

Spectrum User Group Meeting
Friday, September 30, 2016
10:00 AM – 11:30 AM
Via WebEx

Topic: Staff Innovators Program (SIP)

Presenters: Doug Samuels

Doug presented a new training program. The flyer is attached.


Topic: Speetype Lookup


Presenters: Melissa Bell Brennaman


Navigate to the GSU Work Center Main Menu > GSU > GSU Work Center. In the Work Center under queries, find the query named Speedtype Lookup. Complete the parameters with whatever information you have (e.g. Department Number)


GSU_PER_SPEEDTYPE - Speedtype Lookup


SpeedType Key:


Account: 

Department: 

Fund Code: 

Class Field: 

Program Code: 

Project ID: 

Description:

SpeedType	Description	Account	Department	Fund Code	
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Topic: Resolving Budget Checking Errors

Presenter: Melissa Bell Brennaman

You'll get an email that looks something like this:



Re: Requisition Returned For Requisition #: 1674046

Cart Name: 2016-09-28 MBELL 01

Prepared for: Melissa Brenneman

Prepared by: Melissa Brenneman

Returned by:

Dear Melissa Brenneman,

The requisition listed above has been returned by an approver. You can review a read only version of this requisition by selecting the URL below.

[View Requisition](#)

Navigate in Panther Mart to Carts > My Carts and Orders > View Draft Shopping Carts

Click on the Shopping Cart Name. Navigate to the History Tab

Navigate back to the Spectrum Work Center and click on the link labeled Budgets Overview

Line No	Date/Time	User	Step(s)	Action	Field Name	From	To	Note
	9/28/2016 10:03 AM	System		PO Clause Removed		1000 - Standard	empty	
	9/28/2016 10:03 AM	System		Requisition returned		System	Melissa Brenneman	No organization budget found for chartfield combination on requisition line 1 distribution number 1.
	9/28/2016	System	Initial Spectrum	Message transmission to external system was				

Enter the Chartfields that Panther Mart is trying to Validate and click Search

Amount Criteria

Budget Type

*Business Unit Ledger Group/Set Ledger Group

View Stat Code Budgets Display Chart

Org Budget Ledger Group

TimeSpan

*Type of Calendar

Budget Criteria Personalize | Find | View All | First 1 of 1 Last

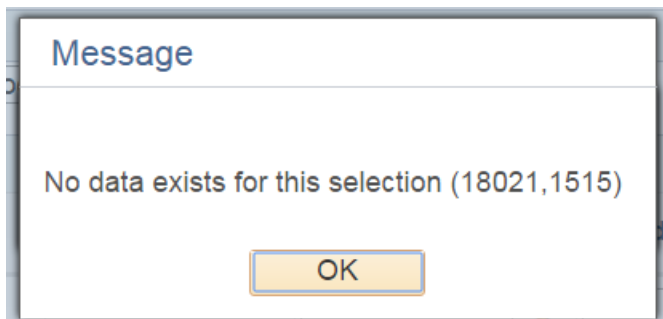
Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	ORG	YE	<input type="text" value="2017"/>	<input type="text" value="2017"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	<input type="text" value="%"/>	<input type="text" value="%"/>	<input type="button" value="i"/>	<input type="text"/>	<input type="button" value="Update/Add"/>
Dept	<input type="text" value="612250000"/>	<input type="text" value="%"/>	<input type="button" value="i"/>	<input type="text"/>	<input type="button" value="Update/Add"/>
Fund	<input type="text" value="10000"/>	<input type="text" value="%"/>	<input type="button" value="i"/>	<input type="text"/>	<input type="button" value="Update/Add"/>
Class	<input type="text" value="11000"/>	<input type="text" value="%"/>	<input type="button" value="i"/>	<input type="text"/>	<input type="button" value="Update/Add"/>
Program	<input type="text" value="16200"/>	<input type="text" value="%"/>	<input type="button" value="i"/>	<input type="text"/>	<input type="button" value="Update/Add"/>

Budget Status

- Open
- Closed
- Hold



This error means that the budget hasn't been setup and you need to contact your budget manager unless it's Sponsored Programs in which case you contact the Office of Sponsored Programs and Awards.

