The Spectrum System

The University's New State-of-the-Art Financial and Human Resources System

User Training Guide: Vouchers by Chartfield Report
Navigation: Go, Georgia State University
Navigation: AP Rpts, Vouchers by Chartfield, Add or Update/Display
If this is the first time to run the report, click on Add and type in a descriptive report name, i.e. VOUCHERS_BY_CHARTFIELD.

(NOTE: The Run Control ID will not accept spaces.)
If you have run this report before, click on Update/Display and at the above prompt box, click on the OK button.
Highlight the appropriate report, and click on Select.
Populate the appropriate fields and click on the traffic light.
Activate the Client button (under Run Location) and the Window button (under Output Destination). Then click on the OK button.
The report shown above will be populated to your computer monitor.

Have Fun!