Illinois
Department of Commerce
& Economic Opportunity

Bruce Rauner, Governor

Grantee Reporting System

User Handbook for SBDC Program

AMERICA'S SBDC ILLINOIS

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INTRODUCTION

Welcome to the Illinois Department of Commerce and Economic Opportunity Grantee Reporting System. This is an electronic reporting system for Expenditure Summary and Invoice Voucher submission. The GRS consists of several screens accessible by grantees. It allows for electronic entry of costs and cash requests.

GENERAL

The Grantee Reporting Systems (GRS) resides on a State of Illinois mainframe computer in Springfield. It is accessed via the Internet through an unpublished website address or the Department of Commerce website. Personal computers configured with an Internet browser such as Microsoft Explorer, are able to access the GRS with no additional software requirements. DCEO assigns each user an identification number (ID) and password to access the GRS. It is the grantees' responsibility to ensure that this ID and password are kept secure and updated.

OVERVIEW

The information from the subgrantees is entered into the GRS. Once entered, it is then used to justify and request grant funds from various branches of Federal Government. Therefore, it is essential that the information reported be accurate and timely.

Cost reporting includes both actual expenditures and accrued costs. Costs may be reported without making a cash request.

The system is designed to display an error message when a transaction is entered incorrectly, or does not meet the compliance criteria established in the executed grant agreement. These safeguards are in place to help prevent the processing of invalid transactions.

The current status of cash requests may be viewed on the system at any time by accessing an inquiry screen.

WORKFLOW

The typical workflow of the GRS is as follows:

a. Grant Administrators input the grant costs. If needed, a cash request may also be processed.

b. At least once a week, the Department of Commerce reviews and posts cash requests. The frequency may increase depending on program requirements.

c. Department of Commerce Accounting office staff review and recommend approval/rejection.

d. Department of Commerce Program staff review and make final approval/rejection.

e. Cash is requested from the Federal Government as needed.

f. Approved vouchers are processed and forwarded to the Office of the Comptroller.

g. The Office of the Comptroller makes payments to the grantee via a warrant or electronic funds deposit.

GRANTEE REPORTING SYSTEM ASSISTANCE

Questions concerning this system may be directed to your network coordinator.

INTERNET ACCESS & SIGNON PROCEDURES

Step 1:   Open your Internet Browser program (Microsoft Internet Explorer, Chrome, Firefox, etc.) and connect to the Internet through your Internet Service Provider (ISP).

Step 2:   In the address area of your browser, type the following web address:

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

then press <ENTER>

Step 3:   In Internet Explorer, a **Security Alert** dialogue box will appear. Click the "YES" button to proceed into the site. *This is not a security risk to your computer or company.*

Step 4:   In Internet Explorer, an **Enter Network Password** dialogue box will appear asking you for your User Name and Password. Type in your DCEO assigned ID and your personal password and click the <OK> button. *Your assigned ID resembles MHDXXXX and you will utilize your personally set password. As you type, your password will appear as asterisks for security reasons.* **Do not mark the box "Save this password in your password list".**

Note: *If you are unable to access the next screen, it is possible that you have an expired or invalid password. You may inquire on this and get other assistance by calling the DOIT Service Desk at 217-524-3648 or email ceo.racfsecurity@illinois.gov*

Step 5:   A black screen with green lettering will appear with navigation buttons on the left side toolbar.

   NOTE: From this point on, you will be using only the navigation buttons on the left side of your screen. The <PF> buttons on your keyboard will not function properly in the website.

