




## Running Queries in Spectrum Plus

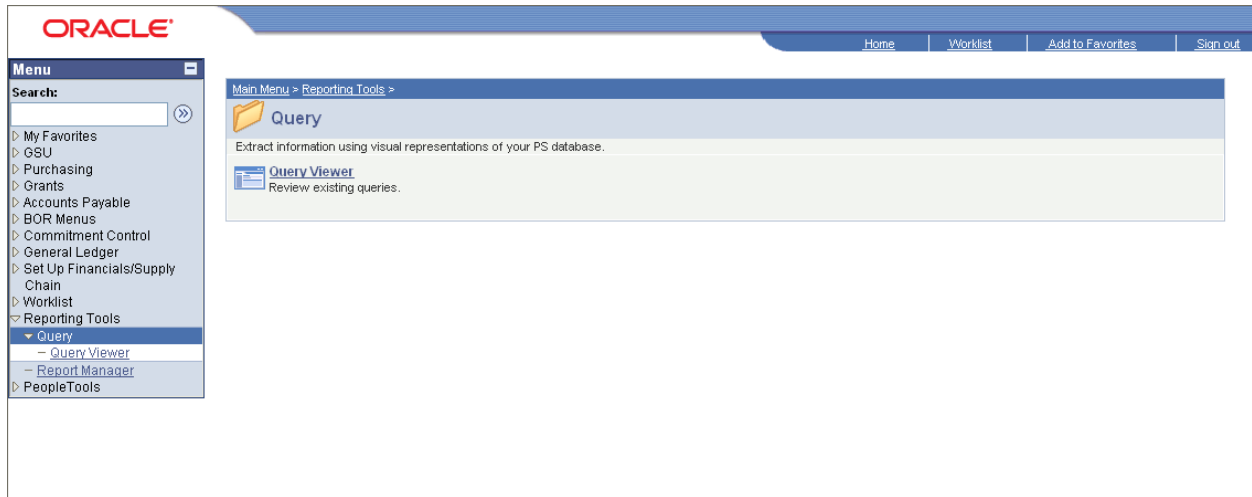
October, 2011

Login to Financials using your Campus ID and Password:

<https://www.spectrum.gsu.edu>

Navigate to the Web Query Tool:

	Path	Reporting Tools > Query > Query Viewer
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The screenshot shows the Oracle Financials interface. On the left is a 'Menu' sidebar with a search field and a tree view containing categories like 'My Favorites', 'GSU', 'Purchasing', 'Grants', 'Accounts Payable', 'BOR Menus', 'Commitment Control', 'General Ledger', 'Set Up Financials/Supply Chain', 'Worklist', 'Reporting Tools', 'Query', 'Query Viewer', 'Report Manager', and 'PeopleTools'. The main content area shows the breadcrumb 'Main Menu > Reporting Tools > Query' and a description: 'Extract information using visual representations of your PS database.' Below this is a link for 'Query Viewer' with the subtext 'Review existing queries.'

Type part of the name of the report you wish to view in the field "Query Name begins with". Click the Search button.

### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By:  begins with

[Advanced Search](#)

### Search Results

\*Folder View:

Query								Customize	Find	View All	First	1-7 of 7	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorite						
GL_HR_EARNINGS_DISTRIBUTION	HR Earnings Distribution	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>						
GL_HR_EARNINGS_DIST_WO_FB	HR Earnings Distribution	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>						
GL_HR_EARN_WOFB_WITH_DATE	HR Earnings Distribution	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>						
GL_HR_OVERPAYMENTS		Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>						
GL_HR_PROJECT	HR Earnings Distribution	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>						
GL_HR_SELECT_DIST_WO_FB		Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>						
GL_HR_SELECT_DIST_WO_FB_DATE		Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>						

