

Web-based SPAR – Account Inquiry Screen

Account Inquiry Screen Purpose

The **Account Inquiry Screen** provides details of salary distribution for individuals charged to an account by:

- 32-digit account number (including 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 Screen

Account Inquiry Screen

Oracle Applications - DEVR11

File Edit View Folder Tools Window Help

Account Inquiry

Account Inquiry

Account Number Payroll Name From Payroll Name To Find

Detail	Full Name	Emp Number	Amount	Payroll Name	Element Name	SPAR Req Element	Action Type
<input checked="" type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Total

III. Account Inquiry Input

A. Account Number

- i. **Input Option 1:** Type a 32-digit code plus the one-character, uppercase cost-share code directly in the **Account Number field** and click **Find**.

TIP: 32-digit plus one-character account number format: xx.xxxxx.xxxx.xxxxx.xxxxxx.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.

- ii. **Input Option 2:** Click in the **Account Number field** and click on the three dots on the right side of the field. The 32-digit account number plus one-character cost share code can be entered by any of the below three options. Click **OK** after all segments are complete.
 - a. Directly type the segment into the field if known and cursor will automatically advance
 - b. Type a partial segment in the desired field and click **OK**
 1. Highlight the desired selection
 2. Hit the tab key to return to entering account number
 - c. Click on the three dots to the right of each segment field
 1. Highlight the desired line and click **OK, OR**
 2. Type a partial segment to the left of the %
 3. Click **Find**
 4. Highlight the line for the desired selection
 5. Click **OK**

*TIP: If values are present in the account number segments, click **Clear** to reset.*

TIP: Enter numbers (no periods) and the cursor will automatically advance to the next field as each segment is correctly completed; if the field remains highlighted and the cursor does not advance, a validation error has occurred. Potential issues include invalid account number segments values or a disabled Project code.

*TIP: Enter a "0" and hit **Tab** on your keyboard to enter all zeros in a field.*

TIP: It is not possible to cancel or clear this screen if there is an invalid value entered in a field. The invalid value must be deleted to allow any action on this screen.

TIP: The one-digit cost-share code has a default value of N and must be changed as appropriate.

*TIP: When using Input Option 2, account number segments appear in a box called **Cost Allocation Flexfield**.*

*TIP: When using Input Option 1, University accounts with no project, purpose or reference codes, may be entered via the following shortcut. Place the cursor after the **Department field**; use the backspace to erase 00.00000. Enter the correct entity and department numbers. Click **Find**.*

Account Input Screen

Cost Allocation Flexfield

Entity ...

Department

Subcode

Purpose

Project

Reference

Unspecified Default-No Value

Cost Share Code Not Applicable

OK Cancel Clear Help

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: 04 2011)
 - 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	29-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** screen will populate with data specific to the query that was run.

- i. Enter an account number including the specific subcode and cost share code in the **Account Number** field.
- ii. Enter dates and payroll types in the **Payroll Name From** and **Payroll Name To** fields.

Account Inquiry Screen Including Search Criteria

Account Inquiry

Account Number: 02.22291.5400.00000.000000.01000.00000.N
 Payroll Name From: 09 2012 Pitt Monthly
 Payroll Name To: 12 2012 Pitt Monthly
 Find

Detail	Full Name	Emp Number	Amount	Payroll Name	Element Name	SPAR Req Element	Action Type
<input checked="" type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Account Inquiry Screen Result

Account Inquiry

Account Inquiry

Account Number: Payroll Name From: Payroll Name To: Find

Adjustments				SPAR Req			
Detail	Full Name	Emp Number	Amount	Payroll Name	Element Name	Element	Action Type
<input type="checkbox"/>	SPAR00, Staff B	144105	3,000.00	12 2012 Pitt Monthly	Pitt Regular Salary	Y	Run
<input checked="" type="checkbox"/>	SPAR01, Staff A	144085	2,250.00	12 2012 Pitt Monthly	Pitt Regular Salary	Y	Run
<input type="checkbox"/>	SPAR01, Staff B	144106	3,000.00	12 2012 Pitt Monthly	Pitt Regular Salary	Y	Run
<input checked="" type="checkbox"/>	SPAR02, Staff A	144086	2,250.00	12 2012 Pitt Monthly	Pitt Regular Salary	Y	Run
<input type="checkbox"/>	SPAR02, Staff B	144107	3,000.00	12 2012 Pitt Monthly	Pitt Regular Salary	Y	Run
<input checked="" type="checkbox"/>	SPAR03, Staff A	144087	2,250.00	12 2012 Pitt Monthly	Pitt Regular Salary	Y	Run
<input type="checkbox"/>	SPAR03, Staff B	144108	3,000.00	12 2012 Pitt Monthly	Pitt Regular Salary	Y	Run
<input checked="" type="checkbox"/>	SPAR04, Staff A	144088	2,250.00	12 2012 Pitt Monthly	Pitt Regular Salary	Y	Run
<input type="checkbox"/>	SPAR04, Staff B	144109	3,000.00	12 2012 Pitt Monthly	Pitt Regular Salary	Y	Run
<input type="checkbox"/>	SPAR05, Staff B	144110	3,000.00	12 2012 Pitt Monthly	Pitt Regular Salary	Y	Run
<input type="checkbox"/>	SPAR06, Staff B	144111	3,000.00	12 2012 Pitt Monthly	Pitt Regular Salary	Y	Run
<input type="checkbox"/>	SPAR07, Staff B	144112	3,000.00	12 2012 Pitt Monthly	Pitt Regular Salary	Y	Run
<input type="checkbox"/>	SPAR08, Staff B	144113	3,000.00	12 2012 Pitt Monthly	Pitt Regular Salary	Y	Run
<input type="checkbox"/>	SPAR09, Staff B	144114	3,000.00	12 2012 Pitt Monthly	Pitt Regular Salary	Y	Run
<input type="checkbox"/>	SPAR10, Staff B	144115	3,000.00	12 2012 Pitt Monthly	Pitt Regular Salary	Y	Run
Total			279,000.00				

The results of the Account Inquiry 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.

Detail Screen

Detail

Detail

Full Name: CLOSE

Other Side	Account Number	Amount	Source	Created By	Creation Date
<input checked="" type="checkbox"/>	02.22291.5400.00000.000000.01000.00000.N	-750.00	Percentage Adjustment	SPAR00, Faculty E	24-JUL-2012
<input type="checkbox"/>	02.22291.5400.00000.000000.01000.00000.N	3,000.00	Percentage Adjustment	SPAR00, Faculty E	24-JUL-2012
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
Total		2,250.00			

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 a line to view the Detail Other Side Screen.

Detail Other Side Screen

The screenshot shows a window titled "Detail Other Side". At the top, there is a header "Detail Other Side" with a red close button. Below the header, there are two main sections. The first section has a table with two columns: "Account Number" and "Amount". The "Account Number" field contains "02.22291.5400.00000.000000.01000.00000.N" and the "Amount" field contains "-750.00". To the right of this table is a "CLOSE" button. Below this is a section titled "OTHER SIDE OF TRANSACTION". It also has a table with "Account Number" and "Amount" columns. The first row shows "05.22278.5400.00000.111065.01000.00000.N" and "750.00". There are several empty rows below. To the right of this table is a vertical scrollbar. At the bottom right, there is a "Total" field containing "750.00".

***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; it will not match total charges for an individual appearing on your Labor Distribution reports when 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, you can identify the account number representing the other side of the transaction by clicking in the **Other Side box**.*

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

- A.** Click the **upper right hand corner X** to exit, or
- B.** 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 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**.