

How to use SPARC On-Demand/Webl reports

DCF.Wisconsin.gov/SPARC



Wisconsin Department of Children and Families

Run Report

1. Find your desired report
2. Choose your desired date range
3. Choose your organization
 - a) Tip: type in the first few letters in the *Supplier Name* field to easily find it
4. Click the report name *or* icon
5. Your report will open in a new tab

| | |
|--|---|
| SPARC | ▼ |
| Reports 1 | ▲ |
| Expense Detail | |
| Payments | |
| Contract Balance | |
| Contract Detail | |
| RMS Cost Allocation | |
| Child Care Overview | |
| How-To / Resources | ▼ |
| Codes | |
| Auditor Resources | |
| Quick Links | |
| Contact SPARC dcffinancegrants@wisconsin.gov | |

Reports

Various SPARC reports are available to show contract and payment details for SPARC contracts. Find each of the On-Demand/Webi reports below.

Want to know how to run the On-Demand/WEBI reports? Check out our [How to use SPARC On-Demand/WEBI Reports guide](#).

Expense Detail

Shows what was reported each month.

Payments

Reconcile individual payments and review totals paid for each month of the year.

Contract Balance

Shows how much of a contract remains and the cash position.

Contract Detail

Shows expenditures submitted for reimbursements and the actual reimbursements listed by contract.

RMS Cost Allocation

Did counties submit the required monthly Cost Pool Report and quarterly Employee County Report? Check here!

Child Care Overview

These child care specific reports are used to monitor monthly expenditures and remaining contract balances for counties on a calendar year basis and tribes on a federal fiscal year basis.

Bank Deposit Reconciliation Report

Click to open Webi report ↓

2 Select Start Month/Year ?
January 2025

Select End Month/Year
April 2025

Supplier Name (optional, or select ALL)
ALL

3

Supplier Name (optional, or select ALL)
ALL
Ada
Adams County

4 BANK DEPOSIT RECONCILIATION REPORT (WIS-SR-019)

Download Report

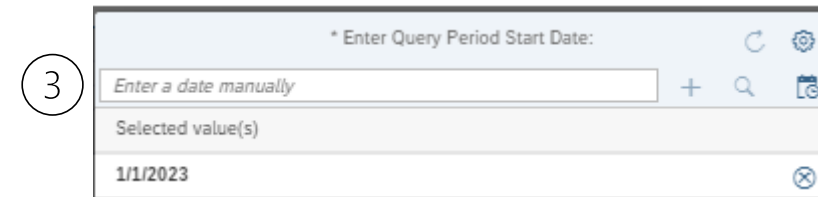
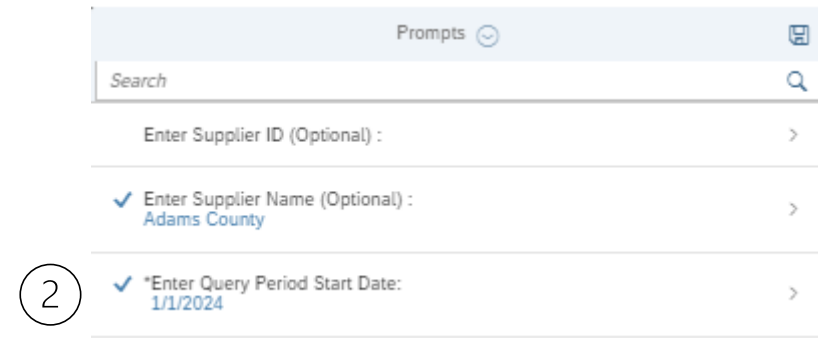
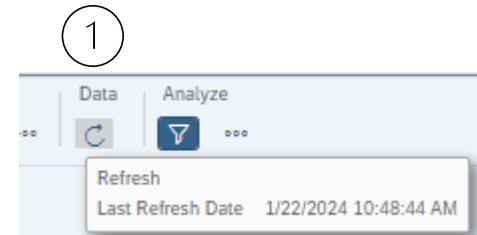
1. In your report tab, select the *three dots* at the top left of the screen
2. Select *Export*
3. On the left-hand side of the menu, select *Excel* (or PDF if you prefer)
 - a) Select one or all the tabs in the report to export
4. Click *Export* button at bottom of screen

The screenshot illustrates the steps to export a report. It is divided into three numbered sections:

- Section 1:** Shows the top navigation bar with 'File', 'Data', and 'Analyze' tabs. A 'More' menu (three dots) is open, and the 'Export...' option is highlighted. A circled '1' is above the 'More' menu, and a circled '2' is to the right of the 'Export...' option.
- Section 2:** Shows the 'Export to' menu with options: Excel, PDF, HTML, TXT, and CSV. The 'Excel' option is selected. A circled '3' is above the 'Excel' option.
- Section 3:** Shows the 'Excel' export dialog. It has 'Reports' and 'Options' tabs. The 'Reports' tab is active, showing a search bar and a list of reports. The report 'BANK DEPOSIT RECONCILIATION REPORT DETAIL(Current Report)' is selected with a checkmark. At the bottom right, there are 'Export' and 'Cancel' buttons.

Adjust Report Dates

1. In report tab, select the *Data* refresh icon (top left of screen)
2. In the Prompts box pop-up, select "*Enter Query Period Start Date*" and/or "*Enter Query Period End Date*" if available
3. Change to desired period by either
 - a) selecting the calendar icon
 - b) typing inside the "Enter a date manually" box
4. Press *Enter*, *OK*, and then *Run*
5. Your new report generates, ready to download/export





Benefits of On-Demand Reports

- Retrieves only *your* organization's info
 - No more scrolling through a giant spreadsheet to find your data!
- More flexibility on date ranges
 - Adjust beginning and ending query dates as needed
- Technology upgrade!
 - These reports generate with far greater consistency than the prior linked option

Questions or suggestions? E-mail the SPARC accountants! We'd love to chat.

DCFFinanceGrants@wisconsin.gov

