## Table of Contents

- Report By Project ................................................................. 5
- Report By Non-Project .......................................................... 7
- Report By Department .......................................................... 10
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.
3. On the left hand side of the screen is your portal menu. Select GSU.

4. Select Actuals Drilldown Report under GSU Reports or Grants Projects
**REPORT BY PROJECT**

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Find an Existing Value</strong> – If you have previously run this report. Click <em>Search</em> 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 <strong>Skip step 2 and 3.</strong></td>
</tr>
<tr>
<td>2.</td>
<td><strong>Add a New Value</strong> – If you have never run this report or want to run this report with different projects or criteria click on <em>Add a New Value</em> to create a run control Id.</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Run Control ID</strong>: 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 <em>Add</em></td>
</tr>
</tbody>
</table>
### Actuals Drilldown Report

**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**
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 6.

**This screen appears**

**Process Scheduler Request**

- **User ID:** AELBACHA
- **Run Control ID:** FLU13

![Image of the Process Scheduler Request screen]

Click Ok. (Note: Always leave Server Name blank.)

### Step 7.

**Actuals Drilldown Rpt**

- **Run Control ID:** FLU13

![Image of the Actuals Drilldown Rpt screen]

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.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>The report manager keeps reports for about 10 days before deleting them from the Report list. Click <strong>Refresh</strong> 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 <strong>GSUGAC11</strong> hyperlink to open the next window (shown below).</td>
</tr>
<tr>
<td>9.</td>
<td>Click on the PDF file and the report will open in a new window.</td>
</tr>
</tbody>
</table>
REPORT BY DEPARTMENT

Navigation: GSU> GSU Reports> Actuals Drilldown Report

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td><strong>Find an Existing Value</strong> – If you have previously run this report. Click <strong>Search</strong> to see all the run control id’s that you have previously used. Click on the run control that you want to use. <strong>Skip step 2 and 3.</strong></td>
</tr>
<tr>
<td>5.</td>
<td><strong>Add a New Value</strong> – 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.</td>
</tr>
<tr>
<td>6.</td>
<td><strong>Actuals Drilldown Report</strong>&lt;br&gt;<strong>Run Control ID:</strong> 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 <strong>Add</strong></td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>1.</td>
<td><strong>Report Desired</strong>: Click on radio button “Grant/Project”</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Number of Projects</strong>: Click on radio button “Multiple”</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Multi Project Option</strong>: Click on radio button “For Department”</td>
</tr>
<tr>
<td>4.</td>
<td><strong>Department</strong>: Enter the <strong>Department ID</strong> for which you want to run this report</td>
</tr>
<tr>
<td>5.</td>
<td><strong>RUN</strong>: Click Run</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 10.  | **A new window will open**  

**Process Scheduler Request**

- **User ID:** AELBACHA
- **Run Control ID:** Dept_Report
- **Server Name:**
- **Recurrence:**
- **Time Zone:**

**Process List**

<table>
<thead>
<tr>
<th>Select Description</th>
<th>Process Name</th>
<th>Process Type</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aktuals Drilldown Report</td>
<td>GSUGAC11</td>
<td>SQR Report</td>
<td>Web</td>
</tr>
</tbody>
</table>

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.**  

**Actuals Drilldown Rpt**

- **Run Control ID:** Dept_Report
- **Business Unit:** GSUFS
- **Period Date:** 09/30/2009
- **Fiscal Year:** 2010
- **Period:** 3
- **Report Desired:**
  - Grant/Project
  - General Accounting
  - Fiscal YTD Override
- **Number of projects:**
  - Single
  - Multiple

**Single Project Options**

- **Summary only**
- **Summary Plus Detail Options**

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

- **For Department:** 110600000
  - Biology
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.