




Running Queries in Spectrum Plus

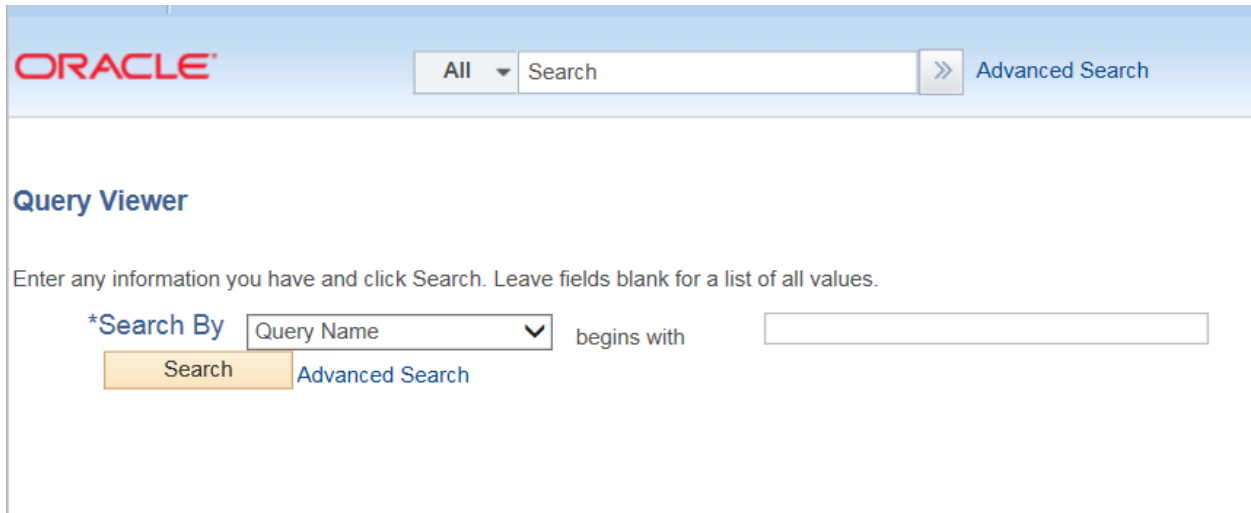
November, 2016

Login to Financials using your Campus ID and Password:

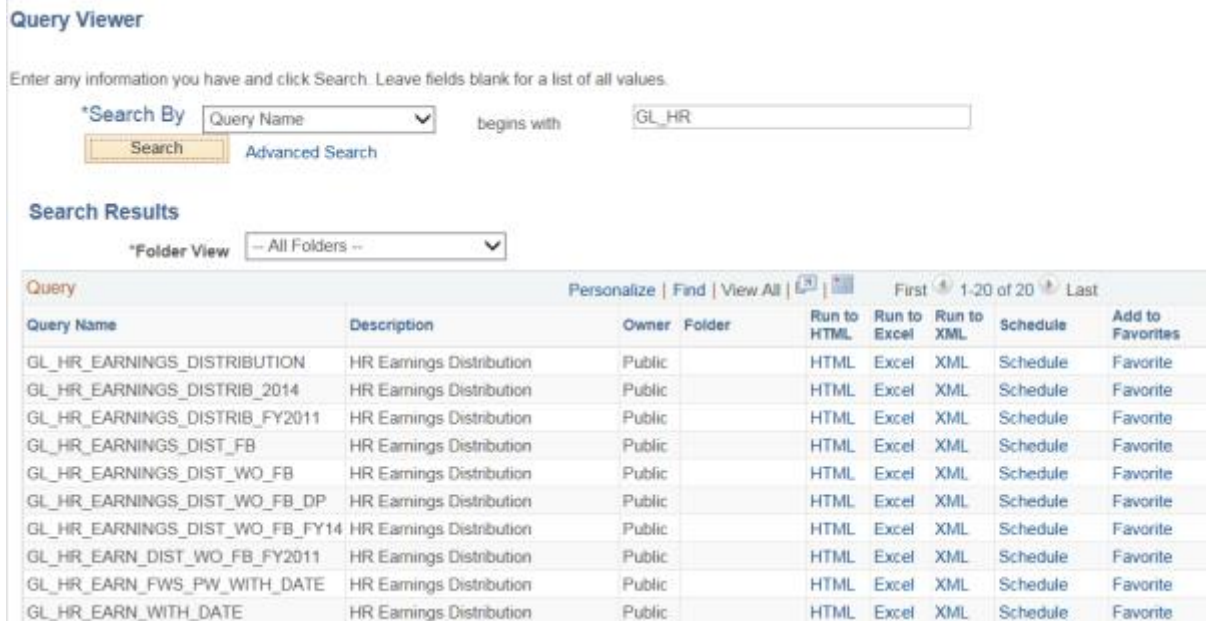
<https://www.spectrum.gsu.edu>

Navigate to the Web Query Tool:

	Path	Reporting Tools > Query > Query Viewer
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Type part of the name of the report you wish to view in the field "Query Name begins with". Click the Search button.



Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
GL_HR_EARNINGS_DISTRIBUTION	HR Earnings Distribution	Public		HTML	Excel	XML	Schedule	Favorite
GL_HR_EARNINGS_DISTRIB_2014	HR Earnings Distribution	Public		HTML	Excel	XML	Schedule	Favorite
GL_HR_EARNINGS_DISTRIB_FY2011	HR Earnings Distribution	Public		HTML	Excel	XML	Schedule	Favorite
GL_HR_EARNINGS_DIST_FB	HR Earnings Distribution	Public		HTML	Excel	XML	Schedule	Favorite
GL_HR_EARNINGS_DIST_WO_FB	HR Earnings Distribution	Public		HTML	Excel	XML	Schedule	Favorite
GL_HR_EARNINGS_DIST_WO_FB_DP	HR Earnings Distribution	Public		HTML	Excel	XML	Schedule	Favorite
GL_HR_EARNINGS_DIST_WO_FB_FY14	HR Earnings Distribution	Public		HTML	Excel	XML	Schedule	Favorite
GL_HR_EARN_DIST_WO_FB_FY2011	HR Earnings Distribution	Public		HTML	Excel	XML	Schedule	Favorite
GL_HR_EARN_FWS_PW_WITH_DATE	HR Earnings Distribution	Public		HTML	Excel	XML	Schedule	Favorite
GL_HR_EARN_WITH_DATE	HR Earnings Distribution	Public		HTML	Excel	XML	Schedule	Favorite

1. GL_HR_EARNINGS_DISTRIBUTION - This report will return all journals in the General Ledger for a specific employee whether posted or unposted and it includes Fringe Benefits.
2. GL_HR_EARNINGS_DIST_WO_FB - This report will return all journals in the General Ledger for a specific employee whether posted or unposted but will not include Fringe Benefits. This query will only pull for the current fiscal year.
3. GL_HR_EARN_WOFB_WITH_DATE - This report will return all journals in the General Ledger for a specific employee whether posted or unposted but will not include Fringe Benefits. This query will only pull for the current fiscal year. This query will allow you to pull for prior and current fiscal years.
4. GL_HR_SELECT_DIST_WO_FB – This report will return all posted and unposted journals in the General Ledger for a Budgeted Department with ability to limit on Account Code and Dates and will not include Fringe Benefits. This query will only pull for the current fiscal year.
5. GL_HR_SELECT_DIST_WO_FB_DATE - This report will return all posted and unposted journals in the General Ledger for a Budgeted Department with ability to limit on Account Code and Dates and will not include Fringe Benefits. This query will only pull for the current fiscal year.
6. GL_HR_OVERPAYMENTS – This report will return all overpayments processed and posted to the General Ledger during a specified range of dates.
7. GL_HR_PROJECT – This report will return all charges to the Project since Spectrum+ go live.
8. GSU_PBH_PAYCHECK_REPORT – This report will return all payroll checks that have been confirmed by the Shared Services Center. Please keep in mind that payroll data shown in this query will not appear in the General Ledger until it has gone through our validation process. This data is also one day old. The Speedtype (Account/Payroll Distribution Codes) will not always be available either as ADP is not consistently storing Speedtype in the Paycheck. Therefore, this query should primarily be used to confirm that an employee got paid, not where the employee was paid from. Utilize one of the other queries provided here to determine charging.
9. GSU_JOURNAL_HR_CHECKS – This report will return payroll checks and adjustments for a specified employee during a range of dates. It also corrects the problem of displaying the check date associated with an adjustment.
10. GSU_PBH_VACANT_POSITIONS – This report will return all vacant positions in a department from EV5. Don't forget to put a "G" in front of the department number.
11. BUDGET_VACANT_POS – This report will return all vacant positions from the Budget in Spectrum.
12. BUDGET_FILLED_POS – This report will return all filled positions from the Budget in Spectrum.
13. GL_HR_EARN_FWS_PW_WITH_DATE – This report will return payroll data for College Work Study and Panther Works Assistants.
14. PROJECTS_BY_DEPT - This query will return a list of projects, by Department ID. The third column "Status" will show rather or not the project is Active.

