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