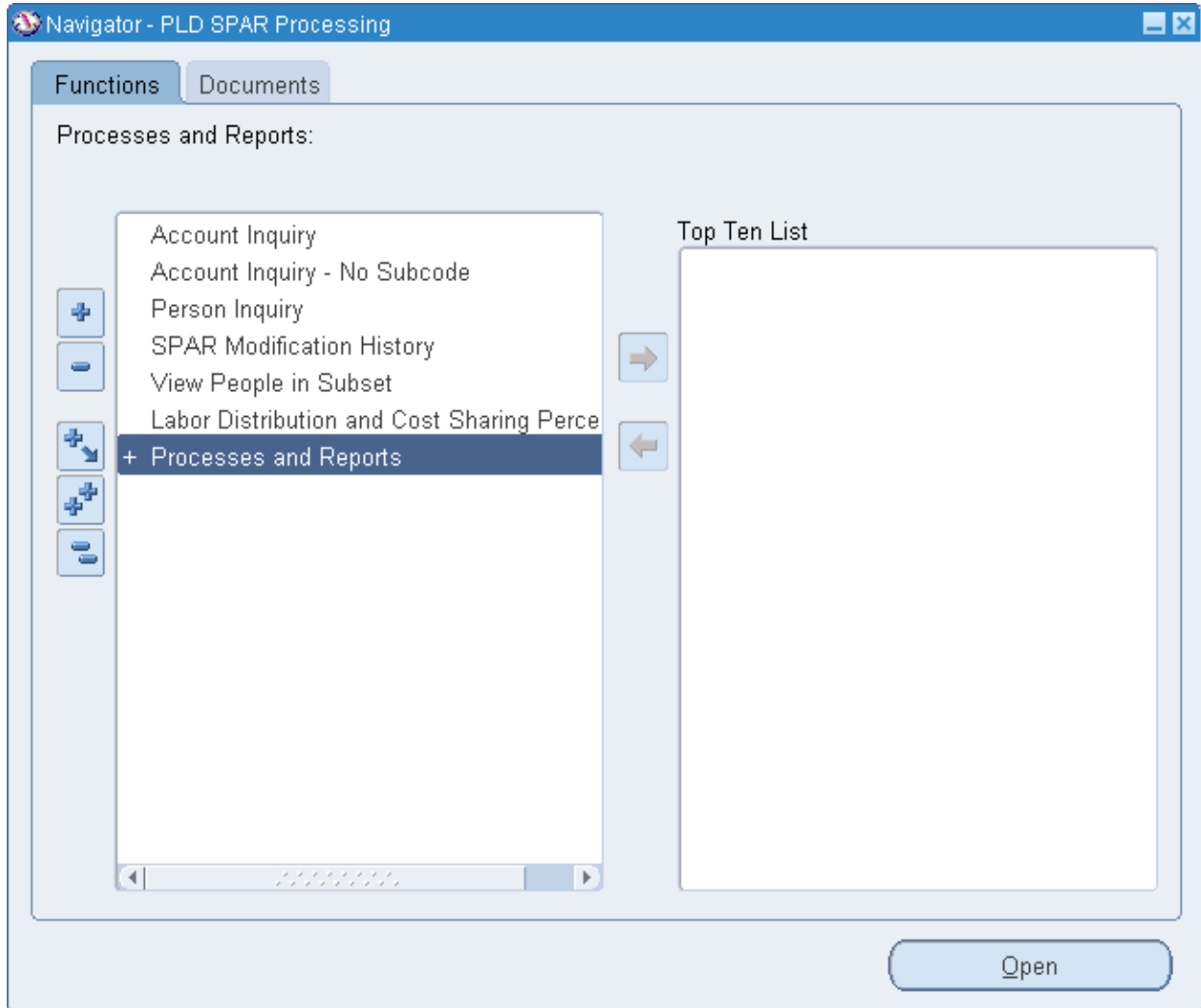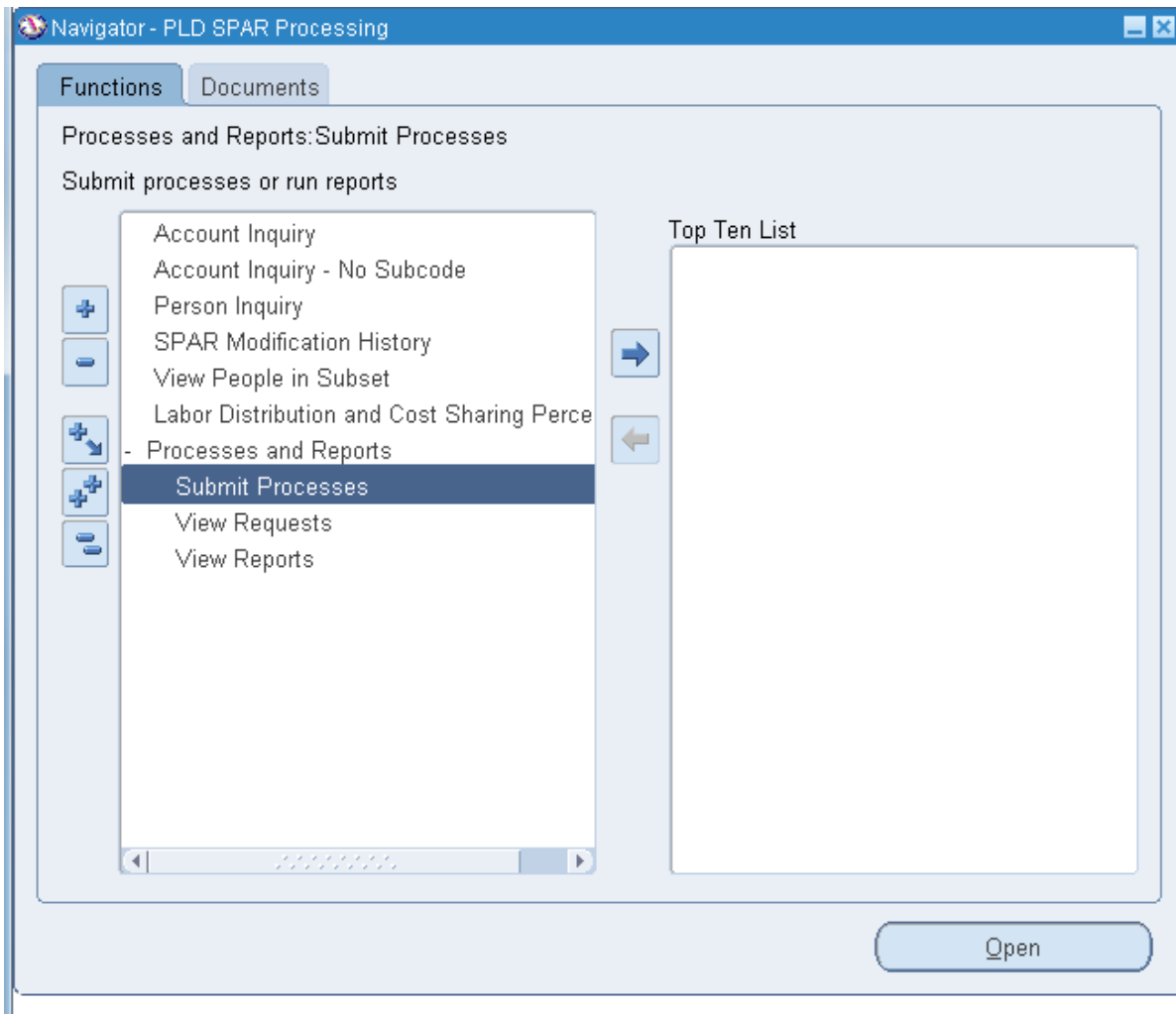Running Reports from "PLD SPAR Processing" responsibility:
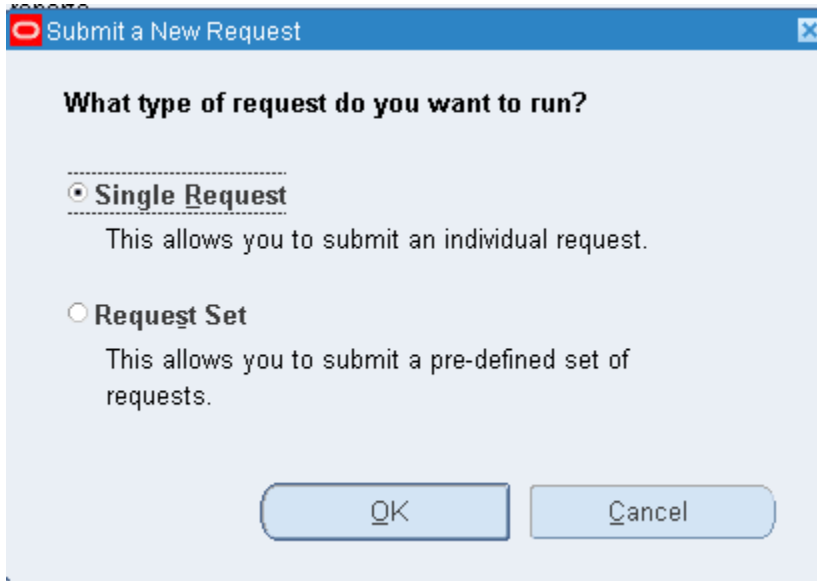
1: Click on "+" next to "Processes and Reports" Menu:
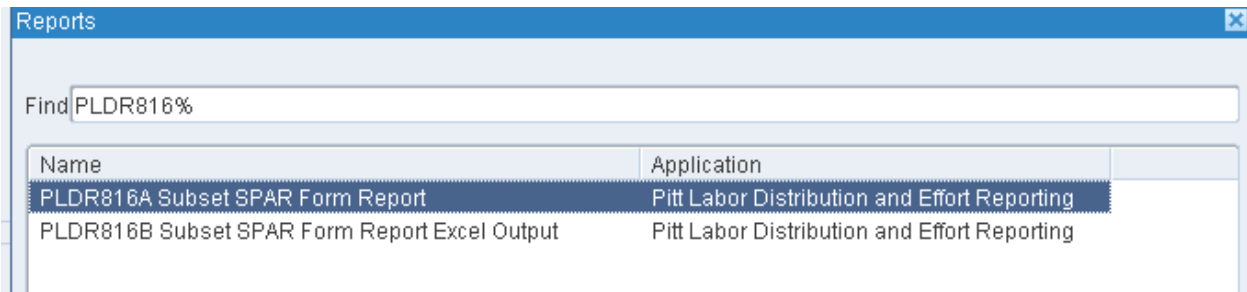
2: Click on "Submit Processes":

