



## **Spectrum Plus 8.9**

# **Actuals Drilldown Report Training Guide**

**January 2011**

*Version 1*

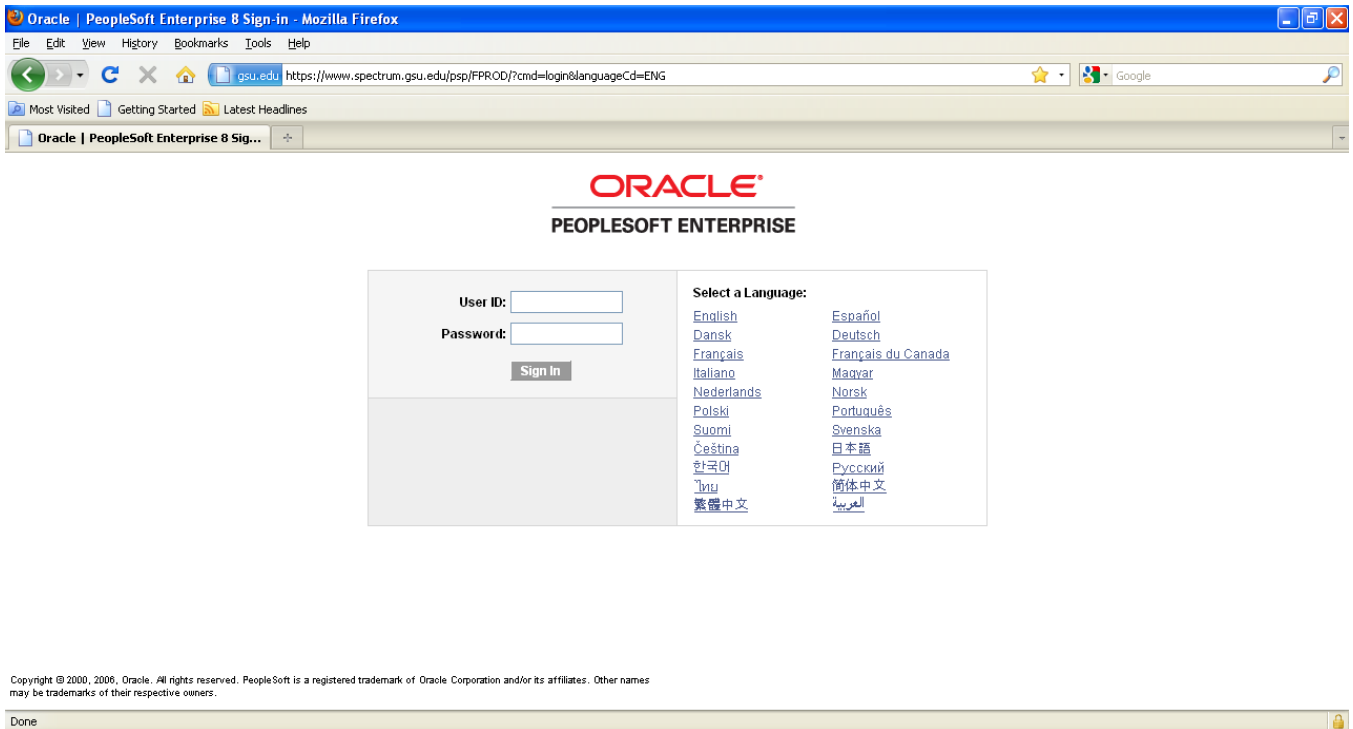
## Table of Contents

**Report By Project** .....5  
**Report By Non-Project** .....7  
**Report By Department** .....10

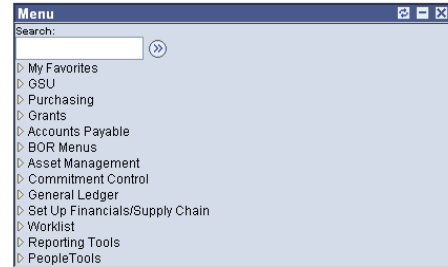
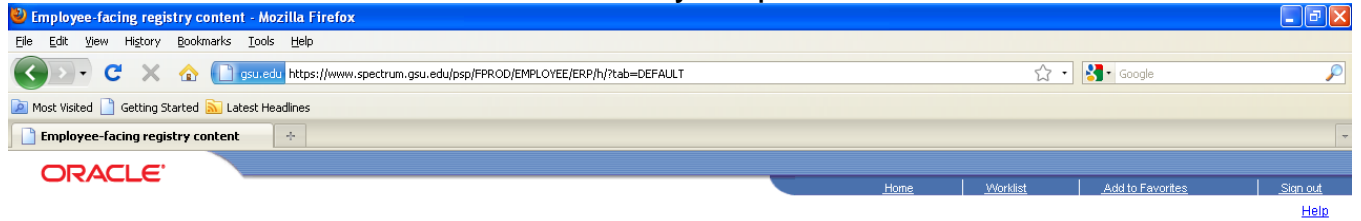
1. Go to Oracle Peoplesoft website (Known as spectrum plus at GSU). If you are not familiar with it here is the address: cut and paste then bookmark this page)

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

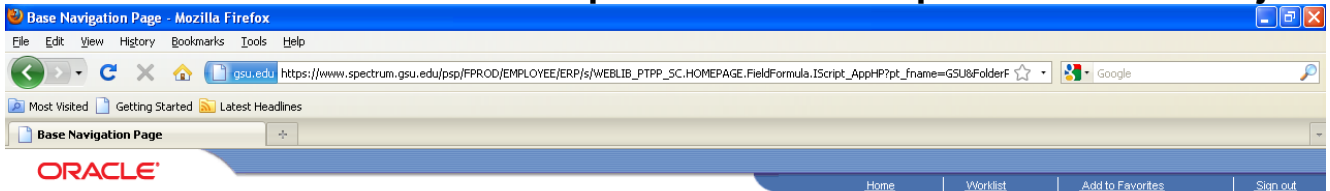
2. Login with your campusID and password.



### 3. On the left hand side of the screen is your portal menu. Select **GSU**.

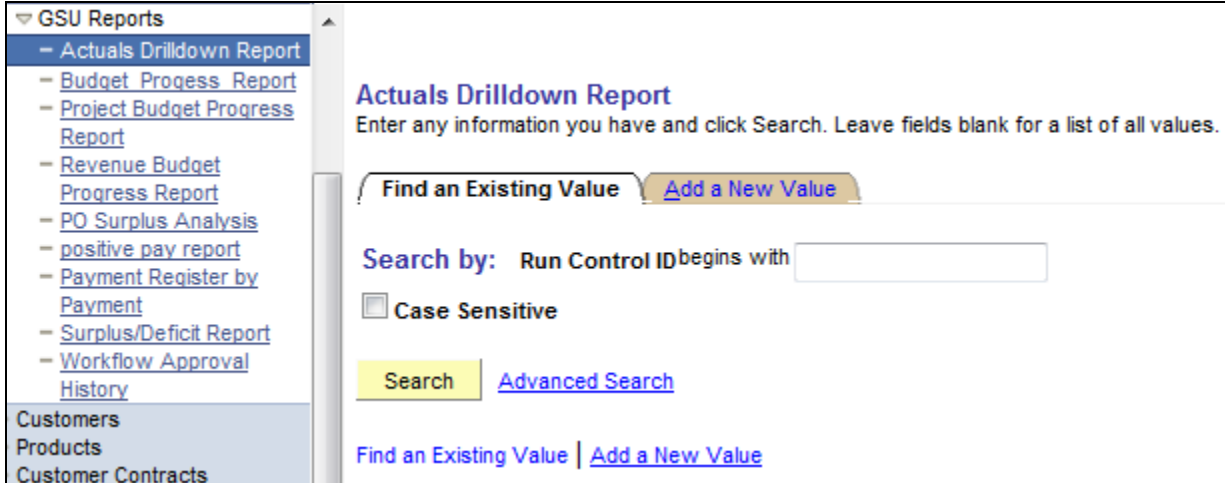


### 4. Select **Actuals Drilldown Report** under **GSU Reports** or **Grants Projects**



## REPORT BY PROJECT

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



Step	Action
1.	<p><b>Find an Existing Value</b> – If you have previously run this report. Click <b>Search</b> 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 <b>Skip step 2 and 3.</b></p>
2.	<p><b>Add a New Value</b> – 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.</p>
3.	<div data-bbox="446 1312 1052 1612" style="border: 1px solid black; padding: 5px;"> <p><b>Actuals Drilldown Report</b></p> <p> <a href="#">Find an Existing Value</a> <a href="#">Add a New Value</a> </p> <p>Run Control ID: <input type="text" value="FLU13"/></p> <p><a href="#">Add</a></p> </div> <p><b>Run Control ID:</b> 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 <b>Add</b></p>

