Chapter 17
DRAWDOWNS

Drawdowns may be made for an activity after it has been funded. The total amount drawn down cannot exceed the funded amount.

When working with drawdowns, keep in mind that program income (PI) deposited in your local account is to be spent before additional HOME grant funds are drawn down from the Treasury. See Chapter 18 for instructions on recording the receipt of PI in IDIS OnLine.

Remember, too, that IDIS OnLine does not automatically offer the option of drawing available PI in place of EN. To draw PI for an activity in IDIS OnLine, the activity must be explicitly funded with PI.

ACCESSING THE DRAWDOWN FUNCTIONS

Click the Funding/Drawdown tab at the top of the page you are on to display the Search for Activities to Fund screen. On it and all other Funding/Drawdown screens, links to the draw functions you are authorized to access are listed on the left (and circled on the screen print):

The three draw functions—Create Voucher, Search Voucher, and Approve Voucher—are discussed below.

CREATE VOUCHERS

To create a draw for one or more activities, click the Drawdown <u>Create Voucher</u> link to display the first of five screens.

CREATE VOUCHER - PAGE 1 OF 4 (SELECT ACTIVITIES)

On this screen you will specify the activities you are drawing funds for and, optionally, the date you want the voucher to be submitted to LOCCS:

Field	Description
Voucher Created For	Ignore this field unless the draw is to be made from a subgrant. When that is the case, select the organization that received the subgrant the draw is to be made from.
Activity Owner	If the name showing in this field is not the grantee who owns the activities that funds are being drawn for, select the correct organization from the dropdown.
Requested LOCCS Submission Date	If you want this voucher to be submitted to LOCCS at a future date, enter that date here. If you leave the field blank, the request will be submitted to LOCCS the same day it is approved (unless the approver changes the submission date for one or more line items).

Field	Description
IDIS Activity ID	To identify the activities for which funds are to be drawn, you may either:
	• Input the IDIS ACTIVITY ID(s) manually.
	• Click the <Search for Activities> button, run a search, and select the activity or activities from the search results. To select an activity, click its Select box in the last column. When you have selected all the activities you want, click the <Add Selected Activities> button.
	Up to 60 activities may be input/selected.

Once you have specified all the activity IDs for which funds are to be drawn, click the <CONTINUE> button at the top/bottom of the screen. If at least one valid activity ID has been entered, the second create voucher screen is displayed.

CREATE VOUCHER - PAGE 2 OF 4 (DRAWDOWN AMOUNTS)

Page 2 is displayed for each valid activity input on the previous screen. It is here that you will enter the amount to be drawn down for an activity from each available funding source.

DRAWDOWN AMOUNT is the only input field on this screen. Enter amounts as dollars and cents, with or without commas. If you input a whole dollar amount, IDIS will append '.00'.

Field	Description
IDIS Activity ID	On initial display, the first valid activity ID that was input on the previous screen.
	For multi-activity draws, invalid IDs are tracked in the "Progress by Activity ID" box at the bottom of the screen.
Voucher Created For	The organization for which the draw is being made.
Activity Owner	The entitlement grantee.
Activity Name	The name of the activity for which the draw is being made.
Grantee/PJ Activity ID	The grantee's identifier for this activity.
Available Drawdown Amounts for This Activity	
Recipient Name	The recipient of this funding source.
Program	The CPD program providing this funding.

Field	Description
Fund Type	The type of this funding source. For HOME: **AD** Administration **CC** CHDO Capacity Building **CL** CHDO Loan **CO** CHDO Operating Expenses **CR** CHDO Reserve **EN** Entitlement **PI** Program Income **SU** Subgrant
Source Name	For entitlement grantees, **HUD**; for subgrantees, the organization that provided the subgrant.
Source Type	For HOME, the fourth and fifth characters of the HOME grant number: **DC** Consortium **MC** Metropolitan City **SG** State **ST** Insular Area **UC** Urban County
Prior Year	Currently not applicable to HOME draws.
Funded Amount	The amount committed to this activity from this funding source.
Available to Draw	The amount still available to draw from this funding source, equal to FUNDED AMOUNT minus the amount already drawn.
Drawdown Amount	Enter the amount to be drawn from this funding source for this activity. Enter amounts as dollars and cents, with or without commas. If you input a whole dollar amount, IDIS will append the '.00'.
Progress by Activity ID	
Entered	Activities for which a draw amount has already been input.
Not Entered	Activities for which a draw amount has not yet been input.
Invalid	Activities for which you will not be allowed to input a draw amount. For a multi-activity draw, this is the only "message" notifying you that for some reason a draw request cannot be made for an activity.