Step 6:   The **Expenditure Reporting Cash Request Menu** is displayed as seen in this example:

Step 7:   Proceed with **Cost Reporting and Cash Requests.**

COST REPORTING AND CASH REQUESTS

```
DCEO  20761045 DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY        07/26/17

HD07DPC0              EXPENDITURE REPORTING CASH REQUEST MENU          17:17:31




PLEASE ENTER THE GRANT NUMBER TO BE PROCESSED  [      ] [        ]   LOAN DESIGNATOR [    ]



            F1  -  COST REPORTING ................................ (#351)

            F2  -  COST SUMMARY ................................... (#352)

            F3  -  CASH REQUESTS ................................. (#353)

            F4  -  CASH REQUEST TRACKING .......................... (#354)

            F5  -  DIRECT DEPOSIT INQUIRY ........................ (#293)

            F6  -  SUB GRANTEE COST LEDGER SUMMARY ............... (#362)

            F7  -  SUB GRANTEE BUDGET/COSTS LEDGER DETAIL ........ (#364)

            F8  -  MISC RECEIPTS DISBURSEMENT SUMMARY  ........... (#371)

            F9  -  SBDC PROGRAM INCOME ........................... (#375)

            F10 -  WIA PERCENTAGE OBLIGATION UPDATE .............. (#377)

            F13 -  PETITION REPORTING ............................ (#391)

            F23 -  MASTER SYSTEM MENU
```

ENTER
CLEAR
PF01
PF02
PF03
PF04
PF05
PF06
PF07
PF08
PF09
PF10
PF11
PF12
PF13
PF14
PF15
PF16
PF17
PF18
PF19
PF20
PF21
PF22
PF23
PF24

After typing the Grant Number in the two fields (do not use a "-" in the number), you may begin processing transactions for your Grant. This menu is the only place that you are able to input the Grant Number for screens #351, #352, and #353. The purpose of this is to restrict transactions to a single grant at a time to prevent inadvertent entry of other data. It also eliminates the need to retype standard information on each screen that you use. When a transaction is completed, you may advance to the next function or return to the menu as indicated in the navigation area listed at the bottom of each screen. Clicking on the corresponding PF button on the left side of the screen will perform the action requested. *Note: The loan Designator field does not apply to the SBDC Program.*

F1   EXPENDITURE REPORTING (#351): This screen is used to report costs by each authorized cost category for the grant. Costs attributable to the current month and the previous month may be reported, provided they are within the Beginning and Ending dates of the grant period. One cost category is displayed at a time and only those costs categories authorized in the grant budget appear.

F2   EXPENDITURE SUMMARY (#352): This screen is the electronic version of the manual expenditure summary form. It provides a single place to review the approved grant budget, costs reported to date, and allowable remaining costs. This screen allows for the

completion of the required cost certification statement and in the case of Internet automated closeouts, finalize and lock down cost reporting so the closeout process may begin.

F3   CASH REQUESTS (#353): This screen is utilized to request cash. For some programs, there must be an amount of certified costs reported equal to or greater than the total of all previous and current cash requests.

The following screens do not require a grant number to be entered at the main menu.

F4   CASH REQUEST TRACKING (#354): This screen provides the status of all cash requests made for a grant.

F5   DIRECT DEPOSIT INQUIRY (#293): This screen provides detailed data regarding deposits. It can display information such as dates, warrant numbers, EFT (Electronic Funds Transfer) trace numbers, and individual grant numbers depending on the type of inquiry.

F6   SUB GRANTEE COST LEDGER SUMMARY (#362): This screen provides the same basic information as the Cost Summary (#352), but the costs are shown in total whether they have been certified or not. This screen also allows for data parameters to be entered for customized inquiry.

F7   SUB GRANTEE BUDGET/COSTS LEDGER DETAIL (#364): This screen provides the complete detail of all transactions on an individual grant. The screen utilizes various parameters to customize the inquiry to either budget or costs and then has the ability to handle data ranges and limits to an individual cost category. All transactions, including any adjustments, are extracted for display according to the input parameters.

F8   MISC RECEIPTS/DISBURSEMENT SUMMARY (#371): Certain programs utilize this generalized screen to input program income and program interest amounts as earned during the grant period. (Not used by the SBDC Program)

F9   SBDC PROGRAM INCOME (#375): This screen is used exclusively for the SBDC Program to enter monthly receipts and disbursements of program income transactions.

