



Illinois
Department of Commerce
& Economic Opportunity

Grantee Reporting System (GRS)

Youth Career Pathways



Illinois Department of Commerce and Economic Opportunity

Agenda

- ❖ General Information
- ❖ Requesting RACF ID/GRS Access
- ❖ GRS Screens



General Information

- ❖ 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, 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 Grant Agreement

Grantee Reporting System (GRS) Access

❖ External Access Request Form

- ❖ **REQUIRED ITEMS:** Application Date, Access Requested For, Phone Number, Work Address, City, State, Zip, Email, Applicant Signature, Date



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: Shannon Hampton Phone Number: 217-606-1689

| | | | |
|--|-----------------------------------|--|-----------------------------------|
| Request Access To: IMS / TSO HOST System / Application | Access Type (Inquiry / Update) | Request Access To: IMS / TSO HOST System / Application | Access Type (Inquiry / Update) |
|--|-----------------------------------|--|-----------------------------------|

GRS _____ _____

Digital Certificate ID (USER NAME) _____

Comment: This is a new WIOA Grantee who needs access to GRS to report costs and request cash.

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: _____

For I.T.M. Use Only

I.T.M. Security Administrator: _____

Authorization Approval:

| IMS/TSO ID Assigned | Processed by | Date | System Access | Process | Date |
|-----------------------|--------------|-------|-------------------|---------|-------|
| _____ | _____ | _____ | Sent to CMS | _____ | _____ |
| Account Code Assigned | _____ | _____ | Security Modified | _____ | _____ |
| _____ | _____ | _____ | User Notified | _____ | _____ |



Grantee Reporting System (GRS) Access

- ❖ *Note: The person assigned to the ID should be the person who will be accessing the system to report expenditures and request cash*
- ❖ Once this form is complete and signed, please email to joshua.koons2@illinois.gov

Grantee Reporting System (GRS) Access

❖ Password Reset

- ❖ “Please reset the password for RACF ID _____. I am a WIOA Grantee who needs access to the GRS.”
- ❖ CEO.RACFSecurity@Illinois.gov

Expenditure Reporting Requirements

- ❖ Expenditures for each month must be entered into GRS by the 20th of the following month.
- ❖ For example, all active grants right now have the deadline of November 20th to complete their expenditure reporting for the month of October.
- ❖ If the 20th of the month is on a Saturday or Sunday, the expenditures must be reported by the last business day prior to the 20th.

Cash Request Processing

- ❖ Cash requests are processed by DCEO on Monday and Thursday
- ❖ Cash requests entered in GRS by 4:30 PM on Wednesday each week will be reviewed for approval/rejection on Thursday
- ❖ Cash requests entered in GRS by 4:30 PM on Friday each week will be reviewed for approval/rejection on Monday
- ❖ 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 (EFT)

- ❖ 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

- ❖ <https://neonwebh.cmcf.state.il.us/dceo/costrpt>
- ❖ You MUST use Google Chrome, Edge, or Firefox
- ❖ Enter your username (RACF ID) and password and select Sign in

Sign in to access this site
Authorization required by https://neonwebh.cmcf.state.il.us

Username

Password

DCEO

DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY

11/03/21

HD07DPC0

EXPENDITURE REPORTING CASH REQUEST MENU

08:46:33

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

Accessing GRS

- ❖ 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 from your grant
 - ❖ F9 – SBDC Program Income #375
 - ❖ F11 – Petition Reporting #391
 - ❖ F23 – Master System Menu

Reporting Costs #351 (PF01)

- ❖ 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
- ❖ Click the <PF01> button to go to Expenditure Reporting Screen

Reporting Costs #351

- 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

```

GRANT #          GRANTEE          _____
EXP CODE 1001    DESCRIPTION PERSONNEL - PROGRAM _____
EXP CODE FOR SPECIFIC INQUIRY 

PREVIOUS PERIODS CUMMULATIVE TO DATE TOTAL      7,236.68

                OCTOBER 2021      NEW COSTS
                TOTAL TO DATE      TO REPORT

PREVIOUS MONTH  _____ 

                NOVEMBER 2021     NEW COSTS
                TOTAL TO DATE      TO REPORT

CURRENT MONTH   _____ 

SUMMARY         BUDGET      PEND DECREASE  CUM TO DATE TOT  BALANCE
CAT 1001        7,236.68    _____      7,236.68        _____

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

- 1) Ensure the correct expenditure code and description are selected on the screen
- 2) If it is not the correct code, you can either scroll using <PF08> until you see the correct code/description or enter the specific expenditure code in the box and press the <enter> button
- 3) Determine the month that you are reporting expenditures

Reporting Costs #351

- 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