GL_HR_EARNINGS_DISTRIBUTION

GL_HR_EARNINGS_DIST_WO_FB

To view the report on screen, click the blue Hyperlink HTML. To run the report to an Excel Spreadsheet, click the blue Hyperlink Excel.

You'll receive a "prompt" to enter values to refine your search.


For both of these queries, the prompt is labeled PG_EID. It searches the Journal Line Description for entries. It's best to search by Employee ID but you can also search by last name. Note that it's case sensitive and payroll journals come over in all upper case and Works journals come over in mixed case. Search using the % wildcard.

- Wild Card (%) The wild card is useful when searching using partial values. The wildcard represents unknown characters in a search. An example of a wild card search would be entering %0062098% in field labeled PG_EID. This field is actually the Line Description field of this table as shown on the next page. The system would return all Line Descriptions "containing" the Employee ID 0062098.

Click the  button.

GL_HR_EARNINGS_DIST_WO_FB - HR Earnings Distribution

PG_EID:



	Journal ID	Line #	Account	Fund	DeptID

Keep in mind that all July, 2009 General Ledger data for payroll used the PeopleSoft Employee ID, not the ADP Employee ID.

GL_HR_SELECT_DIST_WO_FB

For this query, there are multiple prompts

Dept/Budget – Enter the Department/Budget value or wildcard (%) settings

Account – Enter the Account or wildcard (%) settings.


Start Date – In conjunction with the End Date, use the Start Date to enter a date range of payroll dates.


End Date - In conjunction with the Start Date, use the End Date to enter a date range of payroll dates.


GL_HR_SELECT_DIST_WO_FB

DeptBudget:

Account#:

Start Date: 

End Date: 



	Journal ID	Date	Line #

Click  Button

GSU_PBH_PAYCHECK_REPORT



Query Viewer

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

*Search By: begins with

[Advanced Search](#)

Search Results

*Folder View:

Query				Customize	Find	View All	First	1 of 1	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites		
GSU_PBH_PAYCHECK_REPORT	Paycheck Report	Public		HTML	Excel	Schedule	Favorite		

For this query, there are also multiple prompts

Beginning Check Date – Checks available beginning 8/1/2009 (Checks prior to that are in PeopleSoft HR)

Ending Check Date – In conjunction with the Beginning Check Date, use the Ending Check Date to enter a date range of payroll dates

EmplID – ADP Employee ID or wildcard (%) settings.

Dept/Budget – Enter the Department/Budget value in ADP format (must have the leading "G" for Georgia State University) or wildcard (%) settings.

Account Code – 6 digit account code or wildcard (%) settings.

Pay Group – Enter ADP Pay Group or wildcard (%) settings.

GSU_PBH_PAYCHECK_REPORT - Paycheck Report

Beginning Check Date:

Ending Check Date:

Empl ID:

DeptID:

Account Code:

Pay Group:

PayCheck Number	Check Date	Earnings Begin Date	Earnings End Date	Empl ID	Empl Rcd Nbr	Account Code	Regular Hours	Overtime Hours	Busine Unit
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The results return with the following fields:

Paycheck Number
Check Date
Earnings Begin Date
Earnings End Date
EmplID
Empl Rcd Nbr
Account Code (Speedtype)
Regular Hours – only for Hourly Employees
Overtime Hours – only for Hourly Employees
Business Unit
Dept ID
Hourly Rate – For monthly employees, this is a calculated field
Pay Period End Date
Regular Earnings
Overtime Hourly Earnings
Pay Group – See attached list
Regular Earnings Hours
Regular Hourly Earnings
Form ID
Name
Total Gross
Earnings Code – See attached list of commonly used codes.
Other Earnings – only populated with earnings are other than regular earnings
Regular Salary
Employee Type
Paycheck Name – Name on paycheck

GSU_JOURNAL_HR_CHECKS

This query prompts for Employee ID and a range of Check Dates.

GSU_JOURNAL_HR_CHECKS - GSU_JOURNAL_HR_CHECKS

Empl ID:

Check Date From: 


Check Date To: 

	Journal ID	Date	Check Date	Line #	Account
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GL_HR_OVERPAYMENTS

This query prompts just for a range of check dates.

GL_HR_OVERPAYMENTS

Start Date: 

End Date: 


[View Results](#)


Journal ID	Date	Line #	Account	De
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GL_HR_PROJECT

GL_HR_PROJECT - HR Earnings Distribution

Project#:

Begin Date: 

Date - End: 

[View Results](#)

Journal ID	Line #	Account
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GSU_PBH_VACANT_POSITIONS

This query prompts just for a department number.

GSU_PBH_VACANT_POSITIONS - List of Vacant Positions

DeptID:

[View Results](#)

Position No	Position Title	Job Code
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Here you can see all the vacant positions in a particular department, including the most recent (incumbent if there is one).

