

Illinois Department of Commerce and Economic Opportunity

GRANTEE REPORTING SYSTEM

USER HANDBOOK FOR

GRANTEES

10/22/2002 4:46 PM

INTRODUCTION

Welcome to the Illinois Department of Commerce and Economic Opportunity Grantee Reporting System. This is an electronic reporting system for Expenditure Summary and Invoice Voucher submission. The GRS consists of nine (9) screens accessible by grantees. It allows for electronic entry of costs and cash requests.

GENERAL

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 It is accessed via the Internet through an unpublished website address.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 computers 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 (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 subgrantees 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 processed.
- b. At least once a week, DCEO collects and accepts cash requests. The frequency may increase depending on program requirements.
- c. DCEO Accounting office staff review and recommend approval/rejection.
- d. DCEO 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.

GRANTEE REPORTING SYSTEM ASSISTANCE

Questions concerning this system may be directed to the DCEO Accounting Office at (217) 785-6413. Please contact your DCEO grant program manager for specific contact names and numbers.

INTERNET ACCESS & SIGNON 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/neon/ims>
- then press <ENTER>
- Step 3: In Internet Explorer, a **Security Alert** dialogue box will appear. Click the “YES” button to proceed into the site. *This is not a security risk to your computer or company.*
- Step 4: A black screen with green lettering will appear with navigation buttons on the left side toolbar.

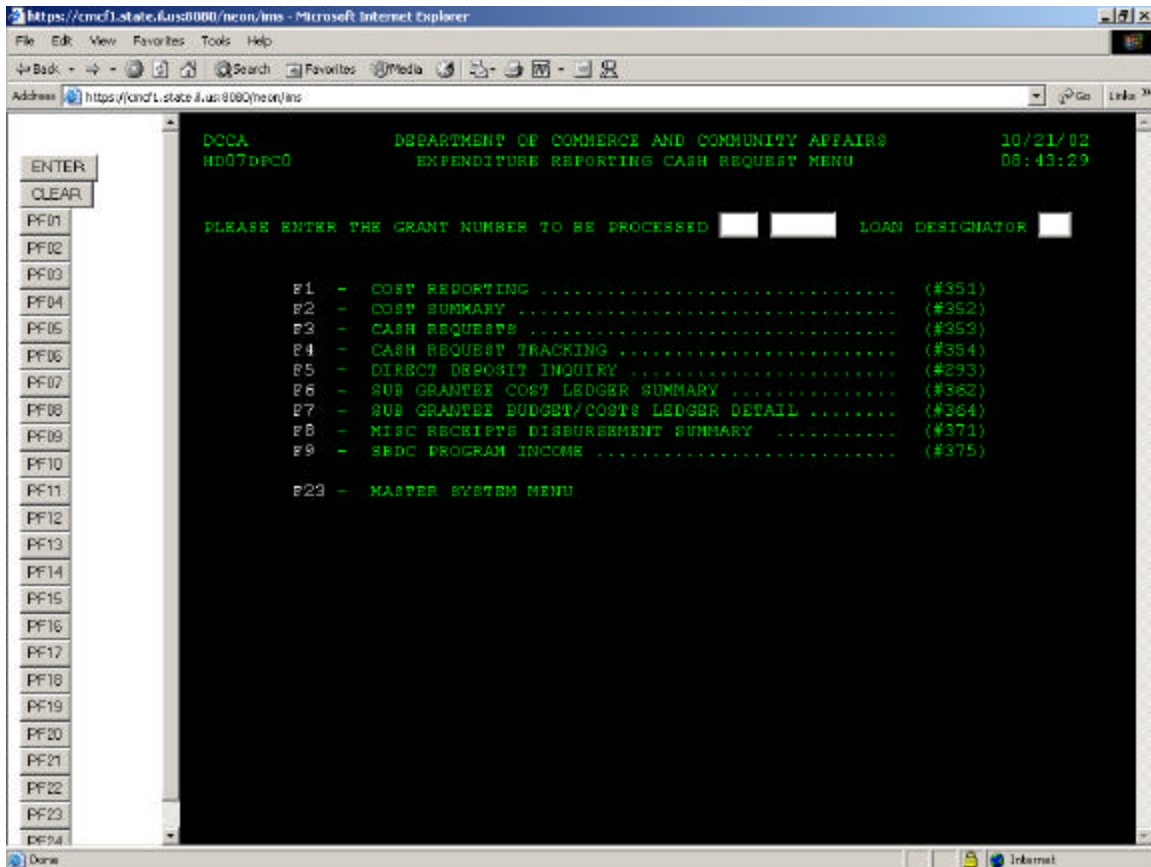
NOTE: From this point on, you will be using only the navigation buttons on the left side of your screen. The <PF> buttons on your keyboard will not function properly in the website.