A similar error you might see is Insufficient funds for requisition line number # distribution line number #. This one means that there isn't enough money at either the line level or the Speed Chart or even the College Level. For this you will also run a Budgets Overview. It might look like this if it's insufficient. There's no money in this travel budget.

		Net Transfers
Budget	801,915.00	
Expense	132,369.48	
Encumbrance	4,952.17	
Pre-Encumbrance	0.00	
Budget Balance	464,593.37	
Associate Revenue	0.00	
Available Budget	464,593.37	

Budget Overview Results											Personalize	Find	View All	First	1-7 of 7
		Ledger Group	Account	Fund	Dept▲	Program	Class	Project Id	Budget	Expense	Encumbrance				
1		ORG	PLG000	10500	612250000	16200	11000		4,330.000	866.000	0.000				
2		ORG	NTR000	10500	612250000	16200	11000		10,001.000	6,754.730	905.910				
3		ORG	PSS000	10500	612250000	16200	11000		589,914.000	91,310.840	0.000				
4		ORG	PLM000	10500	612250000	16200	11000		0.000	0.000	0.000				
5		ORG	NEQ000	10500	612250000	16200	11000		0.000	0.000	2,202.360				
6		ORG	FBB000	10500	612250000	16200	11000		0.000	28,779.370	0.000				
7		ORG	NSP000	10500	612250000	16200	11000		17,670.000	4,658.520	1,843.900				

Question: How do we run a report of our revenue and expenses for Departmental Sales and Services?

In Spectrum, Navigate to General > Review Financial Information > Ledger

If you haven't already created an Inquiry Name, click Add a New Value and enter an Inquiry Name. You can put in anything you want. If you have four or five different DS&S accounts, you could use the speedchart name. Enter what you know of the Chartfields as shown below.

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name LEDGER	*Unit GSUFS	*Ledger ACTUALS	*Fiscal Year 2017	*From Period 1	*To Period 1	Currency
				Stat Code	Settlement or Trade Date View	
	<input type="checkbox"/> Show YTD Balance			<input type="checkbox"/> Include Closing Adjustments		Max Ledger Rows
	<input checked="" type="checkbox"/> Show Transaction Details			<input type="checkbox"/> Only in Base Currency		100

Search

Clear

Delete

Chartfield Criteria

Personalize | Find | First 1-8 of 8 Last

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	%		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department	612355000		Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code	14100		Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Class Field	%		Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Code	%		Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Budget Reference	%		Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project	%		Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustment Type	%		Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Topic: Resolving Missing Chartfields

Presenters: Melissa Bell Brennaman

Navigate in Panther Mart to Carts > My Carts and Orders > View Draft Shopping Carts

Click on the Shopping Cart Name. Navigate to the History Tab

General Shipping Billing Speed Chart Workflow Routing Account Internal Notes and Attachments Final Review
Submit Requisition Assign Cart

[Return to shopping cart](#) [Continue Shopping](#)

✓ **All done! The required information has been completed and this request is ready to be submitted.**
 Once you have reviewed the details, you may continue by clicking the button at the top of the page.

