Integrated Disbursement and Information System (IDIS) OnLine

Quick Tips User Guide

U.S. Department of Housing and Urban Development (HUD)
Office of Community Planning and Development (CPD)

November 10, 2009
Version 3.0

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1 Introduction

The Integrated Disbursement and Information System (IDIS) OnLine system is sponsored by the Office of Community Planning and Development (CPD) within the Department of Housing and Urban Development (HUD). IDIS OnLine is a real-time, web-based computer application that provides financial disbursement, tracking, and reporting activities for the CPD formula grant programs. IDIS OnLine enables HUD grantees to drawdown program funds and report on the activities and accomplishments outlined in each jurisdiction's Consolidated Plan. IDIS OnLine provides timely performance information regarding accomplishments achieved with the use of program funds, pursuant to the Government Performance and Results Act of 1993 (GPRA) and the specific requirements of the formula programs administered by CPD. IDIS OnLine programs include the Community Development Block Grant (CDBG) Program, HOME Investment Partnership Program (HOME), Emergency Shelter Grants (ESG), and Housing Opportunities for Persons with AIDS (HOPWA). IDIS OnLine also supports the American Recovery and Reinvestment Act (ARRA) grant programs Tax Credit Assistance Program (TCAP), CDBG Recovery (CDBGR), and Homelessness Prevention and Rapid Rehousing Program (HPRP). NOTE: HPRP grantees use IDIS OnLine for drawing funds only.

1.1 IDIS OnLine System Overview

IDIS OnLine is used by three different types of users:

- 1,100 CPD formula grant program participants located throughout the US
- HUD's 42 Field Offices (FOs)
- HUD Headquarters (HQ) staff

There are more than 14,000 active IDIS OnLine users.

IDIS OnLine Roles of Organization include the following:

Grantee – any organization receiving grant funds directly or indirectly from HUD to perform HUD-approved program work. A grantee is the "owner" of the program funds and is responsible for performance of the approved, CPD-funded projects and activities. All grantees are given a Unit of Government code and number (UOG CD and UOG NM) to identify them. Grantees can delegate some or all of their project activities to **subrecipients**, who are organizations that may or may not have access to IDIS OnLine. For example: in the HOME program, CHDOs do not have access to IDIS OnLine. Grantees can delegate some or all of their project activities to **subgrantees**, who receive funds for this work and who update these activities using IDIS OnLine. The HOME program has special rules and regulations for state subgrantees regarding usage of grant funds.

Other Entity is a special subgrantee organization receiving a subgrant and is identified as an Other Entitiy on the system.

Community Housing Development Organization (CHDO) is a special type of grantee that receives a set-aside subgrant.

CPD's formula grants management process includes the following seven steps:

CPD 7-Step Grants Management Process

Step	Grants Management Process Description
Step 1	Develop and gain approval of 3 to 5 year **Consolidated Plan** that serves as: • A planning document for the jurisdiction • A single application for federal funds under HUD's formula grant programs • A strategy to be followed in carrying out HUD's performance government • An action plan that provides the basis for assessing performance
Step 2	Annually, create and gain approval of an **Action Plan** that describes the projects and assigns budget amounts for the upcoming plan year
Step 3	Receive **Annual Funding** under HUD formula grant programs and other sources
Step 4	Designate detailed **Activities** and related annual budgets under each project that can be measured to assess progress for the work being done
Step 5	**Commit Funds** for a given activity
Step 6	**Drawdown and Disburse** committed funds for an activity
Step 7	**Report** on program year accomplishments and performance

The role of IDIS OnLine in Grants Management is to begin supporting the grants management process after the planning stage. After a grantee signs a grant agreement with HUD, grant funds are then reported to IDIS OnLine and the grantee is ready to set up activities, drawdown funds, and report on the progress of each activity. IDIS OnLine supports the process through the transaction and performance reporting stage and feeds information into other CPD systems (Line of Credit Control System – LOCCS and Grants Management Process System – GMP).

1.2 IDIS OnLine User Technical Support Resources

If a user needs assistance while working on IDIS OnLine, there are several resources available. In addition to getting help from their local Field Office, they may also contact the following:

Technical Assistance Unit (TAU) Hours of Operation:	Monday – Friday 8:15 a.m. - 7:00 p.m. (Eastern)
TAU Support Contact Information	
Toll Free Help Line	1-877-483-8282
Fax Number	1-703-553-8444
E-mail	Idis.help@hud.gov
IDIS ID/Password Resets	HUD National Help Desk Toll Free: 1-888-297-8689, Option 3
Additional information about IDIS OnLine	http://www.hud.gov/offices/cpd/systems/idis/index.cfm
IDIS OnLine login instructions	http://www.hud.gov/offices/cpd/systems/idis/idis.cfm

The IDIS OnLine Quick Tips User Guide serves to walk IDIS OnLine users step-by-step through the major IDIS OnLine system functionalities. The major functionalities covered in this guide include:

- Adding, Search/Edit, View, and Copy Projects
- Adding, Editing, and Funding Activities
- Creating and Approving Drawdowns/Vouchers
- Adding Receipts
- Search/Edit Receipts
- View Receipts
- View Receipt Accounts
- Adding Subfunds and Subgrants
- Editing a Grantee User Profile
- Editing Existing User Roles
- Viewing Existing User Roles

2 Logging into IDIS OnLine

1) Go to the **Log on to IDIS** web page:

   http://www.hud.gov/offices/cpd/systems/idis/idis.cfm

2) Click the word **here** to get to the login screen.

3) **IDIS Login** page will appear (https://www21.hud.gov/idis)

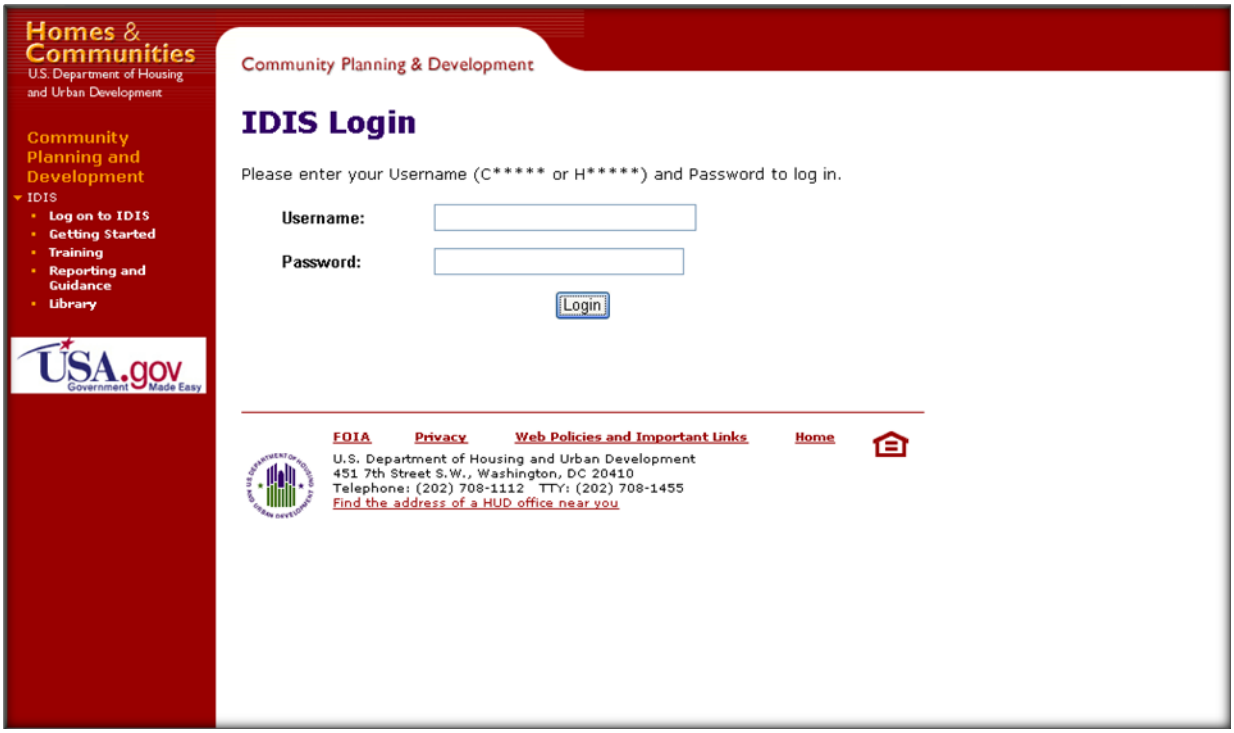
4) Enter **Username** and **Password**

   I. Grantee users will use their C# or B# as their Username. Their temporary password is the first initial (lowercase), and the last initial (lowercase) plus the last 4 digits of their Social Security Number. For example, if your name is ABRAHAM LINCOLN your temporary password will be **al1234**. You will be prompted to change your password immediately upon login. The new password must contain the following:

   - At least 8 characters
   - At least one capitalized letter
   - At least one lower case letter
   - At least one number
   - At least one special character (any symbol, such as $#*@!&)

II. HUD employees access IDIS with their regular H-ID and regular network password. There is no need to change your IDIS password as it is linked and synchronized to the Department's "Active Directory." As long as your regular network ID and password work, you will have access to IDIS. Whenever you change your network password, your IDIS password will change automatically.

5) Next, click the **Login** button



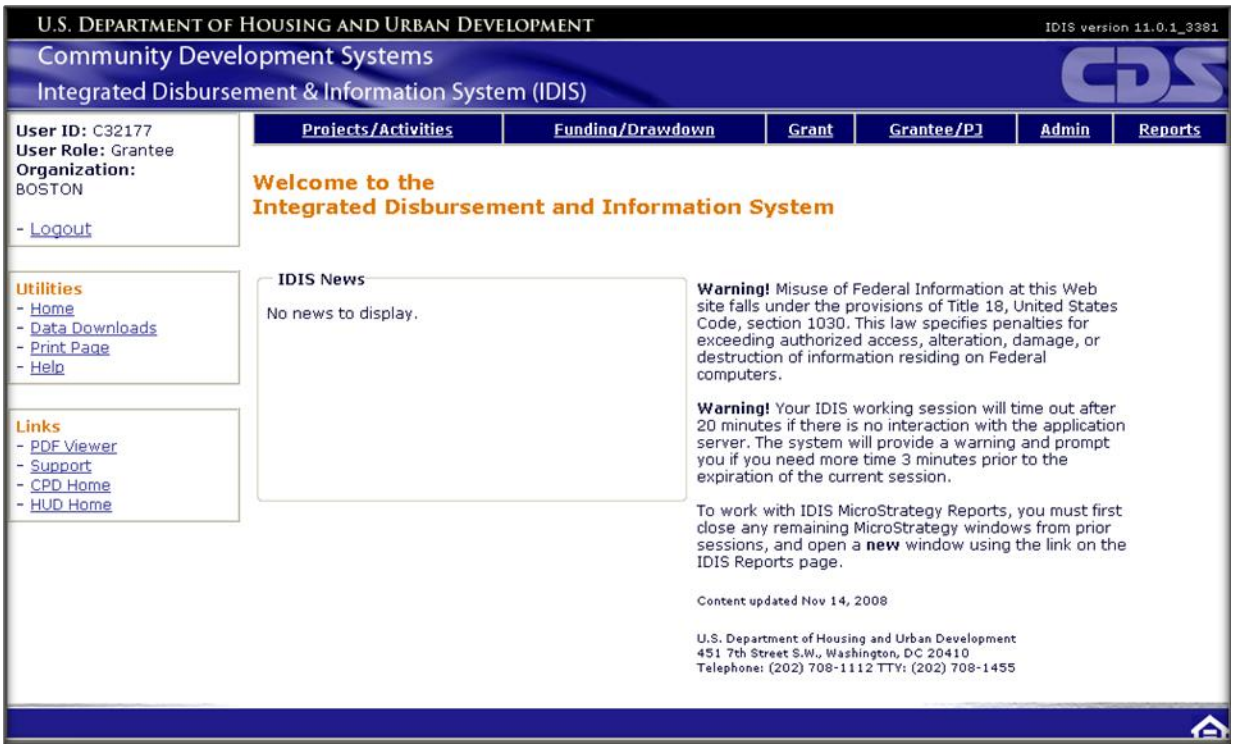
6) **IDIS Disclaimer** page will appear

7) Read disclaimer statement and click **I accept** button if you agree to the disclaimer.

8) If you have multiple profiles, the **Profile Selection** page will be displayed with all of your available profiles listed. Select your appropriate profile, next click **Select Profile** button

9) **Welcome to the Integrated Disbursement and Information System** page will appear

10) Congratulations - you are now in IDIS OnLine!



NOTE 1: Your IDIS OnLine password will be locked after 3 successive incorrect password attempts. If this happens, you must call **1-888-297-8689** option 3 for a reset. You will be asked several security questions to verify your identity.

NOTE 2: IDIS OnLine passwords expire every 90 days. IDIS OnLine will issue a warning each day starting 10 days before your password expires, reminding you to change your password.

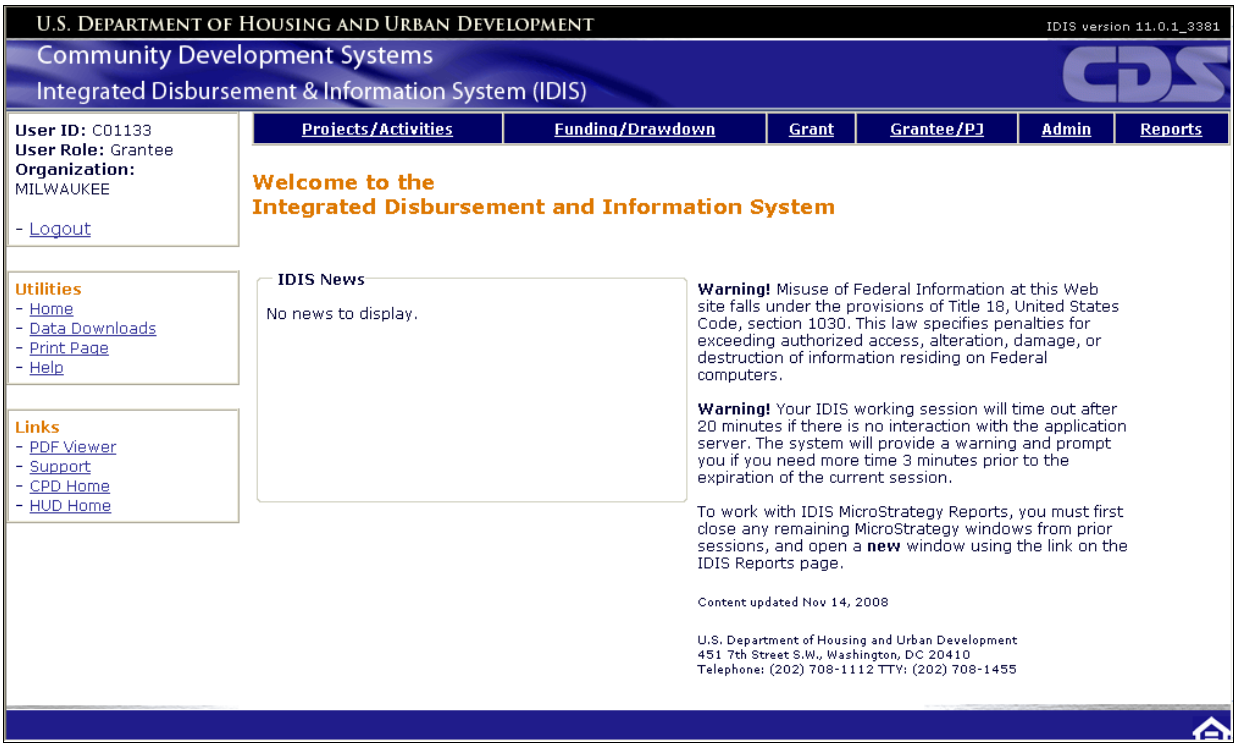
Grantee users who have not been active (no logins) for 180 days will be automatically disabled. Grantee users who wish to renew a disabled ID must re-submit an IDIS Access Request Form to their CPD Representative, indicating "renew lapsed ID."