F10   WIA PERCENTAGE OBLIGATION UPDATE (#377): Not used by the SBDC Program

F13   PETITION REPORTING (#391): Not used by the SBDC Program

F23   MASTER SYSTEM MENU: *Not available to grantee user access*

EXPENDITURE REPORTING (#351)

```
DCEO   20761045          GRANTEE REPORTING SYSTEM              07/26/17

HD07DPCA                 EXPENDITURE REPORTING (#351)          17:24:48

MSG 049-THE BEGINNING OF THE FILE HAS BEEN REACHED, PLEASE PROCEED




GRANT #            GRANTEE

EXP CODE 1001      DESCRIPTION PERSONNEL_____

   EXP CODE FOR SPECIFIC INQUIRY  _____


PREVIOUS PERIODS CUMMULATIVE TO DATE TOTAL _____


                          JUNE 2017      NEW COSTS
                        TOTAL TO DATE     TO REPORT

          PREVIOUS MONTH  _____  _____


                          JULY 2017      NEW COSTS
                        TOTAL TO DATE     TO REPORT

          CURRENT MONTH   _____  _____


SUMMARY         BUDGET      PEND DECREASE   CUM TO DATE TOT      BALANCE

CAT 1001                    _____   _____          00


ENTER INQUIRY          F7 PREVIOUS        F8  NEXT          F9  HELP

F1   GO TO EXPEND SUMMARY SCREEN          F11 MENU
```

ENTER
CLEAR
PF01
PF02
PF03
PF04
PF05
PF06
PF07
PF08
PF09
PF10
PF11
PF12
PF13
PF14
PF15
PF16
PF17
PF18
PF19
PF20
PF21
PF22
PF23
PF24

1. Select an Expenditure Code line. *To reach a specific Expenditure Code line, the user may either enter the number directly to the field and then click the <ENTER> button, or scroll forward through the authorized Expenditure Code lines by clicking on the <PF8> button on the left side of the toolbar.*

2. Costs to be reported should be entered on the Previous Month or Current Month field under New Costs to Report. *The entry to these lines should correspond with the dates the costs were actually incurred. New costs can be entered multiple times prior to certifying on the Expenditure Summary (#352).* **Note: Costs cannot exceed flexibility in the approved budget lines.**

3. To **reduce** costs or to adjust an incorrect entry, the user may enter an amount **<u>followed by a "-" (minus),</u>**

4. When entering costs, clicking on the <PF8> button will advance to the next Expenditure Code line.

5. After all costs have been entered, clicking on the <PF1> button transfers the display to the Expenditure Summary (#352) screen for verification of entry and certification of costs.

EXPENDITURE SUMMARY (#352)

```
ENTER
CLEAR
PF01
PF02
PF03
PF04
PF05
PF06
PF07
PF08
PF09
PF10
PF11
PF12
PF13
PF14
PF15
PF16
PF17
PF18
PF19
PF20
PF21
PF22
PF23
PF24
```

```
DCEO                        GRANTEE REPORTING SYSTEM                    07/26/17

HD07DPCB                    EXPENDITURE SUMMARY (#352)                  17:27:13

MSG 014-THERE ARE NO MORE ENTRIES TO BE VIEWED FOR THIS REQUEST

                                                                     GRANT OPEN

GRANT #              GRANTEE



                        GRANT        CERTIFIED      UNCERTIFIED

EXPEND CODE            BUDGET          COSTS          COSTS          BALANCE

   1001              15,625.00    _____  _____      15,625.00

   1002               4,375.00    _____  _____       4,375.00

   ____          _____    _____  _____  _____

   ____          _____    _____  _____  _____

   ____          _____    _____  _____  _____

   ____          _____    _____  _____  _____

   ____          _____    _____  _____  _____

   TOTL             20,000.00    _____  _____      20,000.00


I HEREBY CERTIFY THAT THE TOTAL DOLLAR AMOUNT OF THIS TRANSACTION REFLECTS

ACTUAL COSTS INCURRED, AND THAT ALL EXPENDITURES FROM THESE GRANT FUNDS ARE

ONLY FOR APPROVED PROJECT ACTIVITIES.   PRESS F2 TO CERTIFY COSTS REPORTED.


F2 CERTIFY COST REPORTED   F7 START OVER   F8 FORWARD   F9 MATCH BUDGET

F4 RETURN TO EXPEND RPT SCRN  F5 TRANSFER TO CASH RQST SCRN  F11 MENU
```

