

Illinois Department of Commerce and Economic Opportunity

GRANTEE REPORTING SYSTEM

USER MANUAL FOR

GRANTEES

June 2010

TABLE OF CONTENTS

Introduction and Overview Information	1
General Information	2
Internet Access and Sign On Procedures	6
Security Alert Dialogue Box	7
Website Security Certificate Error Dialogue Box	8
GRS Log On	9
Expenditure Reporting Cash Request Menu	10
Expenditure Reporting (#351) Screen	11
Expenditure Summary (#352) Screen	12
Cash Request (#353) Screen	14
Cash Request Tracking (#354) Screen	15
Direct Deposit Inquiry (#293) Screen	17
Sub Grantee Cost Ledger Summary (#362) Screen	19
Sub Grantee Budget/Costs Ledger Detail (#364) Screen	21
Misc/Receipts Disbursement Summary (#371) Screen	23
Sub Grantee Percentage Obligation Table (#377) Screen	25
Grant Closeout Instructions	27

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.

The Grantee Reporting System (GRS) resides on a State of Illinois mainframe computer in Springfield. It is accessed via the Internet through an unpublished website address. Personal computer 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 (RACF 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 grantees 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.

GENERAL INFORMATION

DCEO Address Information

Department of Commerce and Economic Opportunity
620 East Adams Street
Springfield, IL 62701

Program Contact Information

See Section 4.15 or 4.16 of the grant agreement for the Program Contact for your grant

RACF ID Requests, Password Resets and Connectivity Issues

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

Sheila Cummings
217-524-5336
Email: sheila.g.cummings@illinois.gov

OR

DCEO Help Desk
217-524-4784
Email: ceo.racfsecurity@ildceo.net

NOTE: If you contact the help desk, please indicate that you are a WIA grantee and explain your issue and any error message you are receiving.

To resolve your issue, we will need to know your RACF ID and the error message that you are receiving.

Website Addresses

Cost Reporting Address

<https://neonwebh.cmc.state.il.us:8080/dceo/costrpt>

- *Access to GRS for cost reporting, cost certification, cash requests, and general grant transaction information*

Grant Closeout Address

<http://neonwebh.cmc.state.il.us:8080/dceo/closeout/grntmenu>

- *Access to on-line closeout packages for verification and printing*

General Grantee Forms Addresses

<http://www.illinoisbiz.biz/dceo/Bureaus/GranteeSupport>

Contains:

- *IRS Form W-9*
- *Standard Closeout Package Instructions*

<http://www.illinoisbiz.biz/dceo/Bureaus/Office+of+Accountability/Reporting/>

Contains:

- *Reporting Requirements Overview*
- *Status Reports*
 - *Project Status Report Template and Instructions*
 - *Financial Status Report Template and Instructions*
- *Supporting Documentation Guidelines*
- *Reporting Requirements for Grants with Expenditures Incurred Prior to Grant Execution*

FEIN Accuracy and Name Verification

In December of 2005, the Illinois Office of the Comptroller (IOC) gained access and verification abilities with the IRS Taxpayer Identification Number (TIN) database. This database contains all FEIN's and SSN' of entities registered with the IRS. The IOC began verification procedures and policies immediately to ensure the accuracy of vendor files.

This implementation was not without problems that affected DCEO and its grantee/vendor TIN files. Taxable entities' names are verified for the first four (4) characters and tax-exempt entities' names are verified for the first thirty (30) characters. Differences in spacing (two spaces between names as opposed to one space), abbreviations (IL as opposed to ILL), and order of the name (Sangamon County as opposed to County of Sangamon) created mismatches. Lack of annual tax-exempt verifications by entities results in loss of tax-exempt classifications. Many other issues have arisen since the mandatory verification process was implemented.

Form W-9 Request for Taxpayer Identification Number and Certification

When a grantee is not listed or certified in the SAMS (Comptroller System), program staff **MUST** request a form W-9 from the grantee.

W-9 forms must be typed or printed legibly. IOC will not accept ones not easily read or filled out incorrectly.

When a W-9 is requested from the grantee, the grantee must verify the information with IRS **PRIOR** to submitting the form to DCEO. A non-matching form will delay processing at the IOC.

- Tax-exempt entities **must** match the first thirty (30) characters of the IRS database **EXACTLY**.
 - The tax-exempt grantees can verify with the IRS at 1-877-829-5500.
- All other entities must match at least the first four (4) characters **EXACTLY**.
 - These can be verified with IRS at 1-800-829-4933.
- A 147C letter verifying FEIN and associate name in IRS database may be required.
 - These can be requested to be faxed or mailed from IRS at 1-800-829-4933.

Cost Reporting

Costs for each month must be entered into GRS by the 20th of the following month. For example, January 2010 costs must be reported by February 20, 2010. If the 20th of the month is on Saturday or Sunday, the costs must be reported by the last business day prior to the 20th.

Cash Request Processing

Cash requests are processed on Mondays and Thursdays by DCEO. Accounting office staff review and recommend approval/rejection. Then program staff review and make final approval/rejection.

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).

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

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

Grant Closeout Questions

If you have questions during the closeout process, please contact:

Kathy Capps
DCEO Accounting
217-785-6437

Microsoft Internet Explorer Connectivity (for 7.0 or later versions)

We have received word that those who have upgraded to Microsoft Explorer 7.0 or later versions are having problems accessing the Grantee Reporting System through the Internet and recommend the following:

Please check the Advanced settings in Microsoft Internet Explorer.