NOTE 3: CPD posts important news items about IDIS OnLine in the NEWS section. News may related to system outages, reports, tips, known errors, holiday hours, etc. ***Please take a moment to read the NEWS each time you login; it may answer many of your questions!***

3. Projects

3.1 Add Projects

1) Click the **Projects/Activities** tab at top of screen

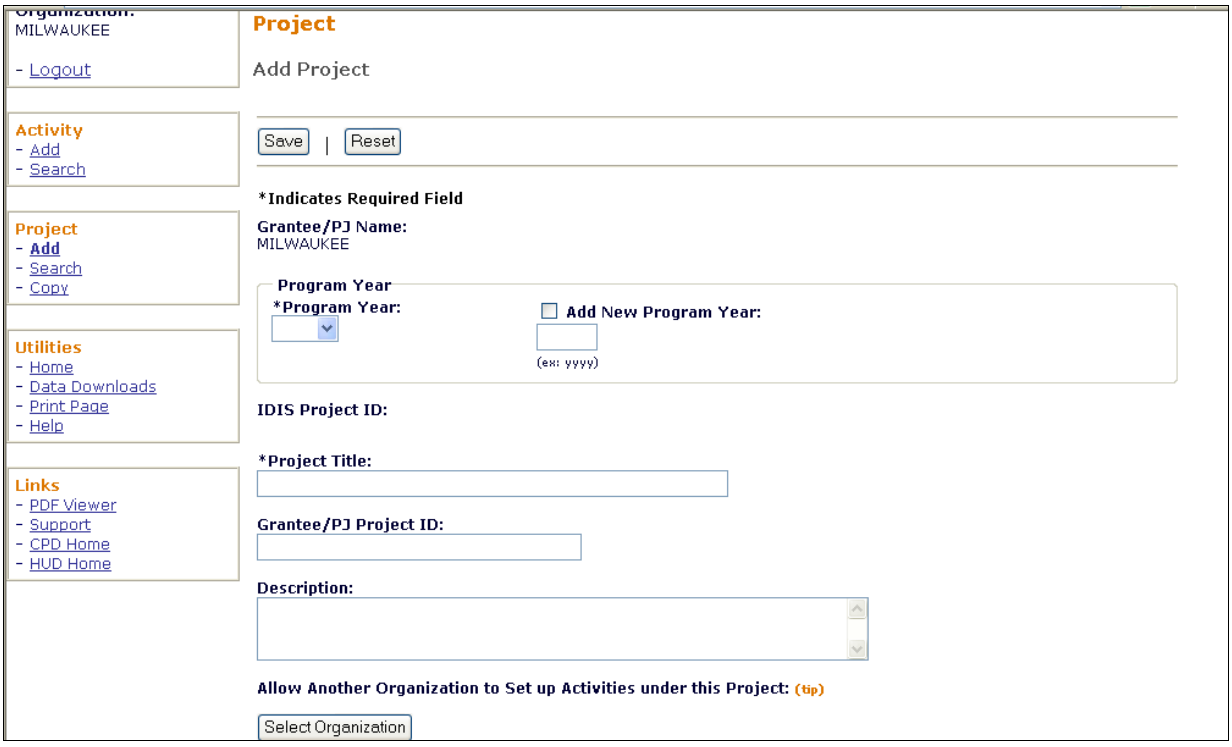


2) Click the **Add** link on left side under **Project**

3) Enter in required data of **Program Year** and **Project Title**

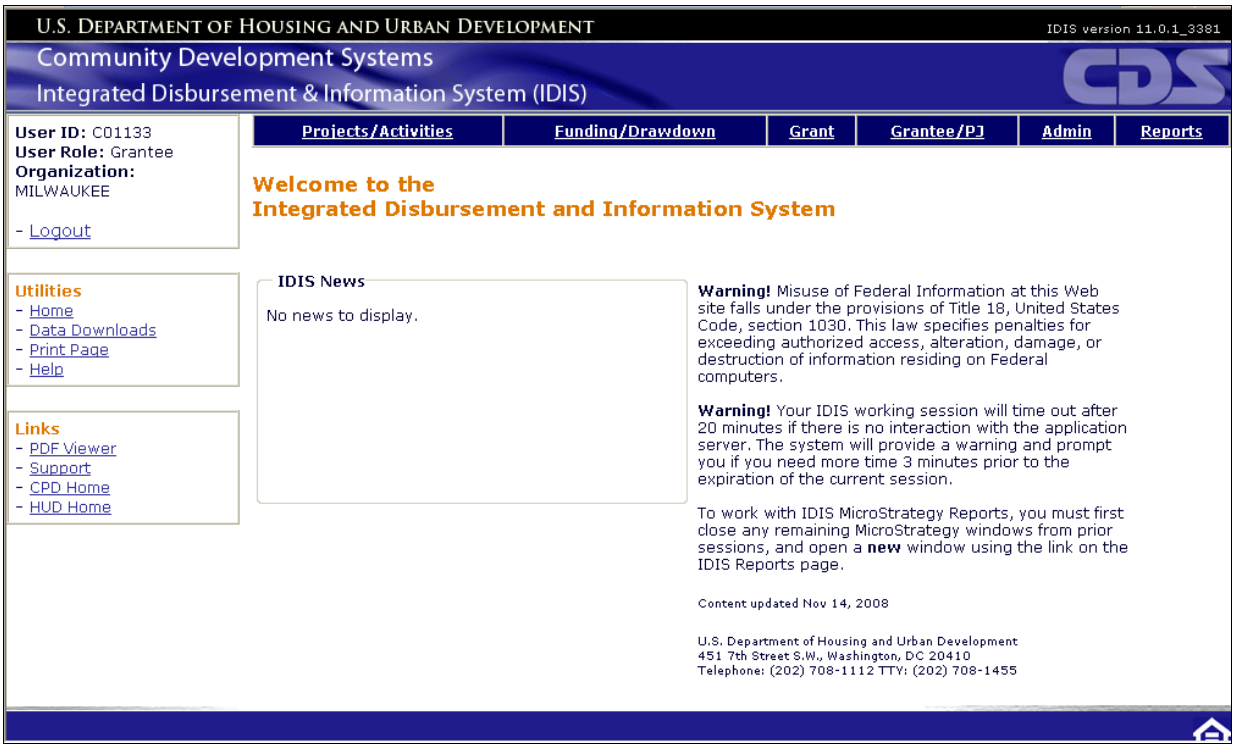
4) Enter in additional information as needed, including **Add New Program Year, Grantee/PJ Project ID,** and/or **Description**

5) Click the **Save** button



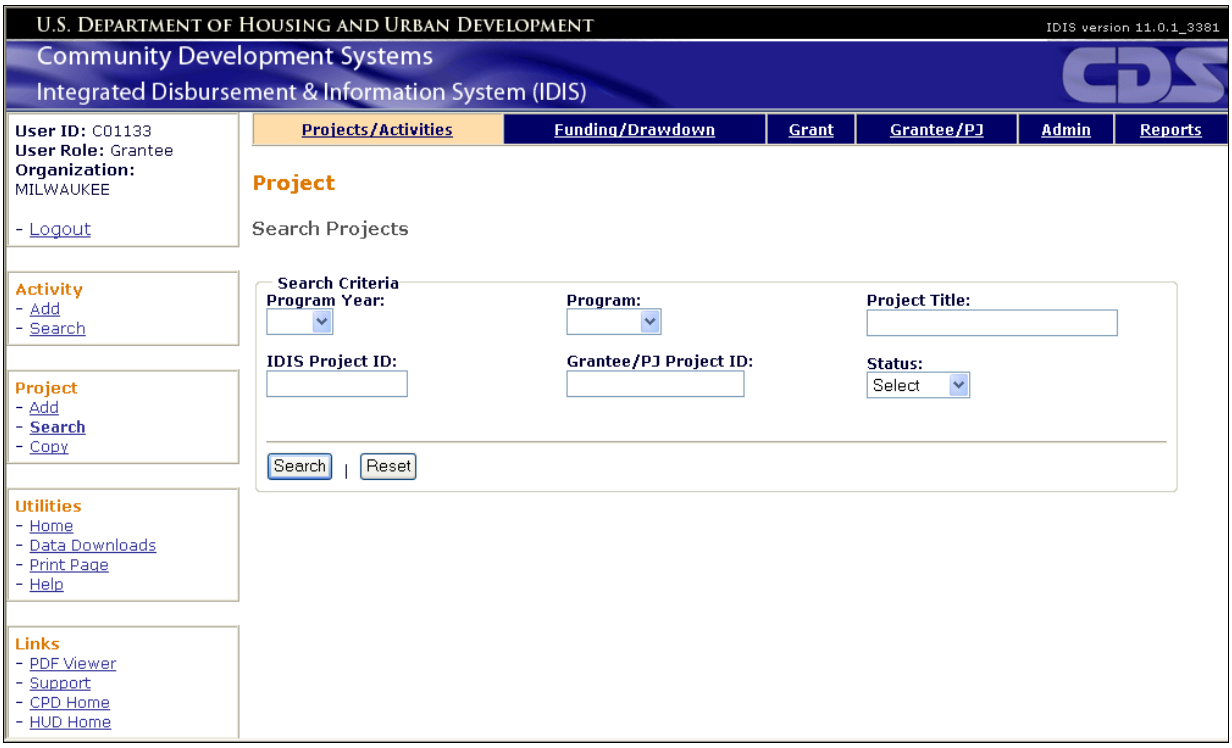
3.2 Search/Edit Projects

1) Click the **Projects/Activities** tab at top of screen



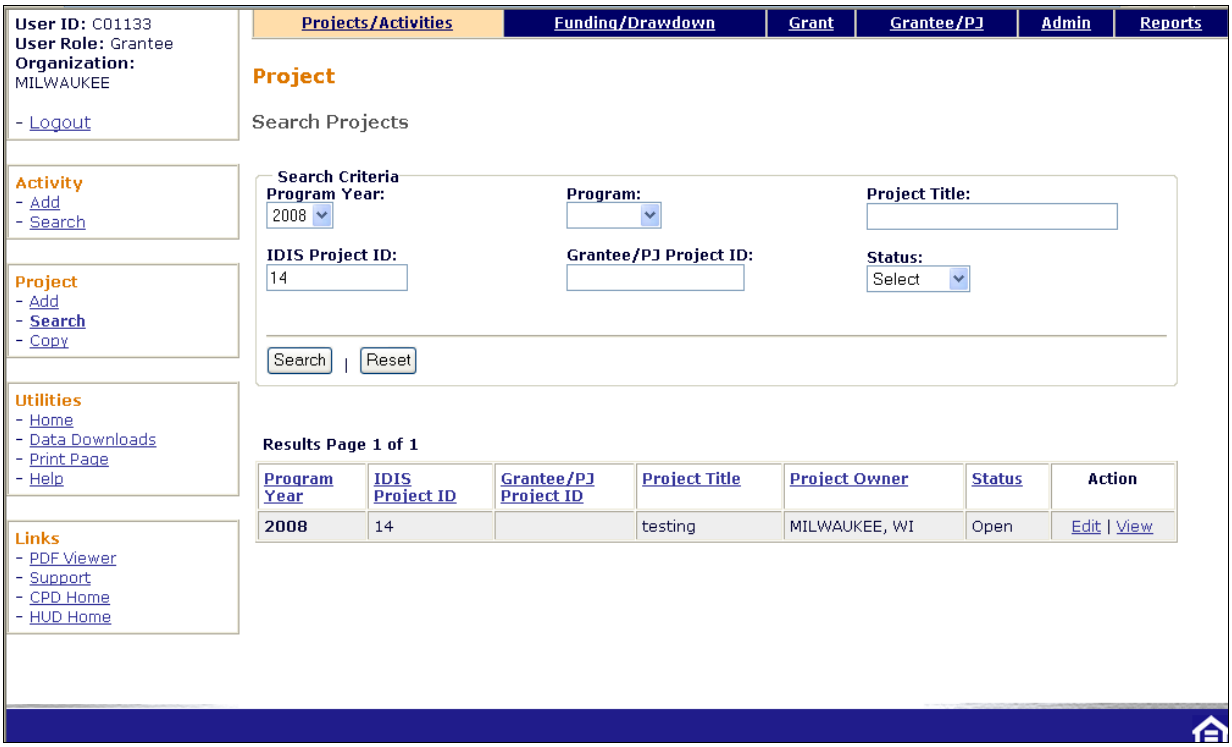
2) Enter applicable **Search Criteria**, including **Program Year, Program, Project Title, IDIS Project ID, Grantee/PJ Project ID,** and/or **Status**

3) Click the **Search** button



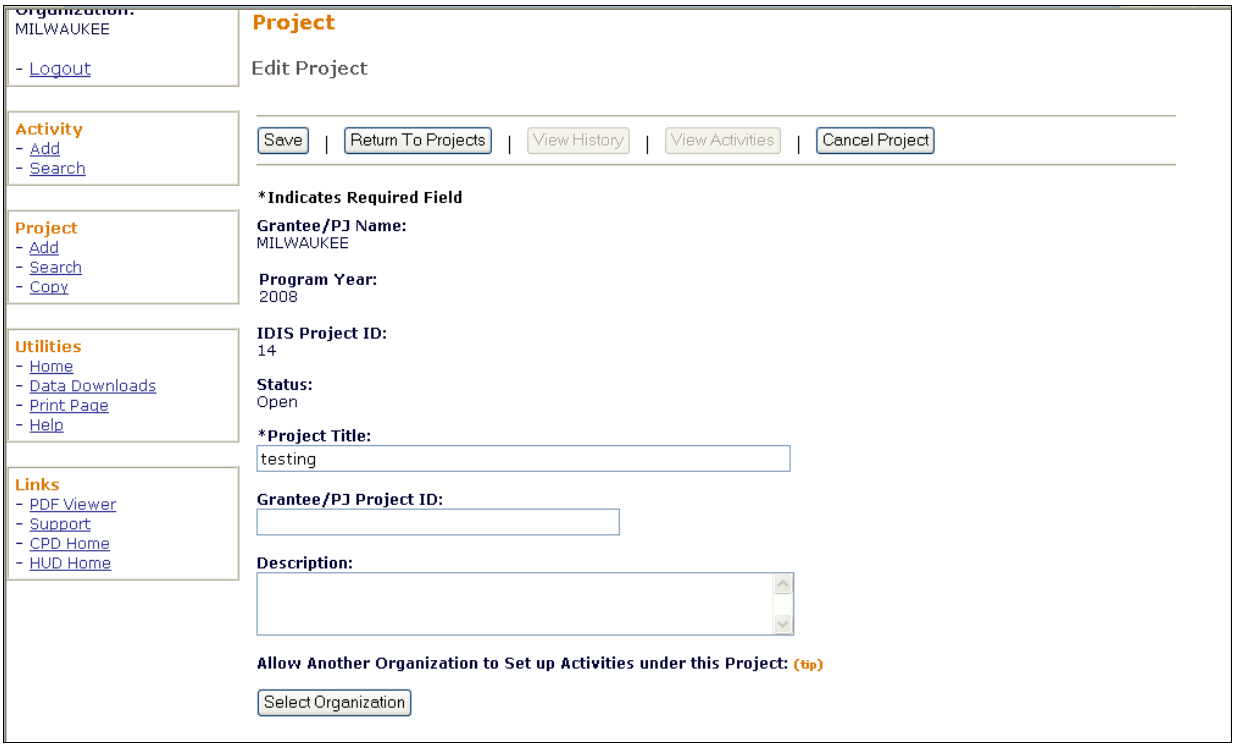
4) Search Results Page will appear

5) Click **Edit** under **Action** column to make any changes to the Project information



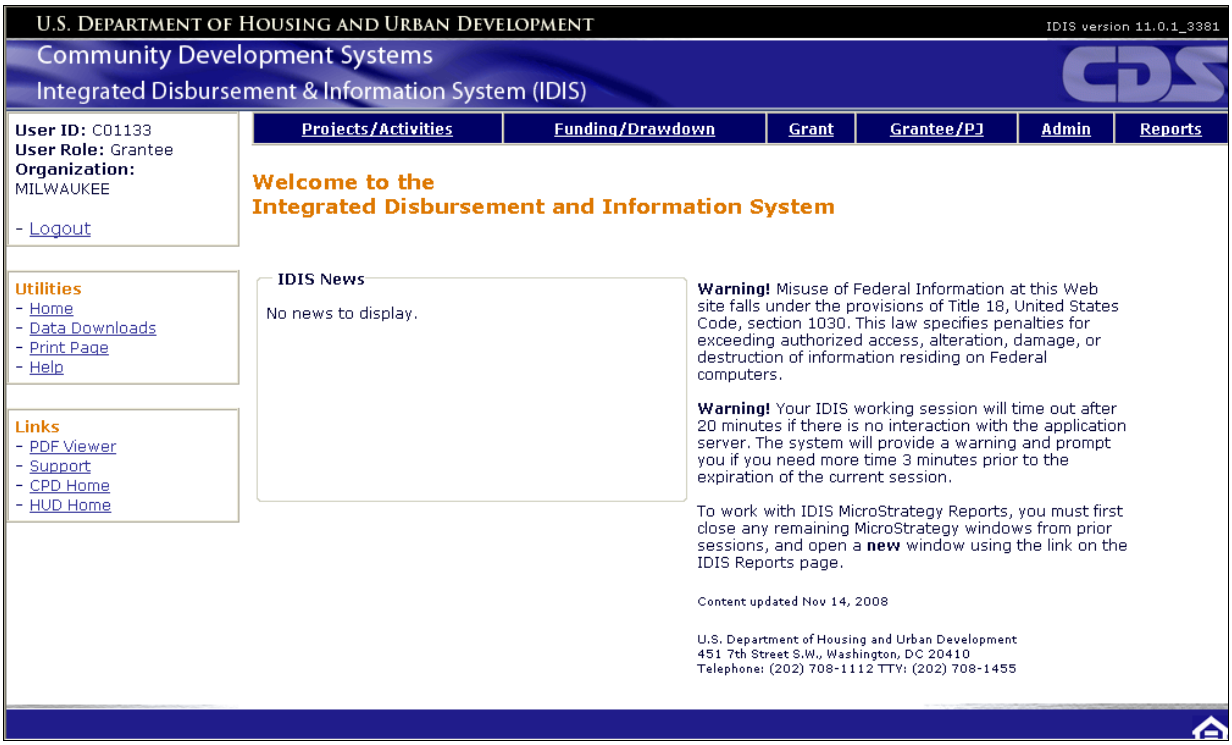
6) User may now edit **Project Title, Grantee/PJ Project ID,** and/or **Description**