3: In the "Submit a New Request" window, choose "Single Request", click "OK" button:

4: There are two reports which can be run from this responsibility:

PLDR816A Subset SPAR Form Report: output is in PDF format.

PLDR816B Subset SPAR Form Report Excel Output: output is in Excel format.

5: Enter the name of the report to be run in "Name" field and enter the parameters for RC, Dept , Employee Name and Date. SPAR data for the people who are in the Subset for person running the report will be displayed. Date parameter identifies the SPAR period SPAR data is displayed for.Example: "02-AUG-2013' date will display the SPAR data for May-Aug 2013 SPAR. Click "Ok" after entering parameters and "Submit" to submit the report.

6: "View People in Subset" form displays the names of people the logged in user has access to.

7: "Requests" window will show the status of report.

Requests

Refresh Data	Find Requests	Submit a New Request...

Request ID		Parent			
	Name		Phase	Status	Parameters
7776041	PLDR816A Subset SPAR I		**Running**	**Normal**	87, 02025, 43657, 2013/08/02

Hold Request	View Details...	View Output
Cancel Request	Diagnostics	View Log...

Requests

Refresh Data	Find Requests	Submit a New Request...

Request ID		Parent			
	Name		Phase	Status	Parameters
7776041	PLDR816A Subset SPAR I		Completed	Normal	87, 02025, 43657, 2013/08/02

Hold Request	View Details...	View Output
Cancel Request	Diagnostics	View Log...

8: Clicking "View Output" button will show the PDF output in a browser window:

University of Pittsburgh

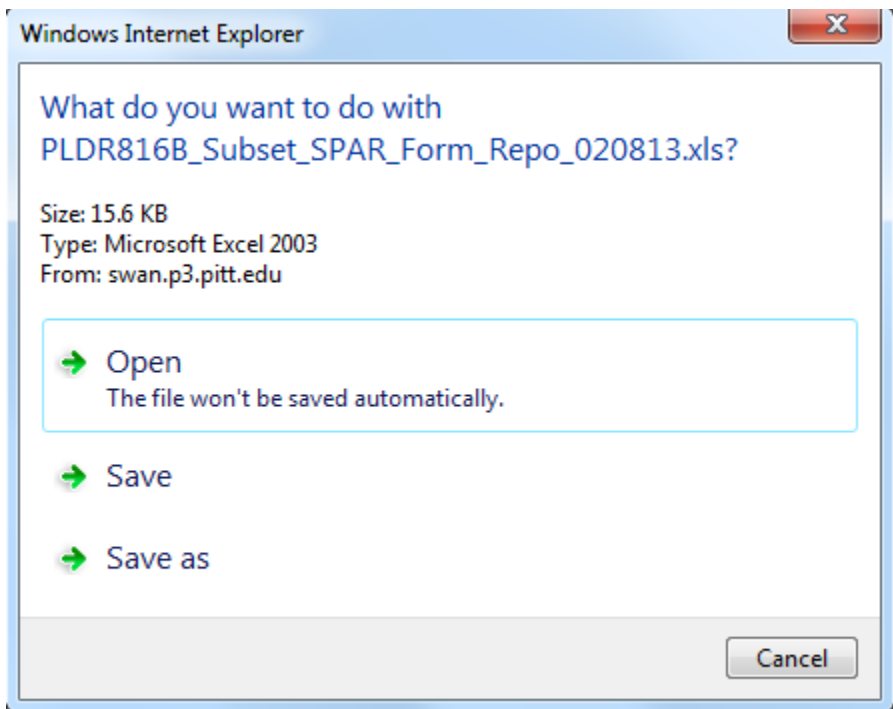| PLDR816 SPAR Form Report | Run Date: 8/2/2013 10:26 AM | Page **1** of **1** |

| RC: 87 - Office of the Chief Financial Officer-RC | Department: 02025 - Financial Information Systems |
| SPAR No: 528182 **Suffix**: 1   **Start Period**: MAY-13   **End Period**: AUG-13   **Certification Period**: |

9: For the PLDR8216B Excel output report, Clicking "View Output" button will show Internet Explorer dialogue box, choose **"SAVE AS"** option, save the output in desired directory with a user friendly filename. "Open" and "Save" options might not work properly.

Windows Internet Explorer

What do you want to do with
PLDR816B_Subset_SPAR_Form_Repo_020813.xls?

Size: 15.6 KB
Type: Microsoft Excel 2003
From: swan.p3.pitt.edu

→ **Open**
   The file won't be saved automatically.