Open Internet Explorer

Click on TOOLS in the menu bar

Click on the ADVANCED tab

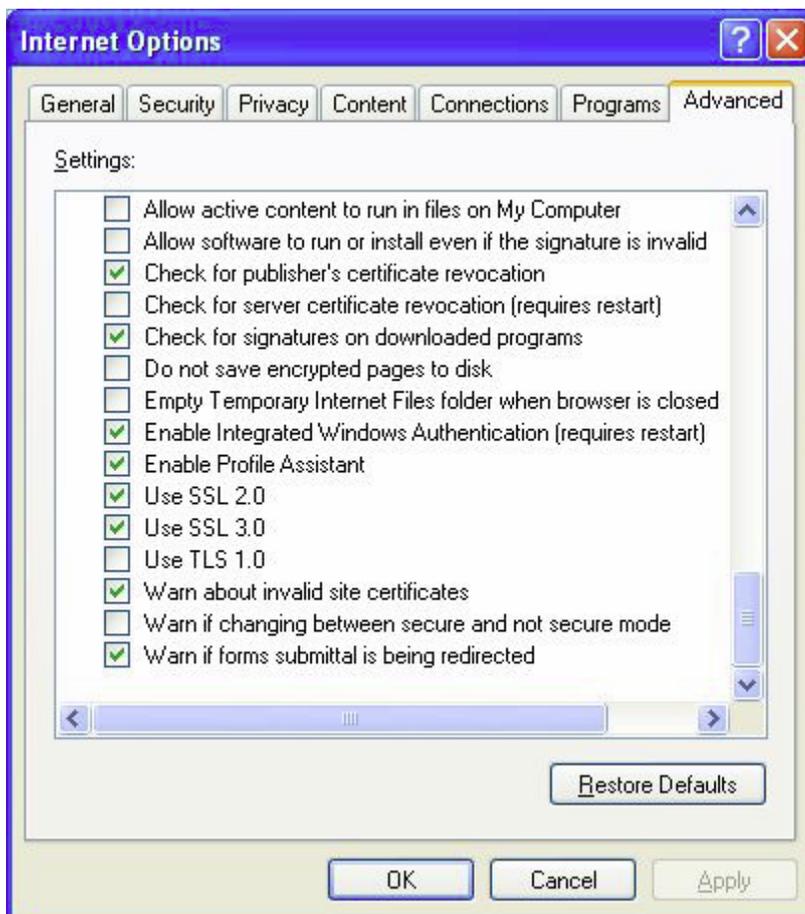
Scroll to the bottom of the listing of items

Put a checkmark in the USE SSL 2.0 box (see image below)

Click APPLY

Click OK

Close the Internet Explorer



When you open Internet Explorer again, the setting will be in effect.

INTERNET ACCESS & SIGN ON PROCEDURES

Step 1: Open your Internet Browser program (Microsoft Internet Explorer, Netscape, America Online (AOL), 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://neonsdbh.cmcf.state.il.us:8080/dceo/costrpt>

Then press <Enter>

Step 3: In Internet Explorer, a **Security Alert** dialogue box may appear. Click the “YES” button to proceed into the site. *This is not a security risk to your computer or company.* This dialogue box and information appears on page 7.

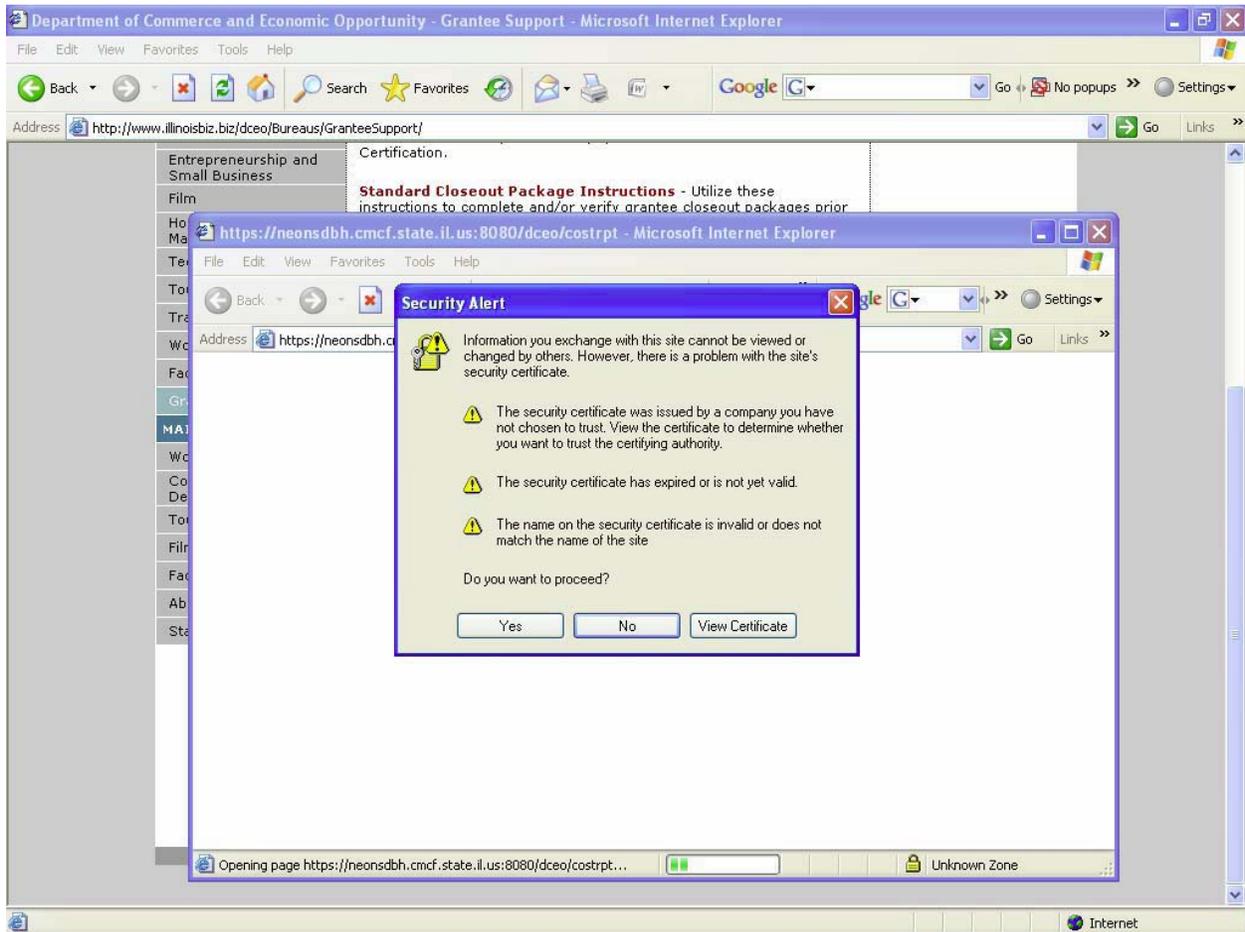
In addition a Website Security Certificate dialogue box may appear. Click the “Continue to this website (not recommended)” option. This dialogue box and information appears on page 8.

Step 4: A dialog box will appear asking for your user name (RACF ID) and password. Enter the data and click the OK Button. This dialogue box and information appears on page 9.

Step 5: A black screen with green lettering will appear with navigation buttons on the left side toolbar. This screen is the Expenditure Reporting Cash Request Menu. This screen and information is on page 10.

