Georgia State University

Spectrum Plus 9.2

Actuals Drilldown Report Training Guide

11/23/2020
Version 1

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Table of Contents

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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/
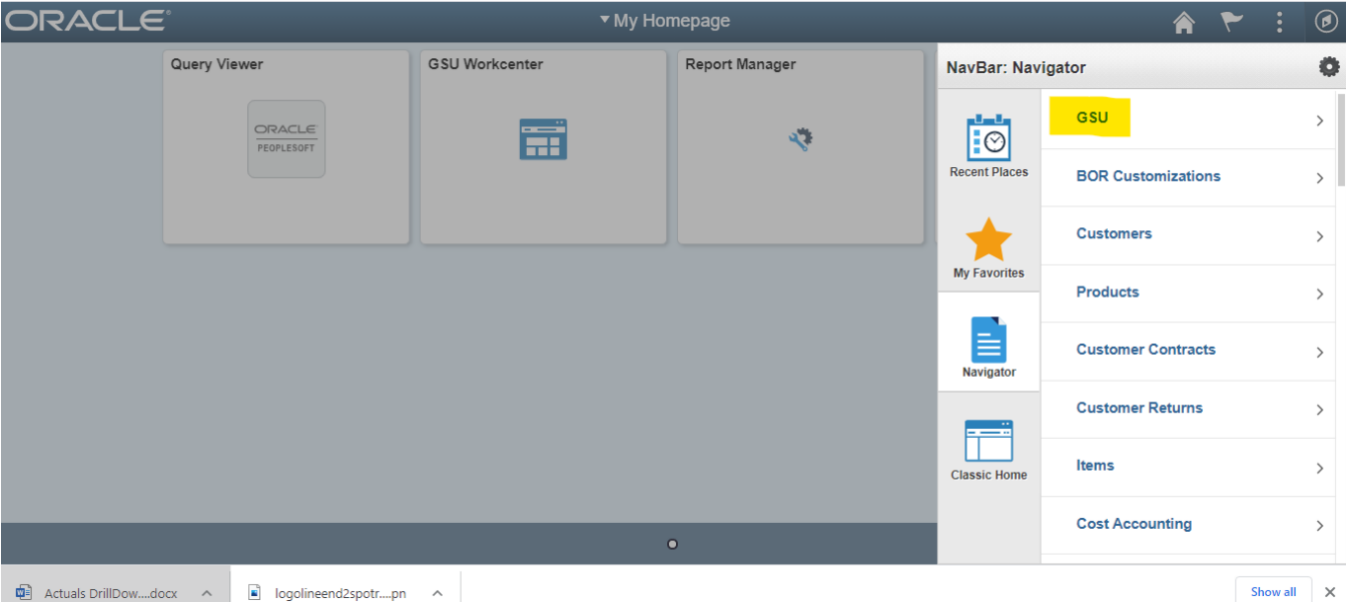
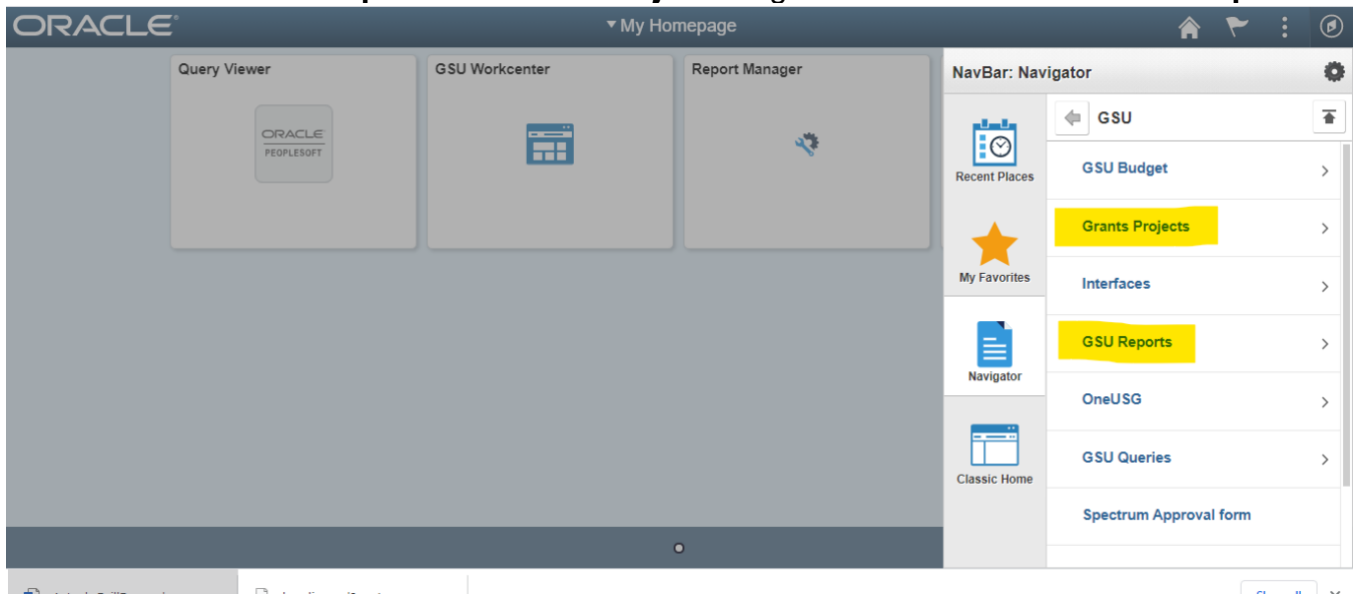2. **Login with your campusID and password.**

