

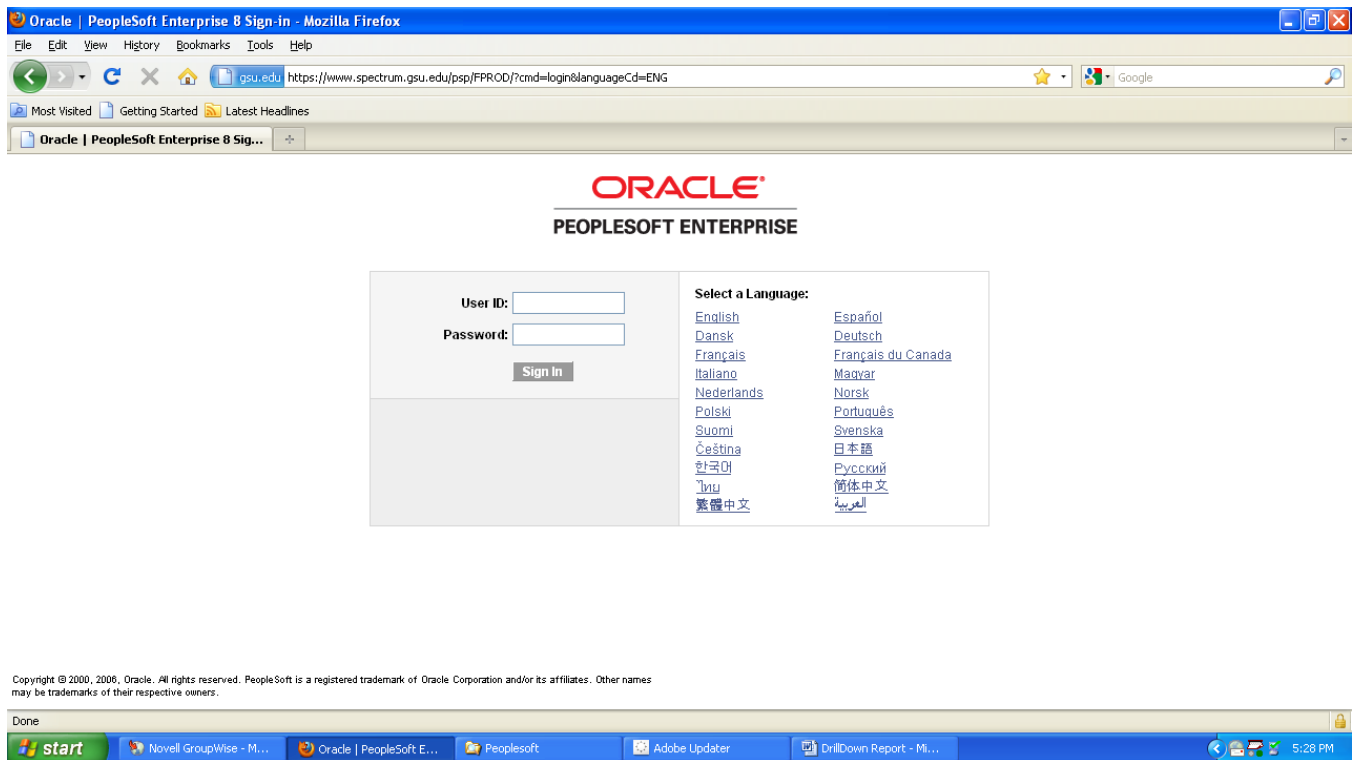
Step-by-Step Guide for Getting Sponsored Project Expenditure Reports

Peoplesoft is web-based and easy to navigate. Although there are several steps it does not take more than 5 minutes to navigate and generate a report.

