Web-based SPAR – Account Inquiry (No Subcode) Screen

**Account Inquiry (No Subcode) Screen Purpose**
The Account Inquiry (No Subcode) Screen provides details of salary distribution for individuals charged to an account by:
- 28-digit account number (omitting the 4-digit subcode) and one-character cost share code
- Specific time period
- Specific payroll name

I. **Log In**
   A. Log in at my.pitt.edu
   B. Access PRISM
   C. From the Main Menu, choose the PLD role you have been assigned

II. **Select Account Inquiry - No Subcode Screen**

III. **Account Inquiry - No Subcode Input**
   A. **Account Number**
      Type a 28-digit account number (32-digit minus the subcode) plus the one-character, uppercase cost-share code directly in the **Account Number field** and click **Find**.
TIP: Include periods between the account segments.

TIP: This screen uses a 28-digit account number format, omitting the 4-digit subcode and adding the one-character upper case cost share code, 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IV. Output Screen

A. Account Inquiry (No Subcode) screen will populate with data specific to the query that was run.

**TIP:** Only individuals in the area of the user’s level of security access will be displayed –if paying salary on an account for an individual outside the academic area of responsibility, the individual will not appear on the list. In order to gain access to this information, subset access must be requested from the individual’s home department.

**TIP:** The output reflects distribution dollars for the specified month and will not match total charges for an individual appearing on your Labor Distribution reports for situations where retroactive salary reallocations have been made. Retroactive reallocations update the respective SPAR month and, conversely, appear on the Labor Distribution reports in the month in which the reallocation was processed.

**TIP:** A checkmark (✔) in the Adjustments column indicates that a retroactive adjustment for the specific period was processed. Clicking on the Detail box will provide the information on the initial distribution and any subsequent adjustments/reallocations.

**TIP:** When viewing the Detail screen for retroactive adjustments, click the Other Side box to identify the account number representing the other side of the transaction.
The results of the Account Inquiry No Subcode include monthly salary dollar distributions for all individuals within your area of access charged to the specified account for the period indicated. Individuals with a retroactive salary adjustment are identified by a check in the Adjustments box. Information related to the adjustment is available by clicking the Detail field at the beginning of the line. A Detail Screen will appear that reflects the initial distribution, the salary reallocation, and the net charge to the account for the month appearing in the Payroll Name field.
From the Detail Screen you can drill down to an additional level that will provide both the debit and credit side of the entry for a specific line. Click **Other Side** at the beginning of the line to view the Detail Other Side Screen.

**V. Export Data**

A. Click **Export** from the **File Menu** in the upper left hand corner.

B. Follow directions for Exporting files found in Appendix I, Web based SPAR – Exporting Data

**VI. Exit Account Inquiry Screen**

C. Click the **upper right hand corner X** to exit, or

D. Click the **red box** in upper left hand corner and click **Close**
Appendix I: Web-based SPAR – Exporting Data from the Web-based SPAR

This function can be used for Account Inquiry (with or without subcodes), Person Inquiry, SPAR Modification History, and Labor Distribution and Cost Sharing screens.

TIP: On the SPAR History Modification screen, only the Status screen will export, the Status Detail screen will not.

To export from the Labor Distribution and Cost Sharing Screens, you must export the Effort Reporting and Distribution (top) and the Cost Sharing (bottom) sections separately. Click in the section to be exported.

I. For Computers with Adobe Reader:
   A. Go to File on Toolbar at top of page.
   B. From drop down menu, select Export.
   C. The Oracle Application page will open. On the bottom you will see a message “Do you want to open or save XXXX”. Select Open.
   D. A notepad will open with all the data you requested.
   E. To date stamp the version of information you are using, go to Edit and select Time/Date.
   F. To print data in the notepad format, select Print from the File menu.
   G. To export the data, go to Edit and select Select All or manually select the data lines you are interested in by holding down the left click button while you move the cursor over the lines selected. Right click on the highlighted data and select Copy.
   H. Open an Excel spreadsheet and right click in the upper most left cell you want to work with, right click and select Paste.

II. For Computers with Adobe Acrobat:
   A. Go to File on Toolbar at top of page.
   B. From drop down menu, select Export.
   C. The Oracle Application page will open. On the bottom you will see a message “Do you want to open or save XXXX”. Select SAVE.
   D. You will receive a message box that the download is complete. Select OPEN.
   E. The View Downloads window will open, select the download you created and from the drop down menu select OPEN WITH.
   F. Select Microsoft Notepad.
   G. A notepad will open with all the data you requested.
   H. To date stamp the version of information you are using, go to Edit and select Time/Date.
   I. To export the data, go to Edit and select Select All or manually select the data lines you are interested in by holding down the left click bottom while you move the cursor over the lines selected. Right click on the highlighted data and select Copy.
   J. Open an Excel spreadsheet and right click in the upper most left cell you want to work with, right click and select Paste.