```

GRANT #          GRANTEE          _____
EXP CODE 1001    DESCRIPTION PERSONNEL - PROGRAM _____
EXP CODE FOR SPECIFIC INQUIRY _____

PREVIOUS PERIODS CUMMULATIVE TO DATE TOTAL      7,236.68

                                OCTOBER 2021      NEW COSTS
                                TOTAL TO DATE      TO REPORT

PREVIOUS MONTH      _____      _____

                                NOVEMBER 2021     NEW COSTS
                                TOTAL TO DATE      TO REPORT

CURRENT MONTH      _____      _____

SUMMARY      BUDGET      PEND DECREASE      CUM TO DATE TOT      BALANCE
CAT 1001      7,236.68      _____      7,236.68      _____

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

- 3) Enter the expenditure on the appropriate line
- 4) To enter expenditures on another expenditure code, scroll to the desired expenditure code/description
- 5) If summary entry is complete, click the <PF01> button to transfer to the Expenditure Summary Screen

Notes:

- 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
- To reduce expenditures or adjust an incorrect entry, enter the amount followed by a minus sign

Cash Request #353

- 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          11/03/21
HD07DPCC      CASH REQUEST (#353)              09:43:36
MSG 016-YOUR REQUEST HAS BEEN SUCCESSFULLY DISPLAYED

PLEASE ENTER NEW GRANT NUMBER TO BE PROCESSED   LOAN DESIGNATOR 

GRANT # _____
LOAN DESIGNATOR _ BORROWER _____

CUMULATIVE OBLIGATION          211,532.00_
RESERVE                        _____
PREVIOUS CASH REQUESTED        136,303.44_
OBLIGATION BALANCE             75,228.56_
CERTIFIED COSTS TO DATE       177,153.19_
CASH REQUEST LIMIT             177,153.19_

CASH AVAILABLE TO REQUEST      40,849.75_

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 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 titled “your cash request”
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 status
2. To void a pending request, click <PF06> button
3. If the request is not in a pending status, you will need to contact Josh Koons at 217-622-7064 to have the request denied when cash requests are processed next before you can enter a new request

