

Chapter 18

RECEIPTING PROGRAM INCOME

This chapter explains how to record the receipt of program income (PI) in IDIS OnLine. The PI you receipt here can then be committed to activities and “drawn down.”

ACCESSING THE RECEIPT 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 receipt functions you are authorized to access are listed on the left (and circled on the screen print):

The screenshot shows the IDIS OnLine interface. At the top, there are navigation tabs: **Projects/Activities**, **Funding/Drawdown** (highlighted), **Grant**, **Grantee/PJ**, **Admin**, and **Reports**. On the left sidebar, the user information is displayed: **User ID: C00063**, **User Role: Grantee**, and **Organization: OCEAN COUNTY CONSORTIUM**. Below this are several menu sections: **Activity Funding** (with a **Search** link), **Drawdown** (with **Create Voucher**, **Search Voucher**, and **Approve Voucher** links), **Receipt** (with **Add**, **Search**, and **Search Accounts** links, circled in red), **Utilities** (with **Home**, **Data Downloads**, **Print Page**, and **Help** links), and **Links** (with **PDF Viewer**, **Support**, **CPD Home**, **RAMPS**, and **HUD Home** links). The main content area is titled **Activity Funding** and **Search for Activities to Fund**. It contains search criteria fields: **Program:** (dropdown menu set to 'All'), **Activity Status:** (dropdown menu set to 'All'), **Activity Name:** (text input), **IDIS Project ID:** (text input), **IDIS Activity ID:** (text input), **Program Year:** (dropdown menu set to 'All'), **Grantee/PJ Activity ID:** (text input), and ***Activity Owner:** (dropdown menu set to 'OCEAN COUNTY CONSORTIUM, NJ'). At the bottom of the search criteria are **Search** and **Reset** buttons.

Each receipt function—Add, Search, and Search Accounts—is discussed below.

ADD RECEIPTS

Click the Receipt [Add](#) link on any Funding/Drawdown screen to display the Add Receipt screen:

Field	Description
Receipt Created For	For now, this is a read-only field and will always be the entitlement grantee.
Receipt Status	This read-only field is always Original on the add screen.
Program	Select HOME .
Program Year	This field is mislabeled. Enter the <i>grant</i> year for this PI or RL account.
Source Type	For HOME accounts, the fourth and fifth characters of your HOME grant for the PROGRAM YEAR you input above— DC, MC, SG, ST, or UC .
Fund Type	Select PI .
Amount	Enter the amount, in dollars and cents, to be receipted. If you enter a whole-dollar amount, IDIS appends the '0.00'.
Receipt Type	Skip this field—receipt types do not apply to PI.

Field	Description
IDIS Activity ID	Optional. Input the ID of the activity that generated the funds.
Matrix Code	Skip this field—it does not apply to HOME.
Estimated Amount	Required for PI only: If this is the first HOME PI receipt created for the PROGRAM YEAR you input, enter an estimate of the amount of HOME-generated PI you expect to receipt in that year.
Grantee Receipt #	If you want to assign your own identifier to the receipt, enter it in this optional field.
Comments	An optional field for your comments/notes.

Click the <Save> button to create the receipt or the <Reset> button to refresh the screen. Whichever is clicked, a refreshed Add Receipt screen is displayed.

If the receipt is successfully saved, a receipt number and associated grant number are displayed in a message. You may want to note the system-generated receipt number since it can be used on the Search Receipts screen. The grant number is the same as your HOME grant for the PROGRAM YEAR you entered above.

EDIT/VIEW RECEIPTS

To edit or view a receipt, you must first conduct a search to retrieve it. Click the [Receipt Search](#) link on any Funding/Drawdown screen to access the Search Receipts screen.

SEARCH RECEIPTS SCREEN

Specify as many or few search criteria as you wish to retrieve the receipt(s) you want to edit/view:

Search Field	Description
Program	Select HOME .
Receipt Number	Enter a receipt number to limit the search results to one receipt. Searches on partial receipt numbers are not allowed.
Receipt Status	Choose one if you want to limit the search results by status: Original – receipts that have never been updated. Modified – receipts that have been updated. Cancelled – receipts that have been cancelled.
Program Year	This field is mislabeled. To limit the results to a specific year, enter a four-digit <i>grant</i> year.
Amount	To get any results returned, an exact amount must be input (you can, however, omit the '.00' for a whole-dollar amount).
Receipt Created For	N/A for now—leave blank.
Fund Type	To limit the results to a particular fund type, choose it from the dropdown.
Date Created	Only receipts created on or after the date you input here will be retrieved.
Grantee Receipt #	Limit the results to activities with a grantee/PJ activity ID containing the text string you input here.

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

Receipt

Search Receipts

Search Criteria

Program: HOME Program Year: 2009 Fund Type: All

Receipt Number: Amount: Date Created: [Select Date](#)
(ex: mm/dd/yyyy)

Receipt Status: All Receipt Created For:

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<u>Program</u>	<u>Program Year</u>	<u>Fund Type</u>	<u>Receipt Number</u>	<u>Receipt Created For</u>	<u>Amount</u>	<u>Date Created</u>	<u>Receipt Status</u>	<u>Action</u>
HOME	2009	PI	5002284	OCEAN COUNTY CONSORTIUM	\$780.00	12/21/2009	Original	Edit View

On initial display, the results are sorted by DATE CREATED (descending). You can change both the sort field and the sort order by clicking on any column header that is in blue and underlined.

