Sponsored Programs & Capital Projects Drill-Down
USER MANUAL

The Spectrum System
Georgia State University

PeopleSoft Financials
Version 7.5
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1. Intro to Sponsored Programs & Capital Projects Drill-Downs

The reports are designed for Sponsored Programs and Capital/Construction Projects. These reports contain financial information derived from the University’s Actuals Ledger. They also contain drill-down capabilities to allow users to view detailed information concerning charges to their projects and accounts. This latter objective is the primary reason for these reports.

Two drill-downs have been developed, and each will be discussed independently. In addition, a report has been created that enables users to print the information obtained in the drill-downs.

All of these features can be found by navigating to Go, Georgia State University, GC Reports.
2. Project Drill-Down – Sponsored

Choosing this option will provide five selections from which to choose. The first option is a summary report that provides summary information at the various budget level accounts (SP0000, TR0000, etc.). When you select this option, you will be required to input a project/grant number. This will generate the summary report for the requested project and will provide a quick summary of all budget items under the requested project/grant number. In addition to certain pertinent information on the project (name, sponsor, etc.), the report shows budget, current month, current year to day, prior year amounts, cumulative, encumbrance, pre-encumbrance and, finally, the remaining available balance. Details for revenues deposited to the project can be found on the last line at the bottom of the report. Drill-down capability is available by clicking the box to the right of the dollar amount.

The following is an example of the summary report:

![Summary Report Example](image-url)
To the right side of each dollar amount under the columns described above, you will notice a small button. When the button is clicked, the report will provide additional information that gives the details by journals and vouchers.

The following is an example of the drill-down on supplies for the current YTD for the above summary report:

The above panel provides the capability to generate a Crystal report. You will note the print icon in the upper right hand section of the report for printing of certain drill-down pages. By clicking on this icon, the following report will be generated:
A further drill-down capability is available for vouchers by clicking the small button to the left of the Voucher ID on the Journal/Voucher ID drill-down panel.

The following is an example of this voucher detail information:
The above panel also provides the capability to generate a Crystal report. By clicking on the printer icon, the following report will be generated:

In addition to the summary report, there are four additional panels that provide supplementary information concerning personal services, non-personal services and indirect costs/totals. These panels can be accessed using the tabs that are found at the top of the summary page, just below the tool bar. (Two panels are required for non-personal services data due to the volume of details.) These additional panels provide detailed account information, and they too have drill-down capabilities.

All panels have the capability to generate data for a particular accounting period by using the **Period Dt** field. With respect to the accounting period, the date will always default to the end of the month for the period being requested. If you input a change in the Period Dt field, you are reminded to click on the refresh data icon. Otherwise, the requested data will not be generated.
3. Project Drill-Down – Capital

Choosing this option will provide three selections from which to choose. The first option is a summary report that provides summary information at budget level accounts (C70001, C70003 etc.). When you select this option, you will be required to input a project number. This will generate the summary report for the requested project and will provide a quick summary of all budget items under the requested project number. In addition to certain pertinent information on the project (name, etc.), the report shows budget, current month, current year to day, prior year amounts, cumulative, encumbrance, pre-encumbrance and, finally, the remaining available balance. Details for revenues deposited to the project can be found on the last line at the bottom of the report. Drill-down capability is available by clicking the box to the right of the dollar amount.

An example of the capital summary report follows:
To the right side of each dollar amount under the columns described above, you will notice a small button. When the button is clicked, the report will provide additional information that gives the details by journals and vouchers.

The following is an example of the drill-down on construction for the current YTD for the above summary report:

The above panel provides the capability to generate a Crystal report. You will note the print icon in the upper right hand section of the report for printing of certain drill-down pages. By clicking on this icon, the following report will be generated:
A further drill-down capability is available for vouchers by clicking the small button to the left of the Voucher ID on the Journal/Voucher ID drill-down panel.

The following is an example of this voucher detail information:
The above panel also provides the capability to generate a Crystal report. By clicking on the printer icon, the following report will be generated:

In addition to the summary report, there are two additional panels that provide supplementary information concerning the budget summary accounts. These panels can be accessed using the tabs that are found at the top of the summary page, just below the tool bar. These additional panels provide detailed account information, and they too have drill-down capabilities.

All panels have the capability to generate data for a particular accounting period by using the **Period Dt** field. With respect to the accounting period, the date will always default to the end of the month for the period being requested. If you input a change in the **Period Dt** field, you are reminded to click on the refresh data icon. Otherwise, the requested data will not be generated.
4. Project Detail Report

This option provides the user the capability to obtain a hard copy of information for a sponsored program or a capital project. When this option is selected, you will be required to initially add a “Run Control ID.” Run control IDs are user specific, and the same run control ID will be used each time the report is generated. After the initial setup, you will select “Update/Display” each time the project detail report is selected.

After selecting the Run Control ID, a panel will be brought up with various fields and options to complete the request. A sample of the panel is shown below:

![Project Detail Report Panel]

The first fields requiring completion are the Business Unit (GSUFS) and the Period Date fields. The period date field will always be the end of the desired accounting period. Below these two fields are two sections: the left addresses selection options for a single project (DLV96, etc.), while the right addresses selection options for multi-projects (Department, Sponsor, etc.).

Please use caution when running these requests due to the details contained on these reports. Please be aware these reports can generate large volumes of data (especially the options “Year To Date” and “All Activity”) with an accompanying quantity of paper in order to obtain hard copies of these reports.
A. Single Project Options
The options available under the Single Project Option section provide for generating (1) a summary only for the project, (2) details for the current period influenced by the period date and fiscal year selected, (3) details for the entire fiscal year to date, or (4) all activity for this project that has been incurred through the period date and fiscal year selected. Select the appropriate option and enter the project number.

Once this panel has been completed, the next step will be to click on the traffic light to begin the print process. This will move the processing phase to a Process Scheduler Request panel. Then, the options are to run the report on the “Client” or the “Server” and the output destination to the “Printer,” either a network printer or a local printer. (NOTE: This is an SQR report and, therefore, the option of processing the report to the window is not available.)
B. Multi-Project Options (Summary – Active Projects Only)
The options available under the multi-project options include details for (1) Department, (2) Accountant, (3) Sponsor, (4) Frequency and (5) Director. Once the initial option has been selected, further input will be required, such as department number if the radio button “For Department” was selected. Additional information will also be required for Accountant, Sponsor, Frequency and Director. (Many of these options will be primarily used by the Grants and Accounting Office.)

Once this panel has been completed, the next step will be to click on the traffic light that will bring up the “Process Scheduler Request” panel. Then, the options are to run the report on the “Client” or the “Server” and the output destination to the “Printer,” either a network printer or a local printer. (NOTE: This is an SQR report and, therefore, the option of processing the report to the window is not available.)