

Effortless Facts July 2018 Edition

From Financial Compliance for Research!

Happy Fiscal Year 2019!



When saving a SPAR modification, the application performs a series of edits to confirm that the modification entered is acceptable. One frequent error message is **"Cap eligible grant Accounts with cost share code M must be added to save changes."** For more information on what causes this error and ways to correct it, click [here](#).



When sending an inquiry to SPARhelp@cfo.pitt.edu, please keep in mind that our access retrieves records for the entire University. For example, if we get a question related to Dr. Gallagher, we see 83 employees with the last name "Gallagher." Therefore, the more detail you can give us about the employee(s) and the scenario involved, the better we will be able to advise you. Please include the full Employee Name, Employee Number and Department Number, to ensure a prompt and detailed response to your query.



When SPAR reopens for modification on July 10th, all modifications will be recorded as FY 2019 transactions. When entering **SPAR modifications to January-April and May-August 2018 SPARs**, please keep in mind that modifications to FY 2018 lines will be subject to fiscal year-end cut-off rules. Specifically:

- Salary charges resulting from the modification will appear on the Labor Distribution Reports for the affected accounts in the new fiscal year.
- Salary credit transactions resulting from the modification will also be reflected on the Labor Distribution Reports in the new fiscal year, except as noted below:
 - o Credits to prior fiscal year operating accounts (entity 02 or 03) will not be awarded to those operating accounts. Instead, the prior fiscal year credit will be made to a General University account.



Registrations for the mandatory effort reporting, SPAR and ecrt workshops are available on our [website](#). Please be certain to complete all mandatory training before December 31, 2018, or risk losing your SPAR or ecrt access. We also have several single-topic, intensive sessions scheduled called **"Coffee Chats."** They are smaller and more informal than our typical workshops and are more interactive to address specific participant questions regarding situations in their department. Upcoming topics include: **Uncertified Effort Monitoring** and **90-Day Exception Requests**.

FCR Website: <http://www.cfo.pitt.edu/fcr/index.php>

Contact Us: SPARhelp@cfo.pitt.edu

July 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 	5	6	7
SPAR in query-only mode for FY-end		SPAR in query-only mode for FY-end		SPAR in query-only mode for FY-end		SPAR in query-only mode for FY-end
8	9	10 Coffee Chat: Uncertified Effort 9:00 – 10:00 am	11 Introduction to SPAR Workshop 9:00 – 11:00 am	12	13	14
SPAR in query-only mode for FY-end		SPAR becomes available for update at 6:00 am				
15	16	17	18	19	20	21
				Pls must respond to 100% effort surveys by noon		SPAR in query-only mode from Midnight - 11:00 am for payroll processing
22	23 Deadline for PI Certification Of Effort	24 Deans/Chairs notified of uncertified effort	25	26	27	28
29	30 Last date to modify Jan - Apr SPARs without 90-Day exception approval and allow one business day for certification before Write-Off Date**	31 Last Date to modify Jan - Apr SPAR without 90-Day exception approval, but CAUTION - will not allow time for certification of federal effort*, **	AUG 1 Write-Off of Uncertified Effort at 7:00 am	2	3	4

*Be certain no federal effort is involved in the modification

**SPAR modifications to January - June time periods will be subject to Fiscal-Year End Cut-Off rules