State of Illinois

Department of Commerce

Grantee Reporting System

User Handbook for Grantees

January 2016

Table of Contents

INTRODUCTION

Welcome to the Illinois Department of Commerce Grantee Reporting System (GRS). 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 It is accessed via the Internet through an unpublished website address or the Illinois Department of Commerce website. Personal computers configured with an Internet browser such as Internet Explorer, are able to access the GRS with no additional software requirements. The Illinois Department of Commerce 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 sub 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.

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 entered.

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

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

d. The Illinois 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.

INTERNET ACCESS & SIGNON PROCEDURES

Step 1: Open your Internet Browser program (Internet Explorer, 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/dceo/costrpt

then press <ENTER>

or

Go to the Illinois Department of Commerce webpage at http://www.illinois.gov/dceo   Hover on **Community Services** on the upper right side of the screen. Then click on **Community Infrastructure** from the drop-down menu. Then click on **Economic Development** on the right side of the screen. Here click the link for **Grantee Support**. At the bottom of this page, you will be able to click **Cost Reporting** or **Close-out Package Access.**

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.*

Step 4: In Internet Explorer, an **Enter Network Password** dialogue box will appear asking you for your User Name and Password. Type in your Illinois Department of Commerce 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 or emailing your Program Accountant, or calling the CMS Help Desk at 1-800-366-8768, or emailing ceo.racfsecurity@llinois.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:

```
DCEO  10453043 DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY        04/14/15
HD07DPC0              EXPENDITURE REPORTING CASH REQUEST MENU         15:41:18


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
```

Buttons: 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

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

COST REPORTING AND 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  10453043 DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY      04/14/15
HD07DPC0             EXPENDITURE REPORTING CASH REQUEST MENU         15:41:18


PLEASE ENTER THE GRANT NUMBER TO BE PROCESSED  13   241002   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
```

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.

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, finalization 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.

F9 SBDC PROGRAM INCOME (#375): *Not available to grantee user access*

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

EXPENDITURE REPORTING (#351)


```
DCKO  10453043            GRANTEE REPORTING SYSTEM             04/14/15
HD07DPCA                 EXPENDITURE REPORTING (#351)          15:43:26
MSG 016-YOUR REQUEST HAS BEEN SUCCESSFULLY DISPLAYED


GRANT #  13-241002   GRANTEE
EXP CODE 0901        DESCRIPTION ECON DEV FOR INFRASTRUCT (17B)

   EXP CODE FOR SPECIFIC INQUIRY

PREVIOUS PERIODS CUMMULATIVE TO DATE TOTAL     58,409.00

                          MARCH 2015      NEW COSTS
                        TOTAL TO DATE      TO REPORT
          PREVIOUS MONTH

                          APRIL 2015      NEW COSTS
                        TOTAL TO DATE      TO REPORT
          CURRENT MONTH

SUMMARY        BUDGET       PEND DECREASE   CUM TO DATE TOT      BALANCE
CAT 0901     666,202.00                       58,409.00        607,793.00

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

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 **followed by a "-" (minus).** You must use the minus sign <u>across the top of your keyboard</u>; not the minus sign on your number keypad.