7) After making edits to project click the **Save** button



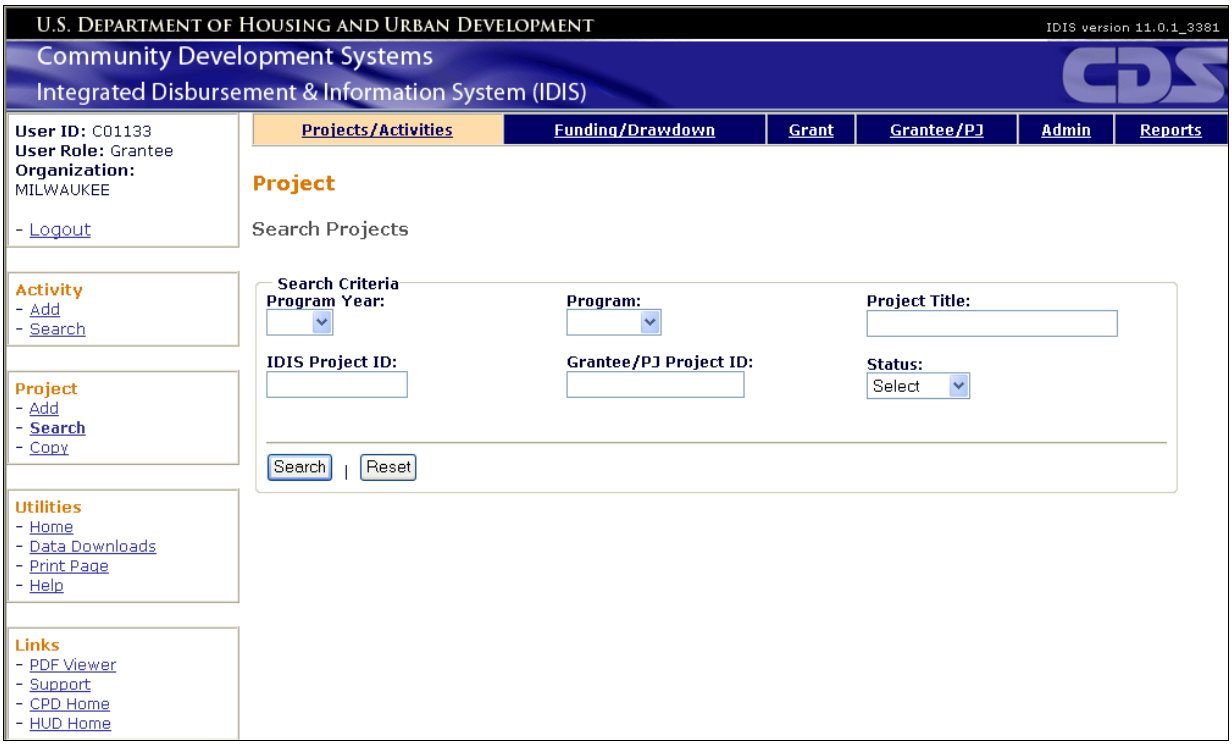
3.3 View Projects

1) Click **Projects/Activities** tab at top of screen



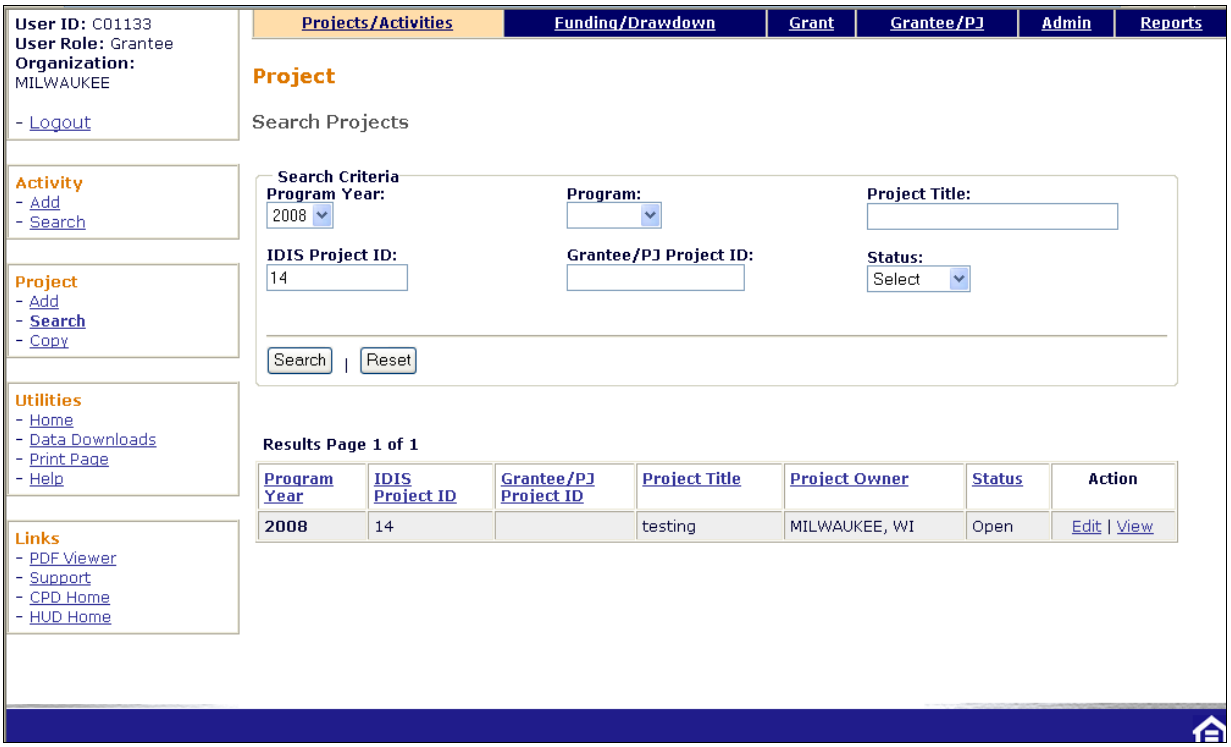
2) Enter applicable **Search Criteria**, including **Program Year, Program, Project Title, IDIS Project ID, Grantee/PJ Project ID,** and/or **Status**

3) Click the **Search** button

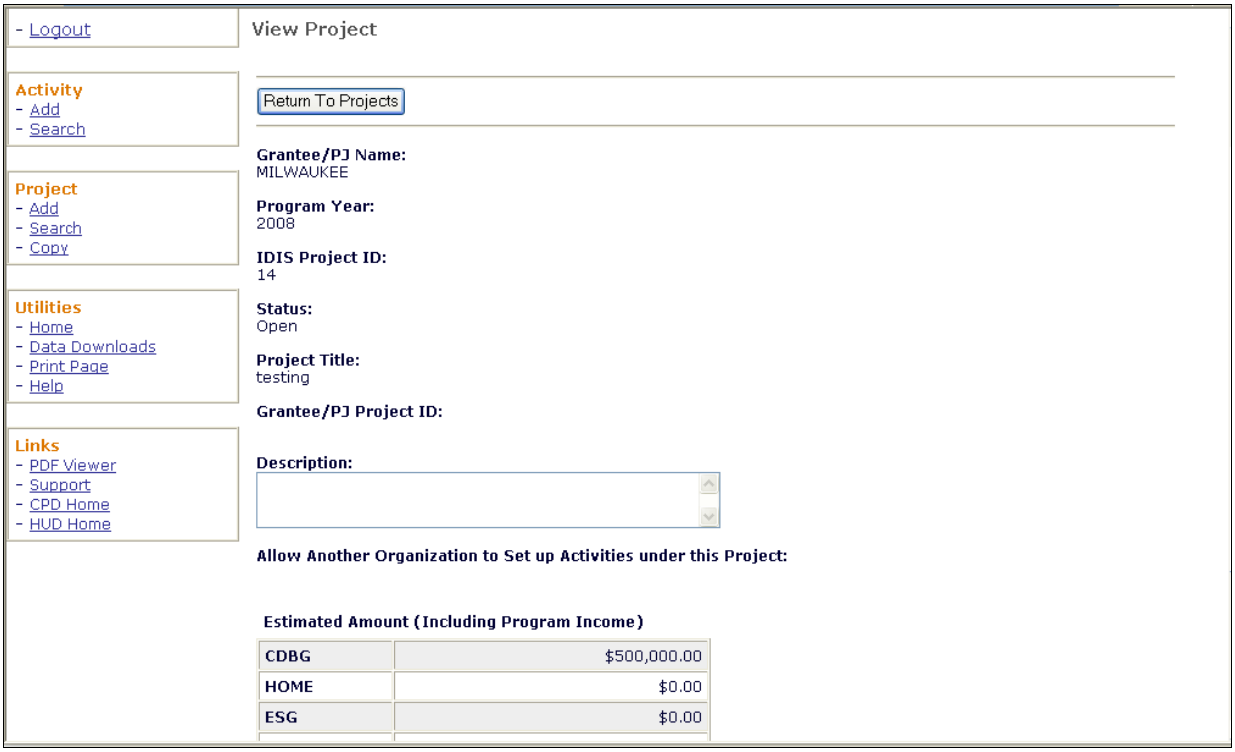


4) Search Results Page will appear

5) Click the **View** link under **Action** column of applicable project



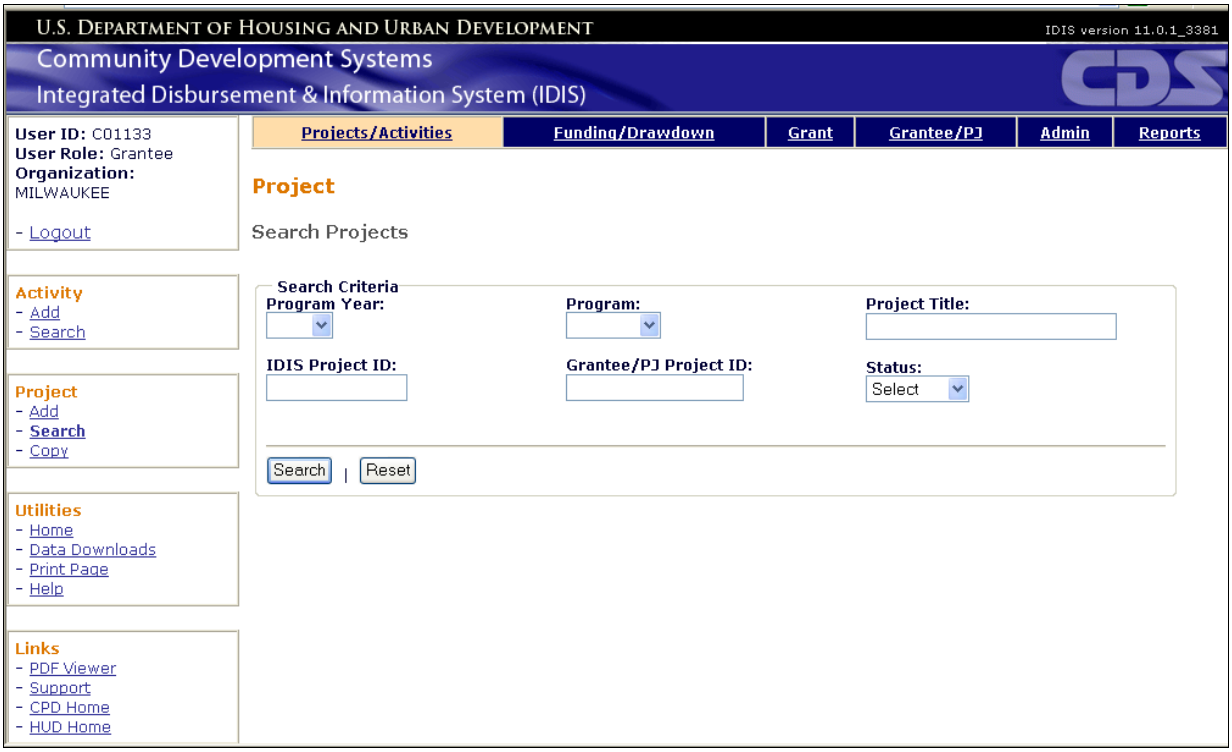
6) **View Project** page will appear



3.4 Copy Projects

1) Click **Projects/Activities** tab at top of screen

2) Next, click the **Copy** link on left side under **Project**



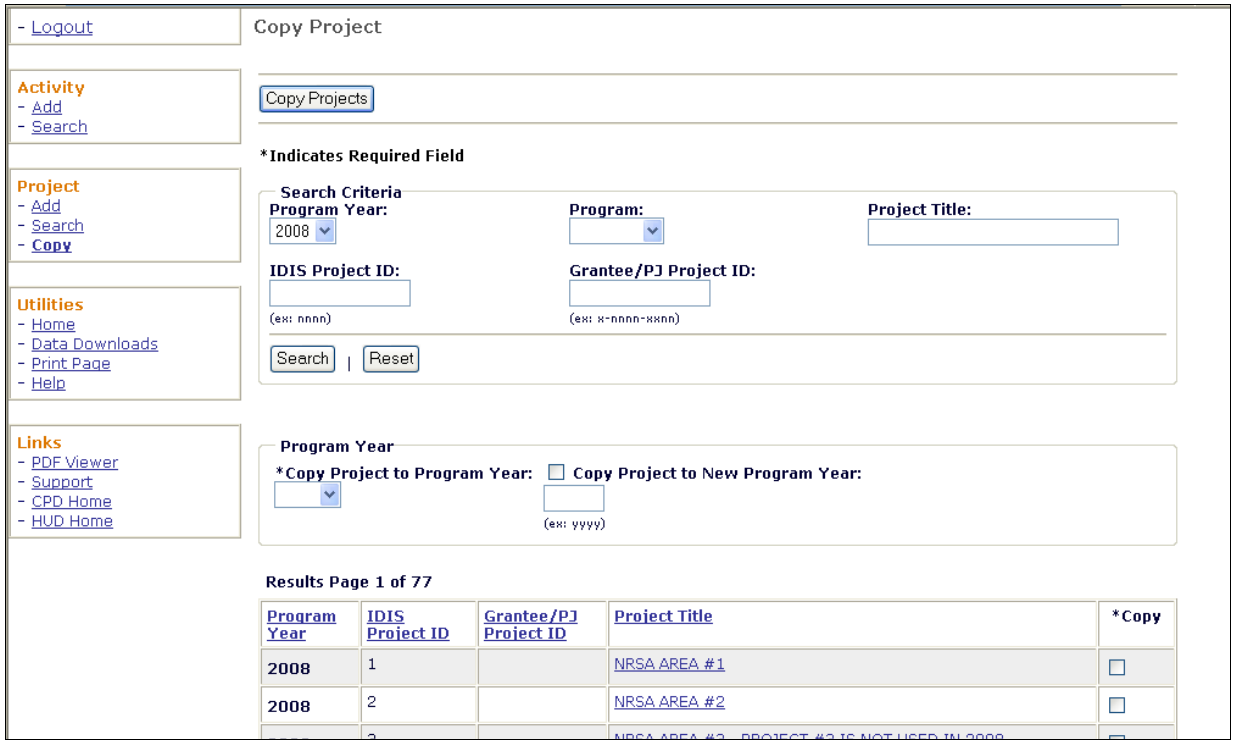
3) The **Copy Project** page will appear

4) Select **Program Year** in dropdown menu of the **Copy Project to Program Year** field

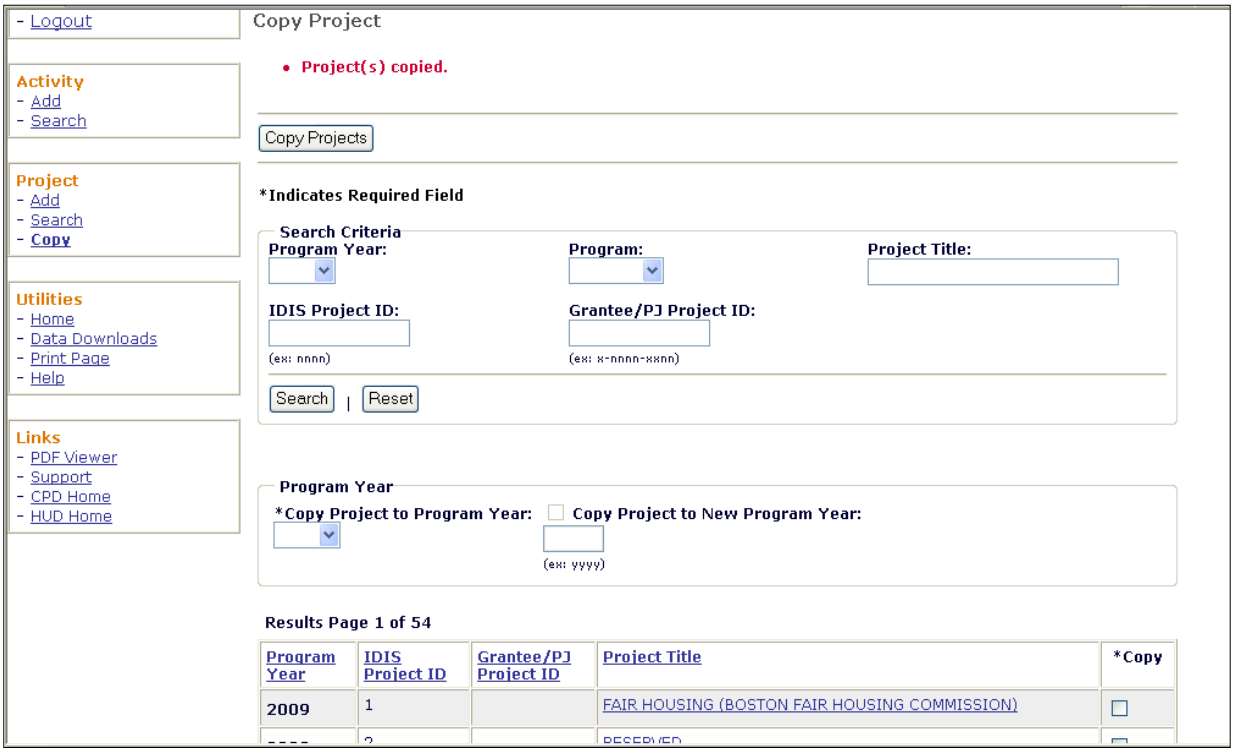
5) In the **Copy** column of the **Results Page**, place a check by the project(s) you wish to copy

6) If user would like to **Copy Project to New Program Year**, click the applicable box and type in year within the **Program Year** section

7) Click the **Copy Projects** button



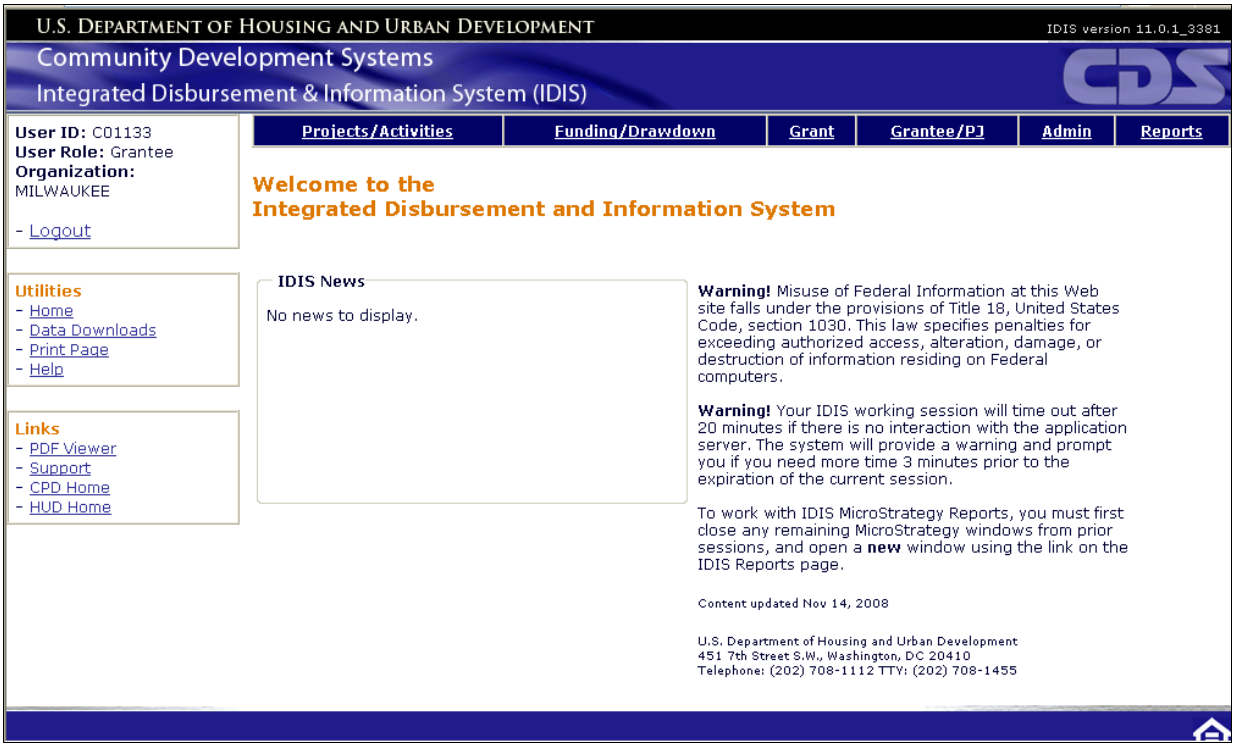
8) **Project(s) Copied** page will appear



