



## Minutes of Spectrum User Group Meeting

November 15, 2007

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### **In attendance were:**

White, Monica – Disability Services  
Walker, Kenya - Political Science  
Miller, Felecia - OEO & Trio Programs  
Gaither, Jakki - Psychology  
Williams, Tiawanda - Psychology  
Buie-Brown, Jacquelyn - Psychology  
Roth, Sterling – University Auditing  
Walker, Kimberly – Prospect Research  
Presswood, Joyce – VP for Student Affairs  
Speights, Regina - COE  
Byrd, Carla Thomas – Annual Giving  
Wesley, Heather – COE/EPSE  
Moore, Kimberly – COE/EPSE  
Abernathy, Sonda – COE/ MSIT  
Burnett, Tony – Animal Resources  
Brown, Christine - Finance  
Rutledge, Jim – COE Dean’s Office  
Fatrell, Belinda – African American Studies  
Stokes, Louvenia – Art & Design  
Heath, Casey – OEO & Trio Programs  
Hines, Tyra - Geosciences  
Dang, Linh – AL/ESL  
Walker, Jeff – Dean of Students  
Dickson, Durinda – Center for Ethics/RCB  
Hopkins, Abbey - EOC  
Blanchard, Collett - IPH  
Moorman, Tom – VP Development  
Jones, Robert – COE Dean’s Office  
Kemp, Kristina - Legal Affairs  
Johnson, Pam - LRC  
Priest, Yuronita - Biology  
Wilson, Monique - Biology  
Frederick, Dewayne - CDC  
Long, Joyce - PPM  
German, Sharon - Housing  
Rideau, Teresa - UCS  
Nuttall, Molly – Center for Ethics & Corp Responsibility

Campbell, Joaquin - Alpharetta  
Moore, Harrice – Property Control  
Williams, Letitia – Middle East Institute  
Dumas, Frankie (Faye) - Purchasing  
Martin, Adrienne – Computer Science  
Collier, Earnestine – Math & Statistics  
Shinkle, Cindy – RCB/GASS  
Beuchat, Katherine Price - COE Dean's Office  
Hopkins, Mary – COE Dean's Office  
Pounds, Joycelyn – COE Dean's Office  
LeFlore, Pier A. - RR  
Taylor Jr., James - A&S Dean's Office  
Harris, Jaiwan – AYSPS Fiscal Research  
Singh, Teja – Research Financial  
Garber, Sandra - CHHS  
White, Alicia - AYSPS

### **Call to Order:**

Mary Franklin called the meeting to order at 10:03 a.m. in the College of Education building room 150 and welcomed everyone in attendance.

### **Introductions:**

Mary Franklin introduced the Panel of Experts for this session of the Spectrum User Group. The panel included:

Frankie Dumas, Administrative Coordinator for Purchasing  
Ronnie Laster, Manager for Accounting Services  
Susan Mondello, Assoc. Director for University Auditing & Advisory Services  
Sterling Roth, Director for University Auditing & Advisory Services

### **Summary of Last Meeting:**

Summary was omitted for the last meeting.

### **Topics of Discussion:**

How to Identify and Catch a Thief in the Workplace – Presented by Susan Mondella  
GA State's Process for Expenditure Review – Presented by Mary Franklin

### **Questions/Concerns**

1. **Can the account number for Pcard transactions be changed from 714990 to the correct account number?**

This is a problem for projects. Sponsors want the account changed to reflect what the items purchased really are. Ronnie spoke on behalf of Accounting Services saying the

volume is too large to change the accounts for all Pcard transactions and they would not know what number to change it to. She suggested that users could do journal entries to correct the generic PCard account number, 714990. Another attendee stated the account number could be changed in the Works Software. On 11/16/2007 & 11/20/2007, I contacted Debbie to make sure it is possible to add the different supply accounts to the Works application. She stated that account numbers can be added but that this has to be done per transaction. First, the user or cardholder must have access to the Works software. Second, the user will need to email Purchasing the account number that is to be added which applies to the transaction in question. Currently, there are only 2 or 3 account numbers to choose from. Once the account has been added, it is the user's responsibility to access Works, select the transaction and change the account. There is a very short window of time for making these changes. Each Tuesday morning the weekly PCard journal is built. Once the journal is in place, no further changes can be made to the transaction via Works.

**2. Some were concerned about preventing charges from hitting closed projects.**

The Spectrum System has some edits in place which will prevent charges from hitting closed projects or closed years. Some examples include: 1. Closed Projects with a status of 'Inactive'. The Spectrum System will not allow additional charges to be expensed against 'Inactive' Projects/Accounts—An error message is received when you budget check 'Inactive' projects. 2. Once a budget year has ended, a system edit will prevent current year transactions from being expensed against a prior year budget. The system generates an error in budget checking. Tom suggested that I do another session that will demo these type features to users.

**3. Other concerns about the expenditure review process is some employees who are assuming the role of business managers do not know where to start with the exp. review process in checking to see if certifications have been done.**

An overview of the expenditure process was given and a link to the on-line expenditure review training which is very detailed and gives guidelines for setting up process was also given. All of the presentation info and the on-line expenditure review training course should be posted to the Spectrum User Group website by today.  
<http://www2.gsu.edu/~wwwspc/UserGroup/index.htm>

**4. One concern was the GL/Project Drill Down Report.**

Is there a way to export all the information in the Project or GL Drill down report into an Excel Spreadsheet to manipulate the data?

Yes and No. The Summary page of the GL Drilldown is an SQR report which you can print, but you cannot export to an Excel spreadsheet. On the Summary page, by clicking on the drilldown push buttons, the system displays all the detailed information that makes up the total amount of budgeted line. This detailed information you can print and export into an Excel spreadsheet because it is a Crystal report. I am working on putting together a quick reference guide to assist users.

**5. Can you modify the Speedtype by Owner Report so that it will not print inactive speedtypes?**

Yes. This report can be modified so that inactive projects will not appear on it. The Spectrum Office will work on making this change.

**6. There is a question/concern that P-Card Transactions are not charged to the appropriate account.**

Answer: The Works – allows you to reallocate monies charged to the P-Card and disburse them to the appropriate account. You can also do a journal entry to transfer the cost to the appropriate expense accounts.

**Announcements:**

Announcements were omitted.

**Adjournment:**

The meeting adjourned at 11:15 a.m.