



*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, xx.xxxxx.xxxxx.xxxxx.xxxxx.x.*

*TIP: The one-character cost-share code is case sensitive.*

*TIP: To view all salary distribution to an account, multiple queries may be necessary if more than one subcode, cost share code, or reference number has been used.*

## **B. Payroll Name From and Payroll Name To**

- i. **Input Option 1:** Type directly in the **Payroll Name From** or **Payroll Name To** field
  - a. Type the 2-digit month, space, and 4-digit year (ex: 09 2012)
  - b. Click **Find** (to the right of the **Payroll Name To** field) or hit the **Tab** key
  - c. Highlight the line for the correct Payroll Name
  - d. Click **OK**
  
- ii. **Input Option 2:** Click in the **Payroll Name From** or **Payroll Name To** field and click on the three dots on the right side of the field. Make selection using the below options.
  - a. Scroll through the list using the scroll bar on the right of the box and highlight the selection
    1. Click **OK**
  
  - b. In the **Find** field, click to the left of the **% sign**
    1. Enter the 2-digit month, space, and 4-digit year before the **% sign**
    2. Click **Find** to select from all Payroll Names for that month
    3. Highlight the line for the correct Payroll Name
    4. Click **OK**
  
- iii. When both **Payroll Name** fields have been completed, or the **Payroll Name From** field if only querying one month, click **Find** (to the right of the **Payroll Name To** field) to obtain the results.

*TIP: To view all salary distributions for the life of the account, do not enter limits in the **Payroll Name From** or **Payroll Name To** fields. Click **Find**. The SPAR application has historic salary distribution information back to July 2002.*

*TIP: To view salary distributions for a single month, enter only the **Payroll Name From** field and click **Find**.*

*TIP: To view salary distributions for a specific date range, enter both the **Payroll Name From** and **Payroll Name To** fields. Click **Find**.*

*TIP: If you change the Payroll Name From value after a value is entered for Payroll Name To and Click Find, only the distribution information for the new Payroll Name From month will display. You will need to re-enter the Payroll Name To field to extend the range.*

*TIP: Enter date format as 2-digit month and 4-digit year (09 2012).*

## Payroll Name From Screen

Payroll Name	Start Date	End Date	Oracle Payroll Name	Oracle Period Name
11 2011 Pitt Monthly	01-NOV-2011	30-NOV-2011	Pitt Monthly	11 2011 Calendar Month
12 2011 Pitt Monthly	01-DEC-2011	31-DEC-2011	Pitt Monthly	12 2011 Calendar Month
01 2012 Pitt Monthly	01-JAN-2012	31-JAN-2012	Pitt Monthly	1 2012 Calendar Month
02 2012 Pitt Monthly	01-FEB-2012	29-FEB-2012	Pitt Monthly	2 2012 Calendar Month
03 2012 Pitt Monthly	01-MAR-2012	31-MAR-2012	Pitt Monthly	3 2012 Calendar Month
04 2012 Pitt Monthly	01-APR-2012	30-APR-2012	Pitt Monthly	4 2012 Calendar Month
05 2012 Pitt Monthly	01-MAY-2012	31-MAY-2012	Pitt Monthly	5 2012 Calendar Month
06 2012 Pitt Monthly	01-JUN-2012	30-JUN-2012	Pitt Monthly	6 2012 Calendar Month
07 2012 Pitt Monthly	01-JUL-2012	31-JUL-2012	Pitt Monthly	7 2012 Calendar Month
08 2012 Pitt Monthly	01-AUG-2012	31-AUG-2012	Pitt Monthly	8 2012 Calendar Month
09 2012 Pitt Monthly	01-SEP-2012	30-SEP-2012	Pitt Monthly	9 2012 Calendar Month
10 2012 Pitt Monthly	01-OCT-2012	31-OCT-2012	Pitt Monthly	10 2012 Calendar Month
11 2012 Pitt Monthly	01-NOV-2012	30-NOV-2012	Pitt Monthly	11 2012 Calendar Month
12 2012 Pitt Monthly	01-DEC-2012	31-DEC-2012	Pitt Monthly	12 2012 Calendar Month
01 2013 Pitt Monthly	01-JAN-2013	31-JAN-2013	Pitt Monthly	1 2013 Calendar Month
02 2013 Pitt Monthly	01-FEB-2013	28-FEB-2013	Pitt Monthly	2 2013 Calendar Month
03 2013 Pitt Monthly	01-MAR-2013	31-MAR-2013	Pitt Monthly	3 2013 Calendar Month
04 2013 Pitt Monthly	01-APR-2013	30-APR-2013	Pitt Monthly	4 2013 Calendar Month
05 2013 Pitt Monthly	01-MAY-2013	31-MAY-2013	Pitt Monthly	5 2013 Calendar Month
06 2013 Pitt Monthly	01-JUN-2013	30-JUN-2013	Pitt Monthly	6 2013 Calendar Month

### 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.*





## 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 XXXXX”. 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 XXXXX”. 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**