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.
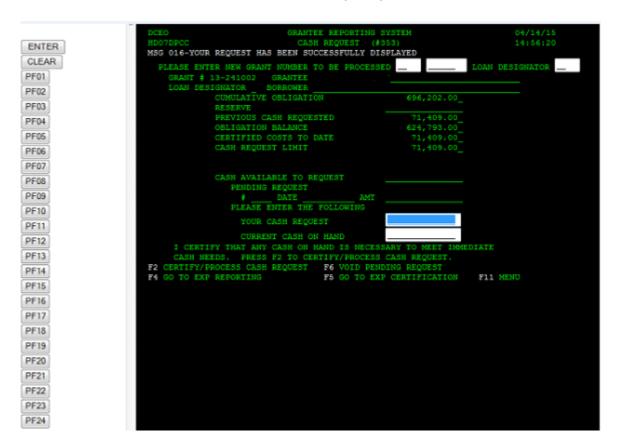
EXPENDITURE SUMMARY (#352)


```
DCEO                      GRANTEE REPORTING SYSTEM                    04/14/15
HDO7DPCB                  EXPENDITURE SUMMARY (#352)                  14:49:01
MSG 014-THERE ARE NO MORE ENTRIES TO BE VIEWED FOR THIS REQUEST

                                                                  GRANT OPEN
GRANT #  13-241002    GRANTEE                       _____

                        GRANT         CERTIFIED        UNCERTIFIED
        EXPEND CODE     BUDGET          COSTS            COSTS          BALANCE
          0901        666,202.00      58,409.00                      607,793.00
          1000         30,000.00      13,000.00                       17,000.00
          ____        _____      _____       _____    _____
                      _____      _____       _____    _____
          ____        _____      _____       _____    _____
          ____        _____      _____       _____    _____
          ____        _____      _____       _____    _____
          TOTL        696,202.00      71,409.00                      624,793.00

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

Buttons: 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. 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 Illinois Department of Commerce 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)

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.

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 the Illinois Department of Commerce. 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. The amount of Cash and In-kind match is informational only and does not affect amount of cash request.

7. The "Cash Request Limit" displays the maximum amount of cash a grantee may request. It takes into account the payment provision, whether BEP applies, and Environmental(s) if applicable.

8. Clicking the <PF11> button returns the user to the Expenditure Reporting Cash Request Menu.
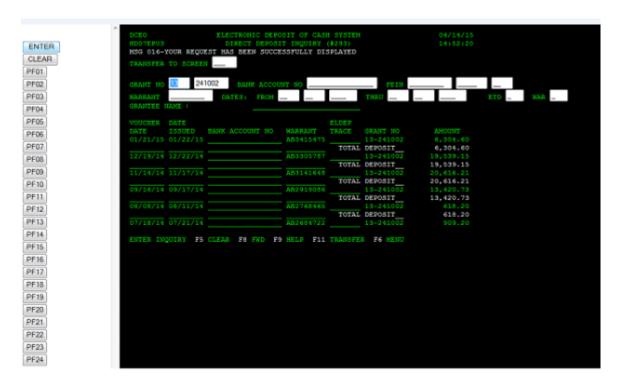
CASH REQUEST TRACKING (#354)

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. If any disallowed costs have been paid by the Grantee, they will now display on this screen, but will not affect the total listed.
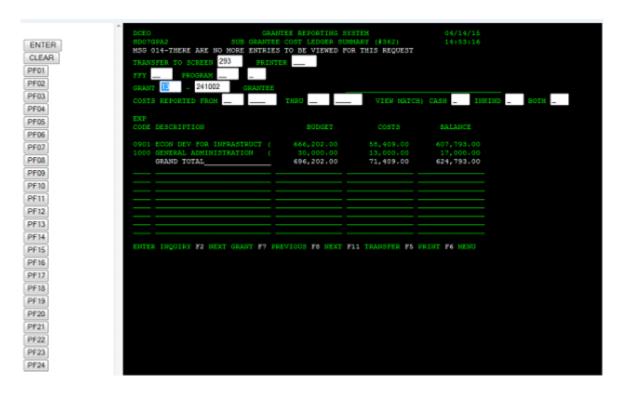
5. Clicking the <PF10> button returns the user to the Expenditure Reporting Cash Request Menu.

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.

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

SUB GRANTEE BUDGET/COSTS LEDGER DETAIL (#364)

1. Type the grant number, select BUDGET or COSTS, 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, 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.

MISC RECEIPTS/DISBURSEMENTS SUMMARY (#371)


```
DCEO                  ACCOUNTING MANAGEMENT INFORMATION SYSTEM              04/14/15
HD07DPBB             MISC/RECEIPTS DISBURSEMENT SUMMARY   (#371)          14:54:30
MSG 016-YOUR REQUEST HAS BEEN SUCCESSFULLY DISPLAYED
                              TRANSFER TO SCREEN: 364

   GRANT  NO.: 13  -  241002                    SUB GRANT ID __
GRANTEE NAME:


CUMULATIVE BAL:     RECEIPTS        DISBURSEMENTS        BALANCE

   PGM INCOME                .00               .00             .00
   PGM INTEREST              .00               .00             .00
   STAND IN                                    .00

CURRENT TRANSACTION:
   PGM INCOME       _____   _____

   PGM INTEREST     _____   _____

   STAND IN                        _____


MONTH __    YEAR __    DESC _____
                           _____

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

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

2. 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. *Note: SBDC grantees will not be able to enter program income amounts on this screen.*

3. The month and year of the individual entries can be input with a short description.

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

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

SUB GRANTEE PERCENTAGE OBLIGATION TABLE (#377)

1. Type the grant number and click on the <Enter> button to inquire. *Note: Only WIA formula (68) and Rapid Release (65) grantees are able to utilize this screen.*

2. Type the amount of local obligations for the appropriate funding source and cost category. *Note: Amounts entered to this screen do not increase or decrease any previously entered amounts. Amounts entered on this screen will replace the existing data. Corrections are made by entering the new amount.*

3. Click the <PF2> button to enter these amounts or changes to the GRS.

4. 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.