Type **/FOR HDGRS** or **/FOR HDCDAP** in the entry area of the black screen, click the <ENTER> button. *The GRS will accept upper or lower case type.*

- Step 5: In Internet Explorer, an **Enter Network Password** dialogue box will appear asking for your User Name and Password. Type in your DCEO 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”.*

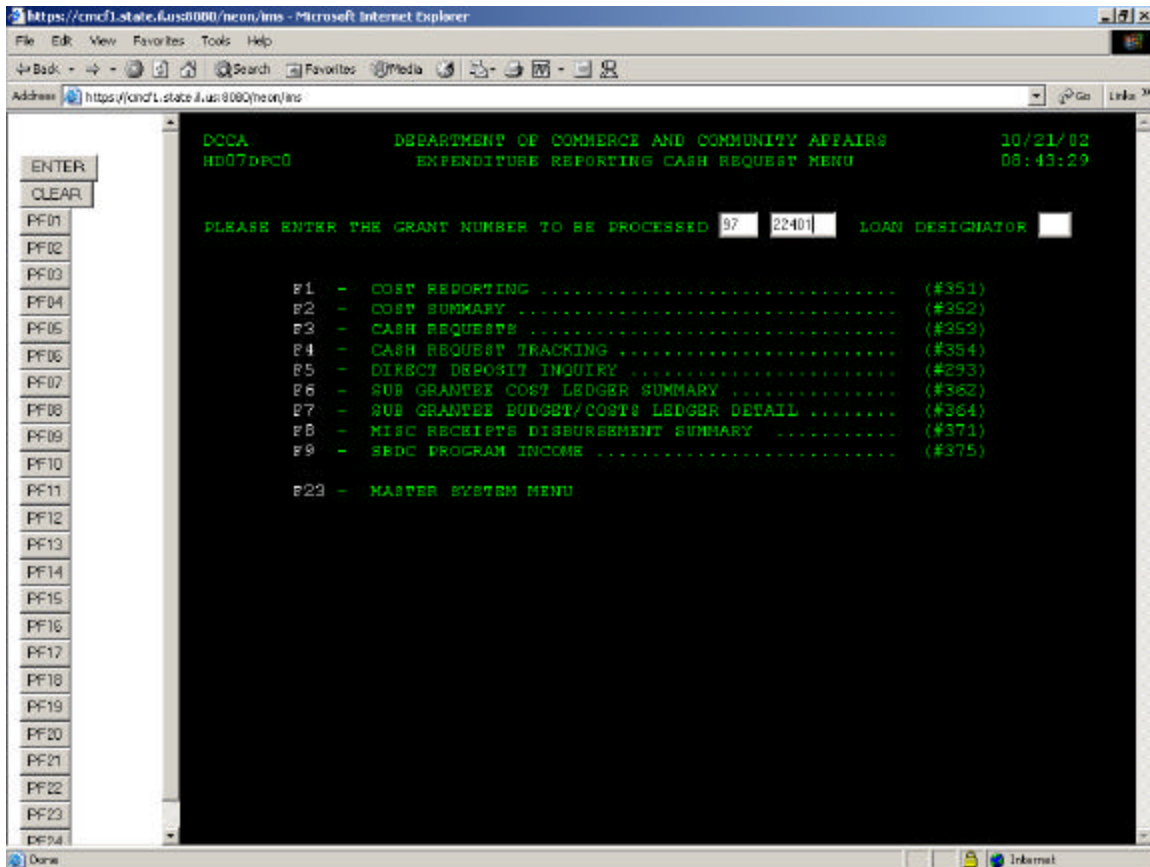
Note: If you are unable to access the next screen, it is possible that you have an expired or invalid password. You may inquire on this and get other assistance by calling the DCEO Help Desk at (217) 785-6405.

