Chapter 8
Standard Reports and Inquiry Screens
Within the Spectrum System

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Voucher Inquiry

The Voucher Inquiry gives the user valuable information concerning a particular voucher. On this panel, the user can determine the invoice associated with the voucher, the vendor, amount of the voucher, the payment status, and check number issued. By clicking on the button to the left of the payment information, the Spectrum System will transfer you to the Payment Information panel, which gives detailed payment information.

Navigation Steps:
- Go
- Administer Procurement
- Enter Voucher Information
- Inquire
- Voucher
Payment Information Inquiry

The payment information found on the Payment Information panel includes: 1) the remit to vendor and address; 2) check date and amount; 3) the cancel status of the check; 4) the date the check cleared the bank; and 5) if the check is outstanding, the number of days it has been outstanding. Summary voucher information for the check is located at the bottom of the panel. By pressing the button located to the left of the voucher information, the user will be transferred to the Voucher Inquiry panel.

Navigation Steps:
- Go
- Administer Procurement
- Enter Voucher Information
- Inquire
- Payment
Voucher Detailed Charges Inquiry

Code Block and invoice information are available on the charges panel under the Voucher Detailed Charges Inquiry. The upper section of the panel gives invoice, vendor, and payment information. The lower section gives the chartfields for the charges and a description of the goods/services being paid.

Navigation Steps:
- Go
- Administer Procurement
- Enter Voucher Information
- Inquire
- Voucher Detailed Charges

Code Block Charged
Organization Budget Inquiry

The Organization Budget Inquiry, Available Funds panel enables the user to view budgetary information and related pre-encumbrances, encumbrances, and expenditures for the budgeted line item. The Organization Budget Inquiry, Journals panel enables the user to view budget amendment history. By clicking on the flashlight icon, all budget amendment journals for the budgeted line item will be displayed. This inquiry is comparable to the budget system’s budget amendment history screen. Similar inquiries are available for Appropriation budgets under the Analyze Controlled Budgets, Inquire, Appropriation Inquiry.

Navigation Steps:
- Go
- Process Financial Information
- Inquire
- Organization Budget Inquiry
- Journals
- Input data into Dialogue Box
  - Business Unit-GSUFS
  - Other Chartfield Information
- Click on flashlight icon to display budget journals.
- Click on print icon to display online report of budget journals.
Organization Budget Status Report

The Organization Budget Status report enables the user to view budgetary information and related pre-
encumbrances, encumbrances, and expenditures for a specified department or range of departments. This
report is comparable to the ALINQ system’s Budget Summary screens. A similar report is available for
Appropriation budgets under the Analyze Controlled Budgets, Report, Appropriation Status.

Navigation Steps:
- Go
- Process Financial Information
- Analyze Controlled Budgets
- Report
- Organizational Budget Status
- Add/Update Display – Complete run input dialogue box.
- Complete Parameter Panel
- Save, if necessary, and click on traffic light.
- Select client as run location and window as output destination.
- Click on OK

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For Time: 1:27:55PM
Georgia State University
Organization Budget Status

Page 6
Project/Grant Budget Inquiry

The purpose of the inquiry panels is to assess the financial results for projects, reflecting actual amounts, compared with budget levels.

Navigation Steps:

- Go
- Process Financial Information
- Analyze Controlled Budget
- Inquire
- Project/Grant Budget Inquiry
- Input data into Panel
  - Business Unit – GSUFS
  - Project/Grant – If unknown, use drop down arrow
- From list select budget line item.
Project/Grant Report

This is a summary report providing the financial results for projects in relation to established budget amounts.

Navigation Steps:

- Go
- Process Financial Information
- Analyze Controlled Budget
- Report
- Project/Grant Budget Status
- Add/Update Display – Complete Run Input panel
- Complete parameter panel
- Save and click on Traffic light
- Select Client as run location and window or printer as output destination.
Project/Grant Report

The purpose of this report is to provide a summary report showing all journal transactions processed to a particular project.

Navigation Steps:

- Go
- Process Financial Information
- Analyze Controlled Budget
- Report
- Project/Grant Journal Detail
- Add/Update Display – Complete Run Input panel
- Complete parameter panel
- Save and click on Traffic light
- Select Client as run location and window or printer as output destination.

![Image of Project/Grant Report]

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PO Cross Reference Inquiry

The PO Cross Reference Inquiry allows the user to determine the PO(s) generated from the Requisition referenced.

Navigation Steps:
- Go
- Administer Procurement
- Requisition Items
- Inquire
- PO Cross Reference
PO Activity Summary Inquiry

The PO Activity Summary Inquiry is an excellent source for receipt, voucher, and matching information. By selecting the appropriate activity, the Spectrum System will transfer the user to panels that detail any data in the system for that particular activity.

Navigation Steps:
- Go
- Administer Procurement
- Manage Purchase Orders
- Inquire
- PO Activity Summary

To View Detailed Activity
PO to Requisition Xref Report

The PO to Requisition Cross-Reference report lists the requisition(s) which are generated into the PO’s referenced.

