SPARC – System for Payments and Reports of Contracts

SPARC is the System for Payments and Reports of Contracts (https://sparc.wisconsin.gov) from the Department of Children and Families. Most of the Prevention Board's contracts use the SPARC system for reimbursement and uploading reports.

New Users need to set up an account:

If you are new to DCF's SPARC Payment and Reporting System or have new staff who need to access, please follow the instructions below. Each person who needs to access SPARC will need a WIEXT ID.

1. To access SPARC users will need a WIEXT ID. If you do not have a WIEXT ID, you need to get one by following these instructions:
   - Go to DWD/Wisconsin Logon Management System: https://accounts.dwd.wisconsin.gov/
   - Click on the "Log In Creation" link
   - Enter your first name, last name, and <u>work</u> email address
   - Create a username (5-20 characters, using only letter and numbers – no spaces or special characters)
   - Create a password (5-20 characters, using only letters and numbers – no spaces or special characters)
   - Select a question (if you are unable to logon you will need to provide the answer to your security question in order to get access to your logon)
   - Click the check box to accept the terms and conditions
   - If you need multiple WIEXT IDs, contact DCF Finance at DCFFinanceGrants@wisconsin.gov
2. After you have your WIEXT ID, request security by completing and following the directions in the External SPARC Sign In Authorization Request form: https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fdcf.wisconsin.gov%2Ffiles%2Fforms%2Fdoc%2F5157.docx&wdOrigin=BROWSELINK
   - This form is for both financial and reporting purposes.
   - See a snippet of the form below. The blue arrow is pointing to the two access options.
     - Portal Finance: access to submit for reimbursement of expenses
     - Portal Reporting: access to submit reporting

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Management Services
Bureau of Finance

External SPARC Sign In Authorization Request

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1) (m), Wis. Stats.]. Send all requests to your supervisor / security officer. The department is legally responsible for protecting the confidentiality of personally identifiable information. Any screen or printout displaying personally identifiable information is confidential information and must be secured.

Request Type: ☐ New Account ☐ Change ☐ Employment Ended ☐ Other   If "Change or Other" – Specify:

Environment Type: ☐ Production

User Type: ☐ Portal Finance ☐ Portal Performance

User to provide the following information

1. CORe ID	2. STAR Supplier ID (leave blank if not known)
3. Agency Name	4. Agency Address
5. Name – User (First Middle Initial Last)	6. Email Address – User
7. Title	8. Work Telephone Number – User
9. Action: ☐ Activate Access ☐ Inactivate Access	

Finance/SPARC Reports:

SPARC has a dashboard of reports (https://dcfsparc.wisconsin.gov/dashboard/agency-reports). These can be used to confirm that expenses were submitted and reimbursed. These are on-demand reports that are updated monthly.

Finance / SPARC Reports
On-demand request switchboard

Select WEBI Report

Select Report Month/Year
June 2023 ▼

First Letter of Supplier Name
A ▼

Supplier Name (optional, or select ALL)
ALL ▼

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)

Resources:

Wisconsin Department of Children and Families (DCF) has compiled a page with links to helpful SPARC resources that can be reached here: https://dcfsparc.wisconsin.gov/resources

Document Uploading Instructions:
https://dcfsparc.wisconsin.gov/files/sparcforms/pdf/sparcdocumentuploadinstructions.pdf

If you have questions or require additional support: https://dcfsparc.wisconsin.gov/contact-us