



Illinois
Department of Commerce
& Economic Opportunity
Bruce Rauner, Governor

State of Illinois

Department of Commerce

Grantee Reporting System

User Handbook for Grantees

January 2016

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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 It is accessed via the Internet through an unpublished website address or the Illinois Department of Commerce website.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.cmc.state.il.us:8080/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@illinois.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:

- 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  [ ] [ ] 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
```

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
HD07DPCO 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*

F23MASTER SYSTEM MENU: *Not available to grantee user access*

EXPENDITURE REPORTING (#351)

ENTER	DCKO 10453043	GRANTEE REPORTING SYSTEM	04/14/15
CLEAR	ND07DPCA	EXPENDITURE REPORTING (#351)	15:43:26
PF01	MSG 016-YOUR REQUEST HAS BEEN SUCCESSFULLY DISPLAYED		
PF02	GRANT # 13-241002	GRANTEE	
PF03	EXP CODE 0901	DESCRIPTION ECON DEV FOR INFRASTRUCT (175)	
PF04	EXP CODE FOR SPECIFIC INQUIRY		
PF05	PREVIOUS PERIODS CUMULATIVE TO DATE TOTAL	58,409.00	
PF06		MARCH 2015	NEW COSTS
PF07		TOTAL TO DATE	TO REPORT
PF08	PREVIOUS MONTH		
PF09		APRIL 2015	NEW COSTS
PF10	CURRENT MONTH		TO REPORT
PF11	SUMMARY	BUDGET	PEND DECREASE
PF12	CAT 0901	666,202.00	
PF13			CUM TO DATE TOT
PF14			58,409.00
PF15			BALANCE
PF16			607,793.00
PF17	ENTER INQUIRY	F7 PREVIOUS	F8 NEXT
PF18	F1 GO TO EXPEND SUMMARY SCREEN	F11 MENU	F9 HELP
PF19			
PF20			
PF21			
PF22			
PF23			
PF24			

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 across the top of your keyboard; 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.

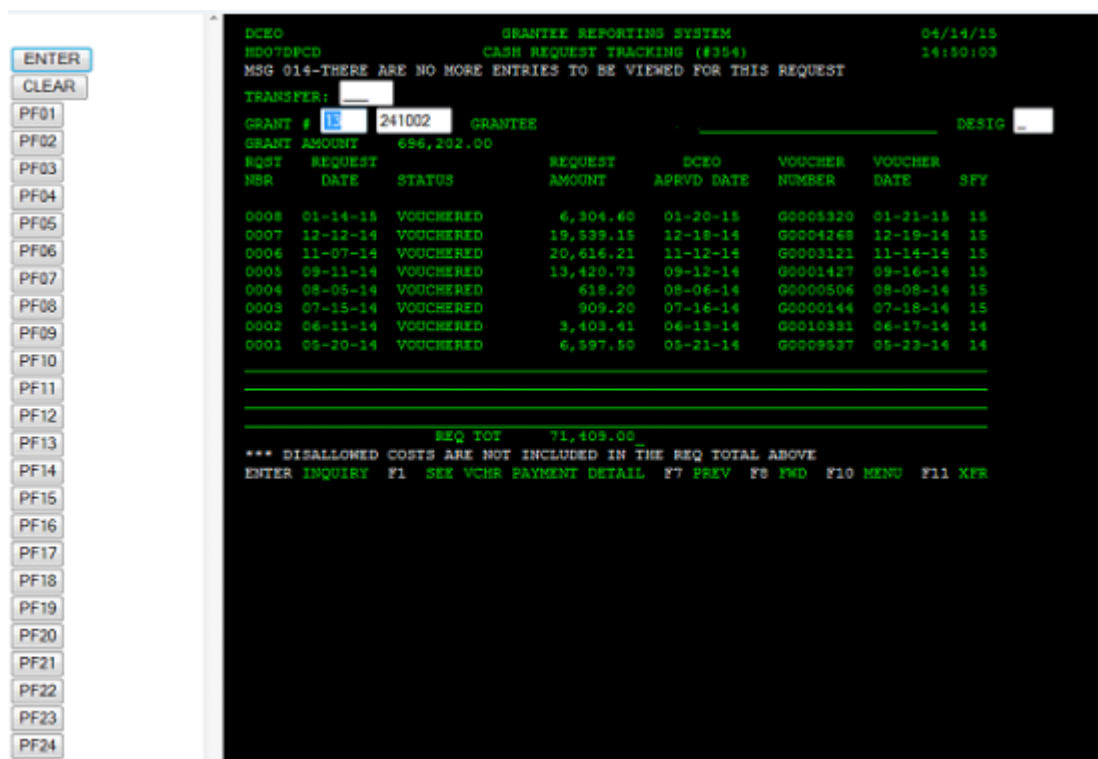
- Clicking the <PF5> button transfers the display to the Cash Request (#353) for entering and certifying current cash requests.

CASH REQUEST (#353)

- Verify the line shown as "Cash Available to Request." This line in certain programs will be limited to the amount of certified costs reported.
- Enter the amount of cash to be requested on the "Your Cash Request" line.
- Enter the amount of any cash on hand on the "Current Cash on Hand" line.
- 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.*
- 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.

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

DIRECT DEPOSIT INQUIRY (#293)

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          ELECTRONIC DEPOSIT OF CASH SYSTEM          04/14/15
H007E03      DIRECT DEPOSIT INQUIRY (#293)             14:52:20
MSG 016-YOUR REQUEST HAS BEEN SUCCESSFULLY DISPLAYED
TRANSFER TO SCREEN [ ]

GRANT NO [ 13 ] 241002  BANK ACCOUNT NO [ ] FEIN [ ] [ ] [ ]
WARRANT [ ] DATES: FROM [ ] [ ] [ ] THRU [ ] [ ] [ ] EFT [ ] WAR [ ]
GRANTEE NAME [ ]

VOUCHER DATE          DATE ISSUED BANK ACCOUNT NO WARRANT TRACE ELDEP GRANT NO AMOUNT
01/21/15 01/22/15 [ ] AB3415475 [ ] 13-241002 6,304.60
[ ] [ ] [ ] [ ] [ ] TOTAL DEPOSIT 6,304.60
12/19/14 12/22/14 [ ] AB3305787 [ ] 13-241002 19,539.15