1. GL\_HR\_EARNINGS\_DISTRIBUTION - This report will return all journals in the General Ledger for a specific employee whether posted or unposted and it includes Fringe Benefits.
2. GL\_HR\_EARNINGS\_DIST\_WO\_FB - This report will return all journals in the General Ledger for a specific employee whether posted or unposted but will not include Fringe Benefits. This query will only pull for the current fiscal year.
3. GL\_HR\_EARN\_WOFB\_WITH\_DATE - This report will return all journals in the General Ledger for a specific employee whether posted or unposted but will not include Fringe Benefits. This query will only pull for the current fiscal year. This query will allow you to pull for prior and current fiscal years.
4. GL\_HR\_SELECT\_DIST\_WO\_FB – This report will return all posted and unposted journals in the General Ledger for a Budgeted Department with ability to limit on Account Code and Dates and will not include Fringe Benefits. This query will only pull for the current fiscal year.
5. GL\_HR\_SELECT\_DIST\_WO\_FB\_DATE - This report will return all posted and unposted journals in the General Ledger for a Budgeted Department with ability to limit on Account Code and Dates and will not include Fringe Benefits. This query will only pull for the current fiscal year.
6. GL\_HR\_OVERPAYMENTS – This report will return all overpayments processed and posted to the General Ledger during a specified range of dates.
7. GL\_HR\_PROJECT – This report will return all charges to the Project since Spectrum+ go live.
8. GSU\_PBH\_PAYCHECK\_REPORT – This report will return all payroll checks that have been confirmed by the Shared Services Center. Please keep in mind that payroll data shown in this query will not appear in the General Ledger until it has gone through our validation process. This data is also one day old. The Speedtype (Account/Payroll Distribution Codes) will not always be available either as ADP is not consistently storing Speedtype in the Paycheck. Therefore, this query should primarily be used to confirm that an employee got paid, not where the employee was paid from. Utilize one of the other queries provided here to determine charging.
9. GSU\_JOURNAL\_HR\_CHECKS – This report will return payroll checks and adjustments for a specified employee during a range of dates. It also corrects the problem of displaying the check date associated with an adjustment.
10. GSU\_PBH\_VACANT\_POSITIONS – This report will return all vacant positions in a department from EV5. Don't forget to put a "G" in front of the department number.
11. BUDGET\_VACANT\_POS – This report will return all vacant positions from the Budget in Spectrum.

## **GL\_HR\_EARNINGS\_DISTRIBUTION**

### **GL\_HR\_EARNINGS\_DIST\_WO\_FB**

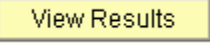
To view the report on screen, click the blue Hyperlink HTML. To run the report to an Excel Spreadsheet, click the blue Hyperlink Excel.

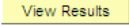
You'll receive a "prompt" to enter values to refine your search.

For both of these queries, the prompt is labeled PG\_EID. It searches the Journal Line Description for entries. It's best to search by Employee ID but you can also search by last name. Note that it's case sensitive and payroll journals come over in all upper case and Works journals come over in mixed case. Search using the % wildcard.

- Wild Card (%) The wild card is useful when searching using partial values. The wildcard represents unknown characters in a search. An example of a wild card search would be entering



%0062098% in field labeled PG\_EID. This field is actually the Line Description field of this table as shown on the next page. The system would return all Line Descriptions "containing" the Employee ID 0062098.

Click the  button.

PG\_EID:   


Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (1 kb)

View All

First  1-3 of 3  Last

	Journal ID	Line #	Account	Fund	DeptID	Program	Class	Bud Ref	Project	Amount	Line Descr	Ref	Date
1	HR00528594	3756	521100	10500	612250000	16200	11000	2012		5833.330	09A-0062098-BRENNAMAN	1317679	07/29/2011
2	HR00530268	1396	521100	10500	612250000	16200	11000	2012		5833.330	09A-0062098-BRENNAMAN	1367337	08/31/2011
3	HR00531492	1054	521100	10500	612250000	16200	11000	2012		5833.330	09A-0062098-BRENNAMAN	1410968	09/30/2011

Keep in mind that all July, 2009 General Ledger data for payroll used the PeopleSoft Employee ID, not the ADP Employee ID.

## GL\_HR\_SELECT\_DIST\_WO\_FB



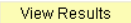
For this query, there are multiple prompts

Dept/Budget – Enter the Department/Budget value or wildcard (%) settings

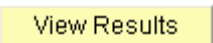
Account – Enter the Account or wildcard (%) settings.

Start Date – In conjunction with the End Date, use the Start Date to enter a date range of payroll dates.

End Date - In conjunction with the Start Date, use the End Date to enter a date range of payroll dates.

DeptBudget:   
 Account#:   
 Start Date:    
 End Date:    


Journal ID	Date	Line #	Account	Dept	Fund	Class	Program	Bud Ref	Budget Period	Project	Amount	Ref	Line Descr	Source	Budg Dt
------------	------	--------	---------	------	------	-------	---------	---------	---------------	---------	--------	-----	------------	--------	---------

Click  Button

DeptBudget:   
 Account#:   
 Start Date:    
 End Date:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (21 kb)