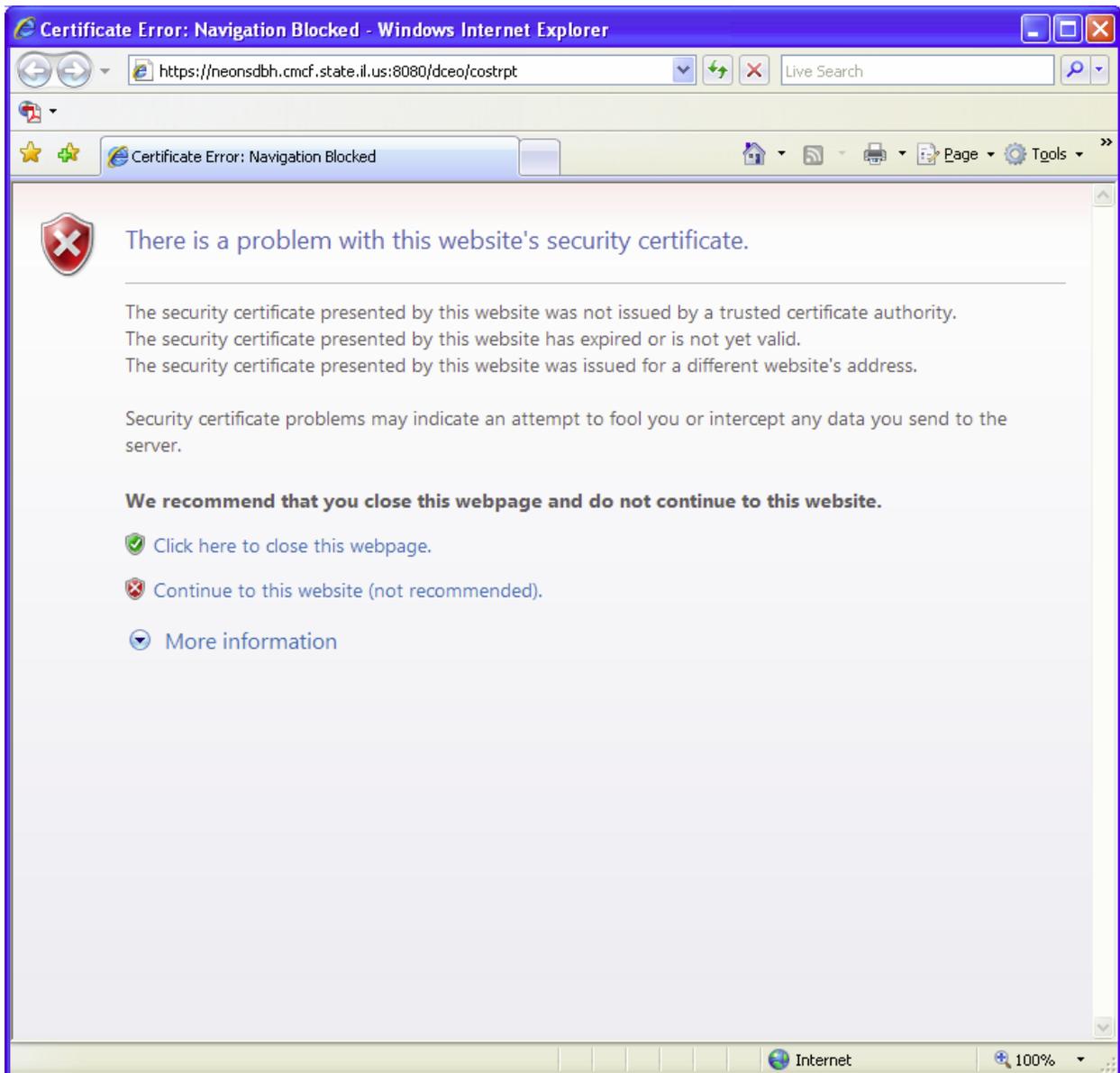
NOTE: From this point on, you will be using only the navigation buttons on the left side of your screen. The <PF> buttons on your keyboard will not function properly in the website.

