

**Illinois Department of Commerce and Economic Opportunity**

**GRANTEE REPORTING SYSTEM**

**USER MANUAL FOR**

**GRANTEES**

**May 2018**

## INTRODUCTION

Welcome to the Illinois Department of Commerce and Economic Opportunity Grantee Reporting System (GRS). This is an electronic reporting system consisting of several screens accessible by grantees. It allows for electronic entry of costs, obligations, miscellaneous receipts and disbursements, and cash requests.

## GENERAL INFORMATION

### **DCEO Address Information**

Department of Commerce and Economic Opportunity  
500 East Monroe Street  
Springfield, IL 62701

### **Grant Manager Contact Information**

See the grant agreement for the Grant Manager Contact for your grant

### **RACF ID Requests, Password Resets and Connectivity Issues**

If you do not have a RACF ID assigned to you, then you will need to fill out the External RACF ID User Request Form to obtain one to gain access to your grant. **NOTE: The person assigned to the ID should be the person who will be accessing the system to report expenditures and request cash.**

If you need to have a password reset or have connectivity issues, please contact:

DCEO Help Desk  
Email: [ceo.racfsecurity@illinois.gov](mailto:ceo.racfsecurity@illinois.gov)

**To request a password reset, the email should read as follows: Please reset the password for RACF ID \_\_\_\_\_. I am a WIOA grantee who needs access to GRS.**

OR

Mark Killian  
217-558-2441  
Email: [mark.killian@illinois.gov](mailto:mark.killian@illinois.gov)

### **Expenditure Reporting Requirements**

Expenditures for each month must be entered into GRS by the 20<sup>th</sup> of the following month. For example, January expenditures must be reported by February 20. If the 20<sup>th</sup> of the month is on Saturday or Sunday, the expenditures must be reported by the last business day prior to the 20<sup>th</sup>.

### **Cash Request Processing**

Cash requests are processed on Mondays and Thursdays.

Cash requests entered in GRS by 4:30pm on Wednesdays each week will be reviewed for approval/rejection on Thursdays. Cash requests entered in GRS by 4:30pm on Fridays each week will be reviewed for approval/rejection on Mondays.

Holidays occurring on Mondays or Thursdays will delay the cash request processing by at least one day.

Once cash requests are approved at DCEO, the approved vouchers are processed to the Illinois Comptroller's Office for payment. The Comptroller's Office makes payments to the grantee via a warrant or electronic funds transfer (EFT).

### **Direct Deposit Information**

If a grantee wishes to receive payments via Electronic Funds Transfer (EFT) rather than a paper warrant, the Illinois Comptroller's Office handles the requests for EFT payments. The grantee should contact:

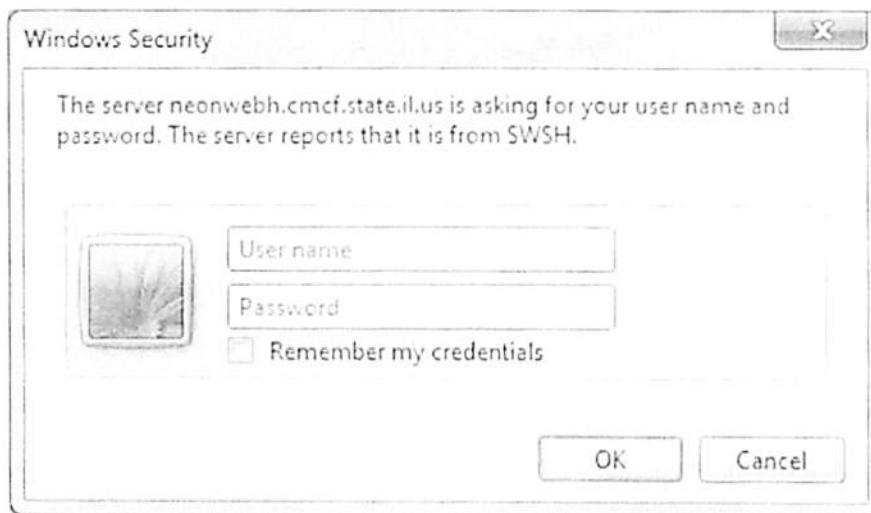
Illinois Office of Comptroller  
Electronic Commerce Section  
217-557-0930

## Accessing GRS

The URL to access the GRS site is:

<https://neonwebh.cmcf.state.il.us:8080/dcco/cotrpt>

You will see the login security box below.



Enter your user name (RACF ID) and password and select OK.

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

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	

### MAIN MENU

**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.

You will not utilize the following menu items for your grant.

