

Electronic Expenditure Reports Quick Help

How to Get There:

From the ISBE Home Page: WWW.ISBE.NET

IWAS Link

How to sign up: Through ISBE Web Application Security System (IWAS)

- 1) District Superintendent/Agency Administrator: sign up for IWAS administrative access (**one-time only**)
- 2) Expenditure Report submitter: Sign up through IWAS (**first time only**)
 - New Partner – Sign Up Now
 - Complete profile to become an IWAS user
 - System Listing – Electronic Expenditure Reports – Sign Up Now
 - Complete profile (Access Levels-see Help Screens)
 - submit to District Superintendent/Agency Administrator for approval
- 3) Technical Support: Call Center - 217/558-3600

Submitting Expenditure Reports Electronically:

- ❖ **Must be an approved system user/IWAS administrator.** (see above)
- ❖ IWAS: "Already Have an Account: Log In Here"
 - Log In Name/Password
 - IWAS Inbox – **All Confirmation Emails/Reminder Emails will be sent to this Inbox**
 - System Listing – Electronic Expenditure Reports
 - Main Screen: -Select:
 - Start New Expenditure Report
 - Edit Saved/Pending Expenditures (work-in-progress)
 - View Submitted Expenditures (status of Exp. pending/processed)
 - Admin. Use Only: Approve/Disapprove Exp.
 - Fiscal Year/Program Selection Screen:
 - Select the appropriate fiscal year/program in which to enter expenditure data. Continue
 - Thru Date Selection Screen: -Select appropriate expenditure thru date – OR- Current date
 - Check box to copy previously submitted expenditures. Continue
 - Expend Report Entry Screen:-Complete Contact Person, Phone and Fax Number (scroll)
 - Sections I-IV: enter expenditure data in appropriate cells
 - Section V: enter outstanding obligations (if applicable)
 - Section V (B): Commitment amount: enter amount needed for expenditures on a cash basis for ONE MONTH ONLY (if applicable)
 - Section VI: Click Calculate Totals button
 - Section VI (A): Split amount: enter amount to be split for activities occurring 6/30 and prior and 7/1 and after (if applicable)
 - Verify information in Sections VII-X (**Print-Optional**)
 - Section XI: Click:
 - Continue & Save: to save a work-in-progress
 - Submit for approval/to ISBE button
 - Confirmation Screen: -Confirmation of information submitted for approval/transmitted to ISBE (**Print**)
 - Confirmation email sent to IWAS inbox
 - ADMIN. USE ONLY: -Approve/Disapprove Expenditure Reports
 - Return to Main Screen: -Click on Return to Main Screen button to enter new data
- ❖ Click on **HELP** link for more detailed instructions and field descriptors

Questions:

❖ Division of Funding and Disbursement Services at 217/782-5256

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