INTERNET SECURITY ALERT DIALOGUE BOX

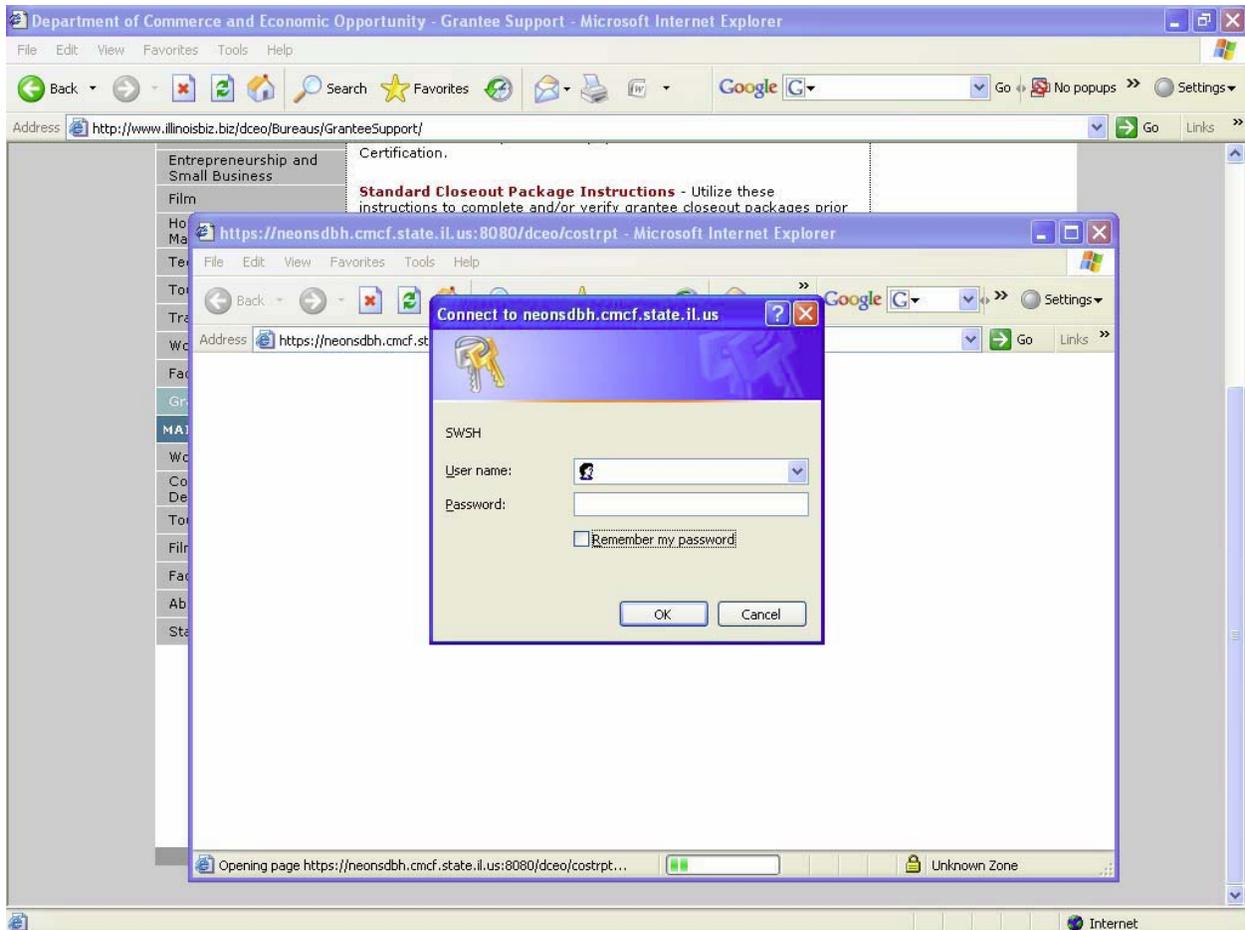


Upon accessing the website, the security alert dialogue box above may appear. Click the “YES” button to proceed into the site. This is not a security risk to your computer or company.

When you enter the web address for GRS, the following security dialog may appear. If so, click on the second option “Continue to this website (not recommended). You will then be able to access GRS and report costs and/or request cash.



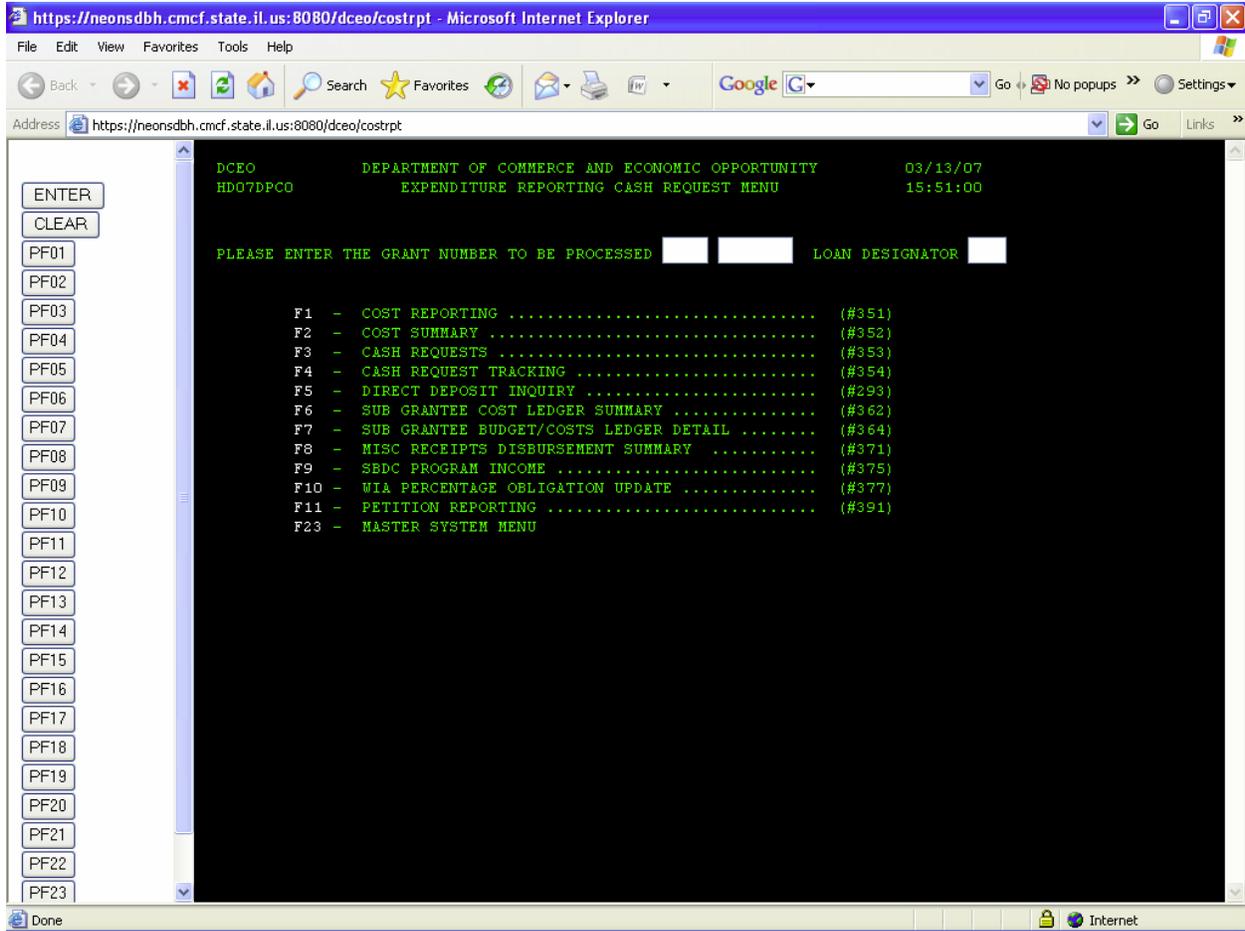
GRS LOG IN DIALOGUE BOX



To log into GRS, the dialogue box above will appear asking for your user name (RACF ID) and password. Enter the information requested and click the “OK” button.

NOTE: The RACF ID is not case sensitive. The password is case sensitive. The first time you access GRS, you will be prompted to change your temporary password to a new password. Then you will have to log in to the system again using the new password.

EXPENDITURE REPORTING CASH REQUEST MENU



At this point, you have accessed GRS and may begin to utilize its functions.

The following menu items are not utilized by the Workforce Investment Act (WIA) Program:

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

The white boxes at the top of the screen is where you enter the grant number you wish to access. The first box is for the program year (first two digits of the grant number) and the second box is for the grant number (digits following the dash in the grant number).

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.

After typing the Grant Number in the two fields (do not input the dash in the number), you may begin processing transactions for your grant.

To enter costs for your grant, enter the grant number and press the PF01 key located on the navigation bar on the left side of the screen. This will take you to the Expenditure Reporting (#351) Screen.

