody> </table> </div> <p>Click on the PDF and your report will open as a pdf file.</p>	Name	File Size (bytes)	Datetime Created	SQR_GSUGAC11_7244.log	1,694	08/14/2015 9:58:22.345070AM EDT	gsugac11_7244.PDF	849,673	08/14/2015 9:58:22.345070AM EDT	gsugac11_7244.out	39	08/14/2015 9:58:22.345070AM EDT	Distribution ID Type	*Distribution ID	User	TESTUSER1								
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