Step 6: The **Expenditure Reporting Cash Request Menu** is displayed as seen in this example:



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

COST REPORTING AND CASH REQUESTS



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 cost 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, finalize 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 Fund 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 date parameters to be entered for customized inquiry.

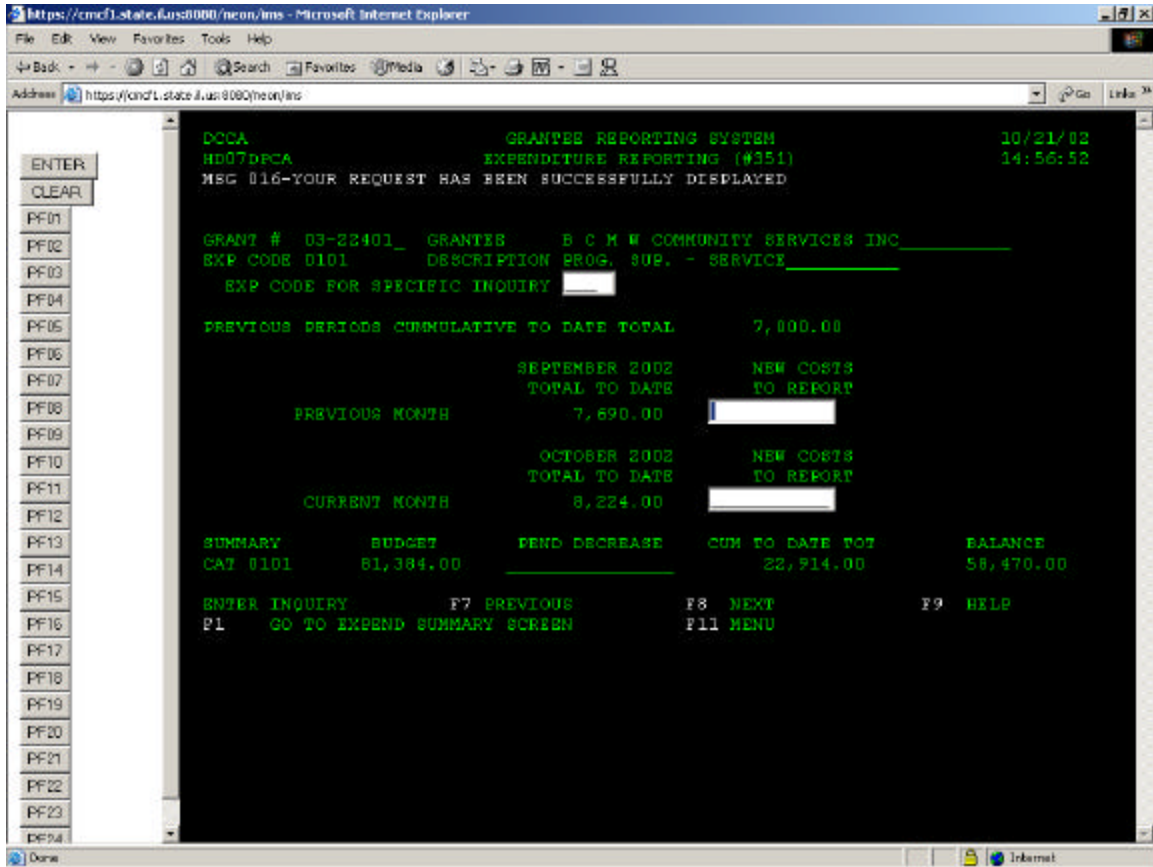
F7 SUB GRANTEE BUDGET/COSTS LEDGER DETAIL (#364): This screen provides the complete detail of all transactions on an individual grant. The screen utilizes various parameters to customize the inquiry to either budget or costs and then has the ability to handle date ranges and limits to an individual cost 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): Certain programs utilize this screen to input program income and program interest amounts as earned during the grant period. Information entered to this screen is captured for Federal reporting purposes.