EXPENDITURE REPORTING (#351)

ENTER	DCEO	GRANTEE REPORTING SYSTEM	12/30/09
CLEAR	HD07DPCA	EXPENDITURE REPORTING (#351)	14:53:59
PF01	MSG 016-YOUR REQUEST HAS BEEN SUCCESSFULLY DISPLAYED		
PF02			
PF03	GRANT #	GRANTEE	
PF04	EXP CODE 1008	DESCRIPTION SALARY AND FRINGE BENEFITS	
PF05	EXP CODE FOR SPECIFIC INQUIRY <input style="width: 50px;" type="text"/>		
PF06	PREVIOUS PERIODS CUMMULATIVE TO DATE TOTAL		30,133.42
PF07			
PF08		NOVEMBER 2009	NEW COSTS
PF09		TOTAL TO DATE	TO REPORT
PF10	PREVIOUS MONTH		<input style="width: 100px;" type="text"/>
PF11		DECEMBER 2009	NEW COSTS
PF12		TOTAL TO DATE	TO REPORT
PF13	CURRENT MONTH		<input style="width: 100px;" type="text"/>
PF14			
PF15	SUMMARY	BUDGET	PEND DECREASE
PF16	CAT 1008	84,232.00	30,133.42
PF17	ENTER INQUIRY	F7 PREVIOUS	F8 NEXT
PF18	F1 GO TO EXPEND SUMMARY SCREEN	F11 MENU	F9 HELP
PF19			
PF20			
PF21	Expenditure Reporting (#351) Screen: This screen is used to report costs for each expenditure code (budget line) for the grant.		
PF22	Costs attributable to the current month and the previous month may be reported, provided they are within the Beginning and		
PF23	Ending dates of the grant period. One cost category is displayed at a time.		
PF24			

This screen can be accessed from the Expenditure Reporting Cash Request Menu by clicking the <PF01> button located on the navigation bar on the left side of the window.

NOTE: Costs for a month must be entered into GRS by the 20th of the following month. For example, January 2010 costs must be entered into GRS by February 20, 2010.

Steps for entering costs into GRS on this screen:

- Select an Expenditure Code. To reach a specific expenditure code line, the user may either enter the number directly into the field available and click the <ENTER> button, or scroll forward through the authorized expenditure code lines by clicking on the <PF08> button located on the navigation bar on the left side of the window.
- 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 Screen. The New Costs to Report line for the Previous Month will be available through the 20th of the following month.
- Entry of costs must include the decimal and the cents for all entries, including entries of whole dollar amounts.

Note: Costs cannot exceed flexibility in the approved budget lines per the grantee agreement.

- To reduce costs or to adjust an incorrect entry, the user may enter an amount **followed by a "-" (minus) sign.**
- When entering costs, clicking on the <PF08> button located on the navigation bar on the left side of the window will advance you to the next Expenditure Code line.
- After all costs have been entered, clicking on the <PF01> 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 02/10/10
 HD07DPCB EXPENDITURE SUMMARY (#352) 13:17:24
 MSG 016--YOUR REQUEST HAS BEEN SUCCESSFULLY DISPLAYED GRANT OPEN

GRANT #	GRANTEE			
EXPEND CODE	GRANT BUDGET	CERTIFIED COSTS	UNCERTIFIED COSTS	BALANCE
2200				
3008	66,295.00	15,888.35	4,068.08	46,338.57
3018	396,533.00	111,800.07	7,288.65	277,444.28
3028	356,106.00	193,814.18		162,291.82
3038				
3048				
4008	118,946.00	37,647.95	9,368.27	71,929.78
4018	468,791.00	200,451.24	16,823.07	251,516.69

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) Screen: This screen 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.

This screen can be accessed from the Expenditure Reporting Cash Request Menu by clicking the <PF02> button located on the navigation bar on the left side of the window.

This is the Expenditure Summary #352 Screen showing the costs that were entered into GRS, but have not been certified yet.

Steps for completing the 352 screen:

- All costs that were recently entered on the Expenditure Reporting (#351) screen will appear in the Uncertified Costs Column. These costs should be verified against supporting documentation to ensure data entry accuracy.
- Clicking the <PF08> button located on the navigation bar on the left side of the window will scroll through additional lines if there are too many to display on a single screen.
- Once the costs have been verified for accuracy, they should be certified by clicking on the <PF02> button located on the navigation bar on the left side of the window.
- After costs have been certified, they will immediately appear in the Certified Costs column in total with all previously entered costs. An example of what will appear on the screen when the costs have been certified is on the next page.
- If a cash request needs to be made, click on the <PF05> button located on the navigation bar on the left side of the window to transfer the display to the Cash Request (#353) Screen for entering and certifying current cash requests.

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 12/30/09
 HD07DPCB EXPENDITURE SUMMARY (#352) 14:44:34
 MSG 016-YOUR REQUEST HAS BEEN SUCCESSFULLY DISPLAYED

GRANT # GRANTEE GRANT OPEN

EXPEND CODE	GRANT BUDGET	CERTIFIED COSTS	UNCERTIFIED COSTS	BALANCE
1008	84,232.00	30,133.42		54,098.58
1018	362,527.00	98,483.73		264,043.27
2008	362,287.00	192,506.69		169,780.31
2018	366,142.00	421,277.91		55,135.91-
2028				
2038				
2108	347,002.00	259,777.32		87,224.68
2118	381,427.00	348,572.62		32,854.38

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 SCRN F5 TRANSFER TO CASH RQST SCRN F11 MENU

This is the Expenditure Summary #352 Screen showing the costs after they have been certified.

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 12/30/09
 HD07DPCC CASH REQUEST (#353) 15:01:40
 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	4,467,602.00
RESERVE	
PREVIOUS CASH REQUESTED	3,572,210.32
OBLIGATION BALANCE	895,391.68
CERTIFIED COSTS TO DATE	3,585,932.74

CASH AVAILABLE TO REQUEST 895,391.68

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

Cash Requests (#353) Screen: This screen is utilized to request cash. Costs reported should be equal to or greater than the total of all previous and current cash requests.

This screen can be accessed from the Expenditure Reporting Cash Request Menu by clicking the <PF03> button located on the navigation bar on the left side of the window.

Steps for entering Cash Requests on the 353 screen:

- Verify the line entitled "Cash Available To Request."
- Enter the amount of cash to be requested on the line entitled "Your Cash Request."
- NOTE: Amounts entered must include the decimal and the cents for all entries, including whole dollar amounts.**
- Enter the amount of any cash on hand on the line entitled "Current Cash on Hand."
- Certify the current cash request by clicking on the <PF02> button located on the navigation bar on the left side of the window. 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.**
- A request amount appearing on the "Pending Request" line may be VOIDED until it is processed by DCEO. Clicking the <PF06> button located on the navigation bar on the left side of the window will VOID a request.
- A specific grant number can be selected on this screen for cash requests. The grant number would need to be entered in the boxes at the top of the screen and click the <ENTER> button located on the navigation bar on the left side of the window.
- Clicking the <PF11> button located on the navigation bar on the left side of the window will return the user to the Expenditure Reporting Cash Request Menu.

