Spectrum+ Updates  
May 7, 2010

REPORTS

Budget Progress Report  
*Navigation: GSU > GSU Reports > Budget Progress Report*

The Program Code field has been added to the criteria for running the Budget Progress Report. You may type in a specific program code such as 16200 or leave the % sign wildcard in the Program Code field to view all program codes for your selected criteria. You will no longer be able to enter the % sign wildcard in the From/To Accounting Period, From/To Department or the From/To Fund Code fields. The system will give you an error. This modification will minimize the occurrence of the system retrieving too much information, therefore, causing the system to freeze.

We have added ‘*All Services plus Fringe Benefits*’ as another selection criteria for the Budget Account.

Project Budget Progress Report  

You must enter a value in the From/To Fund Code field and From/To Department field if the Project field is not populated with a value. The system will give you an error if these fields are not populated with a value. If the From/To Project fields are populated with a value, then the Fund Code field and Department field are not required.

Voucher Approval History (Outdated, Do Not Use)  
*Navigation: Accounts Payable > Vouchers > Add/Update > Voucher Approval History*

The Workflow Approval History page replaces the Voucher Approval History page.

You may access the Workflow Approval History page using the navigation listed below.  
*Navigation: GSU > GSU Reports > Workflow Approval History*

QUERIES

A few more queries have been added to the Recommended Queries List since the last Spectrum User Group Meeting.  
*Navigation: Reporting Tools > Query > Query Viewer*

**GSU_VENDOR_ADDRESS_SEARCH**  
This query allows you to search by Vendor ID or Vendor Short Name and displays the vendor status, classification, address and location of vendor. You will only need to enter a value or partial value for one of the search criteria, Vendor ID or Vendor Short Name. If you enter a value for Vendor ID, then you can enter a % sign wildcard for Vendor Short Name. If you enter a value or partial value for Short Vendor Name, then you can enter a % sign wildcard for Vendor ID.
Note: Please do not leave either ‘Vendor ID Like %:’ field or ‘Short Vendor Name Like %:’ field blank. By having the wildcard before and after the value will give you the same results as the ‘contains’ search. By having the wildcard at the end of the value will give you the same results as the ‘begins with’ search.

Examples:
Vendor ID Like %:  
Short Vendor Name Like %:  %OFFICE%

Vendor ID Like %:  592663954  
Short Vendor Name Like %:  

Vendor ID Like %:  59266%  
Short Vendor Name Like %:  

GSU_GL_EXP_BY_DEPTID
This query pulls expenses from the JRNL_HEADER & JRNL_LN table for a prompted range of Departments, Fiscal Year and Accounting Period.

GSU_GL_EXP_BY_DEPTID_NOFRG
This query pulls expenses (excluding Fringe Benefits) from the JRNL_HEADER & JRNL_LN table for a prompted range of Departments, Fiscal Year and Accounting Period.

GSU_PO_OPEN_ENC_BY_DEPT_RANGE
This query allows you to see open encumbrances for one department or a range of departments.

PURCHASING UPDATES

Joint Staffing
The category code you should use on Purchase Orders for joint staffing is 91885 (Personnel/Joint Staffing). Once you select the category code, the account will automatically default to 539100 (Salaries-Joint Staffing).

Important Note: Before you create the purchase order, the joint staffing request must be routed through Legal Affairs and approved by the President. A PO is required for amounts $5,000 or more (contact Larry Mccalop for further details). After the PO is dispatched, and the work completed, send a copy of the "Agreement", vendor's invoice/letter (or a memo prepared by GSU with detailed payment instructions) along with the CPA (Consultant Payment Authorization Form) to the attention of Alvena Jefferson, for payment processing.

PO Modification for Location:
- The Location field is used to determine where the goods requested should be delivered to when they are received by the GSU Warehouse personnel. The Location field, if left unchanged, defaults to the GSU Purchasing Office at 1 Park Place. Changing the
Location code to the correct department will ensure that the goods are delivered to the appropriate area.

- A PO Mod was applied which requires users to change the Location from PO_MAIN (GSU Purchasing Office at 1 Park Place) to the internal delivery address that you would like Central Receiving to deliver your goods. Users will receive an error if the location is left unchanged. This mod only applies to shipments in which receiving is required. This mod does not apply to services such as travel or consultant agreements.

- Instructions for changing the location can be found in the ‘Changing Location on Express PO’s Quick Reference Guide’.  
  [http://www2.gsu.edu/~wwwspc/Training/QR_ExpressPOUpdatingLocationCode.pdf](http://www2.gsu.edu/~wwwspc/Training/QR_ExpressPOUpdatingLocationCode.pdf)

**WORK IN PROGRESS**

**Budget Overview**

*Navigation: Commitment Control > Review Budget Activities > Budgets Overview*

- Two new columns (Reference Number, Description) have been added to the Activity Log on the Budgets Overview to provide users with more detailed information at the summary level. The reference number field will display the vendor number for vouchers and purchase orders. It will display the journal line reference for journal transactions. For payroll journals, the reference number field will display the check number. The description gives detailed information about the transaction such as the pay group, employee id and name for a payroll journal or the vendor name for vouchers and purchase order transactions.

**nVision Report**

*Navigation: Reporting Tools > PS/nVision*

- NVision is now working in version 8.9 of Financials. NVision utilizes the outline feature in Microsoft Excel to summarize and present information efficiently. Also, nVision allows "drilling down" to detail levels when more specific information is required.

**Payroll, Benefits & HRIS (PBH) Queries in the Spectrum System**

*Navigation: Reporting Tools > Query > Query Viewer*

- PBH queries have been created in the Spectrum System so that end users can now run various personal services queries such as payroll earnings data. The data from these queries is 1 day old. Only checks that have been confirmed by the Shared Services Center will appear on this query. Please keep in mind that the payroll data shown on this query will not appear in the General Ledger until it has gone through our validation process. Once the payroll journals are received from ADP, the Budget Office verifies the data is correct (through the edit process) and then they make changes/corrections if necessary. After the validation process, the journal is then posted to the General Ledger.