For multi-activity draws, use the <Next Activity> and <Previous Activity> buttons to page among the activities.

Once you have input and verified all draw amounts, click the <Confirm Voucher> button.

Caution! Once you click the <Confirm Voucher> button, the only options are to generate the voucher or cancel it entirely.

CREATE VOUCHER - PAGE 3 OF 5 (HOME/TCAP CERTIFICATION)

This screen lists six statements that the PJ must certify as being true before confirming the voucher:

To execute the certification, click the <I agree> button and continue with voucher processing. Otherwise, click the <I disagree> button to cancel the voucher.

CREATE VOUCHER - PAGE 4 OF 5 (CONFIRMATION)

This screen displays the draw amounts by funding source for each activity. You can choose either to generate or cancel the voucher:

Field	Description
Voucher Created For	The organization for which the draw is being made.
Activity Owner	The entitlement grantee.
Requested LOCCS Submission Date	If a submission date was entered on Page 1, it is displayed here and may be changed. If the field is left blank, the voucher will be submitted to LOCCS the same day it is approved (unless the approver changes the submission date for one or more line items).
Voucher Details	
Line Item #	A voucher is made up of one or more line items. The number of line items in a voucher is determined by IDIS, and depends on the number of activities that draws have been requested for, the number of funding sources for each activity, and the number of grants used to satisfy the draw amounts.
IDIS Actv ID	The ID of the activity for which the draw is being made.
Activity Name	The name of the activity for which the draw is being made.
Program	The CPD program whose funds are being drawn.
Grant Year	The year of the grant (the second and third characters of a HOME grant number) or receipt account from which the DRAWDOWN AMOUNT will be taken.

Field	Description
Fund Type	The type of funds from which the DRAWDOWN AMOUNT will be taken. For HOME: **AD** Administration **CC** CHDO Capacity Building **CL** CHDO Loan **CO** CHDO Operating Expenses **CR** CHDO Reserve **EN** Entitlement **PI** Program Income **SU** Subgrant
Source Name	For entitlement grantees, **HUD**; for subgrantees, the organization that provided the subgrant.
Source Type	For HOME, the fourth and fifth characters of the HOME grant number: **DC** Consortium **MC** Metropolitan City **SG** State **ST** Insular Area **UC** Urban County
Recipient Name	The recipient of this funding source.
Prior Year	Currently not applicable to HOME draws.
Drawdown Amount	The amount that will be drawn down from this funding source.

If an activity number, funding source, or draw amount is not as you want it, click the <Cancel Voucher > button. The Page 1 create voucher screen is displayed.

Otherwise, click the <Generate Voucher> button to display the final screen.

CREATE VOUCHER - PAGE 5 OF 5 (VIEW)

The last create voucher screen is read-only:

Field	Description
Voucher Created for, Activity Owner, and Requested LOCCS Submission Date	Same as previous screen.
IDIS Voucher #	The voucher number is system-generated.
Created By	The IDIS user ID of the person who generated the voucher.
Creation Date	The date the voucher was generated.
Voucher Details fields	Same as previous screen.
Total	The total amount of the voucher.

APPROVE VOUCHERS

Two security rules are applied to the approval of all vouchers in IDIS OnLine:

1. Only grantee users can approve draws.
2. The user who creates a draw cannot also approve it.

To access the approval function, click the Drawdown <u>Approve Vouchers</u> link on any Funding/Drawdown screen to display the Search Vouchers for Approval screen.