BUDGET_VACANT_POS

This query prompts for Budget Period and department number.

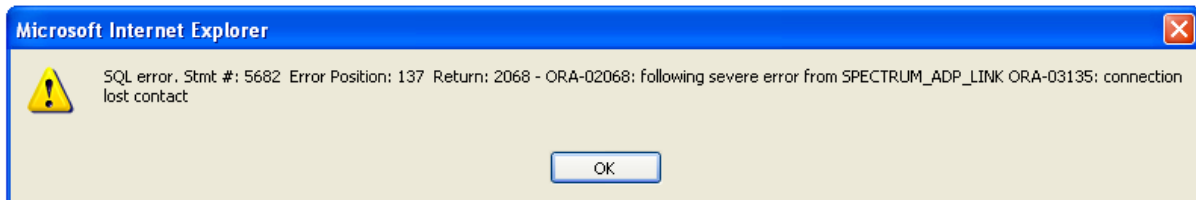
BUDGET_VACANT_POS - vacant pos with empl names

Budget Period:

Dept ID: 

Dept ID	Pos #	BP	Eff Date	Status	Title
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You may occasionally get the following error when running this query. Try clicking View Results again. The problem is usually temporary. If it persists, submit a help desk ticket to the Georgia State University Help Center with a screen shot attached and they'll route it to the Spectrum Team.



Earnings Code Table

Earnings Type	Description - Earnings Code Info
AST	Additional Straight-time
AWD	Cash Award
A18	Nonresident Alien-Income Code
A19	Nonresident Alien-Income Code
CFR	Summer Comp for Research
DFN	Dual Faculty – Non Retirement Eligible
DFR	Dual Faculty – Retirement Eligible
DLA	Donated Leave Award
DSN	Dual Appointment Staff – Non Retirement Eligible
DSR	Dual Appointment Staff – Retirement Eligible
ESL	Education Support Leave BW
ESM	Education Support Leave Monthly
EXF	Extra Pay Annualized-Faculty
EXS	Extra Pay Annualized-Staff
FUM	Furlough Monthly
FUR	Furlough
HNB	Non-Scheduled Holiday Biweekly
HNM	Non-Scheduled Holiday
HOL	Holiday
HOM	Holiday Monthly
HOU	Housing
INT	Summer Faculty Instruction
JRM	Jury Monthly
JUR	Jury Duty
MIL	Military Duty
MOV	Moving Reimbursement Taxable
MVN	Moving Reimburse Non-Taxable
NME	Non Qualified Moving Expenses
OVT	Overtime
REG	Regular
RTP	Retro Pay
SCK	Sick
SKM	Sick Leave Monthly
STI	Stipend
SUF	Supp Pay-RetEligible-Faculty
SUS	Supp Pay Retire Eligible Staff
UNC	Uncompensated
UNM	Uncompensated Monthly
VAC	Vacation
VAM	Vacation Monthly
VCS	Vacation Cash Out
VPF	Vacation Payout Faculty
VPS	Vacation Payout Staff

Pay Group Table

Pay group	Description	Pay Freq	Account Code	Budget Account
09F	9-month Faculty	M	511100	PSF000
09Y	12-month Faculty	M	511100	PSF000
09P	Part Time Faculty	M	512100	PLP000
09S	Summer Faculty	M	513100	PLS000
09A	Salaried	M	521100	PSS000
09X	10-month Salaried Staff	M	521100	PSS000
09E	Exempt Hourly	N/A		
09H	Staff	B	522100	PSS000
09J	10-month Biweekly Staff	B	522100	PSS000
09G	Graduate Assistants	M	523100	PLG000
09T	Student Assistants	B	524100	PLM000
09V	PantherWorks Students	B	524100	PLM000
09C	Hourly Casual Labor	B	525100	PLM000
09L	Salaried Casual Labor (Fee Based)	M	525100	PLM000
09W	College Work/Study	B	723110	NSP000
09M	Pending Faculty	N/A		
09N	Non-paid Affiliate	N/A		
09B	Benefits Billing	N/A	521100	PSS000

Note: 12 Month Faculty is designated for faculty who work 50% or greater in an instructional, research or public service role; primarily administrative faculty should be budgeted in the Salaried Pay Group.

Form ID Table

Form ID	Description
ADPCK	ADP Check
FSDD	ADP Direct Deposit
ADV090	Georgia State University on-demand Direct Deposit
CHK090	Georgia State University on-demand Check

Public Query Listing All GSU_xxx queries available:

- GSU_SPEC_QUERY_LISTING_GSU