

Appendix F: FRIS Inquiry (Financial Reimbursement Information System) Quick Help

How to Get There:

- ❖ From ISBE Home Page: WWW.ISBE.NET
- ❖ FRIS Inquiry (see navigation links below State seal)

Instructions:

- ❖ Choose Fiscal Year (defaulted to current)
- ❖ Enter RCDT Code (NO DASHES) or Entity Name in the Contains field
(if partial information entered – select appropriate entity from search results)

- ❖ **Project Information:**
 - Click on “Display Projects” to view **all projects** for selected entity
 - From Search Results Screen: click on # column or program code of project you wish to view more detailed information
 - Project Summary Screen: most current information on file at the Illinois State Board of Education for the selected project
 - Click for Details: to view more details (if applicable)

- ❖ **Payment Information:**
 - Choose: - Recipient: entity responsible for administrating project, **or**
 - Payee: entity receiving funds for distribution to participating entities/recipients
 - Click on “Display Payments” to view entities receiving payments based on the information entered above
 - Recipient/Payee Payment Screen: click on RCDT code of entity you wish to view more detailed information
 - Voucher Search Screen: enter **EITHER:** Voucher Number **OR** Date Range (see format)
 - Default sort order = by descending voucher date
 - Sort by Program Code = sort by Program Code in descending voucher date order
 - Sort by Processed Date = sort by date processed by Comptroller in descending date order
 - Voucher List Screen: list of vouchers based on the information entered above
 - Click on Voucher Number you wish to view more detailed information
 - Recipient/Payee Payment Screen: detailed payment information based on the information entered above (Date payments released from the Comptroller's Office included)

- ❖ **Reports:**
 - Click on “Project Based” to view reports based on **project** specific information
 - Click on “Summary Reports” to view reports based on **program** summary information
 - select program
 - hover over Report Description to view detailed description

- ❖ Click on **HELP** link for more detailed instructions, field descriptors and instructions on the Comptroller’s web site
- ❖ Click on **Content Summary** link for outline of all information included on this site
- ❖ Information is updated daily
- ❖ Information is view only