SEARCH VOUCHERS FOR APPROVAL SCREEN

Specify as many or few search criteria as you wish to retrieve the vouchers to be approved:

Search Field	Description
IDIS Voucher #	Enter a voucher number to limit the results to one voucher (searches on partial voucher numbers are not allowed).
Earliest Creation Date	Enter a date to limit the results to vouchers created on or after that date.
IDIS Activity ID	Enter an IDIS Activity ID to limit the results to vouchers with draws for that activity.
Line Item Status	Read-only. The only vouchers that can be approved are ones with a status of **Open**.
Activity Owner	The entitlement grantee.

Click the <Search> button to run the search and display the vouchers that meet the criteria you specified:

On initial display, the results are sorted by IDIS Voucher # and Line Item #. You can change both the sort field and the sort order (ascending or descending) by clicking on any column header that is in blue and underlined.

Field	Description
IDIS Voucher #	The system-assigned voucher number.
Line Item #	The system-assigned line item number. The number of line items in a voucher is determined by IDIS, and depends on the number of activities that draws have been requested for, the number of funding sources for each activity, and the number of grants used to satisfy the draw amounts.
Creation Date	The date the voucher was generated in IDIS OnLine.
IDIS Actv ID	The ID of the activity for which a draw has been requested.
Activity Name	The name of that activity.
Line Item Status	The only vouchers that can be approved are ones with a status of **Open**.
Drawdown Amount	The amount of the draw request for this line item.

Click the Maintain-Approve link for a line item to display the Maintain and Approve Voucher screen.

MAINTAIN AND APPROVE VOUCHER SCREEN

This screen provides access to the approve, revoke, revise, cancel, and view functions for draws. Because the subject of this section is approving draws, only it is explained below. The others are covered starting on page 17-18.

Field	Description
Voucher Created for Activity Owner IDIS Voucher # Created By Creation Date	See page 17-9 for a description of these fields.
Voucher Details	
Line Item # through Drawdown Amount	See pages 17-7 and 17-8 for definitions of these fields.
Line Item Status	The only vouchers that can be approved are ones with a status of **Open**.
Submission Date	This will be today's date, unless the person who created the draw input a different one.
Action	The Approve link is displayed provided (1) you are authorized to approve vouchers and (2) you did not create the voucher. You can click an Approve link here to approve line items one at a time (see next page for more details).
Set all submission dates to:	To change the SUBMISSION DATE for all line items in a voucher, enter that date here.
<Approve All Line Items> button	To approve all line items at once, click this button. See next page for additional information.

Approving All Line Items at Once

To approve all the line items at once:

- If you like, specify a submission date in the input field at the bottom of the screen. If you leave it blank, it will be set to today's date for all line items.

- Click the <Approve All Line Items> button next to it.

- A message asking "Are you sure you want to approve all line items?" is displayed. Click <OK> or <Cancel>, as appropriate.

When you click <OK>, the Maintain and Approve Voucher screen is redisplayed.

Notice that the Line Item Status column has been updated to Approved and the links in the Action column have changed to <u>Revoke</u> and <u>Cancel</u>. "Revoke" here means to revoke approval and set the status of the line item back to Open.

Approving Line Items One at a Time

Click the <u>Approve</u> link in the Action column of the line item you want to approve. The Confirm Voucher Line Item screen is displayed.

CONFIRM VOUCHER LINE ITEM SCREEN

To approve a line item, change the Submission Date if you like, and then click the <Approve This Line Item> button:

Field	Description
Voucher Created for	The organization for which the draw is being made.
Activity Owner	The entitlement grantee.
IDIS Voucher #/Line Item #	The voucher number and line item number.
Created By	The ID of the user who created this voucher or "Unknown".
Creation Date	The date the voucher was generated in IDIS OnLine.
Grant #	The specific grant from which the funds for this line item were drawn.
Approved By	The ID of the user who approved this line item.
Approval Date	The date the line item was approved in IDIS OnLine.
Transaction Type	Adjustment, Collection, Manual Payment, Payment, or Receivable.

