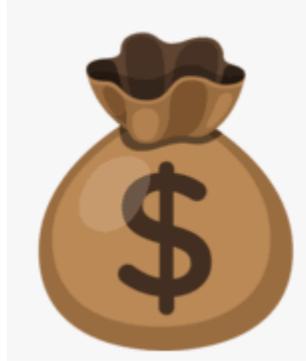


FRIS Inquiry HELP
(Financial Reimbursement Information System)



Illinois State Board of Education

www.isbe.net

Funding and Disbursements

217/782-5256

Purpose:

The Financial Reimbursement Information System (FRIS) Inquiry is a view only system that contains state and federal grant expenditure and disbursement information for all entities that receive funding from the Illinois State Board of Education (ISBE). The FRIS Inquiry system is updated overnight and allows the general public access to all approved grants and claims distributed by ISBE as well as the ability to run and extract reports.

Questions regarding the FRIS Inquiry system may be directed to the Funding and Disbursement at 217/782-5256.

Searches can be done in one of three ways:

Project information:

Reflects the most current project information by Fiscal Year-Program-Entity including: Project begin and end dates, budget details, expenditure report details, disbursement details and project freeze information.

Payment information:

Reflects the most current payment information by project. There are three ways to search for payments: by voucher number, by date range and by amount.

Reports:

Frequently requested reports with state-wide and project specific information.

FRIS Inquiry
(Financial Reimbursement Information System)
Quick Help Guide

How to Get There:

- ❖ From ISBE Home Page: WWW.ISBE.NET
- ❖ System Quick Links (top of page near the State Seal)
- ❖ Under Inquiry Systems: FRIS Inquiry

Instructions:

❖ **Project**

- Complete the Project Details from the drop-down (filters) selections (*required)
 - *Project Year (current through the prior 9 years)
 - *Entity (entity name or Region-County-District-Type code including dashes)
 - *Program (program name or program/revenue code)
 - *Sub project code (defaulted to 00)
- Click Search button
- Search Results at the bottom of the screen
 - Left side of the screen: Search Entries and pie chart of Budget/Disbursed/Expenditures
 - Right side of the screen: Project details for the selected project
 - If Project Frozen: no further disbursements will be made until issue resolved
 - click on "Project Frozen" to see why project is frozen
 - Under Disbursements/Budget/Expenditure/Payment Schedule: click icon to see more information

❖ **Payment**

- Search the Payment information by using one or any combination of the following (left side of screen):
 - Voucher Date range (by using the calendar or by entering date [mm/dd/yyyy])
 - Voucher Amount range (clicking inside the field reveals full dollar amount)
 - Voucher Number (enter voucher number or select from list)
 - Recipient by RCDT and Name (enter RCDT or recipient name)
 - Payee by RCDT and Name (enter RCDT or payee name)
 - Program Name or Program/Revenue Code
 - Federal button will display only federal programs
 - State button is display only state programs
- Results shown on the right side of screen
- Reset button clears all entries

❖ **Reports**

- Select report from list of reports
- Select the appropriate filters (left side of screen)
- See results on the right side of screen
- Click for Details icon to see report filters selected
- Reset button clears all entries

- ❖ Click on **HELP** link for the FRIS Inquiry Quick Help Guide
- ❖ Click on **Glossary** to see general site icon descriptions and navigation help
- ❖ Click on **Contact Us** for comments/questions/issues regarding the content of FRIS Inquiry
- ❖ Click on **Comptroller's Site** to be directed to the Illinois Office of the Comptroller
- ❖ Click on **Report Information** see more detailed instructions for selected report
- ❖ Click on **Full Screen** to expand the screen to full screen
- ❖ Click on **Print** to print the screen or print the report

Questions:

- ❖ Content Questions: Funding and Disbursements at 217/782-5256
- ❖ Navigational Questions: ISBE Help Desk 217/558-3600