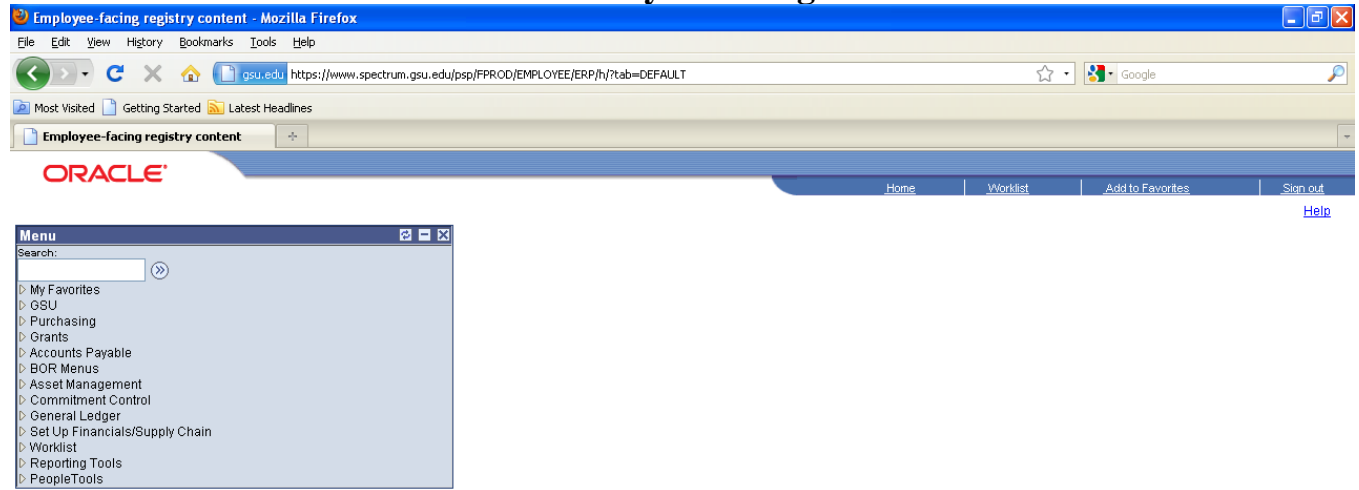
1- Go to Oracle Peoplesoft website (also known as Spectrum Plus). Here is the address:

<https://www.spectrum.gsu.edu/psp/FPROD/?cmd=login&languageCd=ENG>

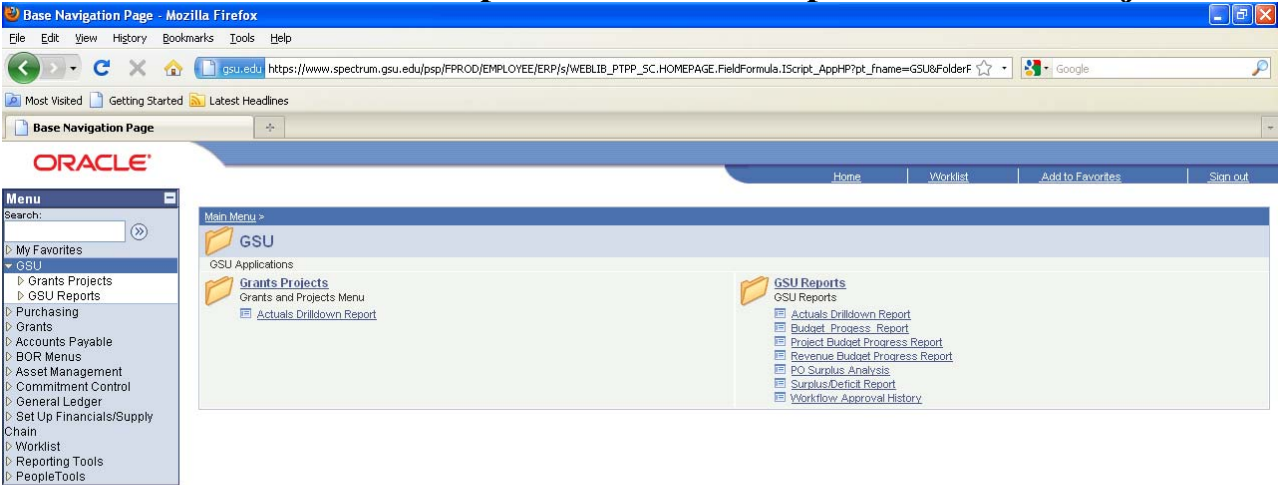
2- Login with your campusID and password.