Navigation Steps:

- Go
- Administer Procurement
- Manage Purchase Order
- Report
- PO to Requisition Xref
Ledger Inquiry

Accessing data posted to the Actuals Ledger is accomplished via the Ledger Inquiry. On the left side of the Ledger Criteria panel, the user enters the Chartfields for the data being accessed. The magnifying glass next to the type of View is selected from the options on the right side of the panel.

Navigation Steps:
- Go
- Process Financial Information
- Process Journals
- Inquire
- Ledger

Code Block Criteria
Ledger Inquiry

The Code Blocks(s) returned summarize the totals as a Base Amount. To view the journal(s) which comprise(s) the total, the user should click on the Drill down to Ledger Trans icon located to the left of the Code Block.

Drill to Detail
Ledger Inquiry

The Ledger Activity panel lists the journal(s) which comprise(s) the Base Amount. The Drill to Journal Lines icon located to the left of the journal id transfers the user to the journal detail.

Drill to Detail
Ledger Inquiry

The Journal Description, Date, and total Debits and Credits are found in the upper section of the panel. The lower section of the panel shows the line(s) which of the journal pertain to the Code Block initially being investigated.

Journal Totals

Journal Detail
Journal Inquiry

Any users wanting to see the details of a journal have options for accessing the data. The user can run a report and receive a hard copy of the journal or the user can access the Journal Criteria panel on the Journal Inquire. The search criteria for the journal are input on this panel. These criteria should include the Ledger, Budget Year, Accounting Periods(s), and the Journal ID. The user must now access the Header Details panel. This is accomplished by clicking on the Header Detail tab by clicking on the Transfer to Header Panel icon.

Navigation Steps:
- Go
- Process Financial Information
- Process Journals
- Inquire
- Journal

Search Criteria

Transfer Icon
Journal Inquiry

After accessing the Header Detail panel, the user needs to click on the Show Journal Header icon. This will populate the data in the lower section of the panel.

Search for Header
Journal Inquiry

The user has a choice of view all on the journal lines or a range of journal lines. After this selection has been made, the user should click on the Show Journal Lines icon to view the lines requested.
Journal Inquiry

The Journal description, total Debits and Credits, and the Chartfield data is available for review online.

Journal Detail
Run Control IDs and Process Scheduler Parameters

When a user accesses a report under the **Report** option of any menu group, a run control is required. Run controls are linked to a user’s ID and, therefore, cannot be accessed under a different user ID. The run control specifies criteria that are to be used when the report is run. By saving the run control, the criteria are saved. Then, the next time the report is run, the criteria do not have to be entered again.
The first time a user runs a report, they should use the Add mode. This is to add a run control ID, not a report.

Do not use spaces between words in the run control. Instead, use an underscore (example, Budget_Report). Users may have as many run controls as they need to process necessary reports. Click once on the OK button once the Run Control ID has been established.

NOTE: After a run control ID has been established, the user will enter the report in the Update/Display mode and choose the appropriate run control from their list of available run controls. The system will then use the previously established criteria as the report parameters. (These criteria can be overridden if necessary.)
Once the run control has been defined (Add mode) or selected from the list of available run controls (Update/Display mode), the user will establish any parameters appropriate for the chosen report.

After all of the report criteria have been defined, the user will click once on the Run (the traffic light) icon to access the **Process Scheduler Request** panel.
The specifications made on the Process Scheduler Request panel define where the report is run. Different types of reports need different parameters defined. The type of report can be found at the bottom of the Process Scheduler Request panel under Process Type Description. The differences in specifications are included for each report type.

**Crystal**

A Crystal report is usually run from the PeopleSoft menu. Most of the reports you will run are Crystal reports. Below is how the Process Scheduler Request panel should look when you run a Crystal report. This panel should default to show this information. The Crystal report will run one of two ways. The first way is to a **Window** (shown below). This means it will look very similar to a Word, Excel or WordPerfect document you may have on your desktop. You will be able to view all of the report and print the report if you wish. The second way is to a **Printer**. This means the report will print to your locally connected printer. The **File/Printer** field should read **LPT1** when the printer option is chosen. Regardless of the output destination chosen, the Run Location should always be **Client** for Crystal reports.

![Process Scheduler Request Panel](image_url)
SQR

There are two types of SQR that are generated by the system. The standard Requisition, RFO, Purchase Order and Contract forms are written in a programming language called SQR. These reports are run on the Client and must be sent to your locally attached printer (LPT1). If you have not captured an LPT1 on your computer, contact your area's distributed support personnel. Below is how the Process Scheduler Request panel should look when you print a Requisition, RFQ, Purchase Order or Contract. This panel should default to show this information.
The other type of SQR is a standard report. The reports written in SQR are usually complex, high volume reports. The Journal Entry Detail report is an SQR report of this type. Few users of the system will need to run this type of report. These reports will be run on the Server and must be sent to a network Printer. This is shown in the image of the Process Scheduler Request panel below.
nVision

nVision reports are typically used for extracting and manipulating data from the PeopleSoft General Ledger module. nVision sends the results of a report to an Excel spreadsheet where the information may be available for drill-down, depending on the report design. nVision is accessed through Go, PeopleTools, nVision. Once nVision is accessed, reports are run from the menu shown below. (Some options shown below will only be available to certain users.) You will be able to view all of the report and print the report if you wish.