4. Activities

4.1 Adding Activities

1) Select **Projects/Activities** Tab at top of screen

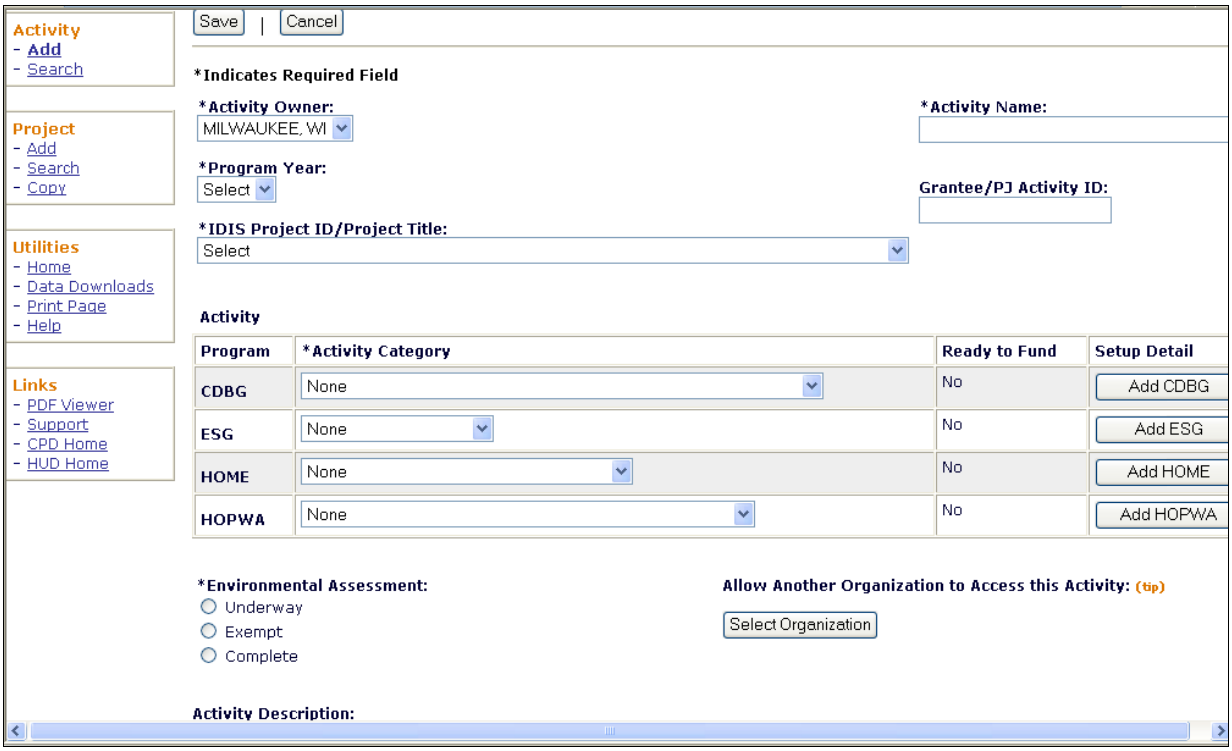


2) Click the **Add** link on left side under **Activity**

3) Enter required data: **Activity Owner, Activity Name, Program Year, IDIS Project ID/Project Title, Activity Category** and **Environmental Assessment**

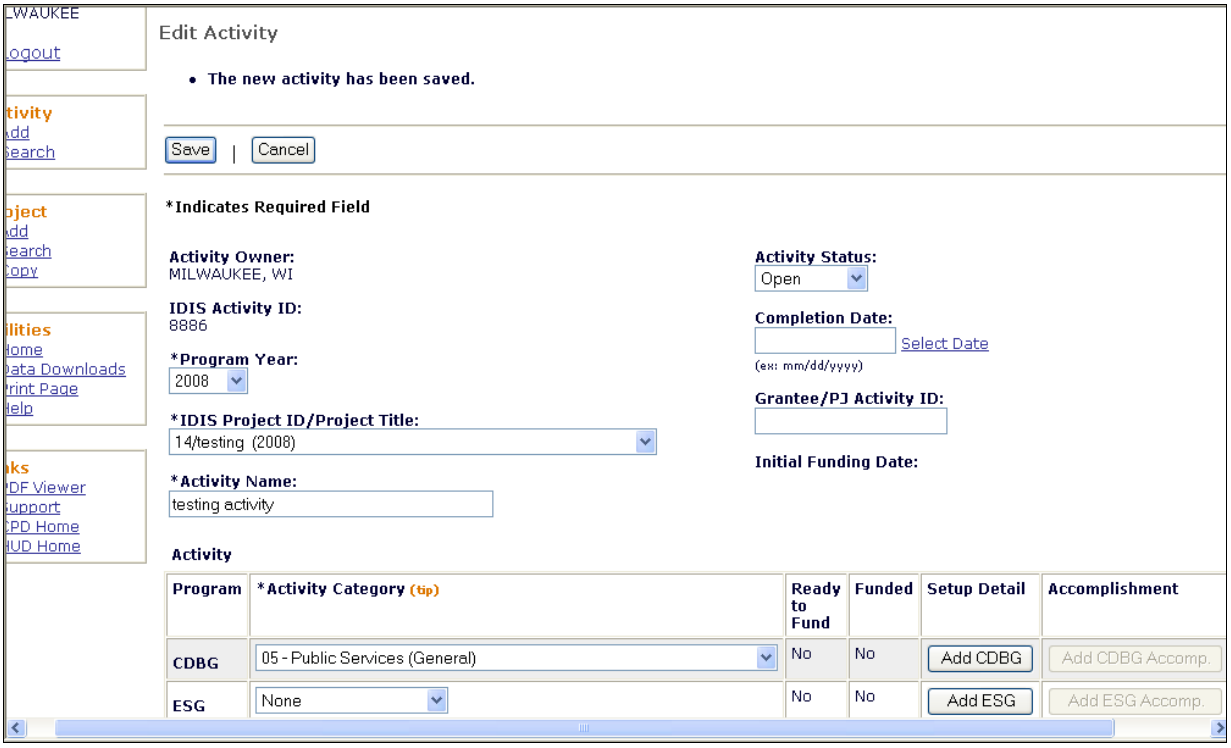
4) Enter other additional information as needed

5) Click **Save**



6) **The new activity has been saved** message will appear

7) To continue setup of the activity, click the applicable program to add under the **Setup Detail** column.

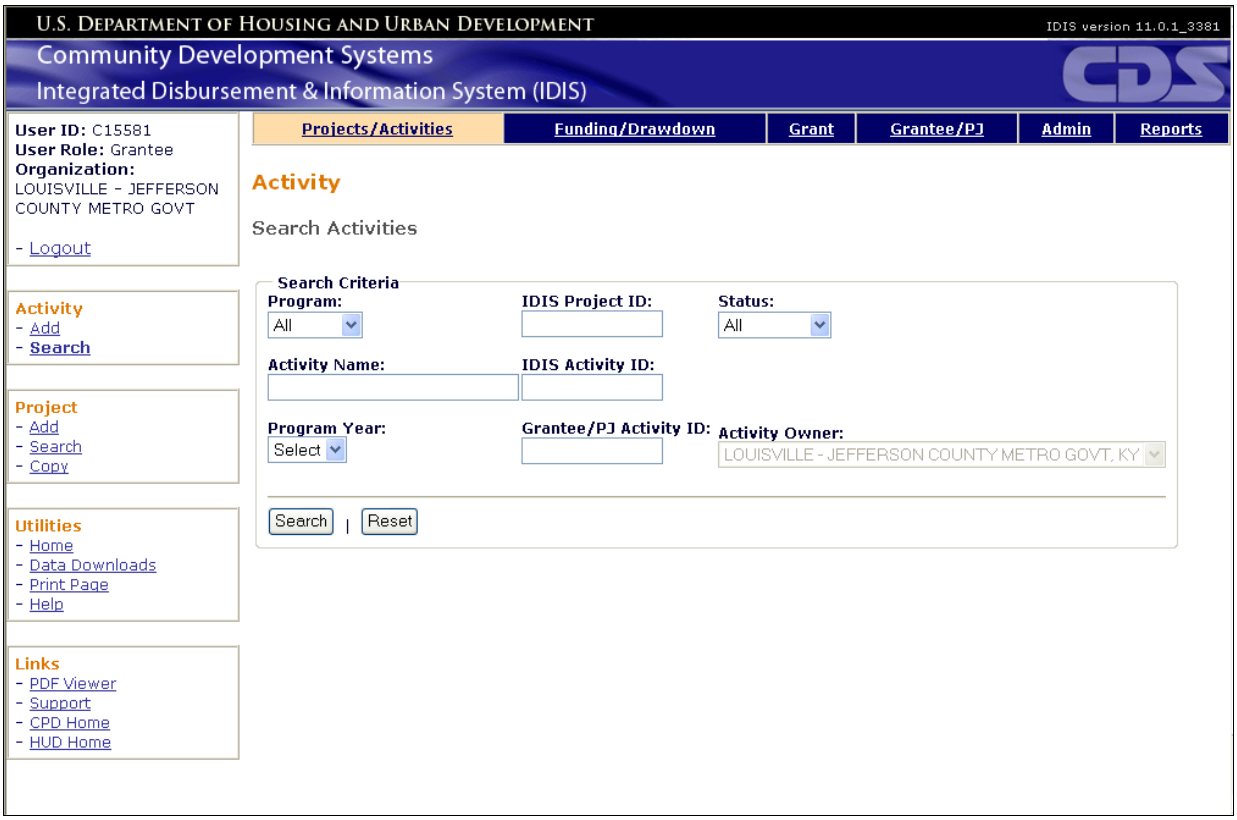


4.2 Editing Activities

1) Click the **Projects/Activities** Tab at top of screen

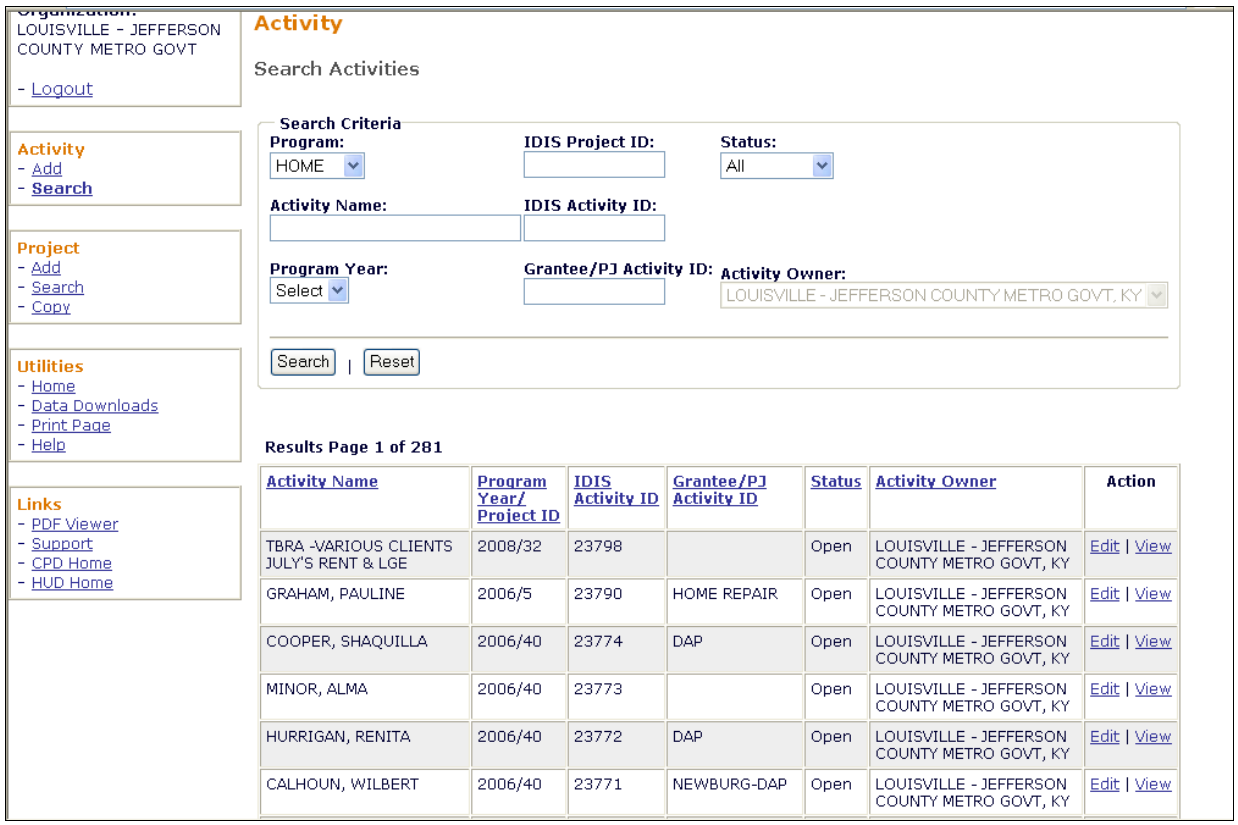
2) Enter applicable **Search Criteria** for the activity

3) Click the **Search** button



4) Search results will appear

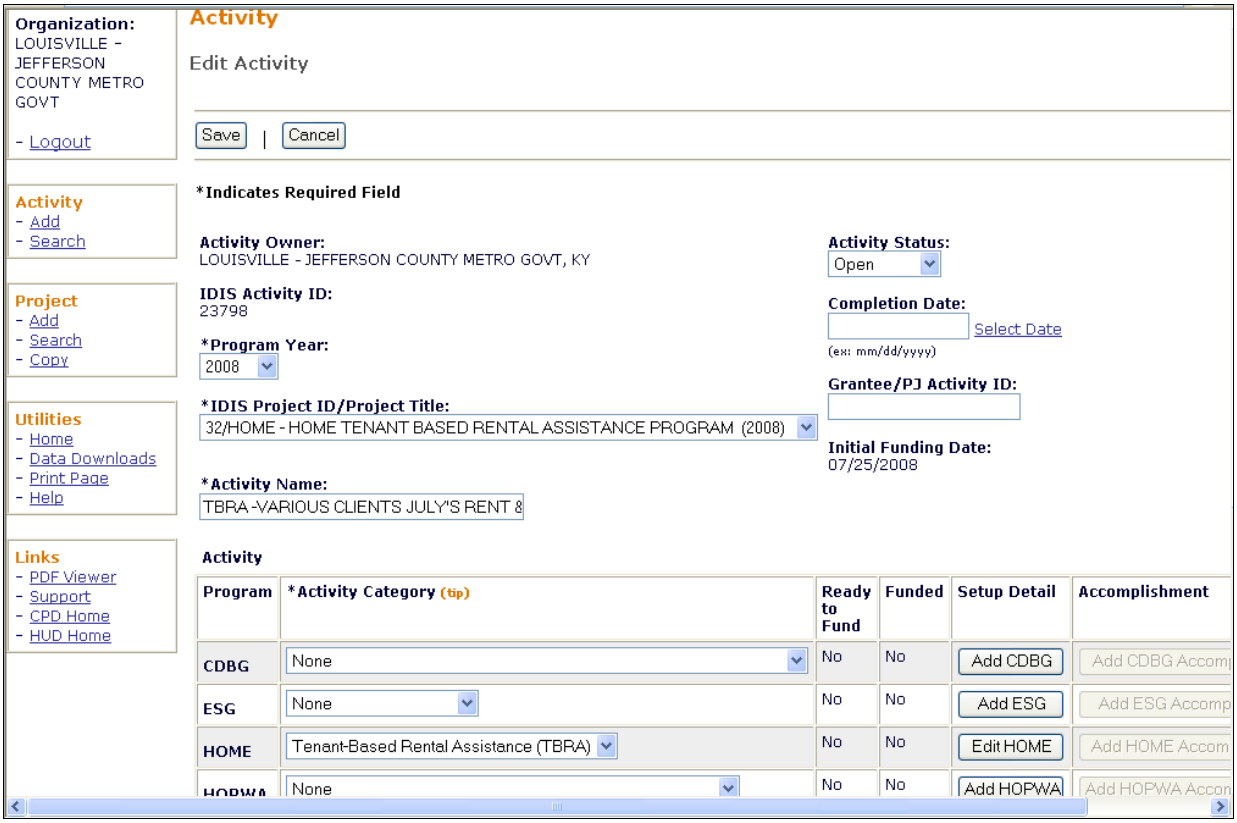
5) Choose the applicable activity by clicking **Edit** under the **Action** column on the right side of page



6) Make the necessary changes to the Activity, including **Activity Status, Completion Date, Program Year, IDIS Project ID/Project Title, Grantee/PJ Activity ID,** and/or **Activity Name**

7) Next click the **Save** button

8) If program edits are needed, click applicable program button under **Setup Detail** (**Edit HOME** button for example shown below)

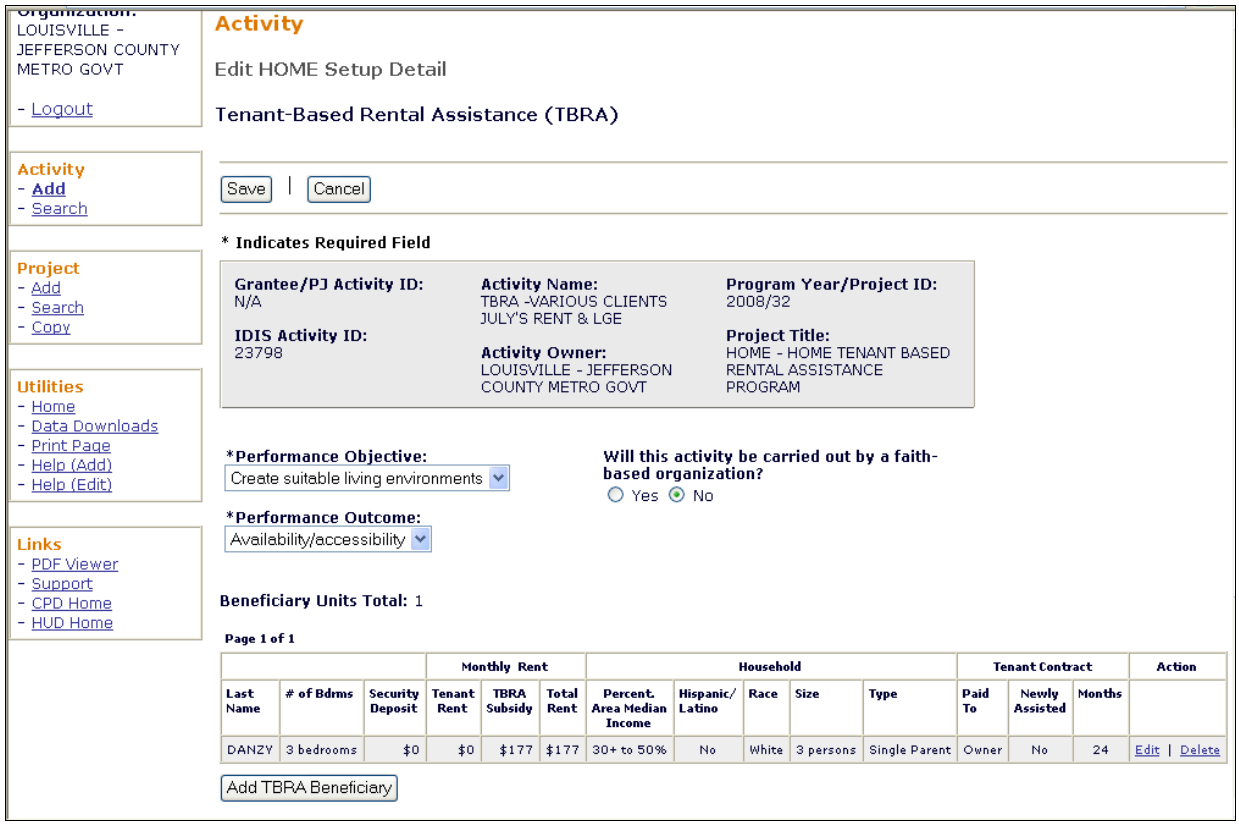


9) If program button under the **Setup Detail** column is selected from previous page, the program specific **Setup Detail** page will be displayed (**Edit HOME Setup Detail** is the example shown below)