[Requisition](#) [PR Approvals](#) [PO Preview](#) [Comments](#) [Attachments](#) **History**

[Click to filter history ?](#) [Export CSV](#)

Results Per Page: 20 Records found: 7 Page 1 of 1

Line No	Date/Time	User	Step(s)	Action	Field Name	From	To	Note
	9/28/2016 10:29 AM	System		PO Clause Removed		1000 - Standard	empty	
	9/28/2016 10:29 AM	System		Requisition returned		System	Melissa Brennaman	An unexpected error has occurred. Please contact Spectrum Office for further assistance.
	9/28/2016 10:29 AM	System	Initial Spectrum Validation	Message transmission to external system was				

This error is a result of a missing chartfield because the chartfield was changed or wasn't added to the Speedchart to begin with. Email spectrum_team@gsu.edu if you get this error and provide us the error message and Speed Chart you're using. When we get back to you, you'll need to edit the Speedchart and click Recalculate and Save, then you'll be able to resubmit the requisition. You can also open a help ticket by emailing help@gsu.edu. Help tickets are best because we can track the issue and so can you.

Topic: Missing Receipts **Presenters: Jonathan Williams**

A spreadsheet attached lists over 1,000 vouchers missing receipts. These need to be received in order for the vendors to receive payment. There's also a pivot table that you can select just your department or a list of departments. Attached is also the quick reference guide on creating receipts. When you find yourself returning items be sure to receive and return the items. Click on show receipt details to indicate why it was returned. If you're not going to get replacement items, email purchasing@gsu.edu or create a change order request form in PantherMart to close the PO so the money can be returned to your budget. Just be sure that any outstanding invoices have been paid before closing.

Topic: Scholarship/Fellowship Form **Presenters: Jonathan Williams**

This form has been modified to include Participant Support. All of these types of payments for students must be approved by Financial Aid. This only applies to payments being paid by Disbursements not Foundation. If a payment is being processed by the Foundation, contact the Foundation to find out how to process those. (Note: This requirement is only for Scholarship, Fellowship, and Participant Support payments. Financial Aid approval is not required for reimbursements, payments that are 1099 reportable, and payments to non-GSU students.)

Topic: Lodging Prepayments

Presenters: Jonathan Williams

These requests should be received at least 15 business days prior to the scheduled check-in at the hotel. If it's not possible to provide 15 business days then Departments can request Disbursements to expedite payment and UPS the check but the department will need to pay for that either by providing a UPS envelope with a label or providing your Speedchart to charge.

Topic: GSU Travel Tips

Presenters: Michelle Standifer

Your Travel Team: Trennye Blackburn, Iris Christie, Shantisha Collier, and Michelle Standifer. Contact – accountspayable@gsu.edu.

An updated Travel Expense Statement is now accessible via PantherMart, SharePoint and the Disbursements website. The following edits were designed to increase efficiency during payment processing:

- **Residence Address (Line 12)** – used in determining eligible reimbursable mileage. The 'Residence' field is now specified and will also ensure any paper checks are being mailed to the correct address.
- **Campus Location Drop-down (Line 16)** – this field with help to identify a traveler's primary workstation to determine eligible reimbursable mileage.
- **Miscellaneous Travel Expense Section (Line 63)** – the misc. totals line will now calculate each column totals.
- **Mileage Record/Reimbursement Section (Line 66)** – now includes a link to the Campus to Campus Predetermined Mileage Chart. This convenient resource eliminates the need for traveler's to attach trip navigations for travel between campuses.
- **Summary of Reimbursement Section (Lines 85, 86, and 87)** – the Advance and Prepay entries will now display in red.

If your unit or college maintains a separate website, please ensure the updated TES is linked. We ask that all units submit a current version of this form.

Tips should always be entered on the TES separately from the service provided.

Question: Is the per diem Lodging inclusive of tax? We allow 120% of lodging per diem to account for taxes and fees.

Question: Do we have to have pre-approval for travel between campuses? Yes, set up Authorizations on a monthly basis and then submit the TES monthly as these have to be completed within 30 days of the expense.

Submit TES and Moving Expense forms via Sharepoint. You can find Sharepoint from the GSU homepage by navigating through Faculty & Staff > Finance & Administration > Disbursements, Accounts Payable

and Travel > Submit TES and Moving Expense forms. You'll login using your email address and Campus ID password.

See attached Power Point, Travel Expense Statements and Local Mileage chart.