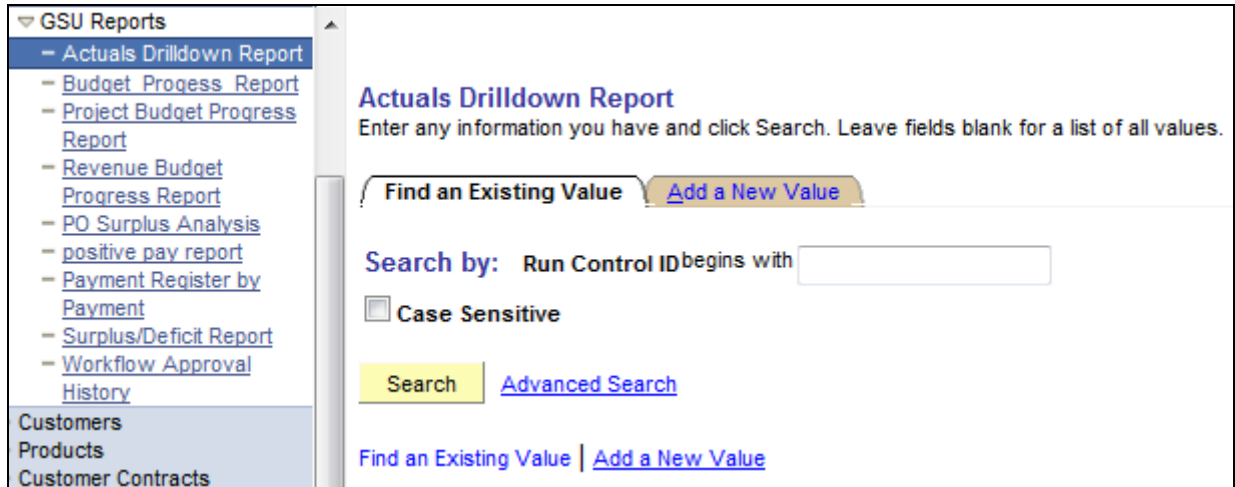
Navigation: GSU> GSU Reports> Actuals Drilldown Report 3- On the left hand side of the screen is your navigation bar. Select GSU.



4. Select Actual Drilldown Reports under GSU Reports or Grants Projects



You now need to either **Find an existing value** (Finding a report name that you have previously associated with a project) or you are going to **Add a New Value** (name) that will be associated with a project. (Steps are outlined below)



Step	Action
1.	<p>Find an Existing Value – If you have previously run a report for this project. Click Search to see all the Run Control IDs (names of reports) that you have previously created. Click on the Run Control ID that you want to use. Any report names you have created will be available and be prepopulated with the attributes you used before. Skip step 2 and 3.</p>
2.	<p>Add a New Value – If you have never run a report or want to run a report with different projects or criteria click on Add a New Value to create a Run Control ID.</p>
3.	<div data-bbox="448 1371 1052 1671" style="border: 1px solid black; padding: 5px;"> <p>Actuals Drilldown Report</p> <p>Find an Existing Value Add a New Value</p> <p>Run Control ID: <input type="text" value="FLU13"/></p> <p>Add</p> </div> <p>Run Control ID: What you enter here will be the name of your Report ID. Any name will do but we suggest you use your Project ID (short speedtype) if conducting a report for a specific project. The project ID will remain associated with that Run Control ID and be easily identified. Click Add</p>

Actuals Drilldown Rpt

Run Control ID: FLU13 [Report Manager](#) [Process Monitor](#) **Run**

Business Unit: GSUFS Period Date: 09/30/2009 Fiscal Year: 2010 Period: 3

Report Desired: Grant/Project General Accounting Fiscal YTD Override

Number of projects: Single Multiple

Single Project Options Or **Multi-Project Options (Summary - Active Projects Only)**