Field	Description
Pay To	The organization that receives the wire transfers of funds drawn down from the grant.
IDIS Information	
IDIS Status	Self-explanatory.
LOCCS Status	Self-explanatory.
Voucher Update	
Voucher Updated By	The IDIS user ID of the person who last updated this voucher.
Date Updated	The date the last update was made.
Special Remarks	Who inputs these remarks and where they are input have not yet been identified.
LOCCS Information	All blank because the just-approved voucher has not yet been sent to LOCCS.
Line Item fields	See pages 17-7 and 17-8 for definitions of these fields.

EDIT/VIEW VOUCHERS

To edit or view a voucher, you must first conduct a search to retrieve it. Click the Drawdown <u>Search Voucher</u> link on any Funding/Drawdown screen to display the Search Vouchers screen.

SEARCH VOUCHERS SCREEN

Specify as many or few search criteria as you wish to retrieve the voucher(s) to be updated or viewed:

This search screen and the Search Vouchers for Approvals screen shown on page 17-10 are identical except that you can search by Line Item Status here. The statuses are:

Status	Definition
Open	The initial status of a voucher, assigned when it is created.
Approved	Approved for submission to LOCCS.
Completed	Paid through LOCCS.
Revised	All or a portion of the drawn amount has been allotted to another activity.
Rejected	Rejected by LOCCS.
Pending	Awaiting a response from LOCCS.
Cancelled	An Open voucher/line item cancelled by the grantee.
Converted	An Approved voucher created by the IDIS conversion process.
L-Cancelled	Approved in IDIS and later cancelled by LOCCS.
On Hold	Sent to LOCCS and being held in LOCCS for resubmission to Treasury.
Rescheduled	Sent to LOCCS, will be either approved or rejected at a later date.

Click the <Search> button to run the search and display the vouchers that meet the criteria you specified:

On initial display, the results are sorted by IDIS VOUCHER # and LINE ITEM #. You can change both the sort field and the sort order (ascending or descending) by clicking on any column header that is in blue and underlined.

Select any line item from the voucher you want to process by clicking its Maintain-Approve or View link in the last column.

MAINTAIN AND APPROVE VOUCHER SCREEN

This screen provides access to the Approve, Revoke, Revise, Cancel, and View functions for drawdowns:

The links listed in the Action column for a line item depend on:

- The drawdown privileges (request, approve, and/or view) assigned to your user ID. If, for example, you are only authorized to view draws, then the only option displayed will be View.

- The Line Item Status displayed in the third-to-last column. Examples: the Approve function won't be displayed if the line item has already been approved; the Approve, Revoke, and Cancel functions will not be displayed for a completed line item.

- Whether you created the voucher. Because the user who creates a voucher cannot also approve it, the Approve option is not be displayed for the vouchers you create.

- If you clicked the View link on the previous screen, only the View link is listed.

The Approve function has already been explained (see page 17-10). Details about the Revoke, Cancel, Revise, and View functions follow.

REVOKE APPROVAL SCREEN

Click the <u>Revoke</u> link for a line item to display this screen:

Click the <Revoke This Line Item> button to revoke approval.

Currently, approval must be revoked line item by line item.

CANCEL LINE ITEM SCREEN

Click the <u>Cancel</u> link for a line item to display this screen:

User ID: C09474 User Role: Grantee Organization: OKLAHOMA - Logout	**Projects/Activities**	**Funding/Drawdown**	**Grant**	**Grantee/PJ**	**Admin**	**Reports**

Drawdown

Confirm Voucher Line Item Cancellation

Are you sure you want to cancel the selected voucher line item?

[Cancel This Line Item] | [Return to Maintain and Approve Voucher]

Activity Funding
- Search

Drawdown
- Create Voucher
- **Search Voucher**
- Approve Voucher

Receipt
- Add
- Search
- Search Accounts

Click the <Cancel This Line Item> button to perform the cancellation.