10) Make the necessary edits to the Activity setup detail, including **Performance Objective, Will this activity be carried out by a faith-based organization** and/or **Performance Outcome**

11) In addition, user can also edit, add or delete required data at bottom of page

12) Then click the **Save** button



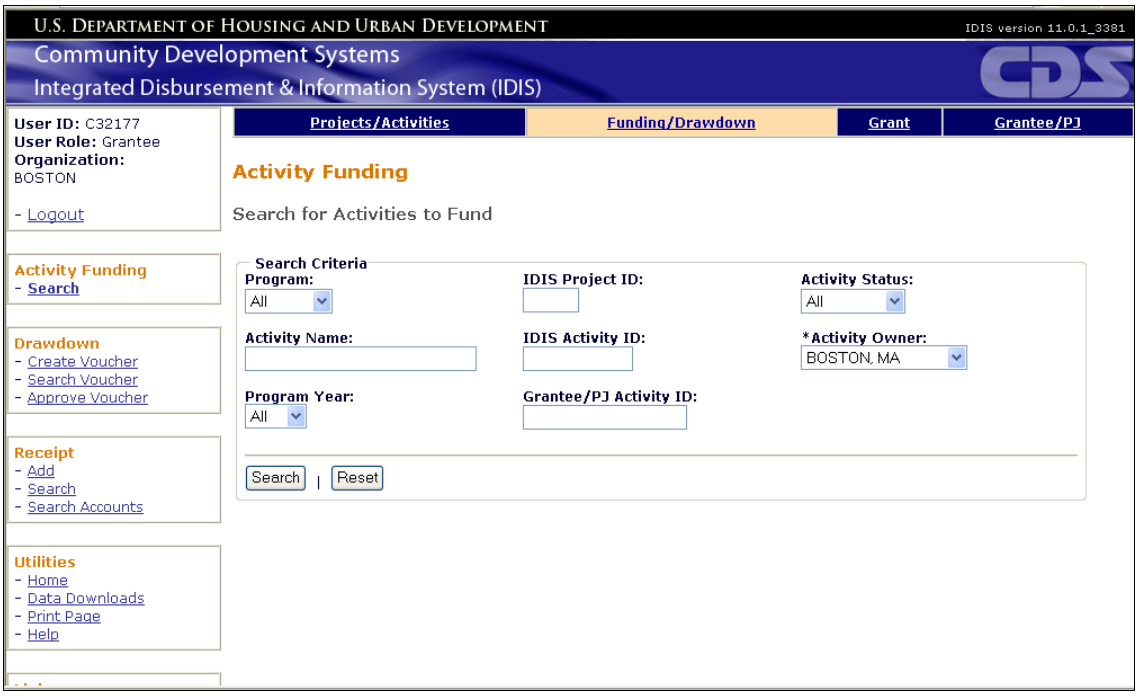
4.3 Funding Activities

1) Select the **Funding/Drawdown** Tab

2) The **Activity Funding** page will appear

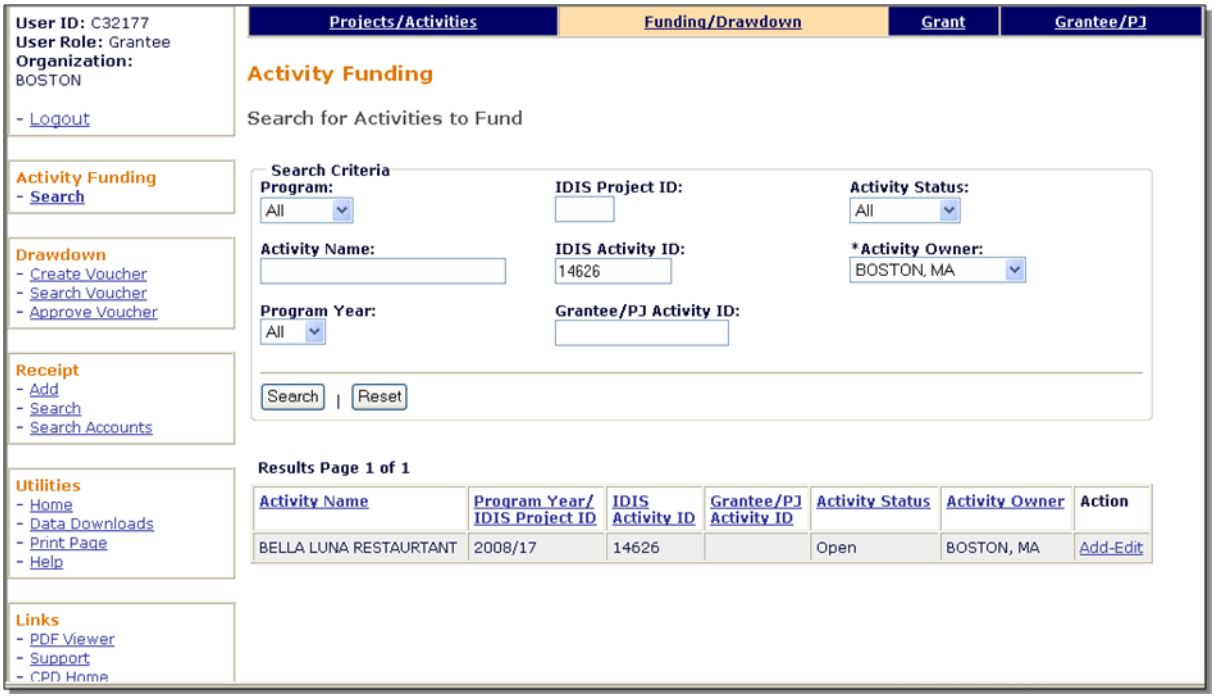
3) Enter applicable search criteria

4) Click the **Search** button



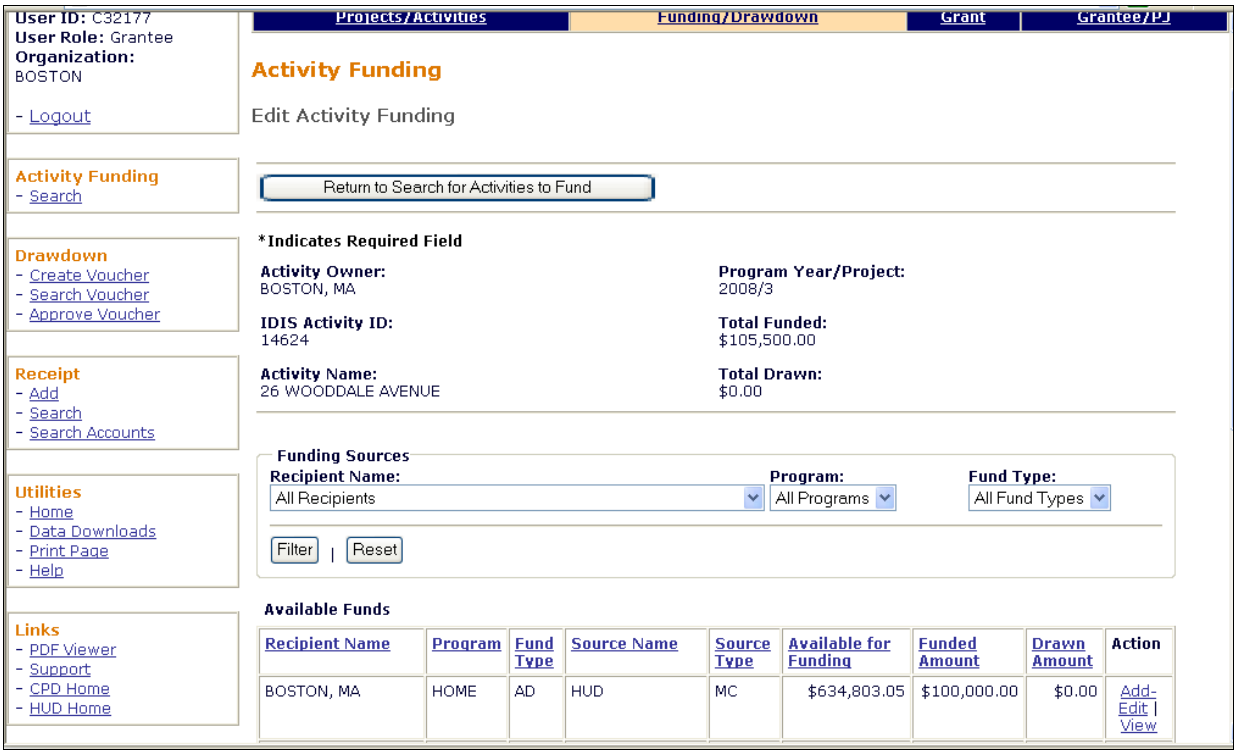
5) The Search Results page will appear

6) Select **Add-Edit** under the Action column



7) The Edit Activity Funding page will appear

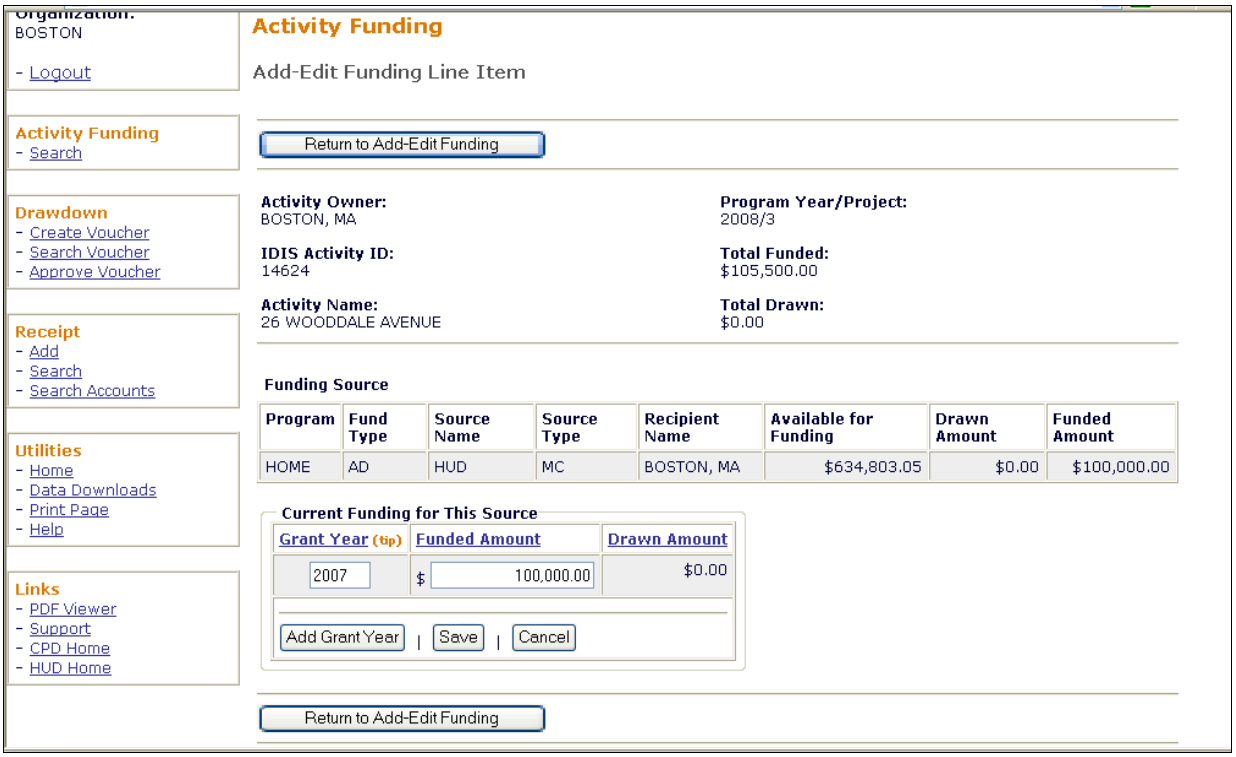
8) Select **Add-Edit-View** under the Action column for the appropriate activity



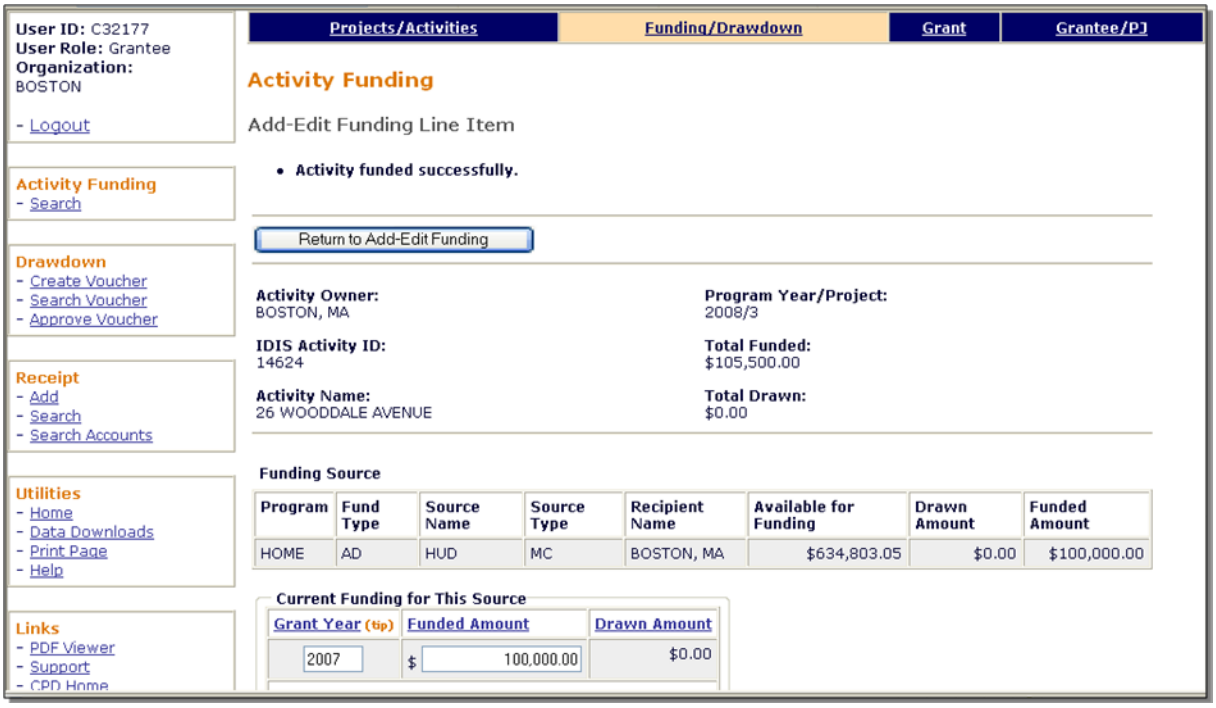
9) The **Add-Edit Funding Line Item** page will appear

10) Enter dollar amount in **Funded Amount** field, **Grant Year** field is optional

11) Click the **Save** button



12) **Activity funded successfully** message will appear

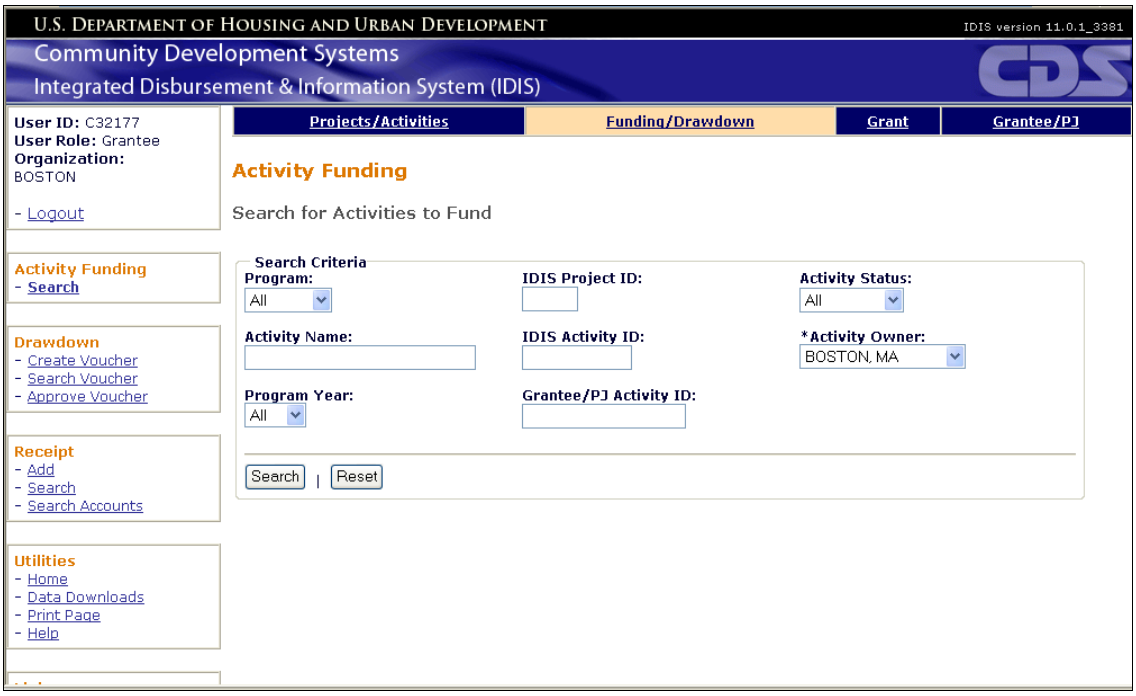

User ID: C32177
User Role: Grantee
Organization:
BOSTON
- Logout
Activity Funding
- Search
Drawdown
- Create Voucher
- Search Voucher
- Approve Voucher
Receipt
- Add
- Search
- Search Accounts
Utilities
- Home
- Data Downloads
- Print Page
- Help
Links
- PDF Viewer
- Support
- CPD Home
Projects/Activities
Funding/Drawdown
Grant
Grantee/PJ
Activity Funding
Add-Edit Funding Line Item
Activity funded successfully.
Return to Add-Edit Funding
Activity Owner:
BOSTON, MA
IDIS Activity ID:
14624
Activity Name:
26 WOODDALE AVENUE
Program Year/Project:
2008/3
Total Funded:
$105,500.00
Total Drawn:
$0.00
Funding Source
Program
Fund Type
Source Name
Source Type
Recipient Name
Available for Funding
Drawn Amount
Funded Amount
HOME
AD
HUD
MC
BOSTON, MA
$634,803.05
$0.00
$100,000.00
Current Funding for This Source
Grant Year (tip)
Funded Amount
Drawn Amount
2007
$
100,000.00
$0.00