[ ] [ ] [ ] [ ] [ ] TOTAL DEPOSIT 19,539.15
11/14/14 11/17/14 [ ] AB3141640 [ ] 13-241002 20,614.21
[ ] [ ] [ ] [ ] [ ] TOTAL DEPOSIT 20,614.21
09/16/14 09/17/14 [ ] AB2919086 [ ] 13-241002 13,420.73
[ ] [ ] [ ] [ ] [ ] TOTAL DEPOSIT 13,420.73
08/08/14 08/11/14 [ ] AB3748465 [ ] 13-241003 618.20
[ ] [ ] [ ] [ ] [ ] TOTAL DEPOSIT 618.20
07/18/14 07/21/14 [ ] AB3684722 [ ] 13-241003 808.20
[ ] [ ] [ ] [ ] [ ] TOTAL DEPOSIT 808.20

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

- Type the grant number and click on the <Enter> button to inquire.
- Clicking the <PF8> button 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 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.*
- Clicking the <PF6> button returns the user to the Expenditure Reporting Cash Request Menu.

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

DCED GRANTEE REPORTING SYSTEM 04/14/15

HD07GPA2 SUB GRANTEE COST LEDGER SUMMARY (#362) 14:59:14

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

TRANSFER TO SCREEN 293 PRINTER

FFY PROGRAM

GRANT GRANTEE

COSTS REPORTED FROM THRU VIEW MATCH: CASH INKIND BOTH

EXP CODE	DESCRIPTION	BUDGET	COSTS	BALANCE
0901	ECON DEV FOR INFRASTRUCT (446,202.00	58,409.00	607,793.00
1000	GENERAL ADMINISTRATION (30,000.00	13,000.00	17,000.00
GRAND TOTAL		496,202.00	71,409.00	624,793.00

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

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)

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

DCRO GRANTEE REPORTING SYSTEM 04/14/15
 HD07GPA4 SUB GRANTEE BUDGET/COSTS LEDGER DETAIL (#364) 14:03:00
 MSG 014-THERE ARE NO MORE ENTRIES TO BE VIEWED FOR THIS REQUEST

TRANSFER TO SCREEN 302 LOG/SEQ

GRANT 05 - 241002

VIEW BUDGET) ALL ESTABLISHMENT MOD PERIOD

VIEW COSTS) ALL PERIOD ENTERED ON

RESTRICT TO EXP CODE MATCH) CASH INKING BOTH

EXP	SEL	NO	TR	DESCRIPTION	TYPE	DATE	BUDGET	
	0901			ECON DEV FOR INPRAST	ESTABLISH	02/26/2014	666,202.00	
							TOTAL 0901	666,202.00
	1000			GENERAL ADMINISTRATI	ESTABLISH	02/26/2014	30,000.00	
							TOTAL 1000	30,000.00
GRAND TOTAL							696,202.00	

ENTER INQUIRY F2 UPDATE F6 MENU F7 PREVIOUS F8 NEXT F11 TRANSFER

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)

ENTER	DCEO	ACCOUNTING MANAGEMENT INFORMATION SYSTEM	04/14/13
CLEAR	HD07DPBB	MISC/RECEIPTS DISBURSEMENT SUMMARY (#371)	14:54:30
PF01	MSG 016-YOUR REQUEST HAS BEEN SUCCESSFULLY DISPLAYED		
PF02	TRANSFER TO SCREEN: 364		
PF03	GRANT NO.: 13	- 241002	SUB GRANT ID: ..
PF04	GRANTEE NAME:		
PF05	CUMULATIVE BAL:	RECEIPTS	DISBURSEMENTS
PF06	PGM INCOME	.00	.00
PF07	PGM INTEREST	.00	.00
PF08	STAND IN	.00	
PF09	CURRENT TRANSACTION:		
PF10	PGM INCOME	<input type="text"/>	<input type="text"/>
PF11	PGM INTEREST	<input type="text"/>	<input type="text"/>
PF12	STAND IN	<input type="text"/>	<input type="text"/>
PF13	MONTH	YEAR	DESC
PF14	<input type="text"/>	<input type="text"/>	<input type="text"/>
PF15	<input type="text"/>	<input type="text"/>	<input type="text"/>
PF16	ENTER INQUIRY	F2 CHANGE	F9 HELP
PF17	F10 MENU	F11 TRANSFER	
PF18			
PF19			
PF20			
PF21			
PF22			
PF23			
PF24			

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)

The screenshot shows a terminal window with the following content:

```

DCEO          GRANTEE REPORTING SYSTEM          04/14/15
HDO7WP01     SUB GRANTEE PERCENTAGE OBLIGATION TABLE (#377)  14:55:04
MSG 016-YOUR REQUEST HAS BEEN SUCCESSFULLY DISPLAYED
TRANSFER TO SCREEN 371          PRINTER ID _____ PRINT REPORT PERIOD: ____ / ____
GRANT 1E - 241002          GRANTEE _____
LOCAL ADMIN: _____
TOTAL EXPENDITURES (PER 362)    YOUTH      ADULT      DISLOC WORKERS
FUNDS OBLIGATED:
VOCATIONAL TRAINING            _____
ACADEMIC TRAINING              _____
ITA*S                          _____
OJT CONTRACTS                  _____
EQUIPMENT                      _____
SUMMER EMPLOYMENT CONTRACTS    _____
WIA FUNDED TRAINING TAA ONLY   _____
OTHER                          _____
TOTAL FUNDS OBLIGATED          .00          .00          .00
TOTAL EXPENDITURES AND OBLIG   .00          .00          .00
TOTAL BUDGET (PER 362)         .00          .00          .00
PERCENTAGE OF FUNDS OBLIGATED  0.00 %      0.00 %      0.00 %
*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
  
```

On the left side of the terminal window, there is a vertical column of buttons labeled from ENTER to PF24.

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.