F9	-	SBDC Program Income	#375
F11	-	Petition Reporting	#391
F23	-	Master System Menu	

### To Access Your Grant to report costs

- 1) Enter your grant number at the top of the screen. The first box is for the first two digits of the grant number and the second box is for the other six digits of the grant number.
- 2) Click the <PF01> button to go to the Expenditure Reporting Screen

- ENTER
- CLEAR
- PF01
- PF02
- PF03
- PF04
- PF05
- PF06
- PF07
- PF08
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- PF14
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- PF18
- PF19
- PF20
- PF21
- PF22
- PF23
- PF24

12:05:01 Tuesday, February 16, 2016

DCEO GRANTEE REPORTING SYSTEM  
 HD07DPCA EXPENDITURE REPORTING (#351)  
 MSG 016-YOUR REQUEST HAS BEEN SUCCESSFULLY DISPLAYED

02/16/16  
 12:04:58

GRANT # \_\_\_\_\_ GRANTEE \_\_\_\_\_  
 EXP CODE 1000 DESCRIPTION \_\_\_\_\_  
 1 → EXP CODE FOR SPECIFIC INQUIRY 2b

PREVIOUS PERIODS CUMMULATIVE TO DATE TOTAL	24,965.83		
3 JANUARY 2016 TOTAL TO DATE 2,412.23- PREVIOUS MONTH	NEW COSTS TO REPORT	4	←
FEBRUARY 2016 TOTAL TO DATE CURRENT MONTH	NEW COSTS TO REPORT	4	←
SUMMARY	BUDGET	PEND DECREASE	CUM TO DATE TOT
CAT 1000	31,832.00		22,553.60
			BALANCE
			9,278.40

ENTER INQUIRY F7 PREVIOUS F8 NEXT F9 HELP  
 F1 GO TO EXPEND SUMMARY SCREEN F11 MENU

### EXPENDITURE REPORTING (#351)

**NOTE:** Expenditures for a month must be entered into GRS by the 20<sup>th</sup> of the following month. For example, January expenditures must be entered into GRS by February 20.

#### To Enter Expenditures

- 1) Ensure the correct expenditure code and description are selected on the screen.
- 2) If it is not the correct code:
  - a. Scroll using the <PF08> button until you see the correct code/description
  - b. Enter the specific expenditure code in the box and press the <ENTER> button.
- 3) Determine the month that you are reporting expenditures for.
- ← 4) Enter the expenditures on the appropriate line. **NOTE: You must enter the decimal place and cents when entering expenditures. If you do not, the system will place the decimal point in the entry.**
- 5) To enter expenditures on another expenditure code, scroll to the desired expenditure code/description.
- 6) If expenditure entry is complete, click the <PF01> button to transfer to the Expenditure Summary Screen

#### To Reduce expenditures or adjust an incorrect entry

- 1) Enter the amount on the appropriate line following by a minus sign "-".



- ENTER
- CLEAR
- PF01
- PF02  2
- PF03
- PF04  3
- PF05  4
- PF06
- PF07
- PF08
- PF09
- PF10
- PF11
- PF12
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- PF21
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- PF24

11:48:11 Tuesday, February 16, 2016

DCEO HD07DPCB  
 GRANTEE REPORTING SYSTEM  
 EXPENDITURE SUMMARY (#352)  
 MSG 016-YOUR REQUEST HAS BEEN SUCCESSFULLY DISPLAYED

02/16/16  
 11:47:54  
 GRANT OPEN

GRANT #	GRANTEE	GRANT BUDGET	CERTIFIED COSTS	UNCERTIFIED COSTS	BALANCE
1000		31,832.00	22,553.60		9,278.40
2000					
3000		13,297.00	1,965.35		11,331.65
4000					
5000		1,434.00	980.96		453.04
6000		13,437.00	7,595.64		5,841.36
7000					
8000					

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  
 F4 RETURN TO EXPEND RPT SCR N F5 TRANSFER TO CASH RQST SCR N F11 MENU

### EXPENDITURE SUMMARY (#352)

This screen is used to verify entry of expenditures and to certify the expenditures entered.

- ↓ 1) Verify the expenditures in the "Uncertified Costs" column are correctly entered.
- 2) If they are correct, click the <PF02> button to Certify the expenditures. This moves the expenditures into the "Certified Costs" column.
- 3) If costs are not entered correctly, click the <PF04> button to return to the expenditure reporting screen and correct the entries.
- ← 4) Once entries have been confirmed and certified, you may enter a cash request to reimburse for the expenditures entered by clicking the <PF05> button.