5. Drawdowns/Vouchers

5.1 Creating Drawdowns/Vouchers

1) Select **Funding/Drawdown** Tab

2) Click **Create Voucher** link on the left side under **Drawdown**

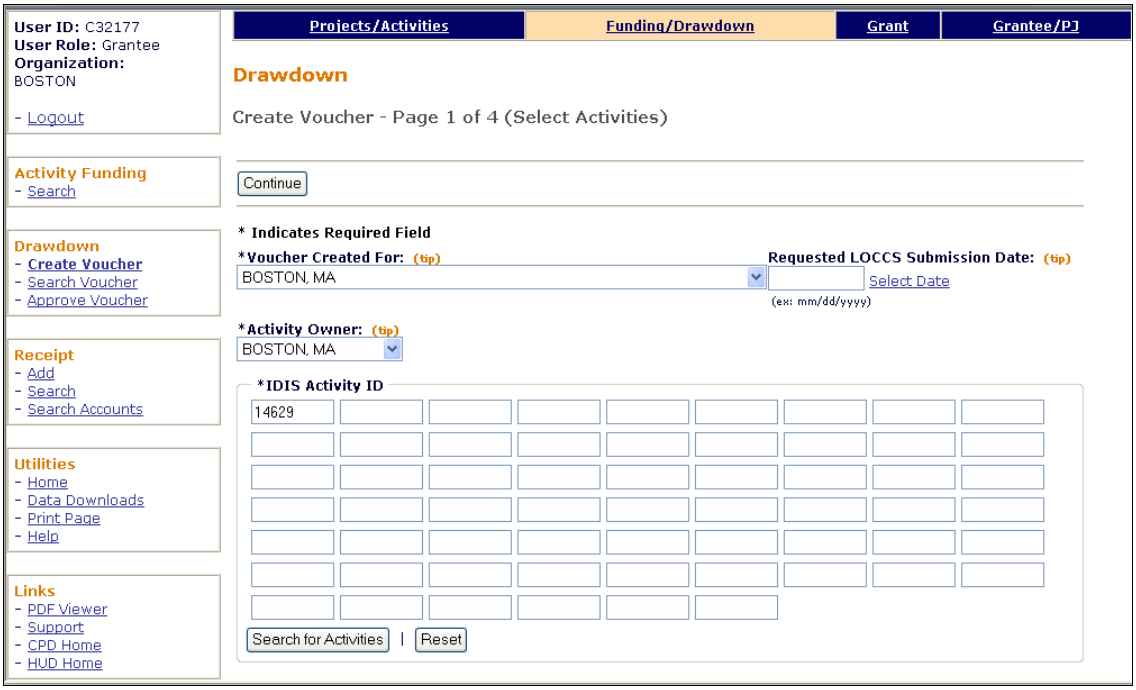


3) **Create Voucher-Select Activities** page will appear

4) **Voucher Created For** and **Activity Owner** fields will be auto-populated

5) Enter **IDIS Activity ID** number(s)

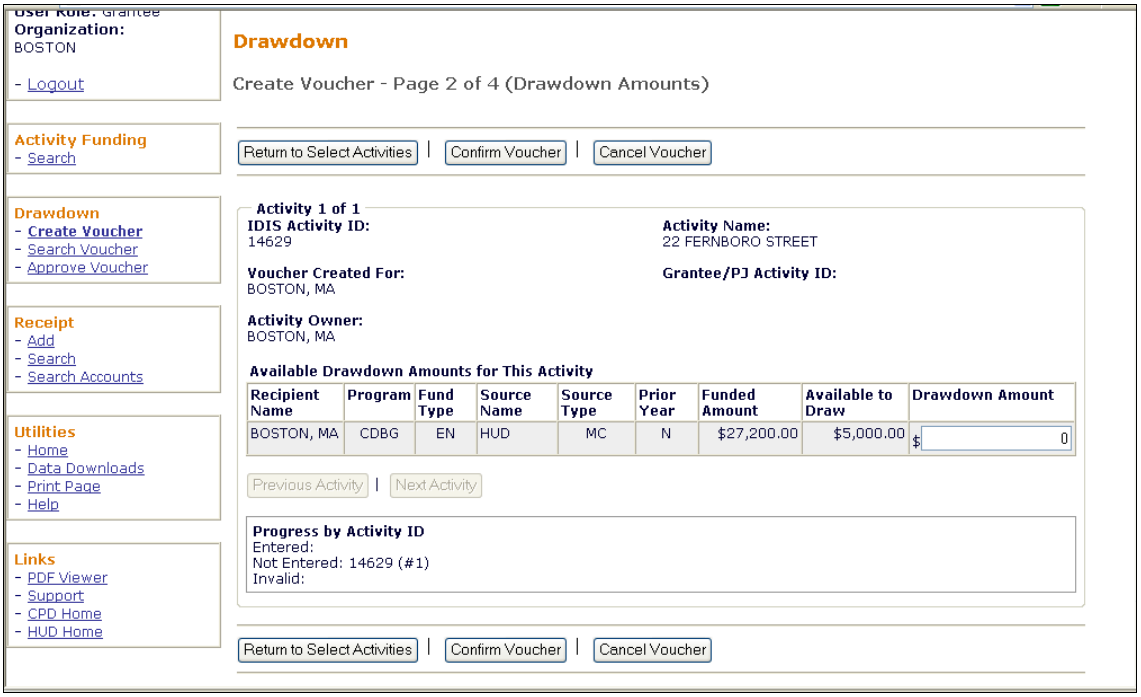
6) Click the **Continue** button



7) **Create Voucher – Drawdown Amounts** page will appear

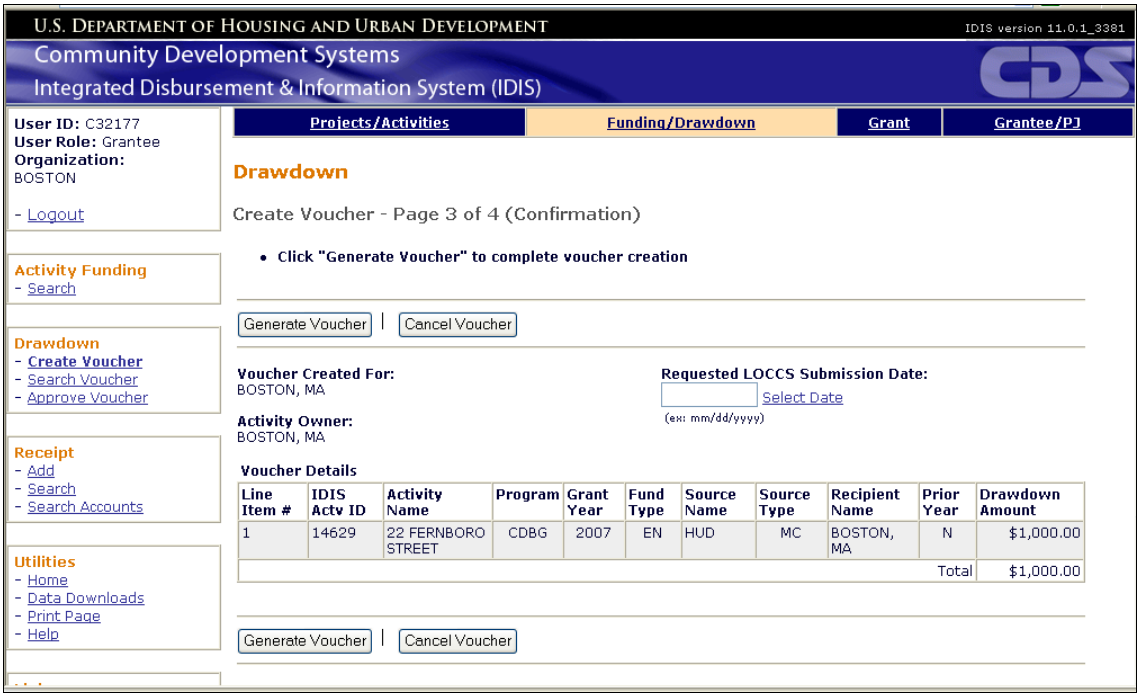
8) Enter **Drawdown Amount**

9) Click **Confirm Voucher** button

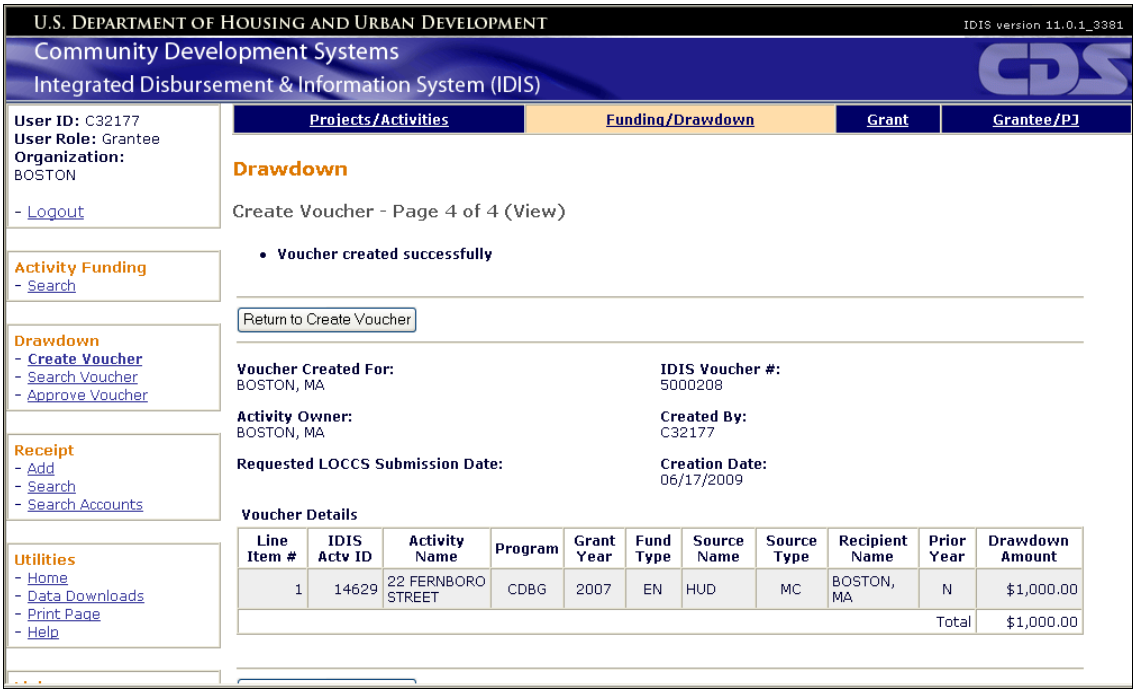


10) **Create Voucher – Confirmation** page will appear

11) Click the **Generate Voucher** button to complete voucher creation



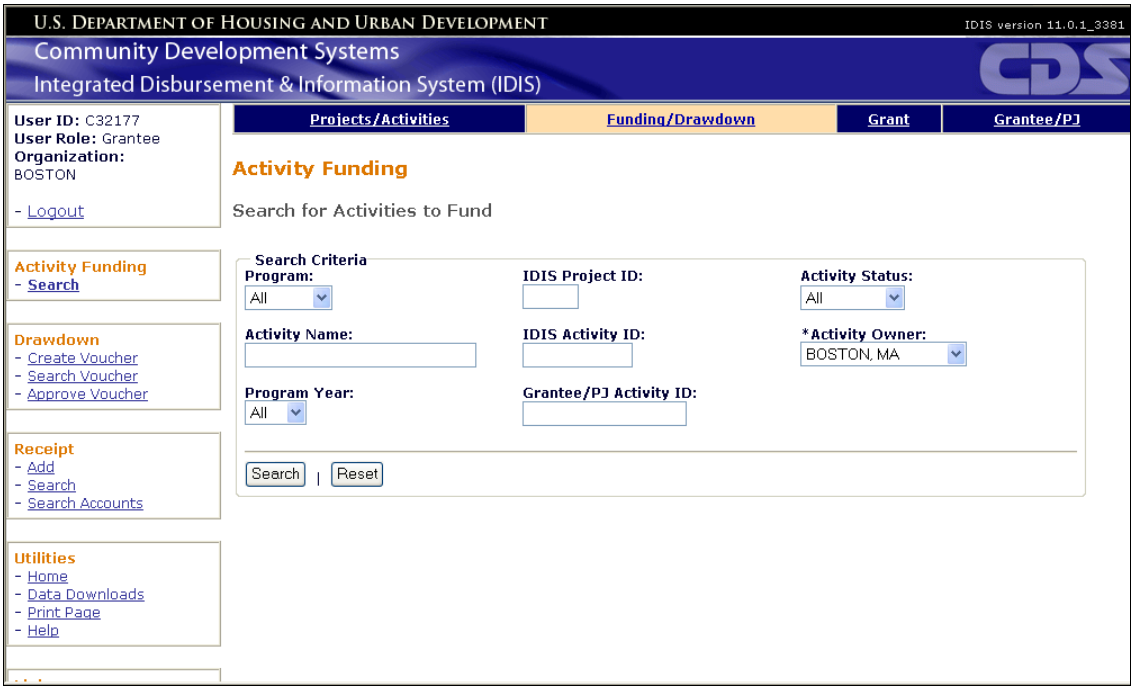
12) **Voucher created successfully** message will appear



5.2 Approving Drawdowns/Vouchers

1) Select the **Funding/Drawdown** Tab

2) Click **Approve Voucher** link on the left side under **Drawdown**

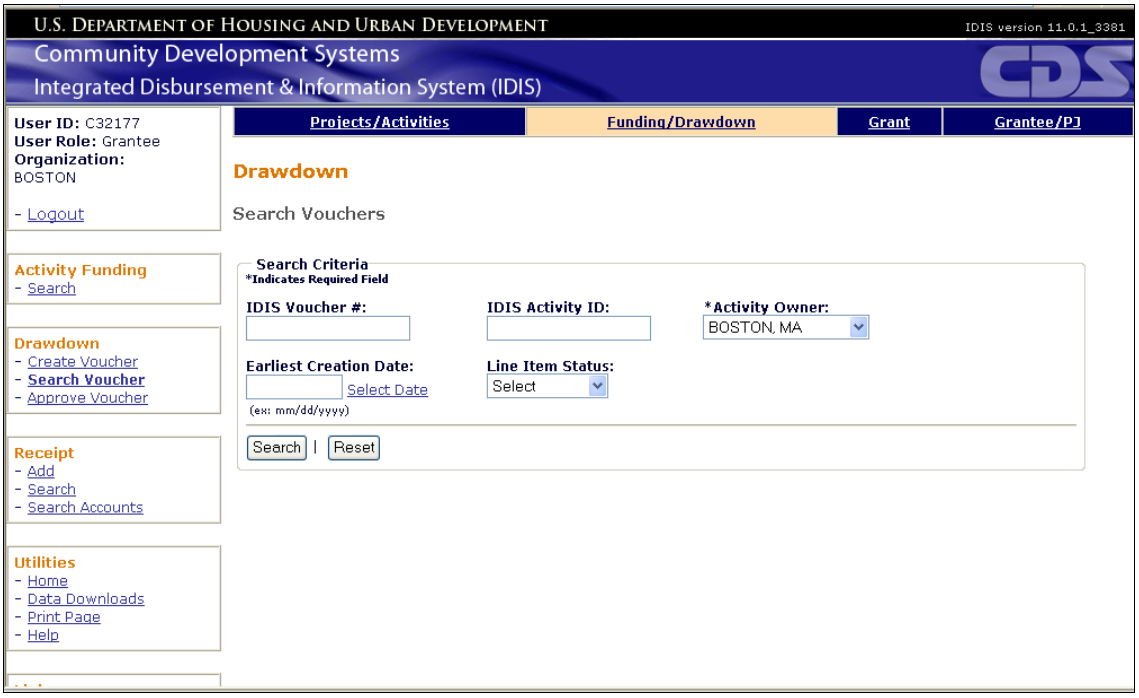


3) The **Search Voucher**s page will appear

4) Enter the IDIS Activity Number in the **IDIS Activity ID** field, and select the applicable **Activity Owner**

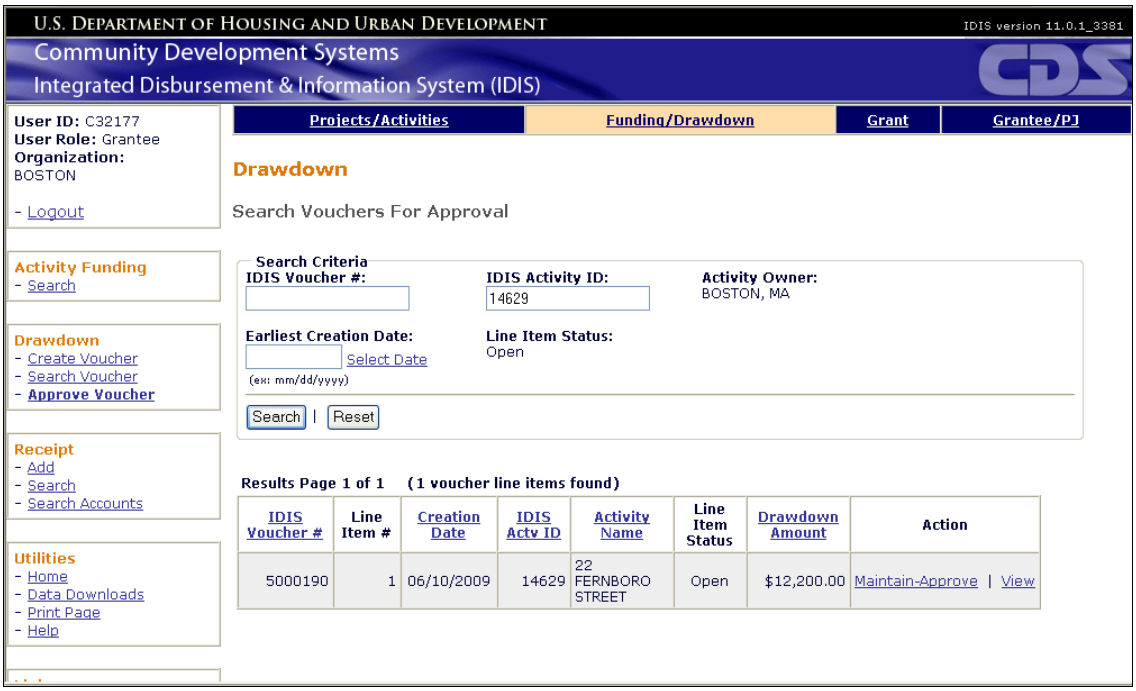
5) User may also search vouchers by **IDIS Voucher #, Earliest Creation Date** and/or **Line Item Status**