Actuals Drilldown Rpt

Run Control ID: FLU13 [Report Manager](#) [Process Monitor](#) **Run**

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

Summary only  
Summary Plus Detail Options


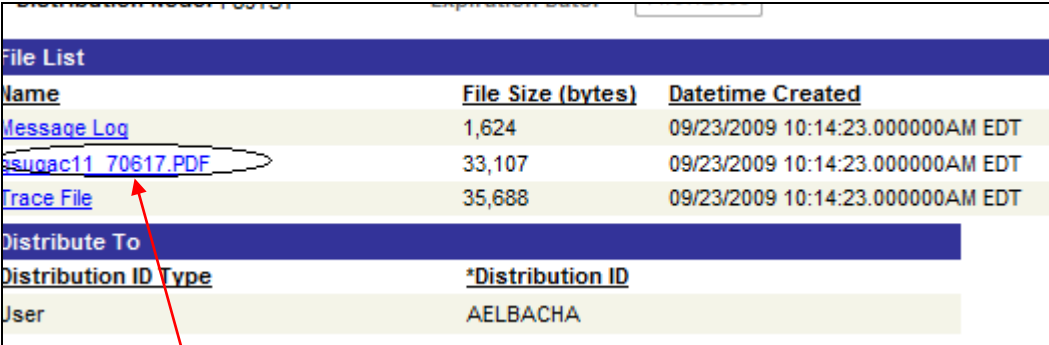
Current Period  
 Year to Date  
 All Activity  
 Prior Years

Project

Step	Action
1.	<b>Report Desired:</b> Check Grant/Project
2.	<b>Number of Projects:</b> Check Single
3.	<b>Single Project Option:</b> Check type of report you want. (e.g., all Activity)
4.	<b>Project-</b> 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.	<b>Click Run</b>

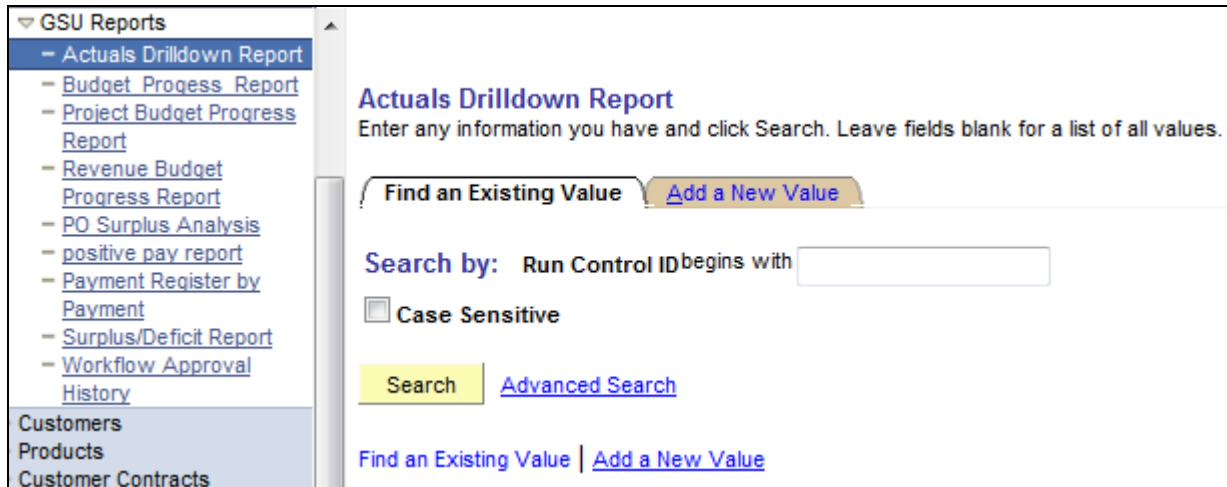
Step	Action
<b><u>REPORT BY NON-PROJECT</u></b>	
<p>To run the report for a non-project, select <b>General Accounting</b> instead of Grant/Project (Step 1). In step 4, you will see a textbox entitled "<b>SpeedType</b>", enter the Department SpeedType. Follow Steps 6 - 9 to view report.</p>	
<p>Report Desired: <input type="radio"/> Grant/Project <input checked="" type="radio"/> <b>General Accounting</b></p>	
<p>Number of projects: <input checked="" type="radio"/> <b>Single</b> <input type="radio"/> Multiple</p>	
<p>Single Project Options</p> <p><input type="radio"/> Summary only</p> <p>Summary Plus Detail Options</p> <p><input type="radio"/> Current Period</p> <p><input checked="" type="radio"/> <b>Year to Date</b></p> <p><input type="radio"/> All Activity</p> <p><input type="radio"/> Prior Years</p> <p>SpeedType</p> <p><input type="text" value="LNLAF"/></p>	<p>Or</p> <p>Multi-Project Options (Summar</p>

