

Chapter 19

CANCELLING ACTIVITIES WITH HOME DRAWS

As explained in Chapter 3, an activity is cancelled in IDIS OnLine by changing the ACTIVITY STATUS on the common Edit Activity screen.

If there are no draws against an activity, you can just select **Cancelled** from the ACTIVITY STATUS dropdown and click the <Save> button.

If funds have been drawn for the activity, you must first reduce the net amount of HOME funds drawn to zero before the activity can be cancelled. To do that, you may either:

- Return the drawn amount to your Letter of Credit (this is explained in the next chapter), or
- Revise the draws to other activities through the Maintain Voucher function. Instructions on how to do this are provided on page 17-21.

Once the net drawn amount for the activity has been reduced to zero, the status can be changed to **Cancelled**.

When an activity is cancelled, any funds that have been committed to it through the Activity Funding option will be released automatically by IDIS OnLine. The HOME setup/completion data you have entered for the activity is not deleted, but neither is it included in reports. Nor are the HOME setup and completion edits applied to a cancelled activity.