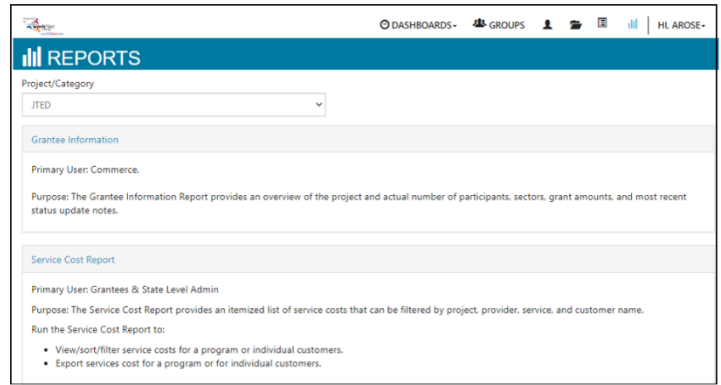


## Overview

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

## Access the Service Cost Report

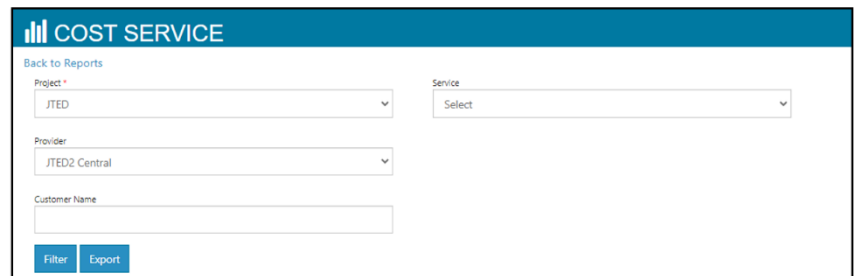
1. Log into [www.illinoisworknet.com](http://www.illinoisworknet.com).
2. Select **My Dashboard**.
3. Select **Customer Support Center/IWIS** in the partner tools section.
4. Select the **Reports icon (vertical lines like a report)** at the top of the screen.
5. Filter the Project/Category to JTED and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



## Review the Report

To search for a customer:

- Select the **Project**.
- Select the **Provider**.
- Type in the **Customer Name**.
- Select **Service**
- Click **Filter**





Search results can be exported to an Excel file by clicking the **Export** button.

## Sort Customers

To sort customers, click the **arrows** at the top of each column.

- 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 Enrollment

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
JTED2 Central	Pointe Grammer	Barrier Reduction Service Itemized List	Gift Card	Liability Insurance	\$122.00	2	Actual	\$244.00	07/24/2024	No		Grant	Andreas Rose	08/30/2024	 

## Edit Cost Services

To edit cost details for a line item, click the **edit icon (green pencil)**.

- This will take you to the Status tab for the customer.
- Click the **Dollar Value of Service** tab.
- Click the **edit icon (green pencil)** to edit a current Service Cost.

## Add Service Cost

To add a Service Cost, click **Add Service Cost**.

The following information is needed to be completed:

- \*Service Type
- \*Service Subtype
- \*Payment Method
- \*Payment Start Date
- \*Individual Payment Cost
- \*Number of times offered at this cost
- \*This is a cost estimate (yes or no)
- \*Paid By
- \*Split Payment
- Invoice
- Notes
- Click **Save**

Payment Method	Service Description	Dollar Amount/Unit	Quantity	Total Cost	Payment Date	Updated By	Date Updated	Edit	Delete
Gift Card	Transportation - Liability Insurance	122.00	2	244.00	7/24/2024	Andreas Rose	8/30/2024		