Cash Request Tracking #354

- 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          11/03/21
HD07DPCD     CASH REQUEST TRACKING (#354)      09:44:45
MSG 016-YOUR REQUEST HAS BEEN SUCCESSFULLY DISPLAYED
TRNFR _____ SUPPLY VCH#,SFY PRESS ENT TO SEE 292 INFO IF ASTRSK EXIST _____
GRANT # _____ GRANTEE _____ DESIG _____
GRANT AMOUNT 211,532.00
RQST REQUEST REQUEST DCEO VOUCHER VOUCHER
NBR DATE STATUS AMOUNT APRVD DATE NUMBER DATE SFY
0018 10-27-21 VOUCHERED 43,177.13 10-28-21 G0002005 10-29-21 22
0017 07-30-21 VOUCHERED 14,048.95 08-02-21 G0000249 08-03-21 22
0016 04-23-21 VOUCHERED 16,612.35 04-26-21 G0008351 04-27-21 21
0015 03-17-21 VOUCHERED 2,841.05 03-18-21 G0007353 03-19-21 21
0014 02-26-21 VOUCHERED 12,947.94 03-01-21 G0006810 03-02-21 21
0013 01-22-21 VOUCHERED 158.24 01-25-21 G0005559 01-26-21 21
0012 12-18-20 VOUCHERED 12,498.16 12-21-20 G0004141 12-22-20 21
0011 11-19-20 VOUCHERED 2,033.22 11-23-20 G0003119 11-24-20 21
0010 10-20-20 VOUCHERED 3,702.71 10-22-20 G0001960 10-23-20 21
0009 09-18-20 VOUCHERED 2,870.54 09-21-20 G0001072 09-22-20 21
0008 08-20-20 VOUCHERED 11,653.62 08-24-20 G0000523 08-25-20 21
0007 07-20-20 VOUCHERED 4,027.03 07-23-20 G0000033 07-24-20 21
REQ TOT 136,303.44
*** 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
  
```

1. Type the grant number and click <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 issues. The system updates overnight.

Sub Grantee Cost Ledger Summary #362

- 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 11/03/21
 HD07GPA2 SUB GRANTEE COST LEDGER SUMMARY (#362) 09:46:29
 MSG 016-YOUR REQUEST HAS BEEN SUCCESSFULLY DISPLAYED
 TRANSFER TO SCREEN PRINTER
 FFY PROGRAM
 COSTS REPORTED FROM THRU VIEW MATCH) CASH INKIND BOTH

| EXP CODE | DESCRIPTION | BUDGET | COSTS | BALANCE |
|----------|----------------------------|-----------|-----------|-----------|
| 1001 | PERSONNEL - PROGRAM | 7,236.68 | 7,236.68 | .00 |
| 1002 | FRINGE BENEFITS - PROGRAM | 2,606.04 | 2,606.04 | .00 |
| 1017 | INDIRECT - PROGRAM | 1,280.82 | 1,280.82 | .00 |
| 1510 | DIRECT TRAINING | 55,809.91 | 53,696.86 | 2,113.05 |
| 1515 | SUPPORTIVE SERVICES | 170.00 | 170.00 | .00 |
| 1520 | WORK BASED TRAINING | 64,095.12 | 62,048.61 | 2,046.51 |
| 1530 | OTHER PROGRAM COSTS | 37.84 | 37.84 | .00 |
| 2001 | PERSONNEL - ADMIN | 6,310.89 | 6,310.89 | .00 |
| 2002 | FRINGE BENEFITS - ADMIN | 2,252.12 | 2,252.12 | .00 |
| 2017 | INDIRECT - ADMIN | 1,148.58 | 1,148.58 | .00 |
| 6001 | DISASTER RELIEF EMPLOY WAG | 61,556.80 | 31,658.63 | 29,898.17 |

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

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

1. Enter the grant number and click the <Enter> button
2. To inquire on a specific period of time or just specific ending date, you can enter data in the Costs Reported From and Thru field to narrow your search

Sub Grantee Budget/Cost 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          11/03/21
HD07GPA4     SUB GRANTEE BUDGET/COSTS LEDGER DETAIL (#364)  09:49:22
MSG 016-YOUR REQUEST HAS BEEN SUCCESSFULLY DISPLAYED
TRANSFER TO SCREEN _____ LOG/SEQ _____
GRANT
VIEW BUDGET) ALL _____ ESTABLISHMENT _____ MOD _____ PERIOD _____
VIEW COSTS) ALL X _____ PERIOD _____ ENTERED ON _____
RESTRICT TO EXP CODE _____ MATCH) CASH _____ INKIND _____ BOTH _____
EXP -NEW-      REPORT      DATE
SEL CODE MO YR DESCRIPTION      PERIOD      ENTERED      COSTS
-----
1001 _____ PERSONNEL - PROGRAM 12/30/2019 01/20/2020 315.50
1001 _____ PERSONNEL - PROGRAM 01/30/2020 02/20/2020 307.60
1001 _____ PERSONNEL - PROGRAM 02/28/2020 03/18/2020 1,864.07
1001 _____ PERSONNEL - PROGRAM 03/30/2020 04/20/2020 1,211.45
1001 _____ PERSONNEL - PROGRAM 04/30/2020 05/20/2020 92.39
1001 _____ PERSONNEL - PROGRAM 05/30/2020 06/18/2020 1,316.31
1001 _____ PERSONNEL - PROGRAM 06/30/2020 07/20/2020 1,947.73
1001 _____ PERSONNEL - PROGRAM 07/30/2020 08/19/2020 977.48
1001 _____ PERSONNEL - PROGRAM 08/30/2020 09/18/2020 19.59
1001 _____ PERSONNEL - PROGRAM 09/30/2020 10/20/2020 (815.44)
-----
TOTAL 1001 7,236.68
ENTER INQUIRY  F2 UPDATE  F6 MENU  F7 PREVIOUS  F8 NEXT  F11 TRANSFER
  
```

1. Enter your grant number in the field provided
2. Put an "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 we made.



Questions?

- Email: joshua.koons2@illinois.gov
- Work #: 217-622-7064