

SPECTRUM NAVIGATION

LOGIN PROCESS

STEPS

USE

| NEW WINDOW | | | | | additional windows | | |
|------------------------|---|---|---------------------------------|-------------------------------|------------------------------|---|------------------------|
| ADMINISTER PROCUREMENT | REQUISITION ITEMS | USE | REQUISITIONS | REQUISITION FORM | ADD OR UPDATE | do requisitions | |
| | | | CHARTFIELD APPROVAL | | APPROVAL | manual approval | |
| | | INQUIRE | COMPLETE/ CANCELED | | | ck status | |
| | | | PO CROSS REFERENCE | | | get PO from req | |
| | | REPORT | REQUISITION PRINT | | ADD OR UPDATE | print req | |
| | | REQ TO PO XREF | | ADD OR UPDATE | get POs for reqs | | |
| | MANAGE PURCHASE ORDERS | | PURCHASE ORDER | | | buyer info, comments | |
| | INQUIRE | PO ACTIVITY SUMMARY | | | | receipt & payment info | |
| | ENTER VOUCHER INFORMATION | USE | EXPRESS VOUCHER | INVOICE INFORMATION | ADD OR UPDATE | do vouchers | |
| | | PROCESS | VOUCHER APPROVAL | APPROVAL | | manual approval | |
| INQUIRE | | VOUCHER | | | payment info | | |
| | | VOUCHER APPROVAL HISTORY | | | approval status | | |
| REPORT | | VOUCHER REGISTER | | ADD OR UPDATE | voucher printout | | |
| MANAGE ASSETS | MANAGE ASSETS | INQUIRE | REVIEW ASSETS | GENERAL INFO | | info for a piece of equipment | |
| | | REPORT | ASSET BY DEPARTMENT | | | list of equipment for a particular department | |
| | | | ASSET BY LOCATION | | | list of equipment for a particular location | |
| GO | PREPARE CONTROLLED BUDGETS (limited access) | | APPROPRIATION TRANSFER | | ADD OR UPDATE | move appropriation | |
| | | USE | ORGANIZATION BUDGET JOURNAL | ORGANIZATION BUDGET 1 | ADD OR UPDATE | budget amendment | |
| | | | ORGANIZATIONAL BUDEGET TRANSFER | ORGANIZATION BUDGET XFER FROM | ADD OR UPDATE | budget amendments | |
| | PROCESS FINANCIAL INFORMATION | ANALYZE CONTROLLED BUDGETS (actuals ledger) | | APPROPRIATION INQUIRY | AVAILABLE FUNDS | | appropriation balance |
| | | | | ORGANIZATION BUDGET INQUIRY | AVAILABLE FUNDS | | free balance |
| | | | INQUIRE | REVENUE ESTIMATE INQUIRY | AVAILABLE FUNDS | | total realized revenue |
| | | | | PROJECT/GRANT BUDGET INQUIRY | | | free balance |
| | | | | PROJECT/GRANT FUNDING SOURCE | PROJECT/GRANT FUNDING SOURCE | | summary |
| | | | APPROPRIATION STATUS | | ADD OR UPDATE | budget report | |
| | | | ORGANIZATION BUDGET STATUS | | ADD OR UPDATE | budget report | |
| | | REPORT | REVENUE ESTIMATE STATUS | | ADD OR UPDATE | revenue est. report | |
| | | | PROJECT/GRANT BUDGET STATUS | | ADD OR UPDATE | budget report | |
| | | | PROJECT/GRANT JOURNAL DETAIL | | ADD OR UPDATE | journal report | |
| | PROCESS JOURNALS | USE | JOURNAL ENTRY-BASE CURRENCY | JOURNAL ENTRY HEADER | ADD OR UPDATE | do journals | |
| | | INQUIRE | LEDGER | LEDGER CRITERIA | ADD OR UPDATE | ledger accounts | |
| | | | JOURNAL STATUS | JOURNAL HEADER | | view posted journal | |
| | | REPORT | GENERAL LEDGER ACTIVITY | | ADD OR UPDATE | ledger accounts | |
| | GEORGIA STATE UNIVERSITY | AP RPTS | VOUCHER BY CHARTFIELD | | ADD OR UPDATE | check numbers | |
| | | PO RPTS | REQ TO PO BY CHARTFIELD | | ADD OR UPDATE | PO numbers for reqs | |
| | | GL RPTS | BUDGET REPORT | | | get report # for nvision | |
| | | GC RPTS | GAC REPORT BY PROJECT | | ADD OR UPDATE | project summary | |
| | | | GAC REPORT BY DEPARTMENT | | ADD OR UPDATE | project summaries for department | |
| | PEOPLETOOLS | NVISION (budget ledger) | NVISION | REPORT REQUEST | | budget reports | |
| | | QUERY | | | | query tool | |
| | | WORKFLOW ADMINISTRATOR | REPORT | VOUCHER STATUS | ADD OR UPDATE | monitor workflow | |
| | | | REQUISITION STATUS | ADD OR UPDATE | monitor workflow | | |
| VIEW | NAVIGATOR DISPLAY | QUERY | | | public queries | | |
| | | WORKLIST | | | approvals | | |

NETWARE LOGIN PEOPLESFT LOGIN