GRS Training

Illinois Department of Commerce and Economic Opportunity

Grantee Reporting System

- GRS is an electronic reporting system used for requesting cash and reporting of grant costs, obligations, and miscellaneous receipts and disbursements (i.e., program income).

GRS Access

- Your grant manager can send you the External User ID Request Form.

- GRS IDs are limited to one per grantee.

- The person assigned to the ID should be the person who will be accessing the system to report expenditures and request cash.

- A new user will be issued a temporary password. The new user must login within 2 days to enter a new password or the temporary password will expire.

DCEO Help Desk

- Contact the DCEO Help Desk for password resets or connectivity issues.

- Email: ceo.racfsecurity@illinois.gov

- The email should read as follows: "Please reset the password for RACF ID _____. I am a WIOA grantee that needs access to GRS."

Expenditure Reporting Requirements

- Expenditures for each month must be entered into GRS by the 20th of the following month. For example, January expenditures must be reported by February 20. If the 20th of the month falls on weekend or holiday, the expenditures must be reported by the last business day prior to the 20th.

- After the 20th, the grantee is locked out of reporting for the previous month.

- Keep supporting documentation on file for monitoring and reporting (quarterly trial balances). Supporting documentation should tie to the expenditures entered in GRS.

Cash Request Processing

- Cash Requests are processed on Mondays and Thursdays.
- Cash requests entered in GRS by 4:30 pm on Wednesdays will be approved/rejected on Thursday. Cash requests entered in GRS by 4:30 pm on Friday will be approved/rejected on Monday.
- Holidays occurring on Mondays or Thursdays will delay the cash request processing by at least one day.
- Cash requests approved by DCEO are processed to the Illinois Comptroller's Office for payment.
- Cash Request Limit – Depending on the variable advance limit in the grant agreement, your cash requests may be limited to certified costs to date plus a percentage of the grant amount.

Direct Deposit

- If the grantee wants to receive payments via Electronic Funds Transfer (EFT) rather than a paper warrant, the grantee should contact the Illinois Comptroller's Office.

- Illinois Office of Comptroller, Electronic Commerce Section, 217-557-0930

- If you have multiple grants, you will have to get a 3-digit control number for each new grant. The control number and grant number must be provided to DCEO accounting.

GRS User Manual

- The information covered in this training is in the GRS User Manual.

- Your grant manager can provide you a copy of the manual.

- The manual has step-by-step instructions for GRS reporting and requesting cash.

GRS Access

- URL – https://neonwebh.cmcf.state.il.us:8080/dceo/costrpt

- Log in to GRS with your User ID and password once per month to keep password current. You'll be instructed to change your password every 2-3 months.

- If your password expires, contact the DCEO Help Desk to reset your password.

Navigation

- On the main menu, enter the grant number. Use the PF buttons on the left side of the screen (not the F buttons on your keyboard) to select a screen.

- On a screen, you can use tab and shift/tab to move between entry/text fields on the screen

- Refer to the menu at the bottom of the screen for other options

Entering Numbers

- You must enter the decimal point and cents (e.g., 250.00). If you do not, GRS will enter the decimal point. It will convert 250 to 2.50.

- To enter negative numbers, enter the amount followed by a minus sign.

Closing Out Grants

- In order to close out a grant, the grantee can do the F6 approval (not the F2 approval to certify costs) on the 352 screen, which should be done before they submit the final report and trial balance. After the F6 approval is done, the grantee can no longer request cash. The grantee must ensure that GRS revenue equals GRS expenditures and that the final trial balance supports the revenue and expenditures reported in GRS. The F6 is automatically made available to the grantee once the grant end date has been reached. Otherwise, DCEO accounting has to manually force the grant to start the close-out process. This is an over-the-weekend process.

- On screen 352, place a "Y" is the space below (bold text)

  - GRANT # 09-673100   GRANTEE _____

  - I HEREBY CERTIFY ALL NECESSARY TASKS HAVE BEEN COMPLETED TO PREPARE THE CLOSE

  - OUT AND WE ARE READY TO PRINT AND SIGN **IT: _ F6** APPROVE F10 UN-

    APPROVE

Questions?

- Contact
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