ENTER

CLEAR

12:04:37 Tuesday, February 16, 2016

PF01

DCEO GRANTEE REPORTING SYSTEM 02/16/16  
HD07DPCC CASH REQUEST (#353) 12:04:34

PF02  3

**MSG 016-YOUR REQUEST HAS BEEN SUCCESSFULLY DISPLAYED**

PF03

PLEASE ENTER NEW GRANT NUMBER TO BE PROCESSED \_\_\_\_\_ LOAN DESIGNATOR \_\_\_\_  
GRANT # GRANTEE \_\_\_\_\_  
LOAN DESIGNATOR BORROWER \_\_\_\_\_

PF04

CUMULATIVE OBLIGATION 60,000.00

PF05

RESERVE \_\_\_\_\_

PF06

PREVIOUS CASH REQUESTED \_\_\_\_\_

PF07

OBLIGATION BALANCE 60,000.00

PF08

CERTIFIED COSTS TO DATE 33,095.55

PF09

CASH REQUEST LIMIT 48,095.55

PF10

CASH AVAILABLE TO REQUEST 48,095.55 ← 1

PF11

PENDING REQUEST # \_\_\_\_\_ DATE \_\_\_\_\_ AMT \_\_\_\_\_

PF12

PLEASE ENTER THE FOLLOWING  
YOUR CASH REQUEST                      2

PF13

CURRENT CASH ON HAND \_\_\_\_\_

PF14

I CERTIFY THAT ANY CASH ON HAND IS NECESSARY TO MEET IMMEDIATE CASH NEEDS. PRESS F2 TO CERTIFY/PROCESS CASH REQUEST.

PF15

F2 CERTIFY/PROCESS CASH REQUEST F6 VOID PENDING REQUEST  
F4 GO TO EXP REPORTING F5 GO TO EXP CERTIFICATION F11 MENU

PF16

PF17

PF18

**CASH REQUEST (#353)**

PF19

This screen is utilized to request cash from your available grant funds. Expenditures must be equal to or exceed cash requested.

PF20

PF21

PF22

PF23

PF24

**Steps for entering Cash Requests:**

← 1) Verify there are funds available to request on the "Cash Available to Request" field.

2) Enter the amount of cash to be requested on the line entitled "Your Cash Request".  
**NOTE: Amounts entered for cash requests must include the decimal and the cents, including whole dollar amounts. If you do not enter a decimal and the cents, the system will put in the decimal.**

3) To certify your cash request, click the <PF02> button.

**To void a cash request:**

- 1) If you entered a request incorrectly and need to void it, it must still be in a pending request status.
- 2) To void a pending request, click the <PF06> button.
- 3) If the request is not in a pending request status, you will need to contact Mark Killian at 217-558-2441 to have the request denied when cash requests are processed next before you can enter a new request.



- ENTER
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- PF01
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1  
 8:56:04 Wednesday, February 17, 2016  
 DCEO HD07DPCD GRANTEE REPORTING SYSTEM 02/17/16  
 CASH REQUEST TRACKING (#354) 08:55:59

TRANSFER: 1  
 GRANT # 3 GRANTEE \_\_\_\_\_ DESIG \_

RQST NBR	REQUEST DATE	STATUS	REQUEST AMOUNT	DCEO APRVD DATE	VOUCHER NUMBER	VOUCHER DATE	SFY

2 ←

\*\*\* DISALLOWED COSTS ARE NOT INCLUDED IN THE REQ TOTAL ABOVE  
 ENTER INQUIRY F1 SEE VCHR PAYMENT DETAIL F7 PREV F8 FOR F10 MENU F11 XFR

### CASH REQUEST TRACKING (#354)

Cash Request Tracking (#354) Screen: This screen provides the status of all cash requests made for a grant.

Steps for inquiry on the 354 screen:

- 1) Type the grant number and click on the <ENTER> button to inquire on cash requests for your grant.
- 2) If there are more requests than can fit on a single screen, click the <PF08> button to scroll to the next screen.
- 3) To see the warrant information from the Comptroller's Office, click the <PF01> button to see this information. The information will only populate when a warrant has been issued. The system updates overnight.