View All

First  1-56 of 56  Last

	Journal ID	Date	Line #	Account	Dept	Fund	Class	Program	Bud Ref	Budget Period	Project	Amount	Ref	Line Descr	Source	Budg Dt
1	HR00502153	08/14/2009	203	525100	612250000	10000	11000	16200	2010			770.000	16825	B08-046262-HILL	GOT	08/14/2009
2	HR00502975	08/28/2009	382	525100	612250000	10000	11000	16200	2010			548.790	92446	09C-0211366-HILL	GOT	08/28/2009
3	HR00503175	08/31/2009	4286	521100	612250000	10000	11000	16200	2010			5544.420	118799	09A-0169825-BOURQUE	GOT	08/31/2009
4	HR00503175	08/31/2009	3554	522100	612250000	10000	11000	16200	2010			291.670	118636	09A-0191752-JOYS	GOT	08/31/2009
5	HR00503175	08/31/2009	6227	521100	612250000	10000	11000	16200	2010			5122.910	118803	09A-0168385-STEVENSON	GOT	08/31/2009

## GSU\_PBH\_PAYCHECK\_REPORT



### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\* Search By:  begins with

[Advanced Search](#)

### Search Results

\*Folder View:

Query		Customize   Find   View All		First 1 of 1 Last			
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
GSU_PBH_PAYCHECK_REPORT	Paycheck Report	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>

For this query, there are also multiple prompts


Beginning Check Date – Checks available beginning 8/1/2009 (Checks prior to that are in PeopleSoft HR)


Ending Check Date – In conjunction with the Beginning Check Date, use the Ending Check Date to enter a date range of payroll dates

EmplID – ADP Employee ID or wildcard (%) settings.

Dept/Budget – Enter the Department/Budget value in ADP format (must have the leading "G" for Georgia State University) or wildcard (%) settings.

Pay Group – Enter ADP Pay Group or wildcard (%) settings.

Beginning Check Date:  

Ending Check Date:  

EmplID:

DeptID:

Pay Group:

[View Results](#)

Paycheck Number	Check Date	Earnings Begin Date	Earnings End Date	EmplID	Empl Rcd Nbr	Account Code	Regular Hours	Overtime Hours	Business Unit	DeptID	Hourly Rate	Pay Period End Date
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The results return with the following fields:

- Paycheck Number
- Check Date
- Earnings Begin Date
- Earnings End Date
- EmplID
- Empl Rcd Nbr
- Account Code (Speedtype)
- Regular Hours – only for Hourly Employees
- Overtime Hours – only for Hourly Employees
- Business Unit
- Dept ID
- Hourly Rate – For monthly employees, this is a calculated field
- Pay Period End Date
- Regular Earnings
- Overtime Hourly Earnings
- Pay Group – See attached list
- Regular Earnings Hours
- Regular Hourly Earnings
- Form ID
- Name
- Total Gross
- Earnings Code – See attached list of commonly used codes.
- Other Earnings – only populated with earnings are other than regular earnings
- Regular Salary
- Employee Type
- Paycheck Name – Name on paycheck

## GSU\_JOURNAL\_HR\_CHECKS

This query prompts for Employee ID and a range of Check Dates.

EmpID:   
 Check Date From:    
 Check Date To:

Journal ID	Date	Check Date	Line #	Account	Dept	Fund	Program	Class	Bud Ref	Project	Amount	Ref	Line Descr
------------	------	------------	--------	---------	------	------	---------	-------	---------	---------	--------	-----	------------

Journal ID	Date	Check Date	Line #	Account	Dept	Fund	Program	Class
1	HR00506756	1/29/2010		3194 552100	612250000	10000	16200	11000
2	HR00506756	1/29/2010		3195 553115	612250000	10000	16200	11000
3	HR00506756	1/29/2010		3976 521100	612250000	10000	16200	11000
4	HR00506756	1/29/2010		3977 551200	612250000	10000	16200	11000
5	HR00506756	1/29/2010		1879 553201	612250000	10000	16200	11000
6	HR00506756	1/29/2010		10011 551100	612250000	10000	16200	11000
7	HR00510637	4/30/2010		565 552100	612250000	10000	16200	11000
8	HR00510637	4/30/2010		566 551100	612250000	10900	16200	61510
9	HR00510637	4/30/2010		3449 521100	612250000	10000	16200	11000
10	HR00510637	4/30/2010		1592 552100	612250000	10900	16200	61510
11	HR00510637	4/30/2010		13520 551100	612250000	10000	16200	11000
12	HR00510637	4/30/2010		13521 551200	612250000	10000	16200	11000
13	HR00510637	4/30/2010		13525 521100	612250000	10900	16200	61510
14	HR00510637	4/30/2010		11398 553110	612250000	10900	16200	61510
15	HR00510637	4/30/2010		5571 551200	612250000	10900	16200	61510
16	HR00510637	4/30/2010		6715 553110	612250000	10000	16200	11000
17	HR00510637	4/30/2010						

## GL\_HR\_OVERPAYMENTS

This query prompts just for a range of check dates.