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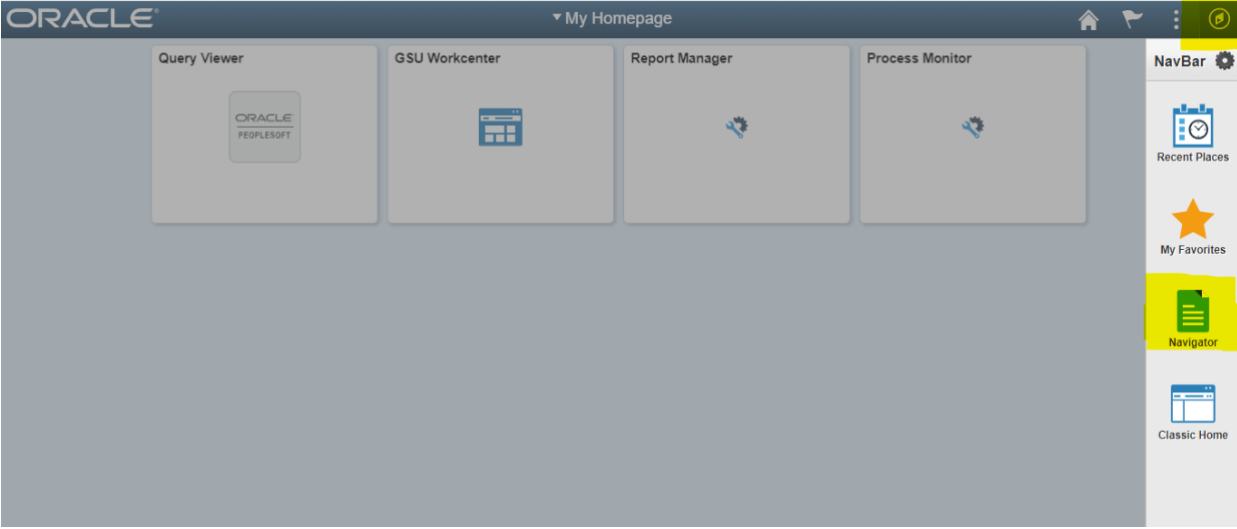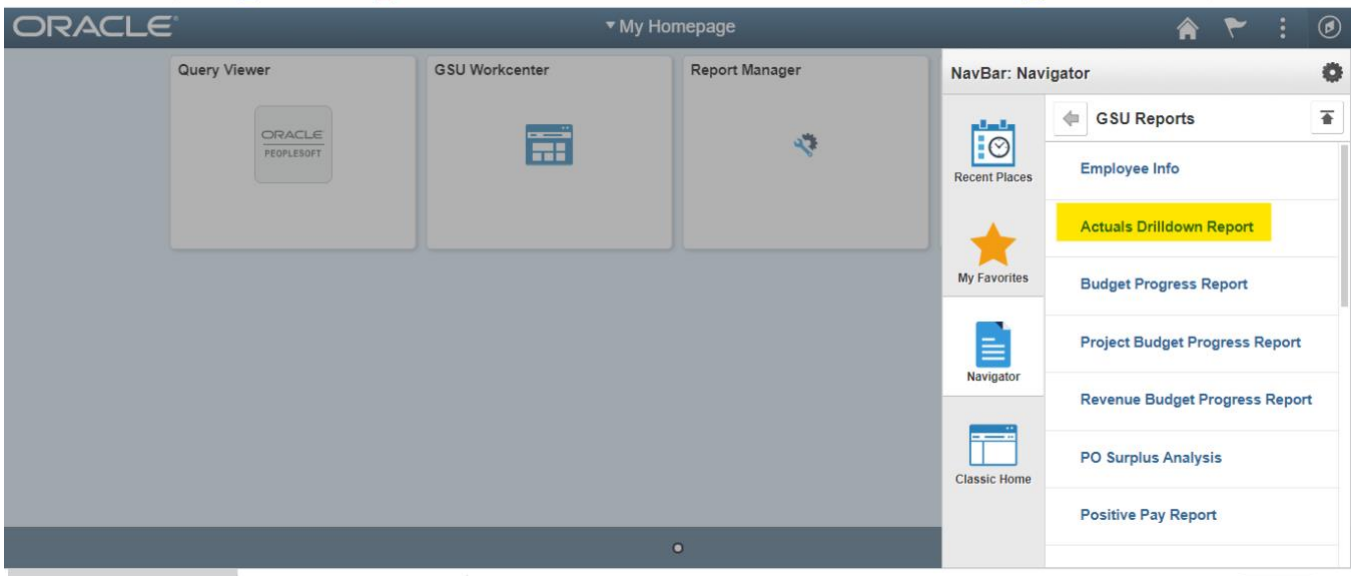