→ **Save**

→ **Save as**

Cancel

NOTE:

1: "PLD DEPT SPAR Responsibility and "PLD RC SPAR Responsibility

PLDR816A and PLDR616B reports can be run under these responsibilities too, however, Employee Name parameter is optional. If Employee Name is not entered, the report output will show SPAR data for all employees in the department value entered in parameter.
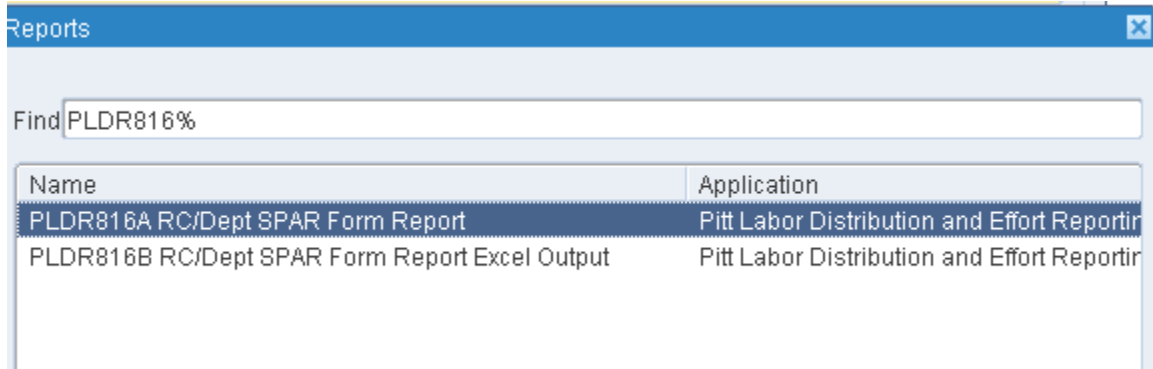
2: "PLD RC SPAR Responsibility:

In addition to SPAR form reports, PLDR392 NIH Cap Excel output and PLDR393 DHHS Cap Excel output reports can be run from this responsibility.

"RC" is a required parameter for these reports and only the data for the RC user has access to will be displayed. The report also takes the Period as a parameter. It should be run for the current period which will be populated automatically in the parameter window.
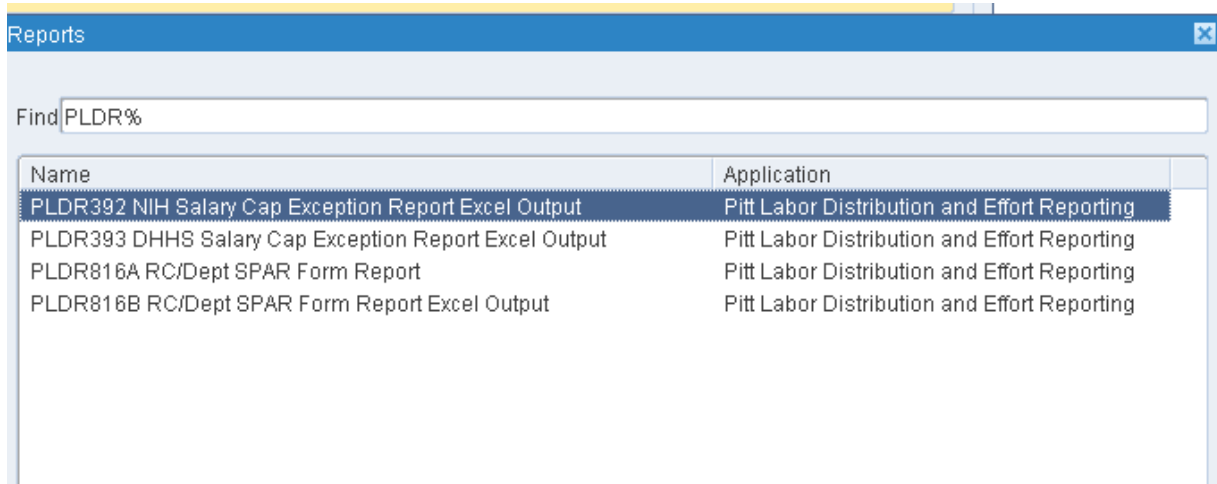
Parameters

Period   JUL-13

RC

[OK]   [Cancel]   [Clear]   [Help]