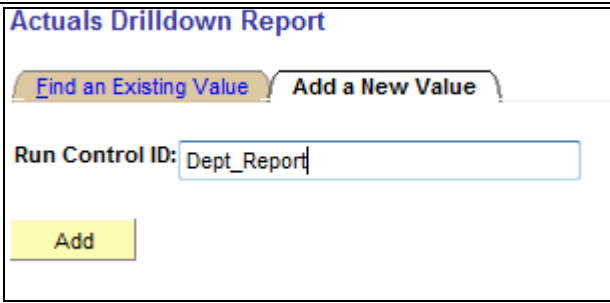
Step	Action												
6.	<p><b>This screen appears</b></p> <p><b>Process Scheduler Request</b></p> <p>User ID: AELBACHA      Run Control ID: FLU13</p> <hr/> <p>Server Name: <input type="text"/>      Run Date: 09/23/2009 <input type="button" value="dt"/></p> <p>Recurrence: <input type="text"/>      Run Time: 10:11:32AM      <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone: <input type="text"/> <input type="button" value="m"/></p> <p><b>Process List</b></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*For</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Actuals Drilldown Report</td> <td>GSUGAC11</td> <td>SQR Report</td> <td>Web</td> <td>PD</td> </tr> </tbody> </table> <p><input type="button" value="OK"/>      <input type="button" value="Cancel"/></p> <p>Click Ok. (Note: Always leave Server Name blank.)</p>	Select	Description	Process Name	Process Type	*Type	*For	<input checked="" type="checkbox"/>	Actuals Drilldown Report	GSUGAC11	SQR Report	Web	PD
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<input checked="" type="checkbox"/>	Actuals Drilldown Report	GSUGAC11	SQR Report	Web	PD								
7.	<p>Actuals Drilldown Rpt</p> <p>Run Control ID: FLU13      <a href="#">Report Manager</a>      <a href="#">Process Monitor</a>      <input type="button" value="Run"/></p> <p>Process Instance: 70617</p> <p>Business Unit: GSUFS <input type="button" value="m"/>      Period Date: 09/30/2009 <input type="button" value="dt"/>      Fiscal Year: 2010      Period: 3</p> <p>Report Desired:      <input checked="" type="radio"/> Grant/Project      <input type="radio"/> General Accounting      Fiscal YTD Override <input type="checkbox"/></p> <p>Number of projects:      <input checked="" type="radio"/> Single      <input type="radio"/> Multiple</p> <p>After you run the report, Click on <b>Report Manager</b> 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="389 359 1503 835">  <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> </tr> </thead> <tbody> <tr> <td>1 <a href="#">GSUGAC11</a></td> <td>ACTUALS DRILLDOWN REPORT</td> <td>General</td> <td>09/23/09 10:14AM</td> <td>59330</td> </tr> <tr> <td>2 <a href="#">GSUGAC11</a></td> <td>ACTUALS DRILLDOWN REPORT</td> <td>General</td> <td>09/23/09 10:13AM</td> <td>59328</td> </tr> <tr> <td>3 <a href="#">GSUGAC11</a></td> <td>ACTUALS DRILLDOWN REPORT</td> <td>General</td> <td>09/23/09 9:47AM</td> <td>59324</td> </tr> </tbody> </table> </div> <p data-bbox="386 877 1481 1058">The report manager keeps reports for about 10 days before deleting them from the Report list. Click <b>Refresh</b> 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 <b><u>GSUGAC11</u></b> hyperlink to open the next window (shown below).</p>	Report	Report Description	Folder Name	Completion Date/Time	Report ID	1 <a href="#">GSUGAC11</a>	ACTUALS DRILLDOWN REPORT	General	09/23/09 10:14AM	59330	2 <a href="#">GSUGAC11</a>	ACTUALS DRILLDOWN REPORT	General	09/23/09 10:13AM	59328	3 <a href="#">GSUGAC11</a>	ACTUALS DRILLDOWN REPORT	General	09/23/09 9:47AM	59324
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9.	<div data-bbox="389 1144 1432 1486">  <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td><a href="#">Message Log</a></td> <td>1,624</td> <td>09/23/2009 10:14:23.000000AM EDT</td> </tr> <tr> <td><a href="#">gsugac11_70617.PDF</a></td> <td>33,107</td> <td>09/23/2009 10:14:23.000000AM EDT</td> </tr> <tr> <td><a href="#">Trace File</a></td> <td>35,688</td> <td>09/23/2009 10:14:23.000000AM EDT</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Distribution ID</th> <th>Type</th> <th>*Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td></td> <td>AELBACHA</td> </tr> </tbody> </table> </div> <p data-bbox="386 1524 1268 1560">Click on the PDF file and the report will open in a new window.</p>	Name	File Size (bytes)	Datetime Created	<a href="#">Message Log</a>	1,624	09/23/2009 10:14:23.000000AM EDT	<a href="#">gsugac11_70617.PDF</a>	33,107	09/23/2009 10:14:23.000000AM EDT	<a href="#">Trace File</a>	35,688	09/23/2009 10:14:23.000000AM EDT	Distribution ID	Type	*Distribution ID	User		AELBACHA		
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Distribution ID	Type	*Distribution ID																			
User		AELBACHA																			

