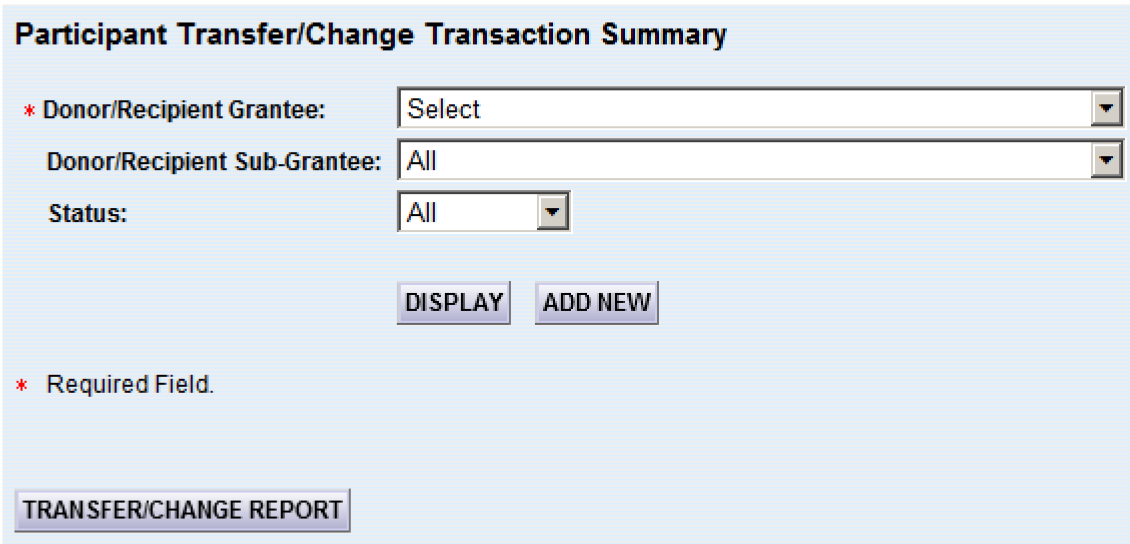
Transfer/Change Report

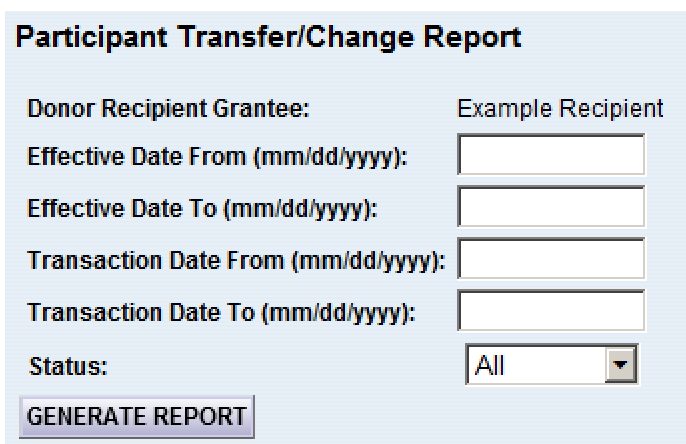
Only SPARQ users who have been designated as grantee administrators have the ability to access and use the Transfer/Change Report.

1. Click on the Transfer/Change link under **System Tools** on the **SPARQ Home** page. The system will display the **Participant Transfer/Change Transaction Summary** screen.



2. Select the appropriate grantee and click 

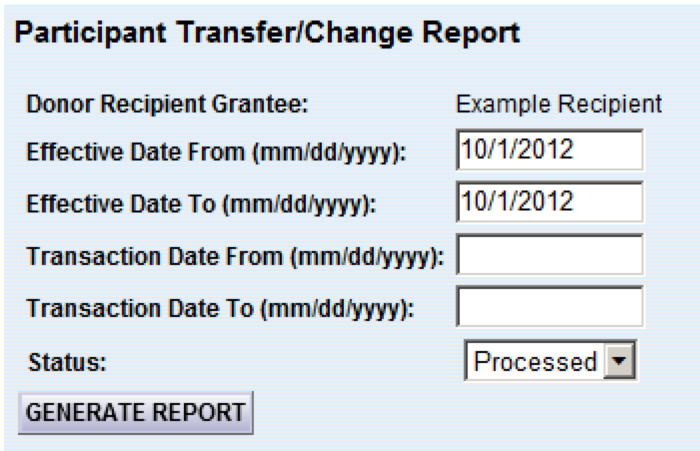
. The system will display the **Participant Transfer/Change Report** screen.



3. Enter the criteria upon which you wish to filter. If you want to see transfers that were effective during a certain range, use the first set of date fields. If you want to see those that were processed during a certain range, use the second set of date fields. For example, to see a list of records that were transferred as part of the PY12 transition, enter “10/1/2012” in “Effective Date From” and “Effective Date To” and select “Processed” from the “Status” dropdown.

   Then click GENERATE REPORT.

   (Note: If you are using a version of Internet Explorer that precedes version IE9, hold down the “Ctrl” key on the keyboard before you click GENERATE REPORT. <u>Keep holding down the “Ctrl” key while SPARQ generates the report.</u>)



3. After the report generates, a window will appear that allows you the choice of either opening or saving a csv file. (Note: A csv file can be opened with Excel). After selecting one of those options (opening the file or saving a csv file), release the “Ctrl” key and proceed as usual. The file will display the following fields:

   Donor Grantee Code
   Donor Grantee Acronym
   Donor Sub-grantee Code
   Donor Sub-grantee Name
   Recipient Grantee Code
   Recipient Grantee Acronym
   Recipient Sub-grantee Code
   Recipient Sub-grantee Name
   Effective Date
   Transfer/Change Status
   Error Reason
   Created By
   Transaction Date
   Transfer Reverse
   PID
   Last Name
   Donor County of Residence
   Donor County of Authorized Position
   Durational Limit Date