DCEO ELECTRONIC DEPOSIT OF CASH SYSTEM
 HD07EP03 DIRECT DEPOSIT INQUIRY (#293)
 MSG 016-YOUR REQUEST HAS BEEN SUCCESSFULLY DISPLAYED
 TRANSFER TO SCREEN 371

02/24/1
 15:28:3

- 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 NO _____ BANK ACCOUNT NO _____ FEIN _____
 WARRANT _____ DATES: FROM _____ THRU _____ ETD _____ WAR _____
 GRANTEE NAME _____

VOUCHER	DATE	BANK ACCOUNT NO	WARRANT	ELDEP TRACE	GRANT NO	AMOUNT
07/07/09	07/08/09	_____	AT0000000	_____	_____	113,000.00
TOTAL DEPOSIT						113,000.00
06/30/09	07/01/09	_____	AT0000000	_____	_____	142,000.00
TOTAL DEPOSIT						142,000.00
06/23/09	06/25/09	_____	AT0000000	_____	_____	100,000.00
TOTAL DEPOSIT						100,000.00
06/16/09	06/17/09	_____	AT0000000	_____	_____	53,000.00
TOTAL DEPOSIT						53,000.00
05/26/09	05/27/09	_____	AT0000000	_____	_____	85,000.00
TOTAL DEPOSIT						85,000.00
05/19/09	05/20/09	_____	AT0000000	_____	_____	10,000.00

ENTER INQUIRY F5 CLEAR F8 FWD F9 HELP F11 TRANSFER F6 MENU

This is the Direct Deposit Inquiry #293 Screen showing an inquiry of deposits for a grant.

SUB GRANTEE COST LEDGER SUMMARY (#362)

ENTER	DCEO	GRANTEE REPORTING SYSTEM	12/30/09
CLEAR	HD07GPAZ	SUB GRANTEE COST LEDGER SUMMARY (#362)	15:16:25
PF01			
PF02	TRANSFER TO SCREEN <input type="text"/>	PRINTER <input type="text"/>	
PF03	FFY <input type="text"/>	PROGRAM <input type="text"/>	<input type="text"/>
PF04	GRANT <input type="text"/>	-	GRANTEE <input type="text"/>
PF05	COSTS REPORTED FROM <input type="text"/> <input type="text"/> THRU <input type="text"/> <input type="text"/> VIEW MATCH) CASH <input type="text"/> INKIND <input type="text"/> B		
PF06			
PF07	EXP		
PF08	CODE DESCRIPTION	BUDGET	COSTS
PF09			BALANCE
PF10	_____	_____	_____
PF11	_____	_____	_____
PF12	_____	_____	_____
PF13	_____	_____	_____
PF14	_____	_____	_____
PF15	_____	_____	_____
PF16	_____	_____	_____
PF17	_____	_____	_____
PF18	ENTER INQUIRY F2 NEXT GRANT F7 PREVIOUS F8 NEXT F11 TRANSFER F5 PRINT F6 MENU		
PF19			
PF20			
PF21			
PF22			
PF23			
PF24			

Sub Grantee Cost Ledger Summary (#362) Screen: This screen provides the same basic information as the Cost Summary (#352) Screen, but the costs are shown in total whether they have been certified or not. This screen allows for date parameters to be entered for customized inquiry.

This screen can be accessed from the Expenditure Reporting Cash Request Menu by clicking the <PF06> button located on the navigation bar on the left side of the window.

Steps for inquiry on the 362 screen:

- Type the grant number and click on the <ENTER> button located on the navigation bar on the left side of the window.
- Clicking the <PF08> button located on the navigation bar on the left side of the window will scroll through additional lines if there are too many to display on a single screen.
- 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.
- Clicking the <PF06> button located on the navigation bar on the left side of the window returns the user to the Expenditure Reporting Cash Request 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

DCEO GRANTEE REPORTING SYSTEM 02/25/10
 HD07GPA2 SUB GRANTEE COST LEDGER SUMMARY (#362) 08:22:36

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

TRANSFER TO SCREEN 372 PRINTER JT2
 FFY ___ PROGRAM ___ -
 GRANT -
 COSTS REPORTED FROM ___ THRU ___ VIEW MATCH) CASH _ INKIND _ BOTH _

EXP	CODE DESCRIPTION	BUDGET	COSTS	BALANCE
	1007 ADMINISTRATION	234,598.00	234,129.97	468.03
	2007 TRAVEL	6,000.00	2,893.39	3,106.61
	3007 SUPPLIES/OTHER	74,209.00	71,202.70	3,006.30
	5007 CONTRACTUAL	82,513.00	80,344.00	2,169.00
	GRAND TOTAL	397,320.00	388,570.06	8,749.94

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

This is the Sub-Grantee Cost Ledger Summary #362 Screen showing an inquiry for a grant.

SUB GRANTEE BUDGET/COSTS LEDGER DETAIL (#364)

	DCEO HD07GPA4	GRANTEE REPORTING SYSTEM SUB GRANTEE BUDGET/COSTS LEDGER DETAIL (#364)	12/31/09 09:11:07
ENTER			
CLEAR			
PF01	TRANSFER TO SCREEN <input type="text"/>		
PF02	GRANT <input type="text"/> - <input type="text"/>		
PF03	VIEW BUDGET) ALL <input type="text"/> ESTABLISHMENT <input type="text"/> MOD <input type="text"/> PERIOD <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
PF04	VIEW COSTS) ALL <input type="text"/> PERIOD <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ENTERED ON <input type="text"/> <input type="text"/> <input type="text"/>		
PF05	RESTRICT TO EXP CODE <input type="text"/> MATCH) CASH <input type="text"/> INKIND <input type="text"/> BOTH <input type="text"/>		
PF06	EXP -NEW-		
PF07	SEL CODE MO YR DESCRIPTION REPORT DATE COSTS		
PF08	PERIOD ENTERED		
PF09	<input type="text"/>	<input type="text"/>	<input type="text"/>
PF10	<input type="text"/>	<input type="text"/>	<input type="text"/>
PF11	<input type="text"/>	<input type="text"/>	<input type="text"/>
PF12	<input type="text"/>	<input type="text"/>	<input type="text"/>
PF13	<input type="text"/>	<input type="text"/>	<input type="text"/>
PF14	<input type="text"/>	<input type="text"/>	<input type="text"/>
PF15	<input type="text"/>	<input type="text"/>	<input type="text"/>
PF16	<input type="text"/>	<input type="text"/>	<input type="text"/>
PF17	<input type="text"/>	<input type="text"/>	<input type="text"/>
PF18	<input type="text"/>	<input type="text"/>	<input type="text"/>
PF19	<input type="text"/>	<input type="text"/>	<input type="text"/>
PF20	<input type="text"/>	<input type="text"/>	<input type="text"/>
PF21	<input type="text"/>	<input type="text"/>	<input type="text"/>
PF22	ENTER INQUIRY F2 UPDATE F6 MENU F7 PREVIOUS F8 NEXT F11 TRANSFER		
PF23			
PF24			

Sub Grantee Budget/Costs Ledger Detail (#364) Screen: 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 date ranges and limits to an individual cost category. All transactions, including any adjustments, are extracted for display according to the input parameters.