6) Click the **Search** button



7) The search results will appear

8) Click **Maintain-Approve** link under the **Action** column



9) The **Maintain and Approve Voucher** page will appear

10) Click the **Approve** link under the **Action** column or click **Approve All Line Items** button to approve multiple line items, if applicable

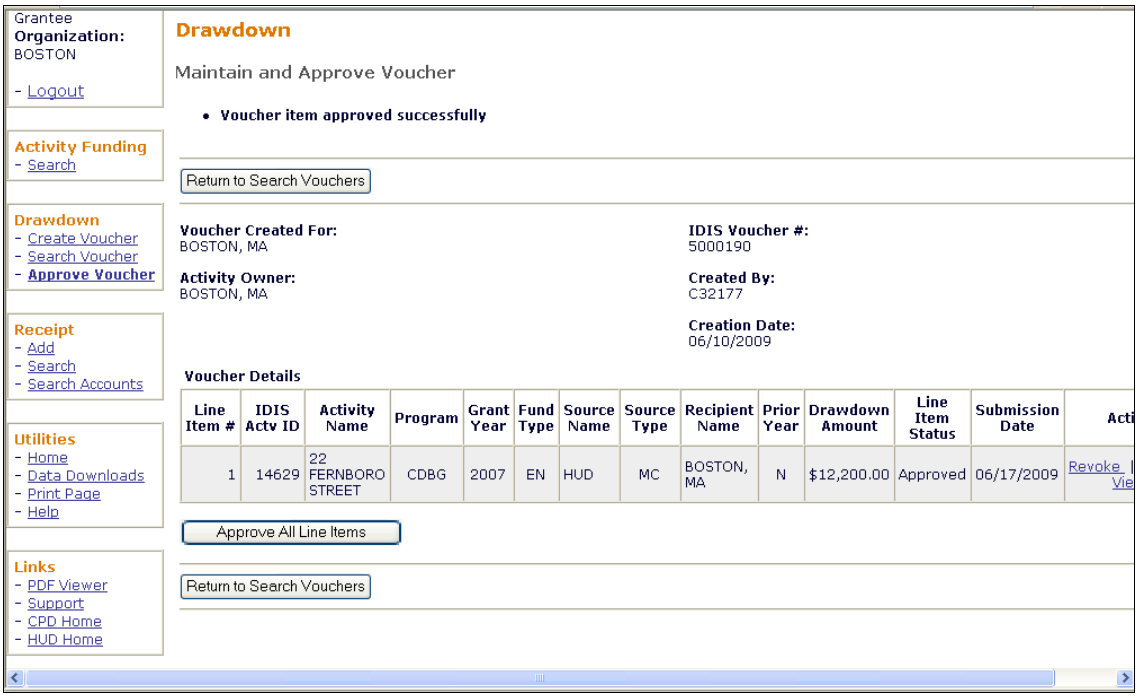
11) The user may also **Cancel, Revise,** and/or **View** the voucher from the **Voucher Details** box if not ready for approval

12) The **Confirm Voucher Line Item Approval** page will appear

13) Click **Approve This Line Item** button

14) The user can also click the **Return to Maintain and Approve Voucher** button if approval is not ready

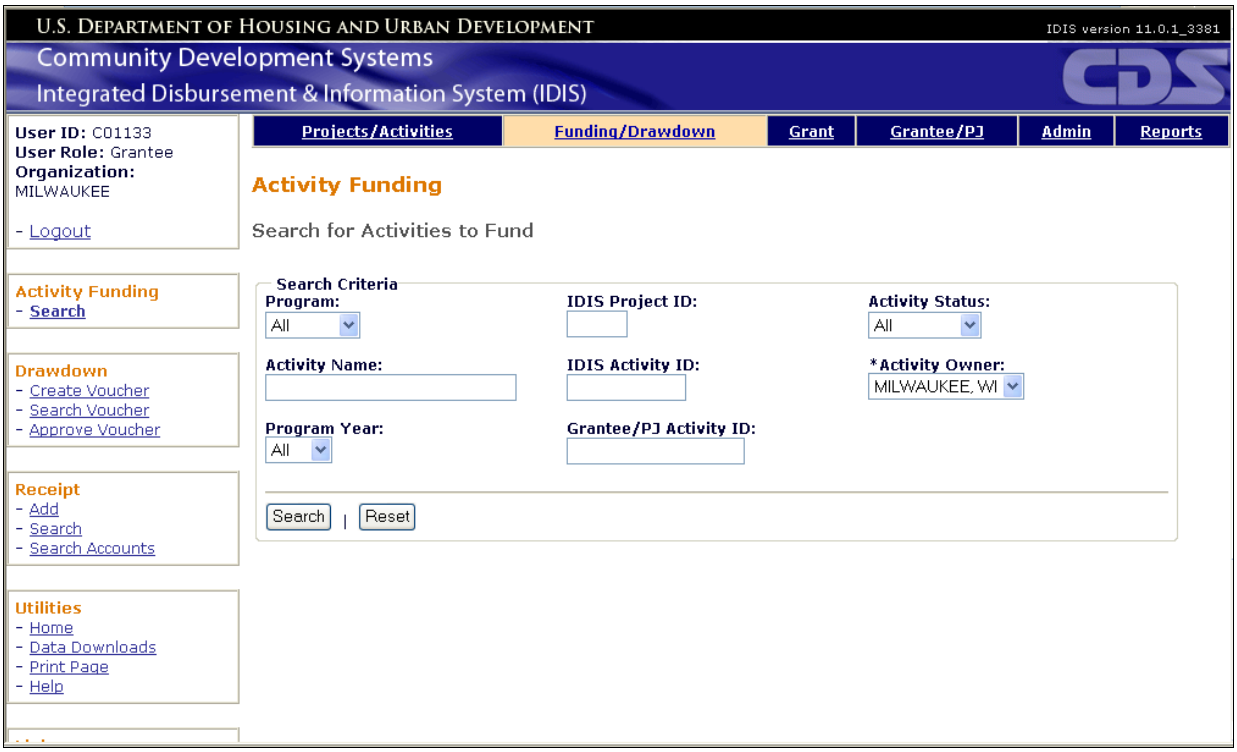
15) **Voucher item approved successfully** message will appear



6. Receipts

6.1 Add Receipts

1) Click **Funding/Drawdown** tab at top of screen



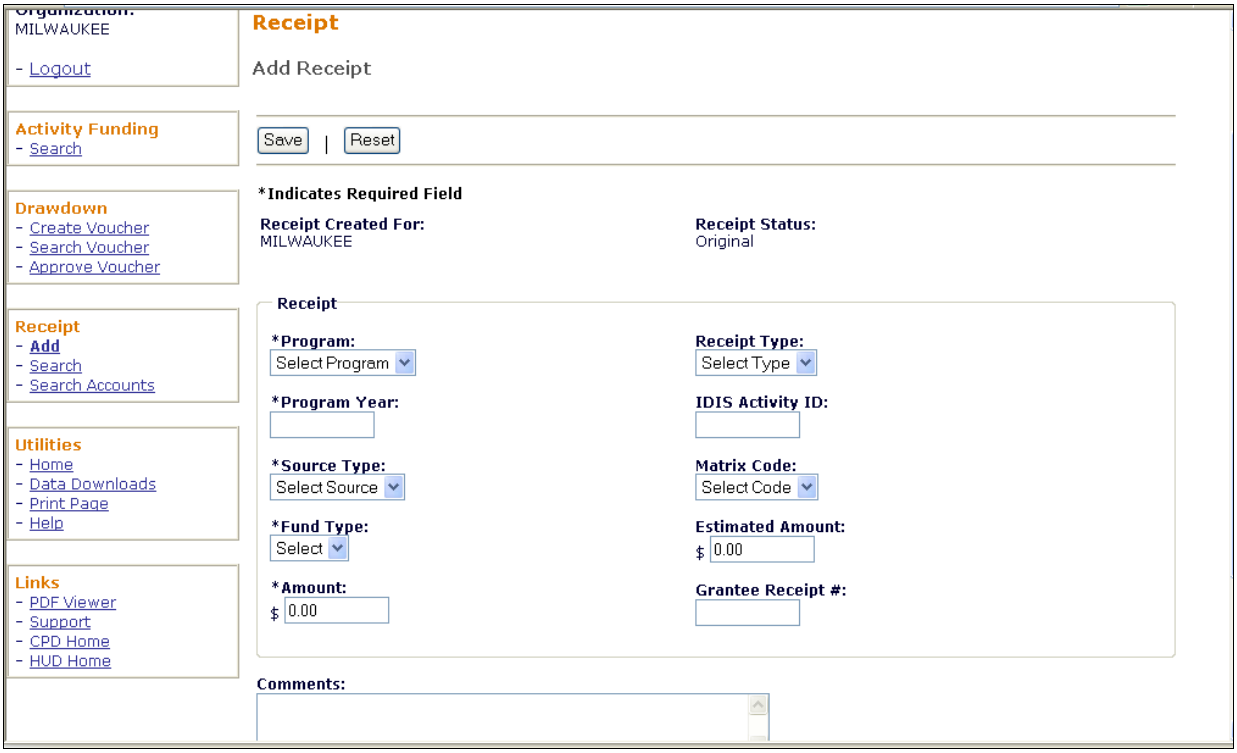
2) Click the **Add** link on left side under **Receipt**

3) **Add Receipt** page will appear

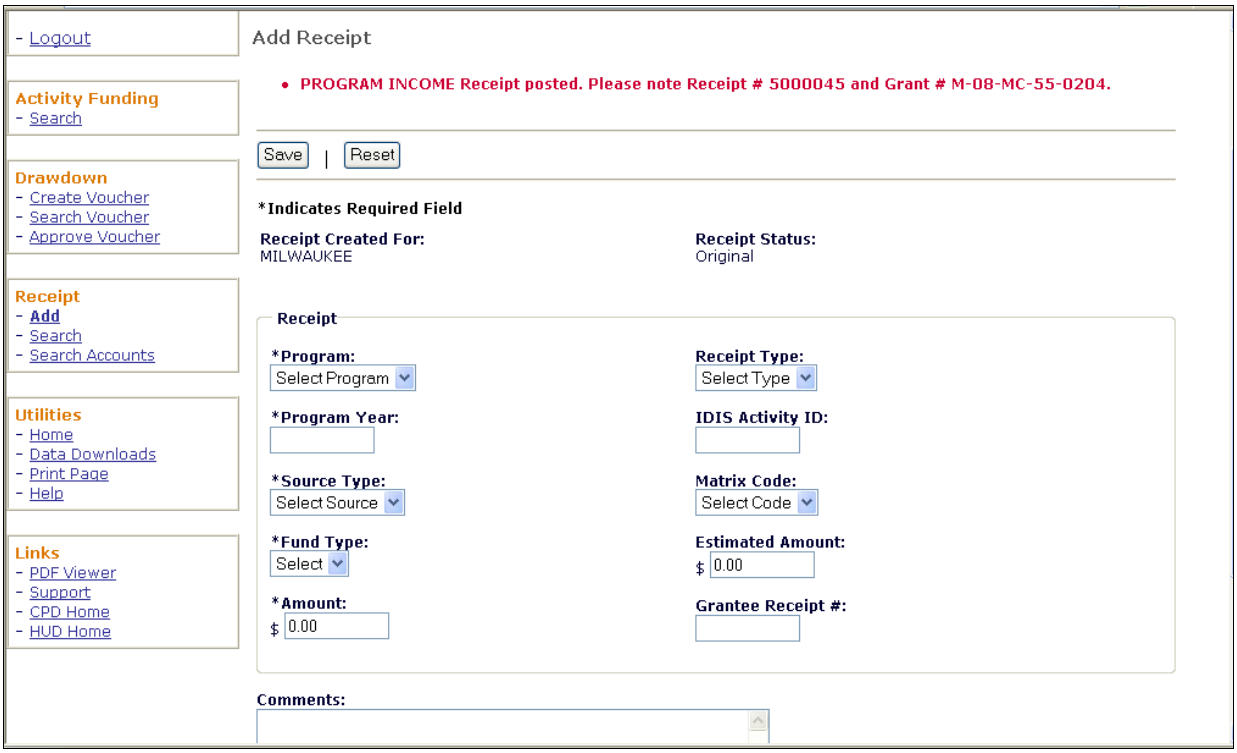
4) Enter required data, including **Program, Program Year, Source Type, Fund Type** and **Amount**

5) Enter applicable information as needed, including **Receipt Type, IDIS Activity ID, Matrix Code, Estimated Amount, Grantee Receipt #,** and/or **Comments**

6) Click the **Save** button

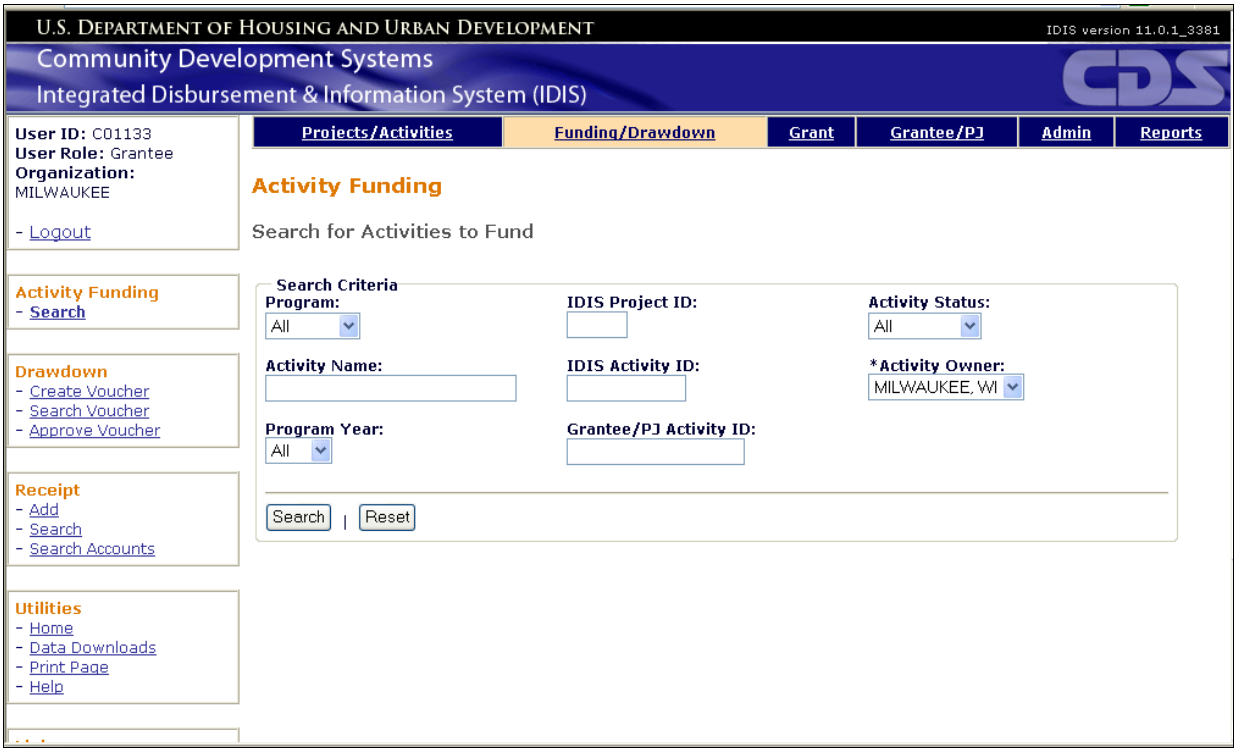


7) Message will appear stating receipt is posted and receipt number



6.2 Search /Edit Receipts

1) Click **Funding/Drawdown** tab at top of screen



2) Click the **Search** link on left side under **Receipt**

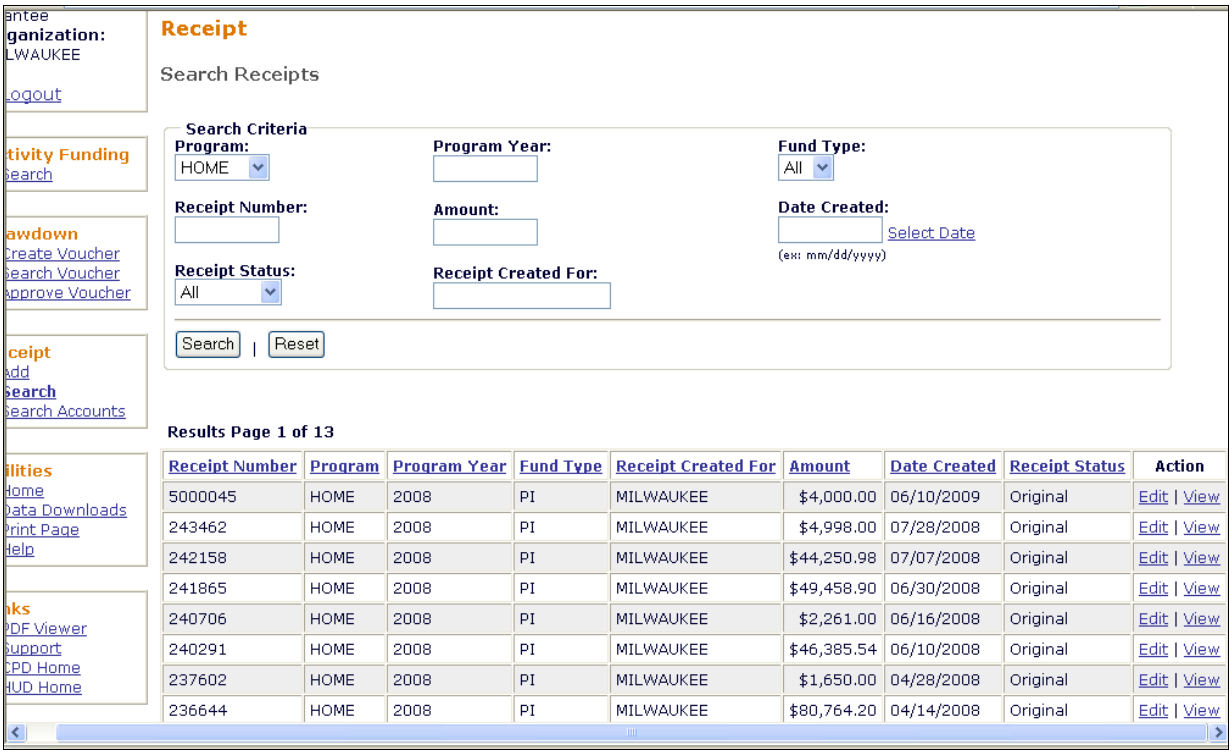
3) **Search Receipts** page will appear

4) Enter applicable **Search Criteria**, including **Program, Program Year, Fund Type, Receipt Number, Amount, Date Created, Receipt Status,** and/or **Receipt Created For**