Start Date:    
 End Date:

Journal ID	Date	Line #	Account	Dept	Fund	Class	Program	Bud Ref	Budget Period	Project	Amount	Ref	Line Descr	Source	Budg Dt
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Journal ID	Date	Line #	Account	Dept	Fund	Class	Program	Bud Ref
1	HR00512211	6/4/2010	138 524100	110500000	10000	11000	11100	2010
2	HR00512211	6/4/2010	179 524100	110500000	10000	11000	11100	2010
3	HR00512214	6/4/2010	284 525100	144000000	20000	64000	12100	2010
4	HR00512214	6/4/2010	180 525100	190000000	20200	64000	13100	2010
5	HR00512214	6/4/2010	202 525100	516000000	20000	61000	13100	2010
6	HR00513544	6/15/2010	645 521100	157000000	20000	63000	13100	2010
7	HR00513544	6/15/2010	681 521100	157000000	15000	11000	12200	2010
8	HR00513544	6/15/2010	682 523100	113500000	10000	11000	12200	2010
9	HR00513544	6/15/2010	2236 523100	111110000	10000	11000	11100	2010
10	HR00513544	6/15/2010						

## GL\_HR\_PROJECT

Project#:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (21 kb)

View All

First  Last

	Journal ID	Line #	Account	Fund	DeptID	Program	Class	Bud Ref	Project	Amount	Line Descr	Ref	Date
1	HR00504327	110	521100	20000	150000000	13100	64000	2010	SP00010036	4343.830	ADJ-09A-0160495-TOWNSEND	118139	09/24/2009
2	HR00504328	62	521100	20000	150000000	13100	64000	2010	SP00010036	4143.350	ADJ-09A-0160495-TOWNSEND	147449	10/01/2009
3	HR00504970	234	521100	20000	150000000	13100	64000	2010	SP00010036	4343.830	09A-0160495-TOWNSEND	264870	11/30/2009
4	HR00505661	2835	521100	20000	150000000	13100	64000	2010	SP00010036	4343.830	09A-0160495-TOWNSEND	328767	12/31/2009
5	HR00507828	1471	521100	20000	150000000	13100	64000	2010	SP00010036	-4343.830	ADJ-09A-0160495-TOWNSEND	264870	02/26/2010
6	HR00507828	2596	521100	20000	150000000	13100	64000	2010	SP00010036	400.960	ADJ-09A-0160495-TOWNSEND	167837	02/26/2010

## GSU\_PBH\_VACANT\_POSITIONS

This query prompts just for a department number.

DeptID:

[View Results](#)

Position No	Position Title	Job Code	Eff Status	DeptID	FTE	Eff Date	Emplid	Name	Paygrade
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Here you can see all the vacant positions in a particular department, including the most recent (incumbent if there is one).

DeptID:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (2 kb)

View All

First  1-8 of 8  Last

Position No	Position Title	Job Code	Eff Status	DeptID	FTE	Eff Date	Emplid	Name	Paygrade
1 09000316	Customer Svcs Spec III	09TX03	A	G632000000	1.000000	01/22/2010	0188205	Hart,John	G10
2 09000483	Assoc Dir, Payroll	09FE31	A	G632000000	1.000000				
3 09001134	Mgr, Payroll Acctg & Reptng	09GX25	A	G632000000	1.000000				
4 09001332	Customer Svcs Spec II	09TX48	A	G632000000	1.000000				
5 09001849	Payroll Supvr	09LX07	A	G632000000	1.000000				
6 09002443	Payroll Accountant	09TX15	A	G632000000	1.000000				
7 09004563	HR Generalist I	09TX25	A	G632000000	1.000000				
8 09004564	HR Generalist I	09TX25	A	G632000000	1.000000				

## BUDGET\_VACANT\_POS

This query prompts for Budget Period and department number.

Budget Period:

Dept ID:

[View Results](#)

Dept ID	Pos #	BP	Eff Date	Status	Title	Descr	Fund	Program	Class	Project	Original	Orig. FTE	Amended	AmendFTE
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Budget Period:

Dept ID:

[View Results](#)

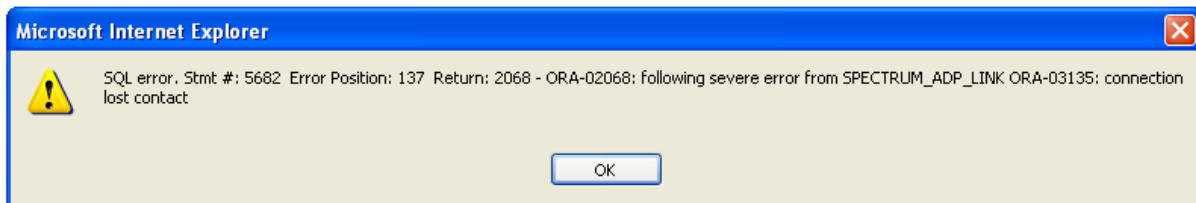
Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (1 kb)

