

Overview

The Service Cost Report provides an itemized list of service costs that can be filtered by project, provider, service, and customer name.

Who Enters/Maintains Data

Super Administrators – Commerce staff view and export support and barrier reduction service cost data by program, grantee, or individual customer.

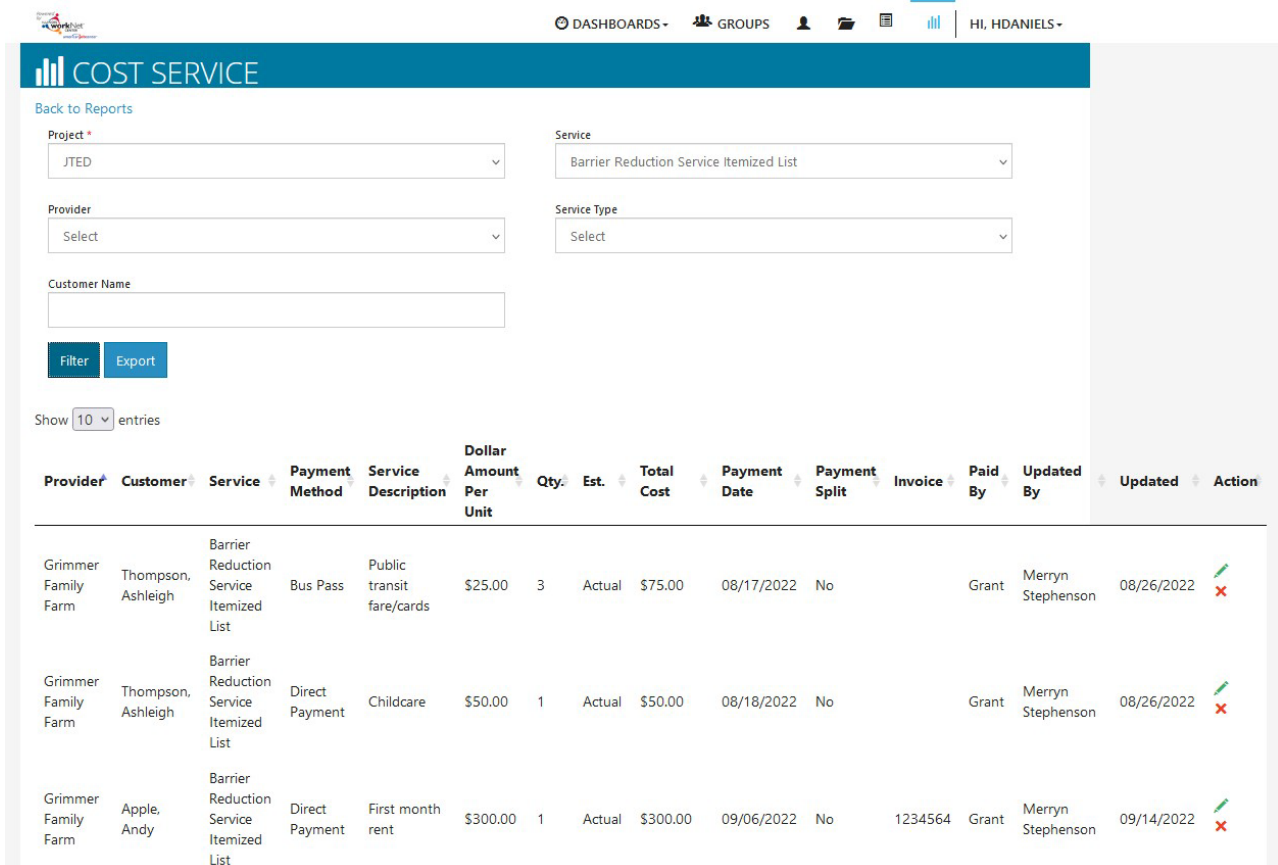
Grantees/Career Planners – Grantees can view and export support and barrier reduction service cost data by with organization or individual customer.

Access the Service Cost Report





1. Log into www.illinoisworknet.com.
2. Select **My Dashboard** then under the **Partner Tools** section select **Customer Support Center/IWIS** in the partner tools section.
3. Select the **Reports icon (vertical lines like a report)** at the top of the screen.
4. Filter the Project/Category to Climate Works and then select **Service Cost Report**.

Review the Report for accuracy

1. Enter the **search criteria** and select Filter.
2. Select the **edit icon (green pencil)** to edit cost details for that line item.
3. Select **Export** to export the results to an excel file.



The screenshot shows the 'COST SERVICE' report interface. At the top, there are navigation links for 'DASHBOARDS', 'GROUPS', and a user profile 'HI, HDANIELS'. Below the title, there are filter dropdowns for 'Project' (JTED), 'Service' (Barrier Reduction Service Itemized List), 'Provider' (Select), and 'Service Type' (Select). There is also a 'Customer Name' input field. 'Filter' and 'Export' buttons are present. Below the filters, it says 'Show 10 entries'. The main table has the following columns: Provider, Customer, Service, Payment Method, Service Description, Dollar Amount Per Unit, Qty, Est, Total Cost, Payment Date, Payment Split, Invoice, Paid By, Updated By, Updated, and Action. Three rows of data are visible, each with a green pencil icon for editing and a red X icon for deleting.

Provider	Customer	Service	Payment Method	Service Description	Dollar Amount Per Unit	Qty	Est	Total Cost	Payment Date	Payment Split	Invoice	Paid By	Updated By	Updated	Action
Grimmer Family Farm	Thompson, Ashleigh	Barrier Reduction Service Itemized List	Bus Pass	Public transit fare/cards	\$25.00	3	Actual	\$75.00	08/17/2022	No		Grant	Merryn Stephenson	08/26/2022	 
Grimmer Family Farm	Thompson, Ashleigh	Barrier Reduction Service Itemized List	Direct Payment	Childcare	\$50.00	1	Actual	\$50.00	08/18/2022	No		Grant	Merryn Stephenson	08/26/2022	 
Grimmer Family Farm	Apple, Andy	Barrier Reduction Service Itemized List	Direct Payment	First month rent	\$300.00	1	Actual	\$300.00	09/06/2022	No	1234564	Grant	Merryn Stephenson	09/14/2022	