

## Appendix G: Electronic Expenditure Reporting Quick Help

### How to Get There:

From the ISBE Home Page: [WWW.ISBE.NET](http://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/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
    - Select the appropriate fiscal year/program in which to enter expenditure data. Continue
  - Selection Screen:
  - Thru Date Selection Screen:
    - Select appropriate expenditure thru date. Continue
  - Expend Report Entry Screen:
    - Complete Contact Person, Phone, Fax Number (scroll)
    - Sections I-V: enter expenditure data in appropriate cells
    - Section VI: Click Calculate Totals button
    - 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