View All

First  1-4 of 4  Last

Dept ID	Pos #	BP	Eff Date	Status	Title	Descr	Fund	Program	Class	Project	Original	Orig. FTE	Amended	AmendFTE
1 632000000	202	2012	07/01/2011	V	09SX03	Admin Supvr III	10500	16300	11000		1000	0.030	1000	0.030
2 632000000	203	2012	07/01/2011	V	09FE31	Assoc Dir, Payroll	10500	16300	11000		1000	0.010	1000	0.010
3 632000000	204	2012	07/01/2011	V	09TX48	Customer Svcs Spec II	10500	16300	11000		1000	0.040	1000	0.040
4 632000000	207	2012	07/01/2011	V	096X05	Limited Term Office/Clerical	10500	16300	11000		6050	0.250	6050	0.250

You may occasionally get the following error when running this query. Try clicking View Results again. The problem is usually temporary. If it persists, submit a help desk ticket to the Georgia State University Help Center with a screen shot attached and they'll route it to the Spectrum Team.



## Earnings Code Table

<b>Earnings Type</b>	<b>Description - Earnings Code Info</b>
AST	Additional Straight-time
AWD	Cash Award
A18	Nonresident Alien-Income Code
A19	Nonresident Alien-Income Code
CFR	Summer Comp for Research
DLA	Donated Leave Award
EXF	Extra Pay Annualized-Faculty
EXS	Extra Pay Annualized-Staff
FUM	Furlough Monthly
FUR	Furlough
HNB	Non-Scheduled Holiday Biweekly
HNM	Non-Scheduled Holiday
HOL	Holiday
HOM	Holiday Monthly
HOU	Housing
INT	Summer Faculty Instruction
JRM	Jury Monthly
JUR	Jury Duty
MIL	Military Duty
MOV	Moving Reimbursement Taxable
MVN	Moving Reimburse Non-Taxable
NME	Non Qualified Moving Expenses
OVT	Overtime
REG	Regular
RTP	Retro Pay
SCK	Sick
SKM	Sick Leave Monthly
STI	Stipend
SUF	Supp Pay-RetEligible-Faculty
SUS	Supp Pay Retire Eligible Staff
UNC	Uncompensated
UNM	Uncompensated Monthly
VAC	Vacation
VAM	Vacation Monthly
VPF	Vacation Payout Faculty
VPS	Vacation Payout Staff

## Pay Group Table

Pay group	Description	Ga State	Pay Freq	Account Code	Budget Account
09F	9-month Faculty	M03, NRF	M	511100	PSF000
09Y	12-month Faculty	See Note	M	511100	PSF000
09P	Part Time Faculty	M05,R05	M	512100	PLP000
09S	Summer Faculty	SUM	M	513100	PLS000
09A	Salaried	SM6, NR6, NRM, RTM, RTS, M01	M	521100	PSS000
09X	10-month Salaried Staff	New	M	521100	PSS000
09E	Exempt Hourly	Not being used	N/A		
09H	Staff	B06, BFX, SM2, NR2	B	522100	PSS000
09J	10-month Biweekly Staff	New	B	522100	PSS000
09G	Graduate Assistants	M04	M	523100	PLG000
09T	Student Assistants	B07, MFX	B	524100	PLM000
09V	PantherWorks Students	New	B	524100	PLM000
09C	Hourly Casual Labor	B08, RTB	B	525100	PLM000
09L	Salaried Casual Labor (Fee Based)	SMP	M	525100	PLM000
09W	College Work/Study	B07	B	723110	NSP000
09M	Pending Faculty	MFE	N/A		
09N	Non-paid Affiliate	MFE	N/A		
09B	Benefits Billing	RET	N/A	521100	PSS000

Note: 12 Month Faculty is designated for faculty who work 50% or greater in an instructional, research or public service role; primarily administrative faculty should be budgeted in the Salaried Pay Group.

## Form ID Table

Form ID	Description
ADPCK	ADP Check
FSDD	ADP Direct Deposit
ADV090	Georgia State University on-demand Direct Deposit
CHK090	Georgia State University on-demand Check

Public Query Listing All GSU\_XXX queries available:

- GSU\_SPEC\_QUERY\_LISTING\_GSU