Illinois Department of Commerce and Economic Opportunity

GRANTEE REPORTING SYSTEM

USER MANUAL FOR

GRANTEES

February 2016

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 Section 4.15 or 4.16 of 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

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

Judy Hunt
217-558-2445
Email: judy.hunt@illinois.gov

Expenditure Reporting Requirements

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

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

The URL to access the GRS site is:
https://neonwebh.cmcf.state.il.us:8080/dceo/costrpt

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 |
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| PF16 |
| PF17 |
| PF18 |
| PF19 |
| PF20 |
| PF21 |
| PF22 |
| PF23 |
| PF24 |

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DCEO              DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY        02/16/16
HD07DPC0               EXPENDITURE REPORTING CASH REQUEST MENU           12:04:46


        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	◯ 6
PF02	
PF03	
PF04	
PF05	
PF06	
PF07	
PF08	☐ 2a & 5
PF09	
PF10	
PF11	
PF12	
PF13	
PF14	
PF15	
PF16	
PF17	
PF18	
PF19	
PF20	
PF21	
PF22	
PF23	
PF24	

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DCEO                    GRANTEE REPORTING SYSTEM           02/16/16
HD07DPCA                EXPENDITURE REPORTING (#351)       12:04:58
MSG 016-YOUR REQUEST HAS BEEN SUCCESSFULLY DISPLAYED


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     NEW COSTS          4
                      TOTAL TO DATE    TO REPORT        ←
         PREVIOUS MONTH    2,412.23-  _____

                      FEBRUARY 2016    NEW COSTS          4
                      TOTAL TO DATE    TO REPORT        ←
         CURRENT MONTH  _____   _____

SUMMARY       BUDGET     PEND DECREASE   CUM TO DATE TOT    BALANCE
CAT 1000     31,832.00   _____       22,553.60       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 20th 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

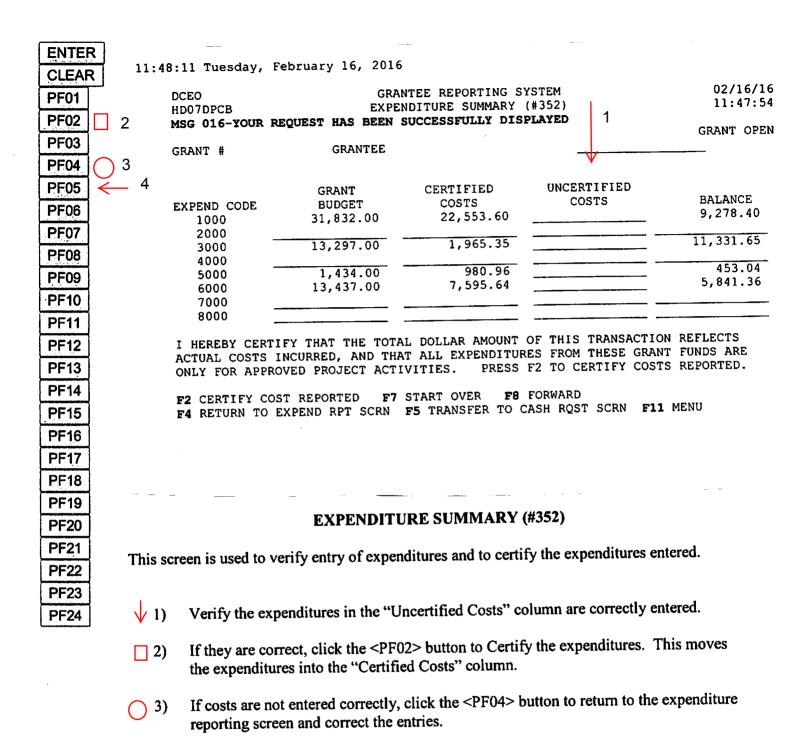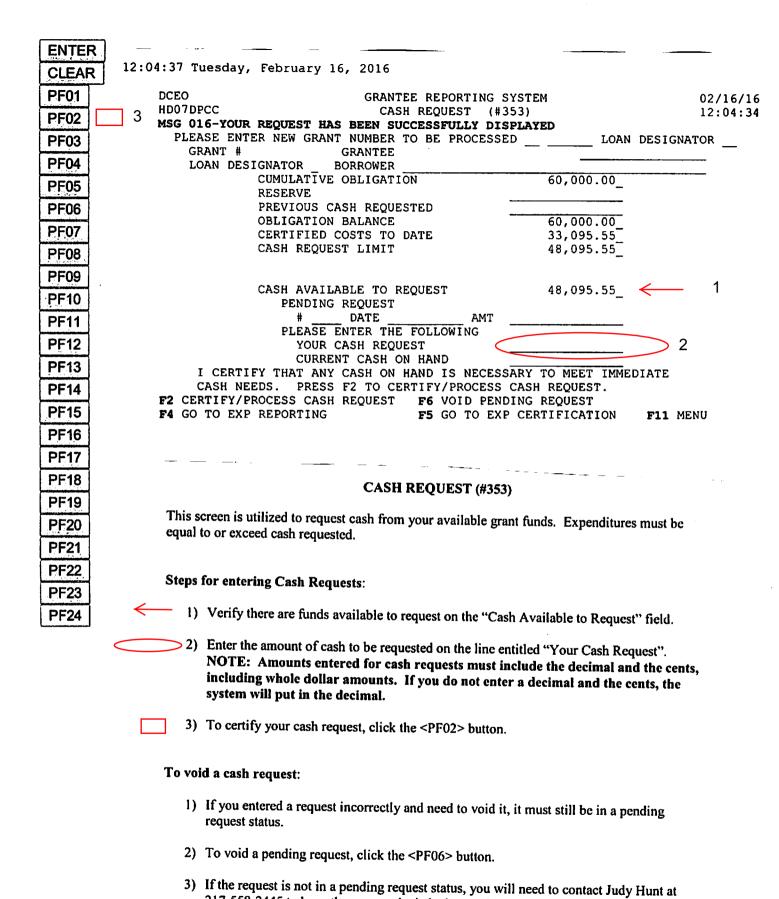**To Reduce expenditures or adjust an incorrect entry**

