

**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 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

❖ **Questions:**

- ❖ Funding and Disbursement Services Division at 217/782-5256
  - 🍏 Kim Lewis [KLEWIS@ISBE.NET](mailto:KLEWIS@ISBE.NET)
  - 🍏 Beth Roughley [BROUGHLE@ISBE.NET](mailto:BROUGHLE@ISBE.NET)
  - 🍏 Marj Beck [MBECK@ISBE.NET](mailto:MBECK@ISBE.NET)