- ENTER
- CLEAR
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1  
 15:43:51 Tuesday, February 16, 2016

DCEO GRANTEE REPORTING SYSTEM 02/16/16  
 HD07GPA2 SUB GRANTEE COST LEDGER SUMMARY (#362) 13:51:34

TRANSFER TO SCREEN \_\_\_\_\_ PRINTER \_\_\_\_\_  
 FFY \_\_\_\_\_ PROGRAM \_\_\_\_\_ 2  
 1 GRANT \_\_\_\_\_ GRANTEE \_\_\_\_\_  
 COSTS REPORTED FROM \_\_\_\_\_ THRU \_\_\_\_\_ VIEW MATCH) CASH \_ INKIND \_ BOTH \_

EXP CODE	DESCRIPTION	BUDGET	COSTS	BALANCE

ENTER INQUIRY F2 NEXT GRANT F7 PREVIOUS F8 NEXT F11 TRANSFER F5 PRINT F6 MENU

**SUB GRANTEE COST LEDGER SUMMARY (#362)**

This screen will provide you with information about the entire grant budget, expenditures reported, and balance of the grant.

**To inquire on a grant:**

- 1) Enter the grant number and click the <ENTER> button
- 2) To inquire on a specific period of time or just a specific ending date, you can enter data in the Costs Reported From and Thru fields to narrow your search.
  - a. For example, to view costs reported for a specific quarter (January – March 2016), enter the month and year of the beginning of the quarter in the From fields (01 2016) and enter the quarter month and year of the end of the quarter in the Thru field (02 2016).
  - b. To view costs reported through a specific end date (January 2016) enter the month and year of the month end you want to view in the Thru fields (01 2016). You do not need to enter anything in the From field for this inquiry.

TRANSFER TO SCREEN 362 LOG/SEQ \_\_\_\_\_  
 GRANT - 1  
 VIEW BUDGET) ALL - ESTABLISHMENT - MOD - PERIOD \_\_\_\_\_  
 VIEW COSTS) ALL - PERIOD ENTERED ON \_\_\_\_\_  
 2 RESTRICT TO EXP CODE MATCH) CASH - INKIND - BOTH -

EXP	-NEW-	REPORT	DATE				
SEL	CODE	MO	YR	DESCRIPTION	PERIOD	ENTERED	COSTS
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
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ENTER INQUIRY    F2 UPDATE    F6 MENU    F7 PREVIOUS    F8 NEXT    F11 TRANSFER

**SUB GRANTEE BUDGET/COSTS LEDGER DETAIL (#364)**

This screen will provide the specific cost entries made by a grantee.

**To inquire:**

- 1) Enter your grant number in the field provided
- 2) Put and "X" in the View Costs All field
- 3) Click the <Enter> button

The system will provide information on all the entries made for each expenditure code on the grant. It will show the report period and the date the entries were made.

- 4) Press the <PF08> button to scroll through the entries. A grand total of all entries will be at the end.

## **EXITING THE SYSTEM**

**To exit the system, close your browser window.**



**Illinois**  
**Department of Commerce**  
 & Economic Opportunity  
 Bruce Rauner, Governor

**Bureau Of Agency Services - I. T. M.**  
**EXTERNAL USER I. D. REQUEST FORM**

Please Print

To: Manager, Office of Information Technology Management

\_\_\_\_\_ (Application Date)

Type of Request:  New ID  Delete ID  Change ID

DCEO RACF User ID: \_\_\_\_\_  
 (not required for new I.D. Request)

Access Requested For: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 (client name - PLEASE PRINT)

Work Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_ LWA #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DCEO Contact: **Tammy Stone** Phone Number: 217-557-5549

Request Access To: IMS / TSO HOST System / Application	Access Type (Inquiry / Update)	Request Access To: IMS / TSO HOST System / Application	Access Type (Inquiry / Update)
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GRS \_\_\_\_\_   \_\_\_\_\_

Digital Certificate ID (USER NAME) \_\_\_\_\_

Comment: This is a new WIOA Grantee who needs access to GRS to report costs and request cash. Access should mirror access of Dan White in LWIA 3.

Provide a brief explanation/justification for each system or application to which you are requesting access. Provide authorization from the appropriate Division Manager when access has been requested for a system supporting a Division other than the Division for which this User I.D. Has been requested.

**DCEO Manager:** In signing this request, I am authorizing all charges incurred as a result of the establishment of this User I.D. To be charged to the appropriate funding source identified for the employee assigned this User ID.

Should the person assigned this User I.D. leave your employment, it is your responsibility to notify I.T.M., via this form, to delete this User I.D. Failure to notify I.T.M. may result in unauthorized access to computer resources.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For DCEO Use Only

DCEO Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Program: JTED/SNA  
p

For I.T.M. Use Only

I.T.M. Security Administrator: \_\_\_\_\_

Authorization Approval:	Processed by	Date	System Access	Processe	Date
IMS/TSO ID Assigned			Sent to CMS		
Account Code Assigned			Security Modified		
			User Notified		