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
PF13
PF14
PF15
PF16
PF17
PF18
PF19
PF20
PF21
PF22
PF23
PF24
```

11:48:11 Tuesday, February 16, 2016

GRANT #   GRANTEE

EXPEND CODE	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 SCRN   **F5** TRANSFER TO CASH RQST SCRN   **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
PF01
PF02   □ 3
PF03
PF04
PF05
PF06
PF07
PF08
PF09
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PF11
PF12
PF13
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PF18
PF19
PF20
PF21
PF22
PF23
PF24
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        DCEO                    GRANTEE REPORTING SYSTEM              02/16/16
        HD07DPCC                    CASH REQUEST   (#353)             12:04:34
        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          60,000.00_
                    RESERVE                      _____
                    PREVIOUS CASH REQUESTED       _____
                    OBLIGATION BALANCE             60,000.00_
                    CERTIFIED COSTS TO DATE        33,095.55_
                    CASH REQUEST LIMIT             48,095.55_


                    CASH AVAILABLE TO REQUEST      48,095.55_  <———  1
                       PENDING REQUEST
                       # ____ DATE _____ AMT _____
                    PLEASE ENTER THE FOLLOWING
                       YOUR CASH REQUEST          _____  2
                       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 REQUEST (#353)

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

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 Judy Hunt at 217-558-2445 to have the request denied when cash requests are processed next before you can enter a new request.

ENTER	1
CLEAR	~~8:56:04~~ Wednesday, February 17, 2016
PF01	☐ 3
PF02	
PF03	
PF04	
PF05	
PF06	
PF07	2
PF08	←
PF09	
PF10	
PF11	
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PF22	
PF23	
PF24	

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                                    GRANTEE REPORTING SYSTEM              02/17/16
       DCEO                       CASH REQUEST TRACKING  (#354)           08:55:59
       HD07DPCD

       TRANSFER: ___   1                                          ,        DESIG _
       GRANT # (_____)     GRANTEE _____

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

       _____
       _____
       _____
       _____
       _____
       _____
       _____
       _____
       _____
       _____
       _____
       _____

       *** 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
PF01
PF02
PF03
PF04
PF05
PF06
PF07
PF08
PF09
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```
     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.

ENTER
CLEAR
PF01
PF02
PF03
PF04
PF05
PF06
PF07
PF08
PF09
PF10
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PF21
PF22
PF23
PF24

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DCEO                          GRANTEE REPORTING SYSTEM            02/16/16
HD07GPA4             SUB GRANTEE BUDGET/COSTS LEDGER DETAIL (#364)  16:14:12

TRANSFER TO SCREEN 362                           LOG/SEQ _____ ___
GRANT    -  ___           1
VIEW BUDGET)  ALL _   ESTABLISHMENT _  MOD __  PERIOD __ __ ____ __ __ ____
VIEW COSTS)   ALL  _  PERIOD _____ _____  ENTERED ON __ __ ____ __ __ ____
                      RESTRICT TO EXP CODE ____  MATCH) CASH _  INKIND _  BOTH _
EXP    -NEW-                          REPORT    DATE
SEL CODE MO YR DESCRIPTION            PERIOD    ENTERED              COSTS

  _  ___ __ __ _____  _____  _____  _____
  _  ___ __ __ _____  _____  _____  _____
  _  ___ __ __ _____  _____  _____  _____
  _  ___ __ __ _____  _____  _____  _____
  _  ___ __ __ _____  _____  _____  _____
  _  ___ __ __ _____  _____  _____  _____
  _  ___ __ __ _____  _____  _____  _____
  _  ___ __ __ _____  _____  _____  _____
  _  ___ __ __ _____  _____  _____  _____
  _  ___ __ __ _____  _____  _____  _____

   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
Pat Quinn, 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)
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:** _____

- -

For I.T.M. Use Only

I.T.M. Security Administrator: _____   _____

Authorization Approval:

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

IDREQ-33-OISD110 (10/2006)   External RACF ID Request.dot