This screen can be accessed from the Expenditure Reporting Cash Request Menu by clicking the <PF07> button located on the navigation bar on the left side of the window.

Steps for inquiry on the 364 screen:

- Type the grant number, select BUDGET or COSTS by placing an "X" in the box, then click on the <ENTER> button located on the navigation bar on the left side of the window to inquire. An example of what will appear on the screen after clicking on the <ENTER> button is on the next page.
- Clicking the <PF08> button located on the navigation bar on the left side of the window will scroll through additional lines if there are too many to display on a single screen.
- 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, 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 into GRS. Both views can be restricted to a specific Expenditure Code.
- Clicking the <PF06> button located on the navigation bar on the left side of the window returns the user to the Expenditure Reporting Cash Request 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

DCEO GRANTEE REPORTING SYSTEM 02/24/10
 HD07GPA4 SUB GRANTEE BUDGET/COSTS LEDGER DETAIL (#364) 15:31:15
MSG 016-YOUR REQUEST HAS BEEN SUCCESSFULLY DISPLAYED
 TRANSFER TO SCREEN 362
 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
 - 2008 - YOUTH-I/S SALARY AND 09/30/2009 10/19/2009 1,681.96
 - 2008 - YOUTH-I/S SALARY AND 10/30/2009 11/13/2009 2,302.61
 - 2008 - YOUTH-I/S SALARY AND 11/30/2009 12/15/2009 1,165.95
 - 2008 - YOUTH-I/S SALARY AND 12/30/2009 01/15/2010 1,209.90
 - 2008 - YOUTH-I/S SALARY AND 01/30/2010 02/10/2010 1,479.68
 - - - - - **TOTAL 2008** **7,840.10**
 - 2018 - YOUTH-I/S OTHER PROG 09/30/2009 10/09/2009 339.43
 - 2018 - YOUTH-I/S OTHER PROG 09/30/2009 10/09/2009 28,116.86
 - 2018 - YOUTH-I/S OTHER PROG 09/30/2009 10/19/2009 12,601.61
 - 2018 - YOUTH-I/S OTHER PROG 09/30/2009 10/19/2009 2,480.37
 - 2018 - YOUTH-I/S OTHER PROG 10/30/2009 11/13/2009 2,498.50
ENTER INQUIRY F2 UPDATE F6 MENU F7 PREVIOUS F8 NEXT F11 TRANSFER

This is the Sub-Grantee Budget/Costs Ledger Detail #364 Screen showing an inquiry of costs for a grant.

MISC RECEIPTS/DISBURSEMENTS SUMMARY (#371)

DCEO
HD07DPBB

ACCOUNTING MANAGEMENT INFORMATION SYSTEM
MISC/RECEIPTS DISBURSEMENT SUMMARY (#371)

12/31/09
09:16:09

- 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

TRANSFER TO SCREEN:

GRANT NO.: - SUB GRANT ID

GRANTEE NAME: _____

CUMULATIVE BAL:	RECEIPTS	DISBURSEMENTS	BALANCE
PGM INCOME	_____	_____	_____
PGM INTEREST	_____	_____	_____
STAND IN	_____	_____	_____
CURRENT TRANSACTION:			
PGM INCOME	<input type="text"/>	<input type="text"/>	
PGM INTEREST	<input type="text"/>	<input type="text"/>	
STAND IN		<input type="text"/>	
MONTH <input type="text"/>	YEAR <input type="text"/>	DESC <input style="width: 100%;" type="text"/>	
<input style="width: 100%;" type="text"/>			
ENTER INQUIRY	F2 CHANGE	F9 HELP	F10 MENU
			F11 TRANSFER

Misc Receipts/Disbursement Summary (#371) Screen: This screen is utilized to input program income and program interest amounts as earned during the grant period.

This screen can be accessed from the Expenditure Reporting Cash Request Menu by clicking the <PF08> button located on the navigation bar on the left side of the window.

Steps for input on screen 371:

- Type the grant number and click on the <ENTER> button located on the navigation bar on the left side of the window to inquire.
- Enter any Program Income and Program Interest amounts on the appropriate lines. Both the receipt and expenditure of these revenues must be recorded prior to proper closeout of the grant.
- The month and year of the individual entries can be input with a short description.
- Clicking the <PF10> button located on the navigation bar on the left side of the window returns the user to the Expenditure Reporting Cash Request Menu.

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

MSG 016-YOUR REQUEST HAS BEEN SUCCESSFULLY DISPLAYED
 TRANSFER TO SCREEN: 364

GRANT NO.: - SUB GRANT ID A
 GRANTEE NAME:

CUMULATIVE BAL:	RECEIPTS	DISBURSEMENTS	BALANCE
PGM INCOME	1,103.19	1,006.11	97.08
PGM INTEREST	193.73	192.38	1.35
STAND IN		.00	

CURRENT TRANSACTION:

PGM INCOME _____
 PGM INTEREST _____
 STAND IN _____

MONTH ____ YEAR ____ DESC _____

ENTER INQUIRY **F2** CHANGE **F9** HELP **F10** MENU **F11** TRANSFER

This is the Misc/Receipts Disbursement Summary #371 Screen showing an inquiry for a grant.