## REPORT BY DEPARTMENT

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



Step	Action
4.	<b>Find an Existing Value</b> – If you have previously run this report. Click <b>Search</b> to see all the run control id's that you have previously used. Click on the run control that you want to use. <b>Skip step 2 and 3.</b>
5.	<b>Add a New Value</b> – 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.	<div data-bbox="446 1270 1052 1570" data-label="Form">  </div> <p><b>Run Control ID:</b> 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 <b>Add</b></p>

Actuals Drilldown Rpt

Run Control ID: Dept\_Report [Report Manager](#) [Process Monitor](#)

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

Summary only  
Summary Plus Detail Options

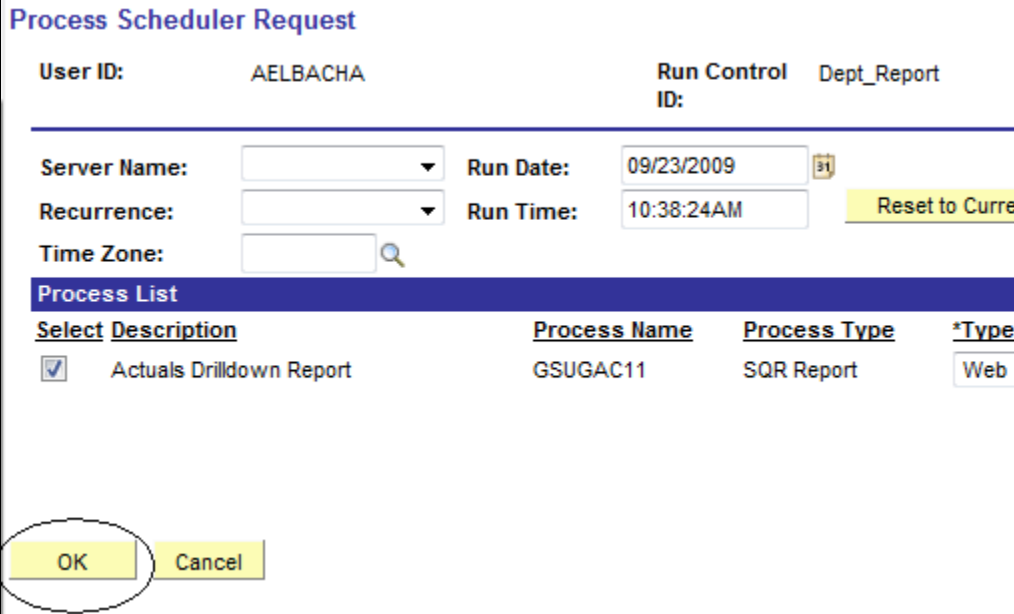