4. Select **GSU**

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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**

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REPORT BY PROJECT

Navigation: GSU> GSU Reports> Actuals Drilldown Report

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.

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Step	Action
3.	 **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**

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

REPORT BY NON-PROJECT

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.

Step	Action
6.	**This screen appears** Process Scheduler Request User ID TESTUSER1 Run Control ID ACTUA Server Name Run Date 07/24/2015 Recurrence Run Time 2:25:54PM Time Zone Process List Select Description Process Name Process Type *Type ☑ Actuals Drilldown Report GSUGAC11 SQR Report Web OK Cancel Click Ok. (Note: Always leave Server Name blank.)
7.	Actuals Drilldown Rpt Run Control ID ACTUALS_DRILLDOWN Report Manager Process Monitor Run Process Instance:6080 Business Unit: GSUFS Period Date: 06/30/2015 Fiscal Year: 2015 Period: 12 Report Desired: ○ Grant/Project ● General Accounting Number of projects: ● Single ○ Multiple Single Project Options Or Multi-Project Options (Summary - Active Projects Only) ○ Summary only Summary Plus Detail Options 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.
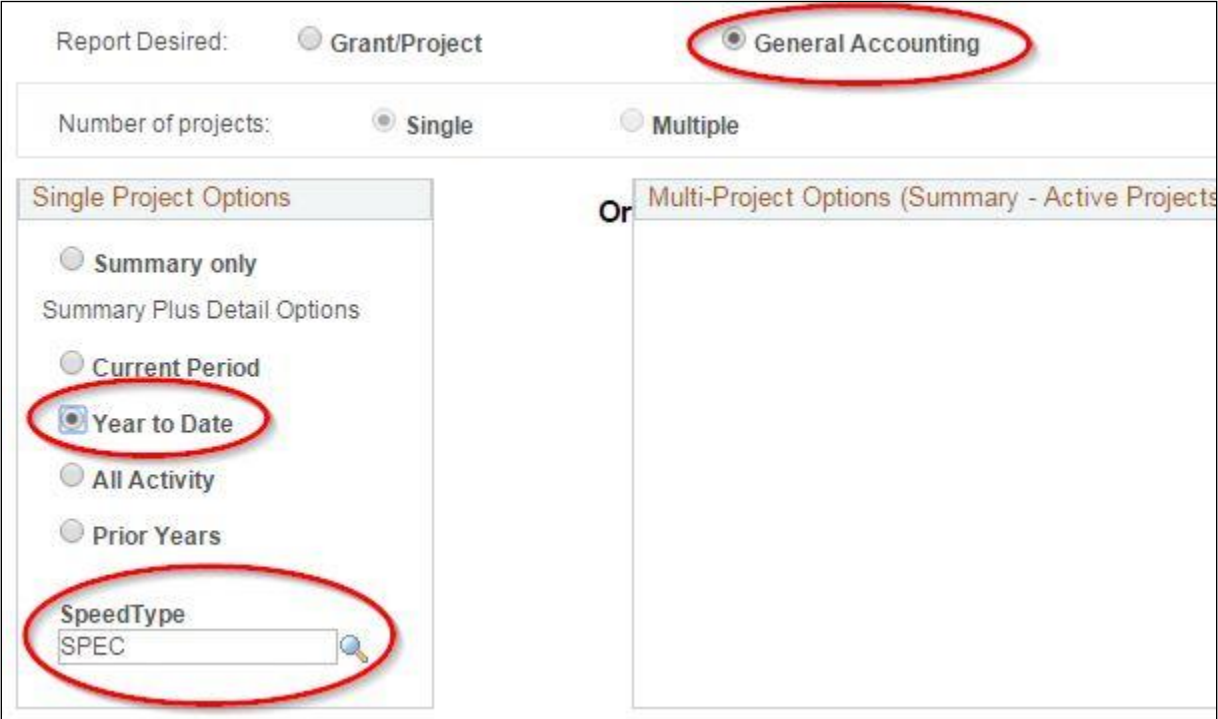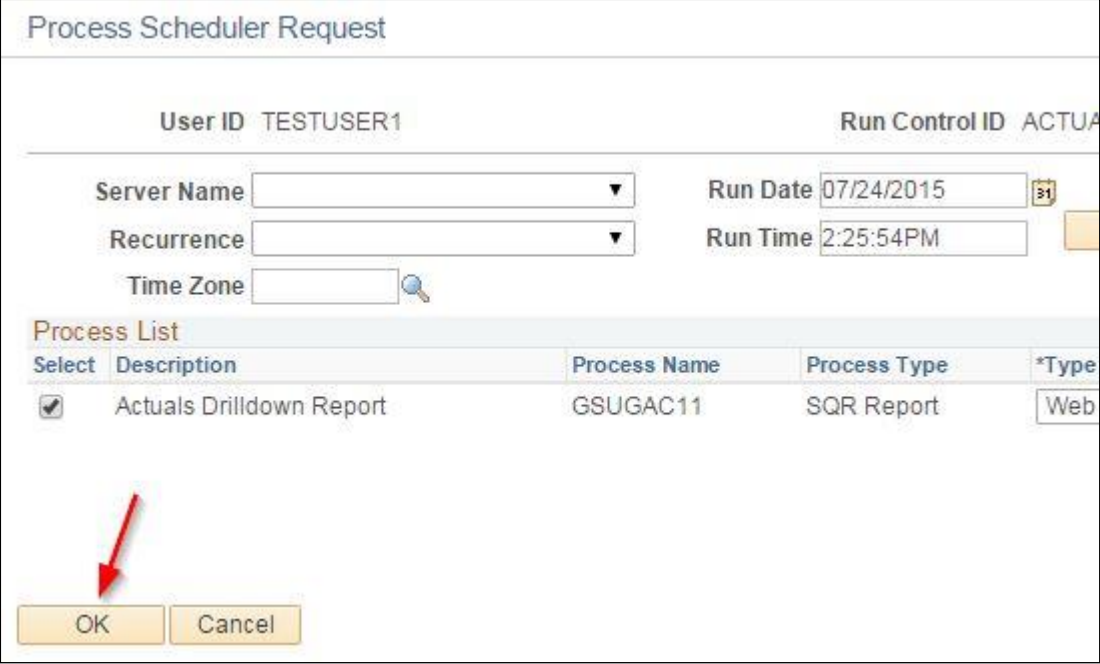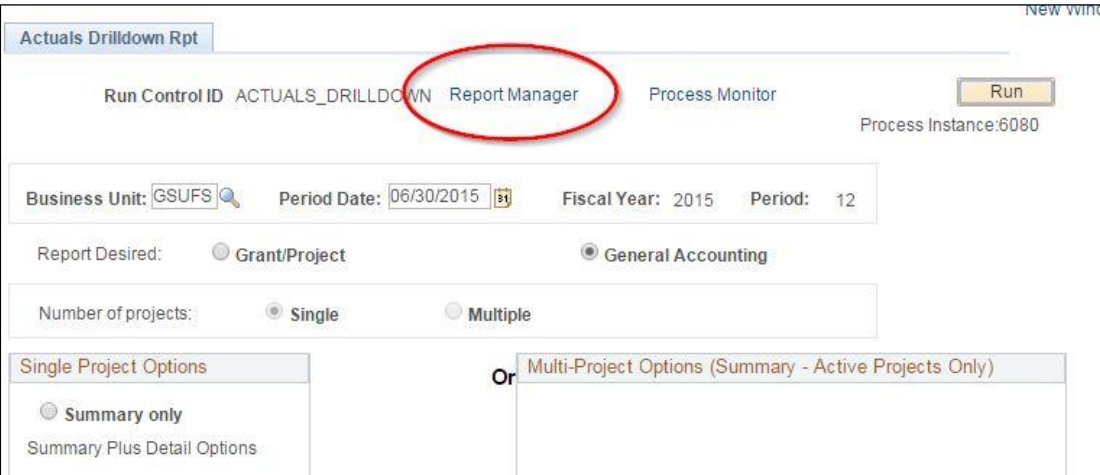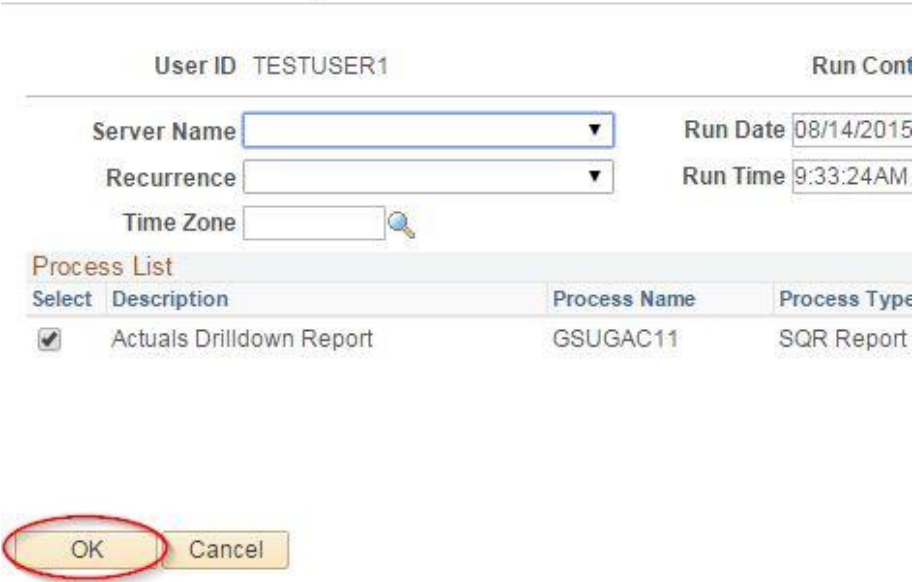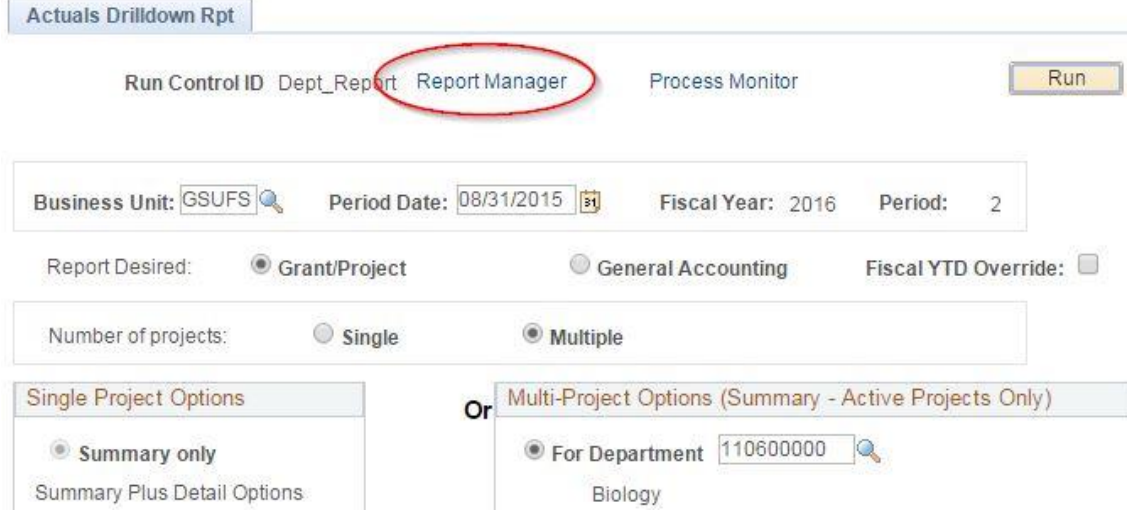
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Step	Action
8.	 The report manager keeps reports for about 10 days before deleting them from the Report list. Click **Refresh** until the report that you have just ran show on the list. Refer to the completion date/time on the right to distinguish between your reports. Click on the **GSUGAC11** hyperlink to open the next window (shown below).
9.	 Click on the PDF file and the report will open in a new window.

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REPORT BY DEPARTMENT

Navigation: GSU> GSU Reports> Actuals Drilldown Report

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.	**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**

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**

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Step	Action
10.	**A new window will open** 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.
11.	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.

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Step	Action
12.	 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.
13.	 Click on the PDF and your report will open as a pdf file.