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

EXPENDITURE REPORTING (#351)



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 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).
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)

10/21/02
15:45:25

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

GRANT OPEN

GRANT # 03-22401 GRANTEE B C M W COMMUNITY SERVICES INC

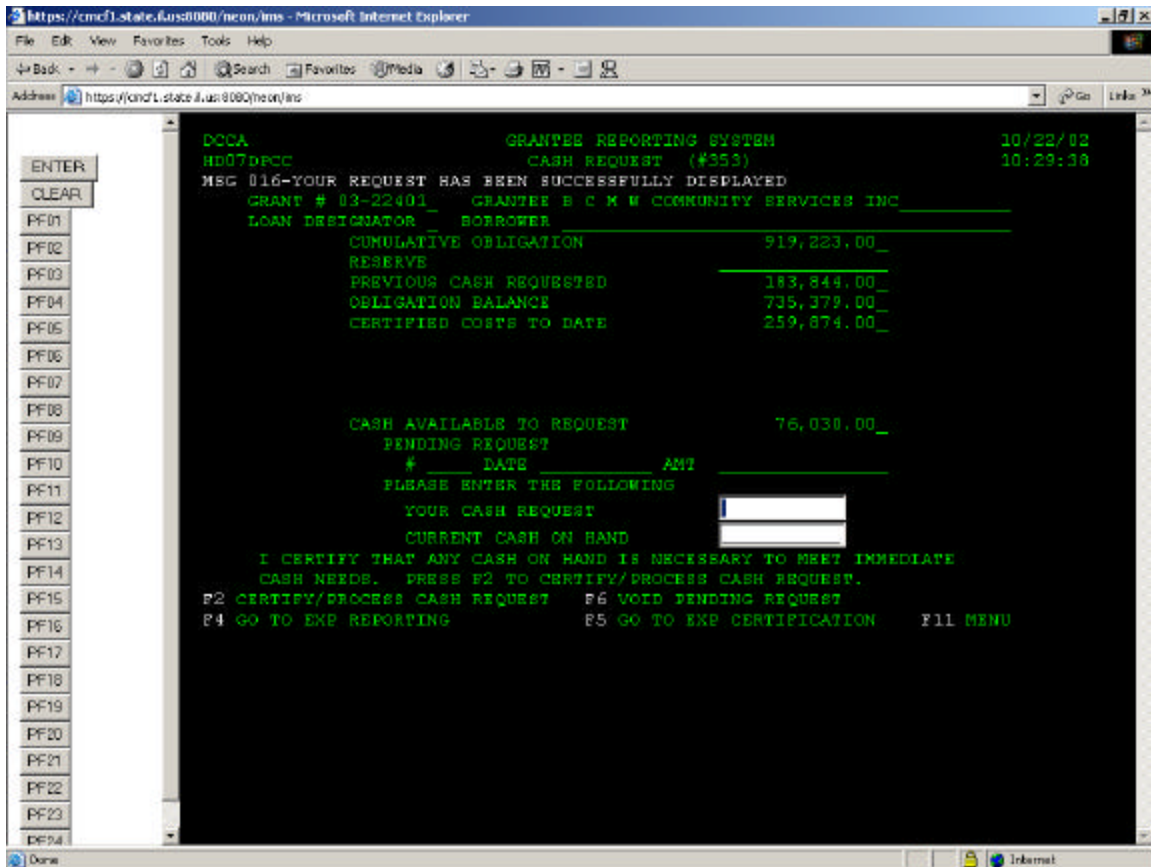
EXPEND CODE	GRANT BUDGET	CERTIFIED COSTS	UNCERTIFIED COSTS	BALANCE
0101	81,384.00	22,914.00		58,470.00
0201	687,737.00	122,921.00		564,816.00
0301	46,364.00	10,534.00		35,830.00
0401	92,327.00	92,200.00		127.00
0402	6,224.00	6,193.00		31.00
0405	5,187.00	5,112.00		75.00
TOTAL	919,223.00	259,874.00		659,349.00