1. All costs that were recently entered to the Expenditure Reporting (#351) screen will appear in the Uncertified Costs column. *These should be verified against the supporting documentation to insure data entry accuracy.*

2. Costs may be certified by clicking on the <PF2> button.

3. After costs have been certified, they will immediately appear in the Certified Costs column in total with all previously entered costs.

4. Programs utilizing grantee Cash and In-kind match funds will have the <PF9> navigation item listed at the bottom of the screen. To fully certify all costs, once the DCEO funded costs are certified, the <PF9> button will need to be clicked so that Cash and In-kind match costs may also be certified at this time.

5. Clicking the <PF5> button transfers the display to the Cash Request (#353) for entering and certifying current cash requests.

CASH REQUEST (#353)


```
DCEO                        GRANTEE REPORTING SYSTEM                    07/26/17

HD07DPCC                        CASH REQUEST  (#353)                    17:30:37

MSG 016-YOUR REQUEST HAS BEEN SUCCESSFULLY DISPLAYED

   PLEASE ENTER NEW GRANT NUMBER TO BE PROCESSED  __  _____    LOAN DESIGNATOR  __

     GRANT #           GRANTEE

     LOAN DESIGNATOR  _  BORROWER _____

              CUMULATIVE OBLIGATION              20,000.00_

              RESERVE                          _____

              PREVIOUS CASH REQUESTED          _____

              OBLIGATION BALANCE                20,000.00_

              CERTIFIED COSTS TO DATE          _____

              CASH REQUEST LIMIT               _____

              CASH MATCH REPORTED YTD          _____

              INKIND MATCH REPORTED YTD        _____

              CASH AVAILABLE TO REQUEST        _____

                 PENDING REQUEST

                 #  ____  DATE _____  AMT  _____

              PLEASE ENTER THE FOLLOWING

                 YOUR CASH REQUEST            _____

                 CURRENT CASH ON HAND         _____

        I CERTIFY THAT ANY CASH ON HAND IS NECESSARY TO MEET IMMEDIATE

        CASH NEEDS.  PRESS F2 TO CERTIFY/PROCESS CASH REQUEST.

F2 CERTIFY/PROCESS CASH REQUEST   F6 VOID PENDING REQUEST

F4 GO TO EXP REPORTING              F5 GO TO EXP CERTIFICATION    F11 MENU
```

1. Verify the line shown as "Cash Available to Request". This line in certain programs will be limited to the amount of certified costs reported.

2. Enter the amount of cash to be requested on the "Your Cash Request" line.

3. Enter the amount of any cash on hand on the "Current Cash on Hand" line. *Note: This amount should be zero.*

4. Certify the current cash request by clicking on the <PF2> button. At the time this cash request is certified, it will immediately appear on the "Pending Request" line. *Note: A grant may only have one cash request in process at a time.*

5. A request amount appearing on the "Pending Request" line may be VOIDED until it is processed by DCEO. Clicking on the <PF6> button will VOID a request. A new amount can then be entered, if necessary.

6. Programs requiring grantee match funds will display the total amount of certified matching costs on this screen in the middle for verification.

