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## **FRIS Inquiry**

### **(Financial Reimbursement Information System) Quick Help**

#### **How to Get There:**

- From ISBE Home Page: [www.ISBE.net](http://www.ISBE.net)
- FRIS Inquiry (see navigation links in ribbon)

#### **Instructions:**

##### **- Project Details:**

- Select Project Fiscal Year
- Enter RCDT number (w/ dashes) or Entity Name in the Contains field
- Select Program Code from drop down listing
- Select Sub Project Code from drop down listing
- Select Search
- Project Details Screen will show the following information:
  - General Information, Allotment, Disbursement, Budget, Expenditure and Payment Schedule.
- Additional Project Details can be selected:
  - Contact Info., Disbursement amounts, Project Budget, Expenditures submitted to date and a listing of Payments that have been issued.

##### **- Payment Information:**

- Select the following if the information is available:
  - Voucher Date Range
  - Voucher Amount Range
  - Voucher Number
  - Recipient RCDT or Name
  - Payee RCDT or Name
  - Program Name
    - o To simplify your search for Program Names you can select Federal or State.
- FRIS Inquiry automatically searches for the information you input.
- Payment Detail data can be exported via Excel format by selecting the ellipsis for More Options.

##### **- Reports:**

- Select the Reports drop down to choose from the following report best suited for your needs:
  - Catalogue of Federal Domestic Assistance – CFDA
  - Expenditure Reports Due
  - Expenditure Reports Historical Summary
  - Freeze Listing
  - Net Budgets, Disbursements & Expenditures Comparison
  - Program Allotments Summary
  - Project Fund Source Allocation
  - Project Listing
  - Summary Report
  - Vouchers Awaiting Processing by Comptroller

- **Additional Notes**

- Click on **HELP** link for more detailed instructions, field descriptors and instructions on the Comptroller's web site.
- Click on **Glossary** link for outline of all information included on this site.
- Click on **Comptroller Site** to access the Illinois State Comptroller's Office website.
  - This site can be used to view items like Vendor Payments and Warrant Inquiry.
- Please note that FRIS Inquiry information is updated daily but it may take up to three (3) business days for your program's data to update.
- Information is view only.

- **Questions:**

- Please call Funding and Disbursement Services Division at 217-782-5256
- Email FRIS Administrators:
  - Elyse Calhoun [ECALHOUN@isbe.net](mailto:ECALHOUN@isbe.net)      Tiffany Mills [TMILLS@isbe.net](mailto:TMILLS@isbe.net)