Currently, the line items in a voucher have to be cancelled one at a time.

REVISE VOUCHER LINE ITEM SCREEN

Drawdowns with a status of **Open** or **Completed** may be revised. Revision of a draw lets you assign all or part of a draw to another activity. The activity that the draw is being revised to must have sufficient funding from the same source (same source organization, recipient organization, and fund type) as the drawdown. If the funding source is not the same, you cannot revise the draw on-line. Please contact the TAU for assistance when this type of revision is necessary.

On the Maintain and Approve Voucher screen, click the line item's <u>Revise</u> link to display this screen:

The upper section of the screen displays the same information shown on the View Voucher Line Item screen (see page 17-23).

In the IDIS Actv ID field, enter the ID of the activity you want to apply the draw to. In Amount, input the amount of the draw to be applied (no commas). It cannot exceed the amount of the original draw shown in Drawdown Amount, and the activity being revised to must have sufficient funding from the same funding source to cover the revised amount. Click the <Save> button to make the revision and return to the Maintain and Approve

Voucher screen. It shows a new line item for the draw that was revised and one or two new line items for the activity the draw was revised to.

Once the revision is completed, the status of the original draw is changed to **Revised**, and it is no longer valid. The Revised status will be shown the next time you display the voucher on the Search Vouchers screen.

VIEW VOUCHER LINE ITEM SCREEN

Clicking the <u>View</u> link for a line item on the Maintain and Approve Voucher screen displays this screen:

All of the fields are read-only.

Field	Description
Voucher Created for	The organization for which the draw is being made.
Activity Owner	The entitlement grantee.
IDIS Voucher #/Line Item #	The system-generated voucher number and line item number.
Created By	The ID of the user who created this voucher or "Unknown".
Creation Date	The date the voucher was generated in IDIS OnLine.
Grant #	The specific grant from which the funds for this line item were drawn.
Approved By	The ID of the user who approved this line item.
Approval Date	The date the line item was approved in IDIS OnLine.

Field	Description
Transaction Type	Adjustment, Collection, Manual Payment, Payment, or Receivable.
Pay To	The organization that receives the wire transfers of funds drawn down from the grant.
IDIS Information	
IDIS Status	The current status of this line item in IDIS.
Batch Number	The number of the batch file containing the line item. If this field is all zeros, the drawdown request has not yet been sent to LOCCS.
Batch Date	The date the file was received by LOCCS. If this field is blank, the line item has not been received by LOCCS yet.
LOCCS Control #	
LOCCS Status	The current status of this line item in LOCCS.
Voucher Update	
Voucher Updated by	The process that last updated this line item. (C04PB02 is the program that handles voucher processing on the IDIS side.)
Date Updated	The date the voucher was last updated.
Special Remarks	Who inputs these remarks and where they are input have not yet been identified.
LOCCS Confirmation Information	Definitions are not yet available.
Line Item	
IDIS Actv ID	The ID of the activity for which the draw is being made.
Activity Name	The name of the activity for which the draw is being made.
Program	The CPD program whose funds are being drawn.
Grant Year	The year of the grant (the second and third characters of a HOME grant number) or receipt account from which the DRAWDOWN AMOUNT will be taken.
Fund Type	The type of funds from which the DRAWDOWN AMOUNT will be taken. For HOME: **EN** Entitlement **AD** Administration **CR** CHDO Reserve **CO** CHDO Operating Expenses **CL** CHDO Loan **CC** CHDO Capacity Building **PI** Program Income **SU** Subgrant
Source Name	For entitlement grantees, **HUD**; for subgrantees, the organization that provided the subgrant.

Field	Description
Source Type	For HOME, the fourth and fifth characters of the HOME grant number: **DC** Consortium **MC** Metropolitan City **SG** State **ST** Insular Area **UC** Urban County
Recipient Name	The recipient of this funding source.
Prior Year	Currently not applicable to HOME draws.
Drawdown Amount	The amount that will be drawn down from this funding source.
Submission Date	The date the line item was submitted to LOCCS.