7. Clicking the <PF11> button returns the user to the Expenditure Reporting Cash Request Menu.

CASH REQUEST TRACKING (#354)

```
DCEO                      GRANTEE REPORTING SYSTEM                07/26/17
HD07DPCD                  CASH REQUEST TRACKING (#354)            17:32:21
MSG 014-THERE ARE NO MORE ENTRIES TO BE VIEWED FOR THIS REQUEST
TRNFR  ____    SUPPLY VCH#,SFY PRESS ENT TO SEE 292 INFO IF ASTRSK EXIST _____ _

GRANT # ___   _____      GRANTEE                              DESIG _
GRANT AMOUNT      20,000.00
RQST   REQUEST                     REQUEST      DCEO       VOUCHER   VOUCHER
NBR     DATE     STATUS            AMOUNT    APRVD DATE    NUMBER    DATE     SFY

0001  07-12-17  VOUCHERED        20,000.00   07-13-17   G0006237  07-13-17  17
    _____
    _____
    _____
    _____
    _____
    _____
    _____
    _____
    _____
    _____
    _____
    _____
                        REQ TOT    20,000.00_
*** DISALLOWED COSTS ARE NOT INCLUDED IN THE REQ TOTAL ABOVE
ENTER INQUIRY  F1  SEE VCHR PAYMENT DETAIL  F7 PREV  F8 FWD  F10 MENU  F11 XFR
```

ENTER
CLEAR
PF01
PF02
PF03
PF04
PF05
PF06
PF07
PF08
PF09
PF10
PF11
PF12
PF13
PF14
PF15
PF16
PF17
PF18
PF19
PF20
PF21
PF22
PF23
PF24

1. Type the grant number and click the <Enter> button to inquire.

2. Clicking the <PF8> button will scroll through additional lines if there are too many to display on a single screen.

3. Clicking the <PF1> button will provide additional information about payment requests and vouchers. This detail will provide a warrant number or EFT number, if the payment has been issued by the Office of the Comptroller.

4. Clicking the <PF10> button returns the user to the Expenditure Reporting Cash Request Menu.

DIRECT DEPOSIT INQUIRY (#293)

1. Type the grant number and click on the <Enter> button to inquire.

2. Clicking the <PF8> button will scroll through additional lines if there are too many to display on a single screen.

3. Other inquiries may be displayed depending on the information input for inquiry on this screen. Additional information can include dates, warrant numbers, FEIN's, and EFT or warrant types. *Because of security issues, bank account number inquiries are not displayed or available for this selection.*

4. Clicking the <PF6> button returns the user to the Expenditure Reporting Cash Request Menu.

SUB GRANTEE COST LEDGER SUMMARY (#362)

1. Type the grant number and click on the <Enter> button to inquire.

2. Clicking the <PF8> button will scroll through additional lines if there are too many to display on a single screen.

3. Other inquiries may be displayed depending on the information input for inquiry on this screen. Additional information can include a date range of costs reported, and for certain programs, a limiting indicator to view only cash or in-kind match budget and costs reported. To view match, type an "x" next to "Cash", "InKind" or "Both".