Summary only
Summary Plus Detail Options

Current Period

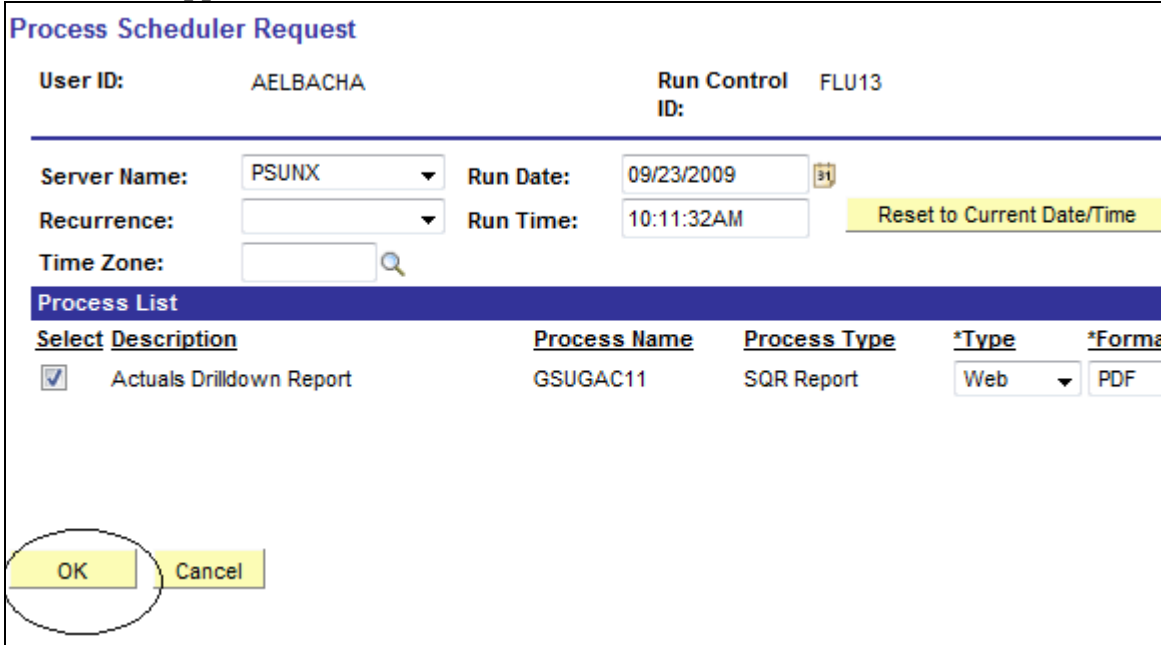
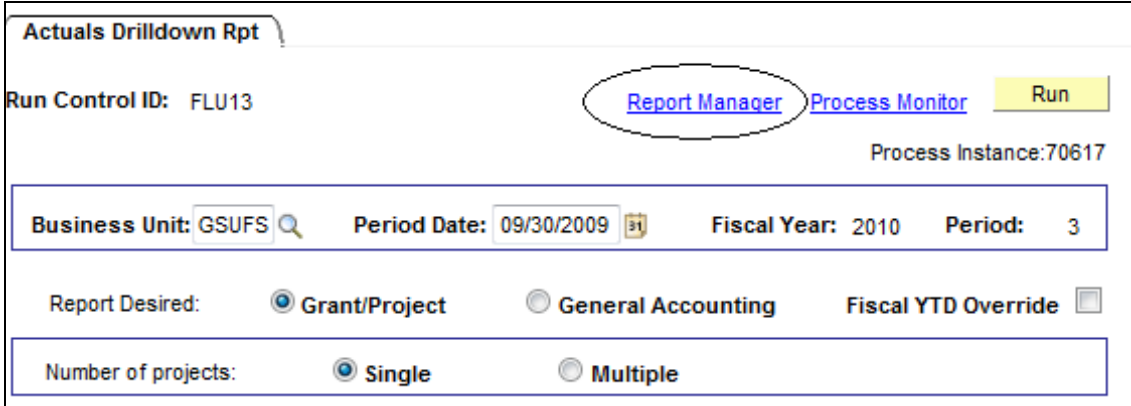
Year to Date


