

**Illinois State Board of Education**  
**Division of Funding and Disbursement Services**  
**Electronic Expenditure Reports - Quick Help**

**How to Get There:**

ISBE Home Page: [www.isbe.net](http://www.isbe.net)

Choose ISBE Web Application Security System (IWAS) link at top of page

**How to Sign Up:**

1. District Superintendent/Agency Administrator: sign up for IWAS administrative access (**one-time only**)
2. Expenditure Report submitter (Not Administrator): Sign up through IWAS (**first time only**)
  - a. New Partner – Sign Up Now
  - b. Click “Sign Up Now” to complete profile to become an IWAS user
  - c. From “System Listing” choose Electronic Expenditure Reports – Sign Up Now
  - d. Complete profile and request Access Level approval (see Help Screens)
  - e. Submit Access Level approval to District Superintendent/Agency Administrator
  - f. Once Access Level approval given, see steps below for submitting electronic expenditure reports

Need Help? - Call ISBE Technical Support: 217/558-3600

**Submitting Expenditure Reports Electronically:**

1. Must be an approved system user/IWAS administrator (see above)
2. From IWAS Login Screen - "Already Have an Account: Log In Here"
  - a. Enter Login Name/Password
  - b. Note “Messages” Inbox – All Confirmation Emails/Reminder Emails will be sent to this Inbox
3. From System Listing - Select Electronic Expenditure Reports
4. Select:
  - a. Start New Expenditure Report
  - b. Edit Saved/Pending Expenditures (work-in-progress)\
  - c. View Submitted Expenditures (status of Exp. pending/processed)
  - d. Admin. Use Only: Approve/Disapprove Exp
5. Fiscal Year/Program:
  - a. Select the appropriate fiscal year/program in which expenditure data will be entered. Select Continue
6. Thru Date Selection Screen:
  - a. Select appropriate expenditure thru date – OR – Current Date
  - b. Check box to copy previously submitted expenditures. Select Continue
7. Expend Report Entry Screen:
  - a. Complete Contact Person, Phone and Fax Number (scroll)
  - b. Sections I-IV: enter expenditure data in appropriate cells
  - c. Section V: enter outstanding obligations (if applicable)
  - d. Section V(B): Commitment amount: enter amount needed for expenditures on a cash basis for ONE MONTH ONLY (if applicable)
  - e. Section VI: Click Calculate Totals button
  - f. Verify information in Sections VII-X (**Print-Optional**)
  - g. Section XI: Select Continue & Save: to save a work-in-progress or Submit for approval/to ISBE button
8. Confirmation Screen:
  - a. Confirmation of information submitted for approval/transmitted to ISBE (**Print**)
  - b. Note: Confirmation email sent to IWAS inbox
9. ADMIN. USE ONLY:
  - a. Approve/Disapprove Expenditure Reports
10. Return to Main Screen:
  - a. Select “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  
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