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 SCR N F5 TRANSFER TO CASH ROST SCR N F11 MENU

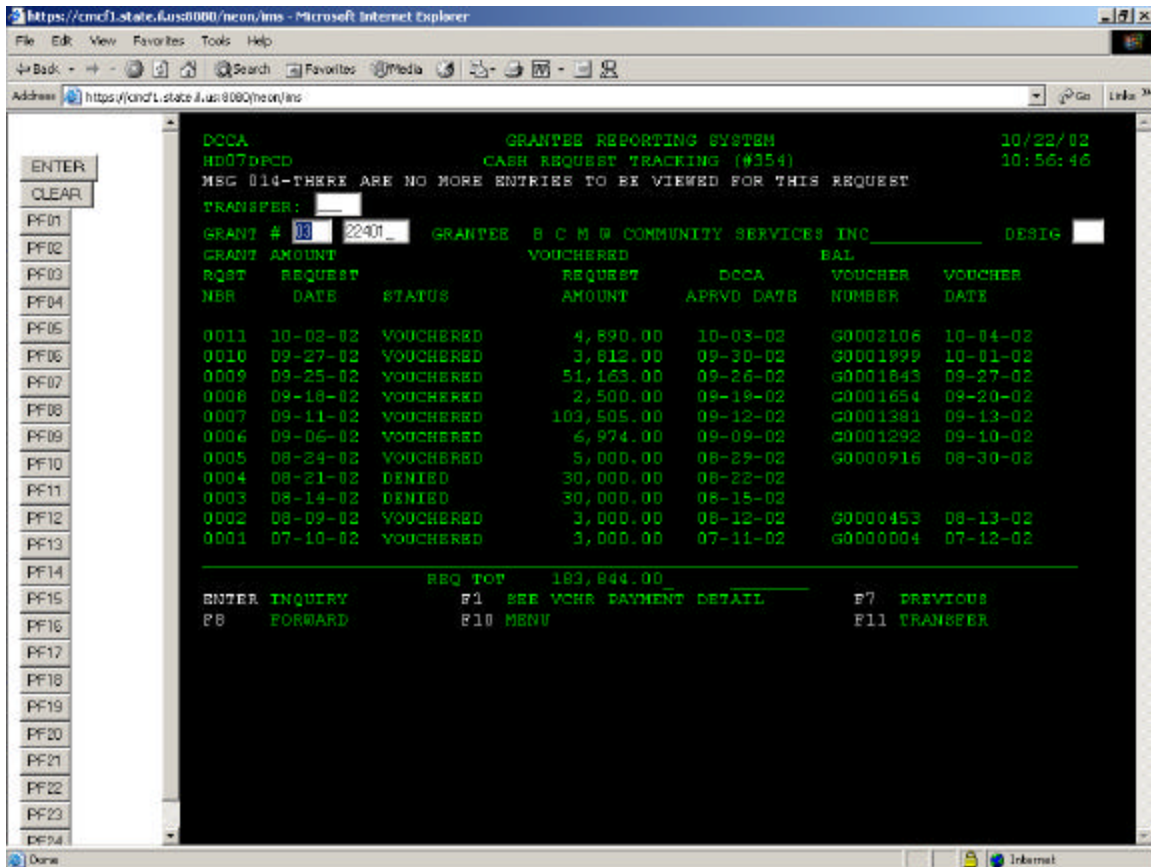
1. All costs that were recently entered to the Expenditure Reporting (#351) screen will appear in the Uncertified Costs column. *These should be verified against the supporting documentation to insure data entry accuracy.*
2. Costs may be certified by clicking on the <PF2> button.
3. After costs have 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 DCEO 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 on the <PF5> button transfers the display to the Cash Request (#353) for entering and certifying current cash requests.