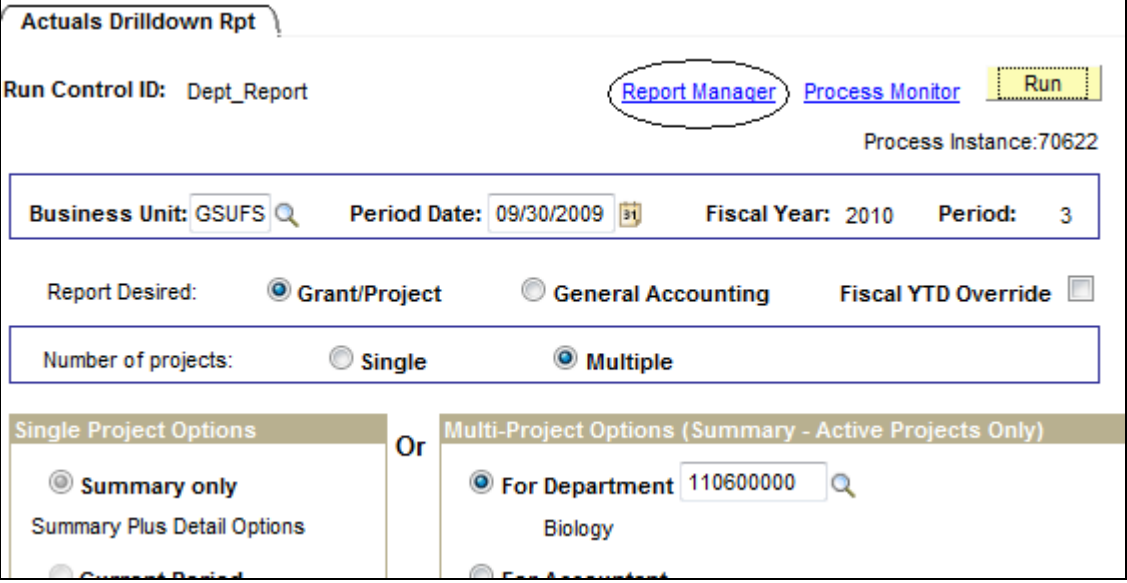
Current Period  
 Year to Date  
 All Activity  
 Prior Years


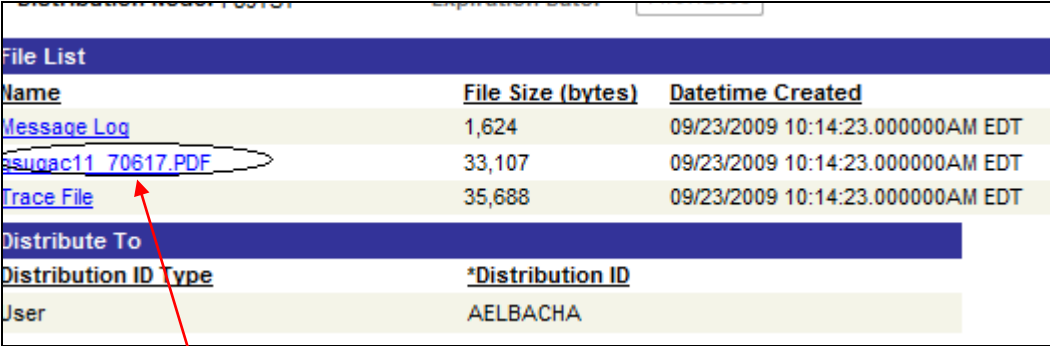
Project

For Department    
Biology

For Accountant  
 For Sponsor  
 For Director  
 For Frequency

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

Step	Action
10.	<p><b>A new window will open</b></p>  <p>Click <b>OK</b> 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 <b>Report Manager</b> 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.	 <p>The report manager keeps reports for about 10 days before deleting them from the Report list. Click <b>Refresh</b> 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.</p> <p>Click on the GSUGAC11 hyperlink to go to the window shown below.</p>
13.	 <p>Click on the PDF and your report will open as a pdf file.</p>