

# How to use SPARC On-Demand/Webl reports

[DCFSPARC.Wisconsin.gov](https://DCFSPARC.Wisconsin.gov)



Wisconsin Department of Children and Families

# Run Report

1. Find your desired report (via [Agency Dashboard](#) or [Statewide Reports](#))
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

Finance / SPARC Reports  
On-demand request switchboard

Select WEBI Report

Report Name-ID

CONTRACT BALANCE BY AGENCY (WIS-SR-003)	
EXPENSE ANALYSIS BY CLASS CODE (WIS-SR-006)	
STATEWIDE CONTRACT BALANCE REPORT (WIS-SR-010)	
MONTHLY EXPENDITURE YEAR TO DATE (WIS-SR-011)	
BANK DEPOSIT RECONCILIATION REPORT (WIS-SR-019)	
RMS Cost Allocation (WIS-SR-029)	

Click an icon above to open the selected report

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Supplier Name (optional, or select ALL)

ALL

Ada

Adams County

# 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)
4. Press *Export* button

The screenshot illustrates the steps to export a report. At the top, a menu is open, showing options like Print, Export, and Send to BI Inbox. The 'Export' option is highlighted. Below this, the 'Excel' export dialog is shown, with 'Excel' selected in the 'Export to' list. The 'Reports' tab is active, and the 'BANK DEPOSIT RECONCILIATION REPORT(Current Report)' is selected in the list of reports. At the bottom right, the 'Export' button is highlighted.

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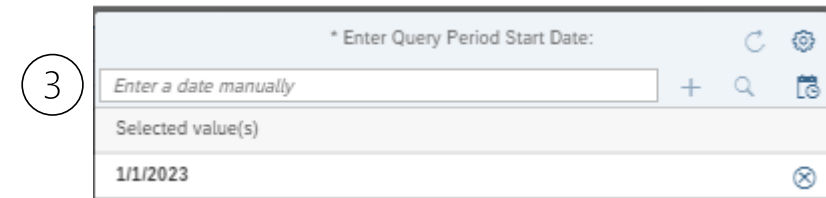
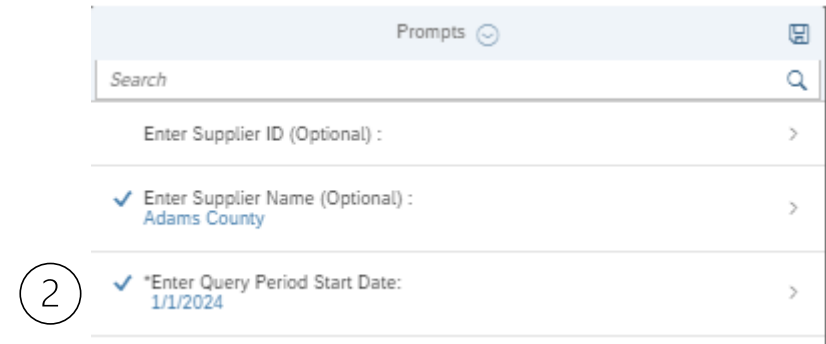
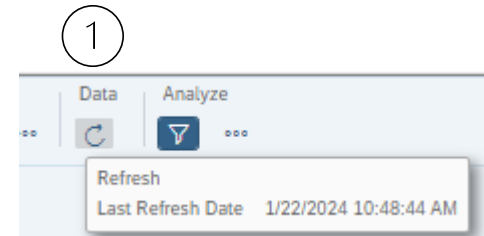
2

3

4

# 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*"
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.**

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