4. Clicking the <PF6> button returns the user to the Expenditure Reporting Cash Request Menu.

SUB GRANTEE BUDGET/COSTS LEDGER DETAIL (#364)

```
ENTER
CLEAR
PF01
PF02
PF03
PF04
PF05
PF06
PF07
PF08
PF09
PF10
PF11
PF12
PF13
PF14
PF15
PF16
PF17
PF18
PF19
PF20
PF21
PF22
PF23
PF24
```

```
DCEO                         GRANTEE REPORTING SYSTEM              07/26/17

HD07GPA4          SUB GRANTEE BUDGET/COSTS LEDGER DETAIL (#364)     17:39:58

MSG 014-THERE ARE NO MORE ENTRIES TO BE VIEWED FOR THIS REQUEST

TRANSFER TO SCREEN  _____                      LOG/SEQ _____ _____

GRANT  _____ - _____

VIEW BUDGET) ALL X    ESTABLISHMENT ___  MOD ___   PERIOD  ___ ___ ___ ___ ___ ___

VIEW COSTS)  ALL ___   PERIOD ___ ___   ___ ___   ENTERED ON ___ ___ ___  ___ ___ ___

            RESTRICT TO EXP CODE  _____   MATCH) CASH ___   INKIND ___   BOTH ___

EXP     -NEW-

SEL CODE MO YR DESCRIPTION       TYPE        DATE        BUDGET


 ___   1001 ___ ___  PERSONNEL_____  ESTABLISH_  06/13/2017    15,625.00

 ___   ___  ___ ___  _____ _____     TOTAL 1001     15,625.00

 ___   1002 ___ ___  FRINGE BENEFITS_____  ESTABLISH_  06/13/2017     4,375.00

 ___   ___  ___ ___  _____ _____     TOTAL 1002      4,375.00

 ___   ___  ___ ___  _____ _____  _____ _____

 ___   ___  ___ ___  _____ _____  _____ _____

 ___   ___  ___ ___  _____ _____  _____ _____

 ___   ___  ___ ___  _____ _____  _____ _____

 ___   ___  ___ ___  _____ _____  _____ _____

 ___   ___  ___ ___  _____           _____ _____

 ___   ___  ___ ___  _____  GRAND  TOTAL_____     20,000.00


ENTER INQUIRY    F2 UPDATE    F6 MENU   F7 PREVIOUS   F8 NEXT   F11 TRANSFER
```

1. Type the grant number, select BUDGET or COSTS with an "X", then click on the <Enter> button to inquire.

2. Clicking the <PF8> button will scroll through additional lines if there are too many to display on a single screen.

3. Other inquiries may be displayed depending on the information input for inquiry on this screen. The BUDGET view can be limited by marking either the Establishment or Modification indicator with an "X", and by entering a date range. The COSTS view can be limited by entering a reporting period, or by entering a range of dates that the information was actually input to the GRS. Both views can be restricted to a specific Expenditure Code, or Match lines.

4. Clicking the <PF6> button returns the user to the Expenditure Reporting Cash Request menu.

SBDC PROGRAM INCOME/EXPENDITURES (#375)

1. Type the grant number and enter the current month and year for income/expenditures to be entered and click on the <Enter> button to inquire. *Note: Income/expenditures for past months exceeding one month cannot be entered. You must enter the past months on the current month.*

2. The closeout carry forward from the previous year in listed at the top of the page. This will remain the same amount until the next grant year.

3. Enter any Program Income amounts in the corresponding category in the left hand column and Program expenditure amounts in the corresponding category in the right hand column. *Note: if you have already entered amounts for the month and need to add additional amounts in that category, the system will not calculate the addition. You will*

need to enter the total amount in that category. For example, if you entered $100 in program income for training on July 7 and then needed to enter an additional $200 in program income from a training on July 28, then when you enter your July program income for training you will enter $300 ($100 will already be listed in that category. You will delete the $100 and enter $300).

4. Click the <PF2> button to save the information.

5. Always double check to make sure your year-to-date income and expenses at the top of the page are correct. If they are not correct, please contact your network coordinator.

6. Clicking the <PF10> button returns the user to the Expenditure Reporting Cash Request Menu.

SIGN-OFF PROCEDURES FROM INTERNET ACCESS

Step 1:   Close the Internet Browser program by clicking on the "X" in the upper right hand corner of the display screen.

                This action will close down the Internet Browser program and remove any information that may have been "held" by the computer while accessing the GRS.

CHANGING PASSWORDS

To be completed in detail at a later date.

Your password must be changed every 30 days. When it is time to enter a new password, a dialog box will appear prompting you to change your password.   Type the new password in twice to make the changes. Password must be at least 8 characters long with at least 1 letter and 1 number/digit. Each password can only be used once every 12 months.

If it has been longer than 30 days since your last log in you will receive an error message when entering in your user id and password. At that time, you will need to contact the system administrator to reset the password. You will send an email to ceo.racfsecurtiy@illinois.gov with your username (mhdxxxx) and request your password to be reset.

Updated 7.26.2017