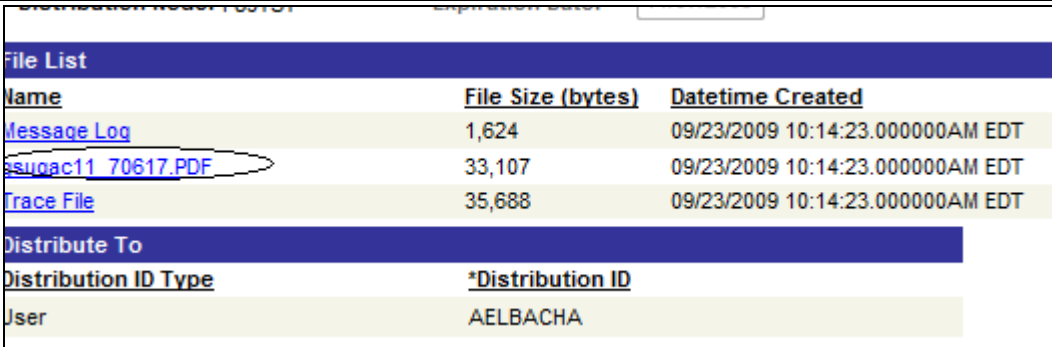
All Activity

Prior Years

Project

Step	Action
1.	Report Desired: Check Grant/Project
2.	Number of Projects- Check Single
3.	Single Project Option: Check type of report you want. (e.g., all Activity)
4.	Project- Enter Project ID for new reports. If you don't know the prefix of the project, Enter % and the last 5 digits of your project (old 5 digit speedtypes) and then click on the lookup icon on the right of the field and select your project. For instance %FLU13 and then lookup icon.
5.	Click Run

Step	Action												
6.	<p>This screen appears. Click Ok</p>  <p>Process Scheduler Request</p> <p>User ID: AELBACHA Run Control ID: FLU13</p> <p>Server Name: PSUNX Run Date: 09/23/2009</p> <p>Recurrence: Recurrence Run Time: 10:11:32AM</p> <p>Time Zone: Time Zone</p> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Forma</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Actuals Drilldown Report</td> <td>GSUGAC11</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> </tr> </tbody> </table> <p>OK Cancel</p>	Select	Description	Process Name	Process Type	*Type	*Forma	<input checked="" type="checkbox"/>	Actuals Drilldown Report	GSUGAC11	SQR Report	Web	PDF
Select	Description	Process Name	Process Type	*Type	*Forma								
<input checked="" type="checkbox"/>	Actuals Drilldown Report	GSUGAC11	SQR Report	Web	PDF								
7.	<p>This will get Peoplesoft to begin running the report. Next click on Report Manager Hyperlink to view your report. Note that it might take up to a minute for the report to show up under your Report Manager. Don't give up and run another one!</p>												
	 <p>Actuals Drilldown Rpt</p> <p>Run Control ID: FLU13</p> <p>Report Manager Process Monitor Run</p> <p>Process Instance:70617</p> <p>Business Unit: GSUFS Period Date: 09/30/2009 Fiscal Year: 2010 Period: 3</p> <p>Report Desired: <input checked="" type="radio"/> Grant/Project <input type="radio"/> General Accounting Fiscal YTD Override <input type="checkbox"/></p> <p>Number of projects: <input checked="" type="radio"/> Single <input type="radio"/> Multiple</p>												

Step	Action
8.	 <p>The Report Manager page displays all the reports that you have run in the last 30 days. Click Refresh until the report that you have just run shows on the list. Refer to the completion date/ time on the right to distinguish between your reports. Click on the GSUGAC11 hyperlink to open the next window (shown below).</p>
9.	 <p>Click on the .PDF and the report as a pdf document will open in a new window.</p>