Select the receipt you want to process by clicking its [Edit](#) or [View](#) link in the last column (only the view link will be available for cancelled receipts and for users who are not authorized to edit receipts).

Depending on which link you click, the Edit Receipt or View Receipt screen will be displayed. The two screens are very similar except, of course, that data on the view screen cannot be changed. Only the edit screen is shown here.

EDIT RECEIPT SCREEN

The Edit Receipt screen is quite similar to the Add Receipt screen:

User ID: C00063 User Role: Grantee	Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports
Organization: OCEAN COUNTY CONSORTIUM - Logout	Receipt Edit Receipt					
Activity Funding - Search	<input type="button" value="Save"/> <input type="button" value="Return to Search Receipts"/>					
Drawdown - Create Voucher - Search Voucher - Approve Voucher	*Indicates Required Field Receipt Created For: OCEAN COUNTY CONSORTIUM Receipt Number: 5002284 Receipt Status: Modified <input type="button" value="v"/> Associated Grant #: M-09-DC-34-0221					
Receipt - Add - Search - Search Accounts	Receipt Program: HOME Program Year: 2009 Source Type: DC Fund Type: PI *Amount: \$ 780.00					Receipt Type: IDIS Activity ID: <input type="text"/> Matrix Code: Select Code <input type="button" value="v"/> Grantee Receipt Number: <input type="text"/>
Utilities - Home - Data Downloads - Print Page - Help	Comments: <input type="text"/>					
Links - PDF Viewer - Support - CPD Home - RAMPS - HUD Home	<input type="button" value="Save"/> <input type="button" value="Return to Search Receipts"/>					

Refer to pages 18-2 and 18-3 for definitions of the fields on this screen.

To cancel a receipt, change the RECEIPT STATUS from **Modified** to **Cancelled** and click the <Save> button. The receipt can be cancelled only if there are sufficient funds in the PI/RL account to cover current funding and draws.

Editable fields are AMOUNT, IDIS ACTIVITY ID, MATRIX CODE, and GRANTEE RECEIPT NUMBER. The AMOUNT can be decreased only if there will still be sufficient funds in the PI account to cover current funding and draws. Click the <Save> button to save your changes and return to the Search Receipts screen. If no updates are made, you must click the <Return to Search Receipts> button.

VIEW ACCOUNTS

To view summary information about receipt accounts, click the Receipt [Search Accounts](#) link on any Funding/Drawdown screen to display the View Receipt Accounts screen:

Enter as many or few search criteria as you wish to retrieve the accounts to be viewed.

Field	Description
Program	To limit the results to a particular program, select it from the dropdown.
Receipt Created For	For now, leave blank.
Program Year	To limit the results to the accounts for a particular year, enter it here.
Fund Type	To limit the results to a particular fund type, select it from the dropdown.

Click the <Search> button to display the results:

Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Rep
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Receipt

View Receipt Accounts

Search Criteria

Program: HOME Program Year: Fund Type: All

Receipt Created For: State/Territory: NJ

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<u>Program</u>	<u>Source Type</u>	<u>Program Year</u>	<u>Fund Type</u>	<u>Estimated Amount</u>	<u>Receipt Created For</u>	<u>State</u>	<u>Amount</u>	<u>Drawdown Amount</u>	<u>Pending</u>
HOME	DC	2009	PI	\$150,000.00	OCEAN COUNTY CONSORTIUM	NJ	\$780.00	\$0.00	
HOME	DC	2007	PI	\$1,000.00	OCEAN COUNTY CONSORTIUM	NJ	\$20.00	\$0.00	
HOME	DC	2003	PI	\$83,000.00	OCEAN COUNTY CONSORTIUM	NJ	\$83,000.00	\$63,125.00	
HOME	DC	2001	PI	\$7,000.00	OCEAN COUNTY CONSORTIUM	NJ	\$58,200.00	\$58,200.00	
HOME	DC	1998	PI	\$164,000.00	OCEAN COUNTY CONSORTIUM	NJ	\$13,088.72	\$13,088.72	

The results are initially sorted by Program, Source Type, and Program Year (descending). You can change both the sort field and the sort order by clicking on any column header that is in blue and underlined.

Field	Description
Program	HOME, CDBG, ESG, or HOPWA.
Source Type	For HOME accounts, the fourth and fifth characters of your HOME grant for the year shown in PROGRAM YEAR— DC , MC , SG , ST , or UC .
Program Year	The program year you assigned when the first receipt was created for this PROGRAM, SOURCE TYPE, and PROGRAM YEAR.
Fund Type	PI.
Estimated Amount	The ESTIMATED AMOUNT entered when the first receipt was created for this PROGRAM, SOURCE TYPE, and PROGRAM YEAR.
Receipt Created For	For now, always the entitlement grantee.
Amount	The sum of all amounts received for this account.
Drawdown Amount	The sum of all amounts drawn down in IDIS from this account.
Pending Amount	The sum of all pending draws against this account.

There are no additional receipt account screens.