CASH REQUEST (#353)



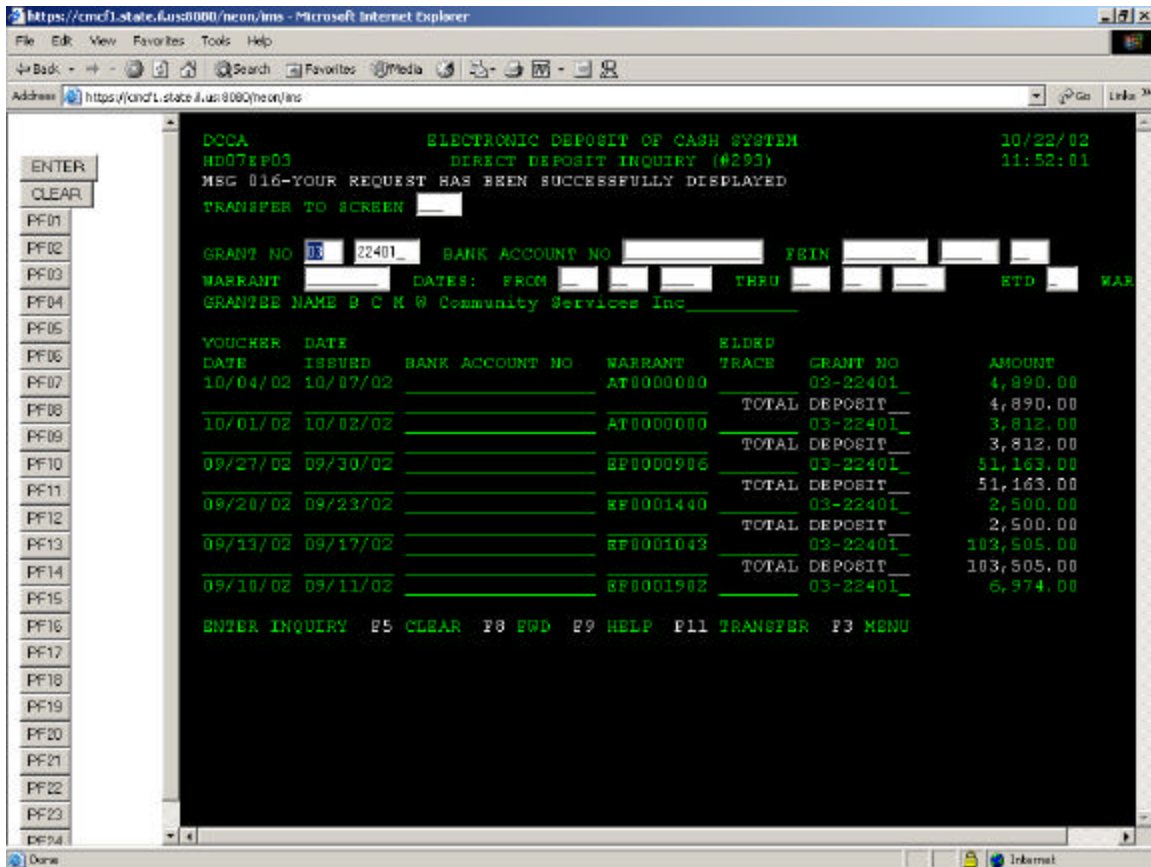
1. Verify the line shown as “Cash Available to Request”. This line in certain programs will be limited to the amount of certified costs reported.
2. Enter the amount of cash to be requested on the “Your Cash Request” line.
3. Enter the amount of any cash on hand on the “Current Cash on Hand” line.
4. 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 DCEO. Clicking the <PF6> button will VOID a request.
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 will have no bearing on the processes of this screen.
7. Clicking the <PF11> button returns the user to the Expenditure Reporting Cash Request Menu.