SUB GRANTEE PERCENTAGE OBLIGATION TABLE (#377)

ENTER	DCEO	GRANTEE REPORTING SYSTEM	12/31/09
CLEAR	HD07WP01	SUB GRANTEE PERCENTAGE OBLIGATION TABLE (#377)	09:21:55
PF01	TRANSFER TO SCREEN <input style="width: 40px;" type="text"/>	PRINTER ID <input style="width: 40px;" type="text"/>	PRINT REPORT PERIOD: <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>
PF02	GRANT <input style="width: 40px;" type="text"/> - <input style="width: 40px;" type="text"/>	GRANTEE	
PF03	LOCAL ADMIN: <input style="width: 100px;" type="text"/>	YOUTH	ADULT
PF04	TOTAL EXPENDITURES (PER 362)	DISLOC	WORKERS
PF05	FUNDS OBLIGATED:		
PF06	VOCATIONAL TRAINING	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
PF07	ACADEMIC TRAINING	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
PF08	ITA"S	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
PF09	OJT CONTRACTS	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
PF10	EQUIPMENT	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
PF11	SUMMER EMPLOYMENT CONTRACTS	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
PF12	WIA FUNDED TRAINING TAA ONLY	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
PF13	OTHER	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
PF14	TOTAL FUNDS OBLIGATED		
PF15	TOTAL EXPENDITURES AND OBLIG		
PF16	TOTAL BUDGET (PER 362)		
PF17	PERCENTAGE OF FUNDS OBLIGATED		
PF18	"I HEREBY CERTIFY THAT THE TOTAL AMOUNT OBLIGATIONS REPORTED ABOVE ARE A TRUE		
PF19	REFLECTION OF THE TOTAL AMOUNT OF ORDERS PLACED, CONTRACTS AND SUB GRANTS		
PF20	AWARDED, I.E. NOT ENCUMBERED, ITA"S, GOODS AND SERVICES RECEIVED."		
PF21	ENTER INQUIRY	F2 PROCESS	F5 PRINT
PF22			F10 MENU
PF23			F11 TRANSFER
PF24			

Sub Grantee Percentage Obligation Table (#377) Screen: This screen provides the detail of obligations reported by grantees.

This screen can be accessed from the Expenditure Reporting Cash Request Menu by clicking the <PF10> button located on the navigation bar on the left side of the window.

Steps for input on the 377 screen:

- Type the grant number and click on the <ENTER> button located on the navigation bar on the left side of the window to inquire.
- Enter any obligations for the Adult, Dislocated Worker and Youth funding streams for each of the categories.
- Click the <PF02> button located on the navigation bar on the left side of the window to process the transactions to GRS.
- Clicking the <PF10> button located on the navigation bar on the left side of the window returns the user to the Expenditure Reporting Cash Request Menu.

- ENTER
- CLEAR
- PF01
- PF02
- PF03
- PF04
- PF05
- PF06
- PF07
- PF08
- PF09
- PF10
- PF11
- PF12
- PF13
- PF14
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- PF22
- PF23
- PF24

MSG 016-YOUR REQUEST HAS BEEN SUCCESSFULLY DISPLAYED

TRANSFER TO SCREEN 504 PRINTER ID JT2 PRINT REPORT PERIOD: ___ / ___

GRANT - GRANTEE

LOCAL ADMIN:	YOUTH	ADULT	DISLOC WORKERS
TOTAL EXPENDITURES (PER 362)	662,933.28	477,087.57	407,975.92
FUNDS OBLIGATED:			
VOCATIONAL TRAINING	.00	.00	.00
ACADEMIC TRAINING	.00	809.00	2,711.00
ITA"S	.00	18,099.00	53,748.00
OJT CONTRACTS	.00	13,554.00	.00
EQUIPMENT	.00	.00	.00
SUMMER EMPLOYMENT CONTRACTS	.00	.00	.00
WIA FUNDED TRAINING TAA ONLY	.00	.00	.00
OTHER	389,433.89	10,134.00	375,900.48
TOTAL FUNDS OBLIGATED	389,433.89	42,596.00	432,359.48
TOTAL EXPENDITURES AND OBLIG	1,052,367.17	519,683.57	840,335.40
TOTAL BUDGET (PER 362)	1,370,444.00	1,314,844.00	1,922,688.00
PERCENTAGE OF FUNDS OBLIGATED	76.79 %	39.52 %	43.70 %

"I HEREBY CERTIFY THAT THE TOTAL AMOUNT OBLIGATIONS REPORTED ABOVE ARE A TRUE REFLECTION OF THE TOTAL AMOUNT OF ORDERS PLACED, CONTRACTS AND SUB GRANTS AWARDED, I.E. NOT ENCUMBERED, ITA"S, GOODS AND SERVICES RECEIVED."

ENTER INQUIRY F2 PROCESS F5 PRINT F10 MENU F11 TRANSFER

This is the Sub-Grantee Percentage Obligation Table #377 Screen showing an inquiry for a grant.

GRANT CLOSEOUT INSTRUCTIONS

Approximately two weeks prior to the end date of the grant agreement, an email will be sent to the Closeout Coordinator listed on the grant with instructions to start the closeout process for the grant.

Once the final costs and cash requests have been entered, a second email will be sent with a link to access the closeout system for DCEO. The log in screen is shown below.

http://neonwebh.cmf.state.il.us:8080/dceo/closeout/grntmenu - Microsoft Internet Explorer provided by DCEO

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media

Address http://neonwebh.cmf.state.il.us:8080/dceo/closeout/grntmenu Go Links

ILLINOIS
RIGHT-HERE. RIGHT-NOW.

Department of Commerce and Economic Opportunity

Rod R. Blagojevich, Governor
Jack Lavin, Director

**Department of Commerce and Economic Opportunity
Grant Closeout Access**

Please enter the Grant Number that you are authorized to view:

(Enter your grant number without a dash)

Please enter your password:

Request Authorization

If you have trouble getting access, please refer to your e-mail notification for instructions or you may call your program accountant for assistance

[Click on this link to view the instructions for the standard grantee closeout package. Please verify your automated internet closeout package according to these directions prior to submital.](#)

Done Internet

The screen below will appear indicating the number of pages involved in your grant closeout. Review the information on each of the pages for accuracy. Follow the printing instructions listed on this page and print out your closeout package, sign it and submit to DCEO.

http://www.cmcfl.state.il.us:8080/dceo/dsout1/x - Microsoft Internet Explorer provided by DCEO

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address http://www.cmcfl.state.il.us:8080/dceo/dsout1/x Go Links

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Department of Commerce and Economic Opportunity

Rod R. Blagojevich, Governor
Jack Lavin, Director

Department of Commerce and Economic Opportunity

To print the entire package from this page:

1. Go to your browser's menu bar and click on FILE
2. In the drop down box click on PRINT
3. Optional - Change the number in the COPIES box to 2 -- one for DCCA and one for your files
4. Click on the OK button to print the close out package

[Page 1](#) [Page 2](#) [Page 3](#) [Page 4](#) [Page 5](#) [Page 6](#) [Page 7](#) [Page 8](#) [Page 9](#) [Page 10](#)
[Page 11](#) [Page 12](#) [Page 13](#) [Page 14](#) [Page 15](#) [Page 16](#)

Illinois Department of Commerce and Economic Opportunity
Office of Accounting

Close-Out Instructions for Grantees

Done Internet