CASH REQUEST TRACKING (#354)



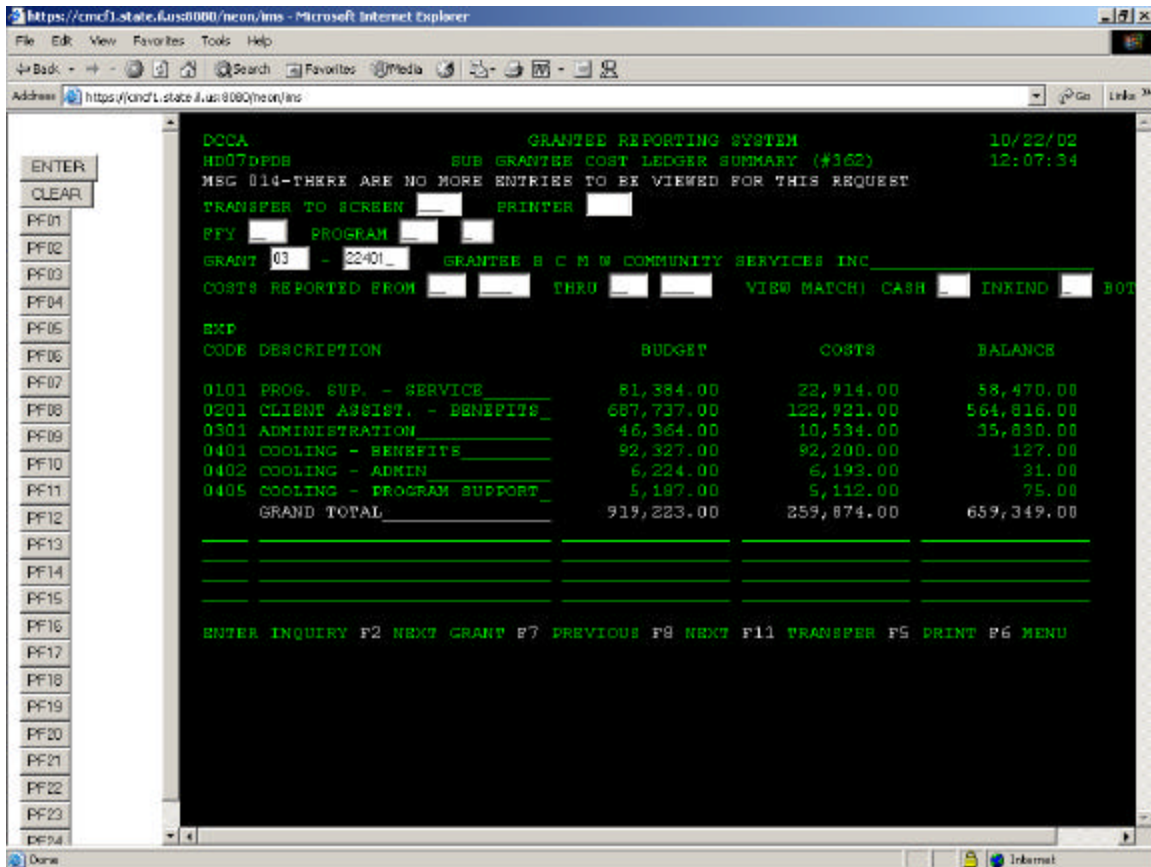
1. Type the grant number and click on the <Enter> button to inquire
2. Clicking the <PF8> button will scroll through additional lines if there are too many to display on a single screen.
3. Clicking the <PF1> button will provide additional information about payment requests and vouchers. This detail will provide a warrant number or EFT number, if the payment has been issued by the Office of the Comptroller.
4. 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 selection.*
4. Clicking the <PF3> 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.

MISC RECEIPTS/DISBURSEMENTS SUMMARY (#371)

DOCA ACCOUNTING MANAGEMENT INFORMATION SYSTEM 10/22/02
 HD07DPBB MISC/RECEIPTS DISBURSEMENT SUMMARY (#371) 12:30:49
 MSG 016-YOUR REQUEST HAS BEEN SUCCESSFULLY DISPLAYED
 TRANSFER TO SCREEN:

GRANT NO.: -
 GRANTEE NAME: B C M W Community Services Inc

CUMULATIVE BAL:	RECEIPTS	DISBURSEMENTS	BALANCE
PGM INCOME	.00	.00	.00
PGM INTEREST	.00	.00	.00
STAND IN		.00	.00

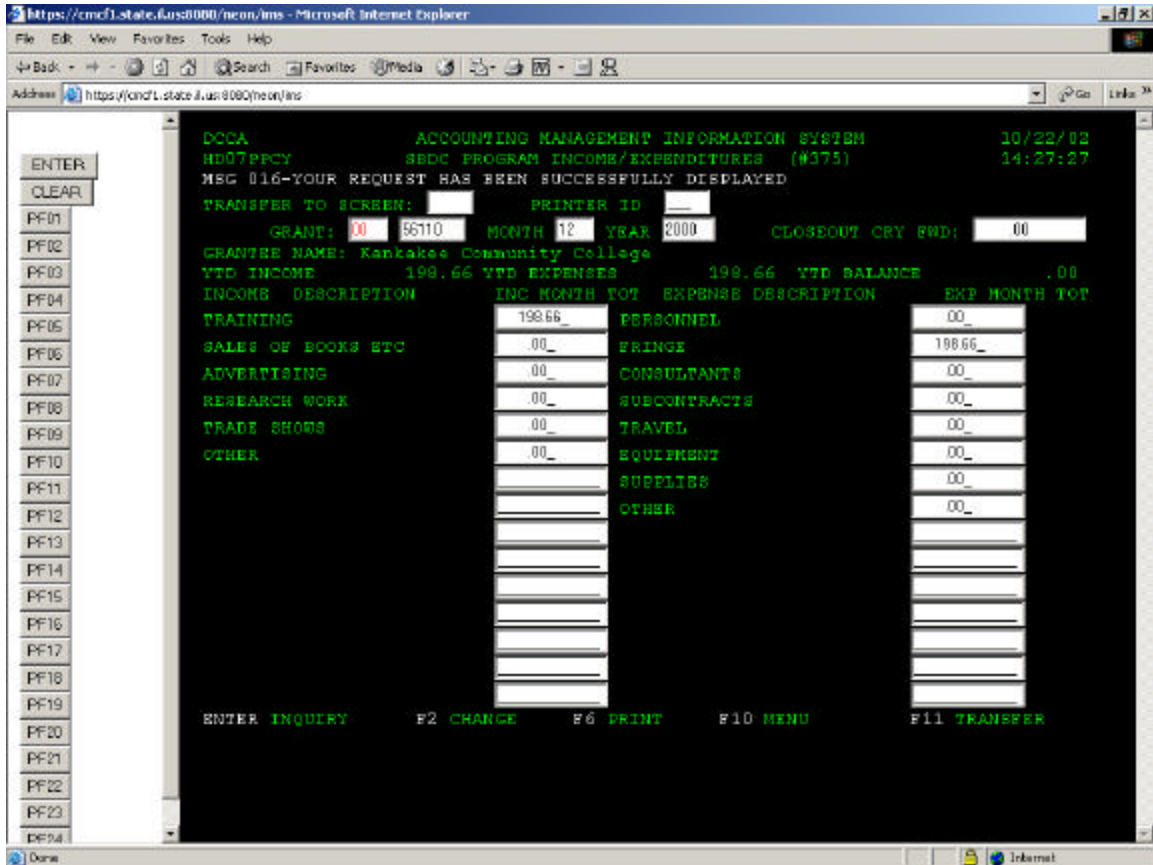
CURRENT TRANSACTION:
 PGM INCOME
 PGM INTEREST
 STAND IN

MONTH YEAR DESC

ENTER INQUIRY F2 CHANGE F9 HELP F11 TRANSFER F10 MENU

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. The SBDC PROGRAM INCOME/EXPENDITURES (#375) must be used.*
3. The month and year of the individual entries can be input with a short description.
4. Clicking the <PF10> button returns the user to the Expenditure Reporting Cash Request Menu.

SBDC PROGRAM INCOME/EXPENDITURES (#375)



1. Type the grant number, month/year and click on the <Enter> button to inquire.
Note: Only SBDC grantees are able to utilize this screen.
2. Type the amount of program income received on the appropriate revenue lines and any program income expended on the expense lines. *Note: Amounts entered to this screen for any given month do not increase or decrease any previously entered amounts. Amounts entered on this screen will replace the existing data for the specific month/year.*
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.

CHANGING PASSWORDS
To be completed at a later date.