5) Click **Search** button

6) Search results page will appear

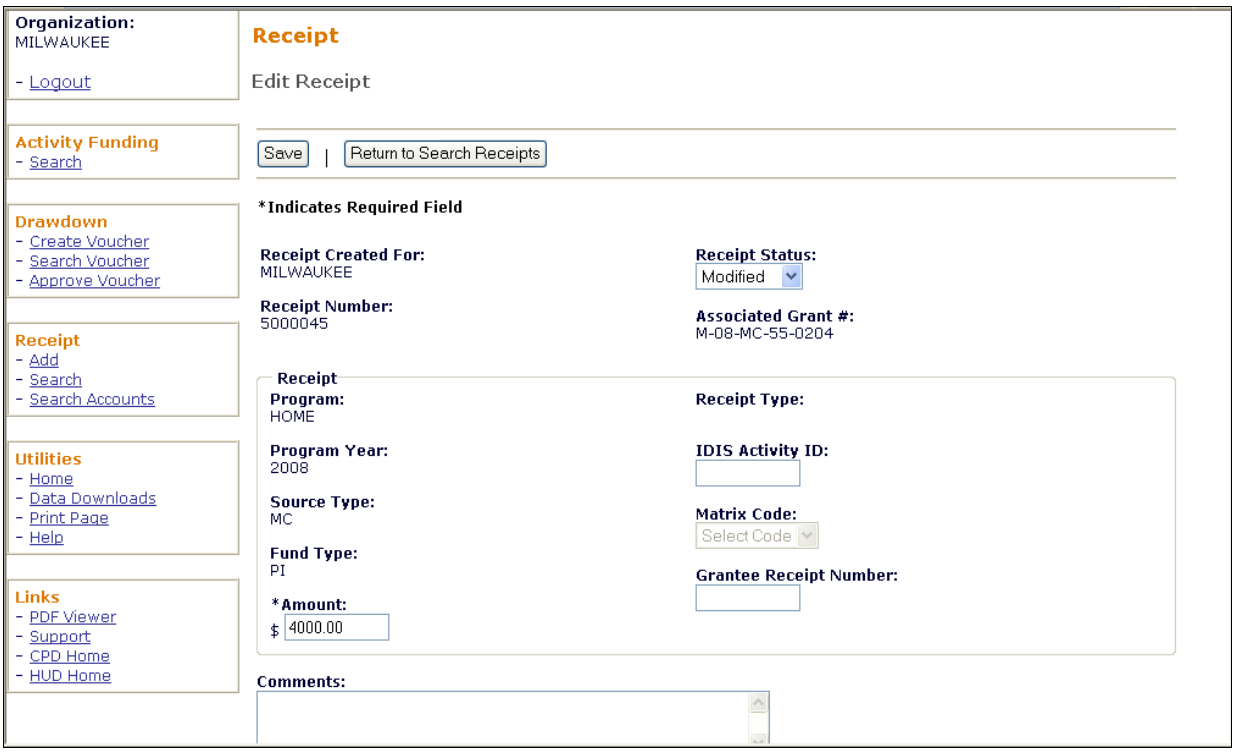
7) Click **Edit** under **Action** column to make any changes to the Receipt information



8) **Edit Receipt** page will appear

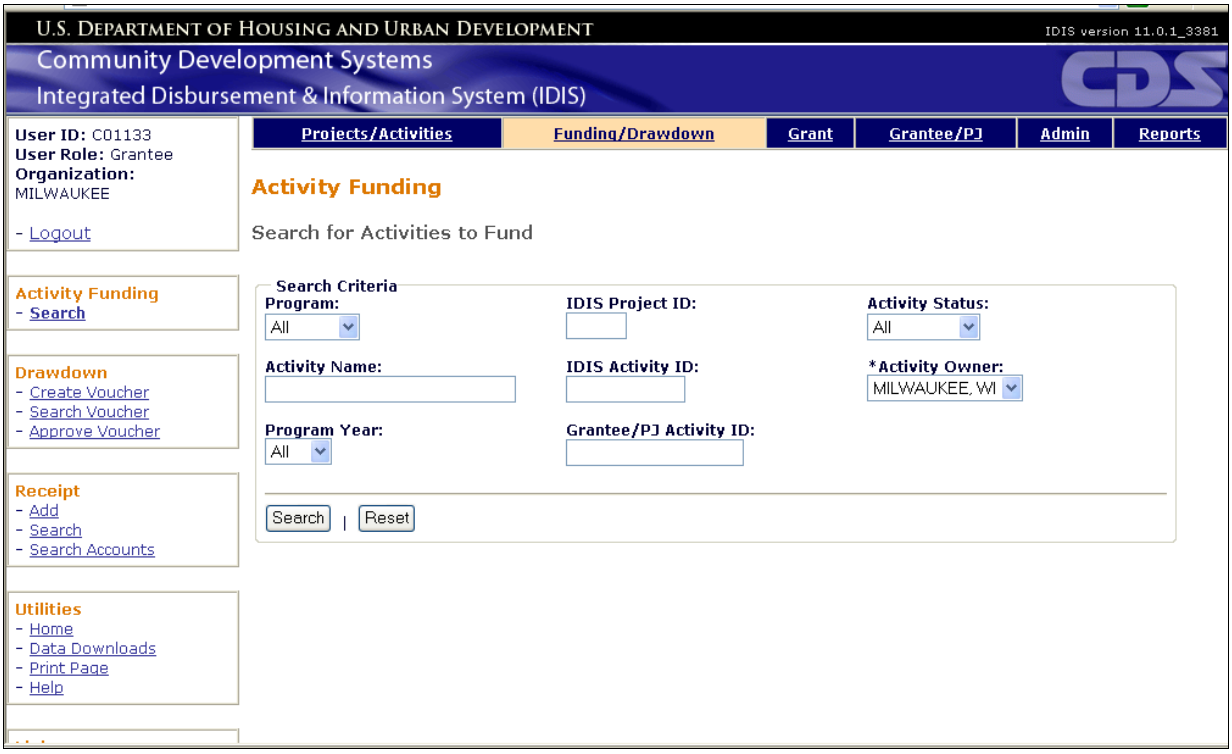
9) Enter changes as needed

10) Click the **Save** button



6.3 View Receipts

1) Click **Funding/Drawdown** tab at top of screen

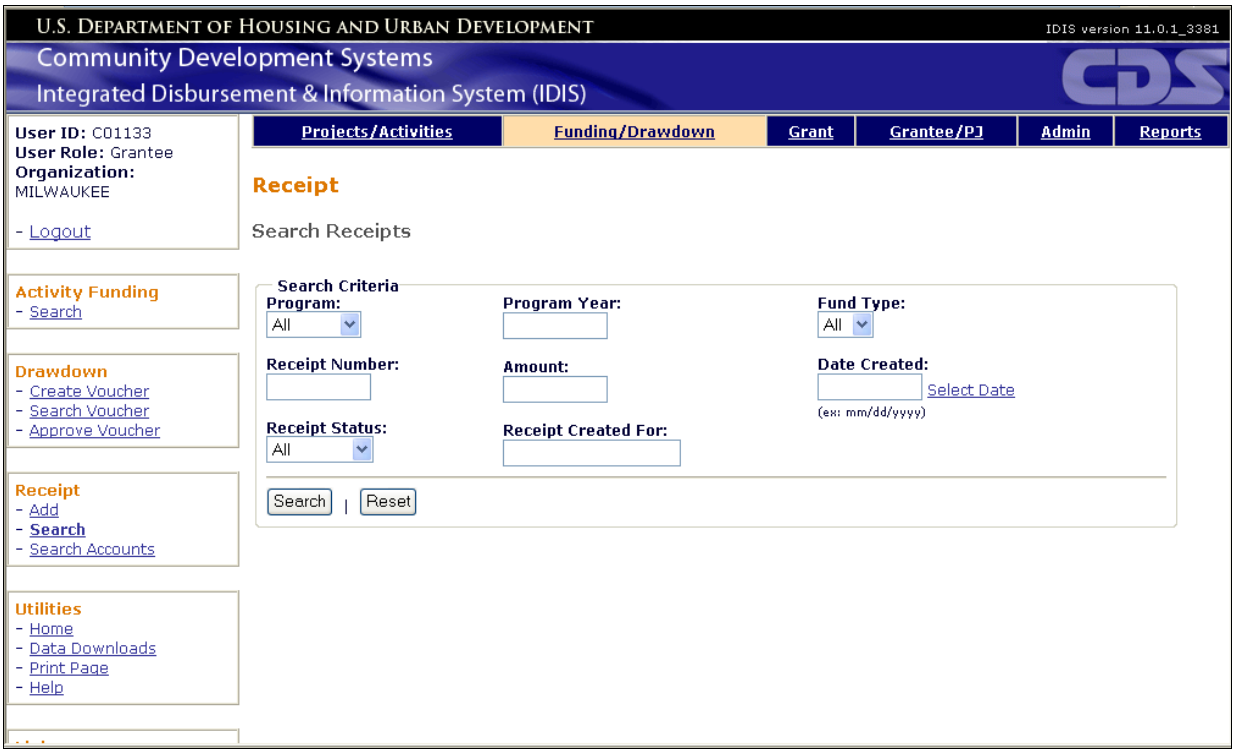


2) Click the **Search** link on left side under **Receipt**

3) **Search Receipts** page will appear

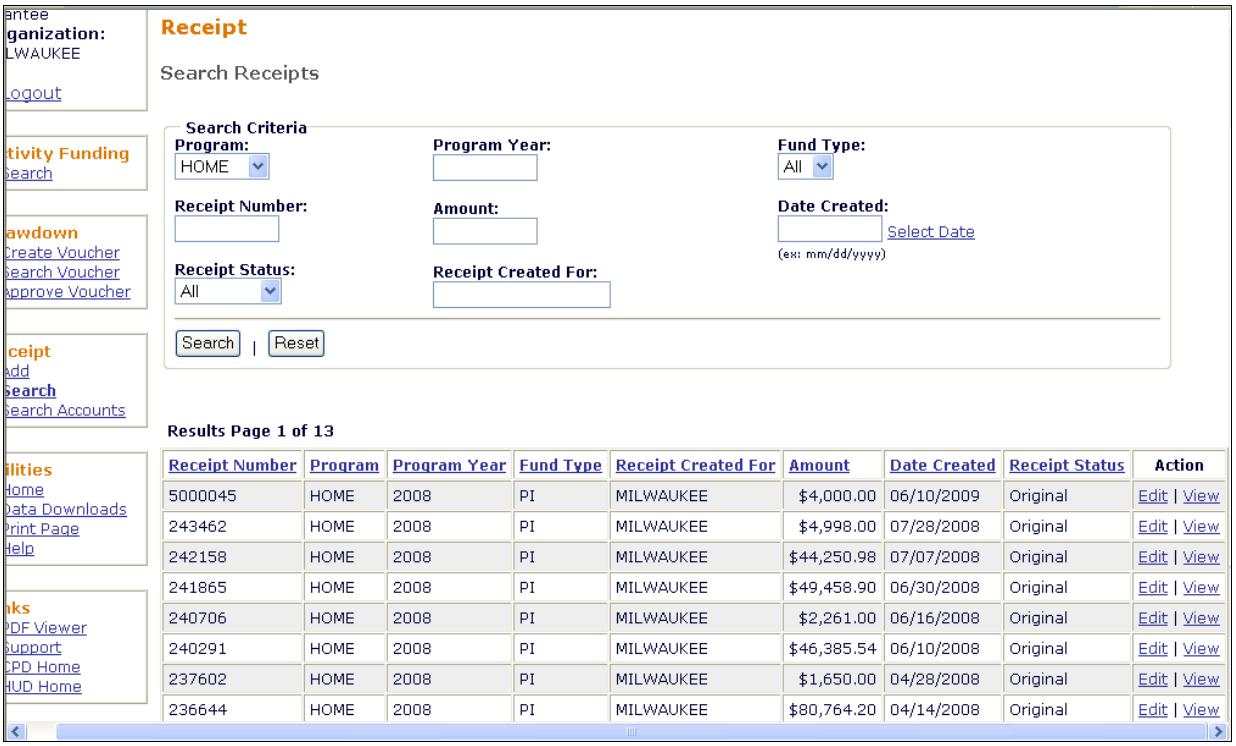
4) Enter applicable **Search Criteria**, including **Program, Program Year, Fund Type, Receipt Number, Amount, Date Created, Receipt Status,** and/or **Receipt Created For**

5) Click **Search** button



6) Search Results Page will appear

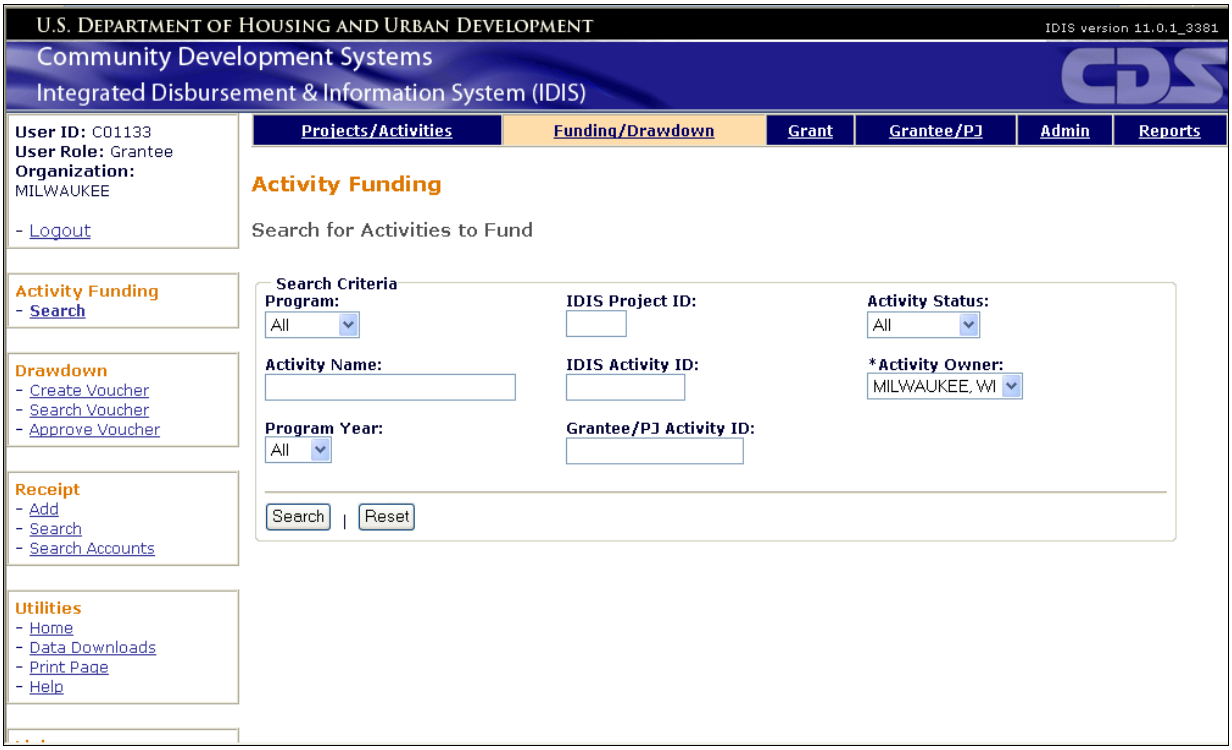
7) Click **View** under the **Action** column for a summary of Receipt information



8) **View Receipt** page will appear

6.4 View Receipt Accounts

1) Click the **Funding/Drawdown** tab at top of screen

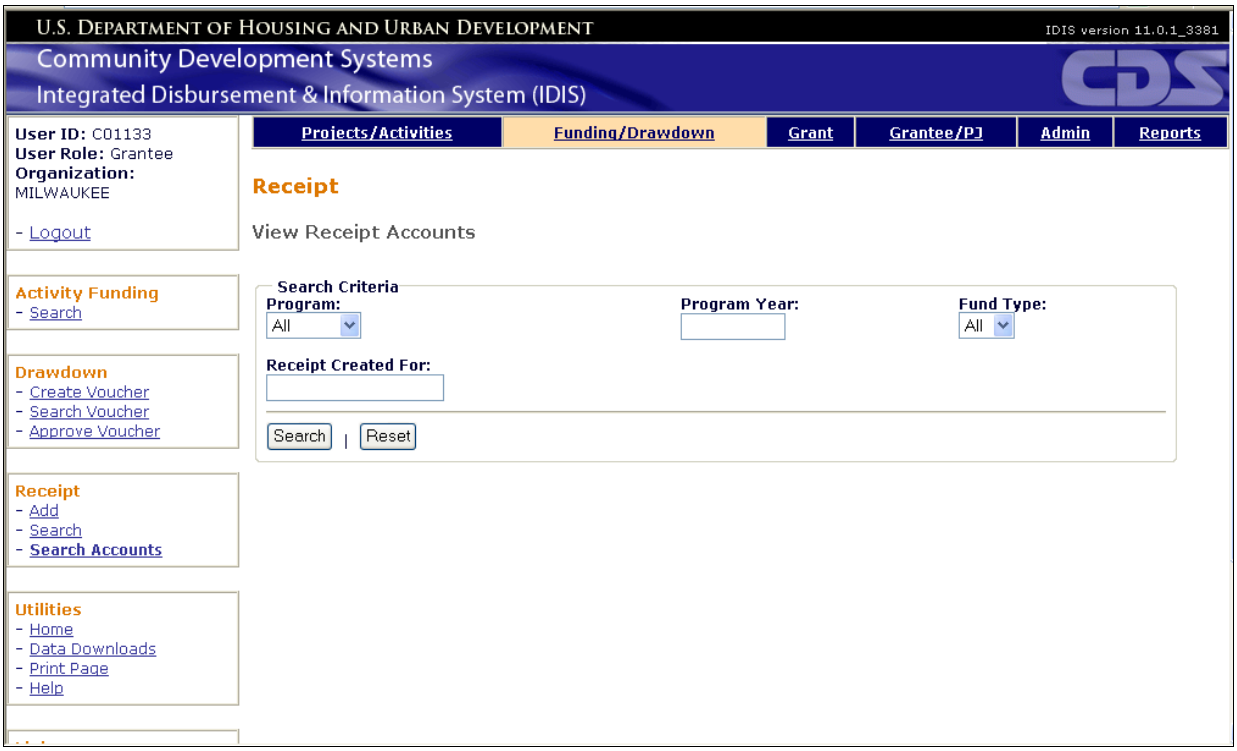


2) Click the **Search Accounts** link on left side under **Receipt**

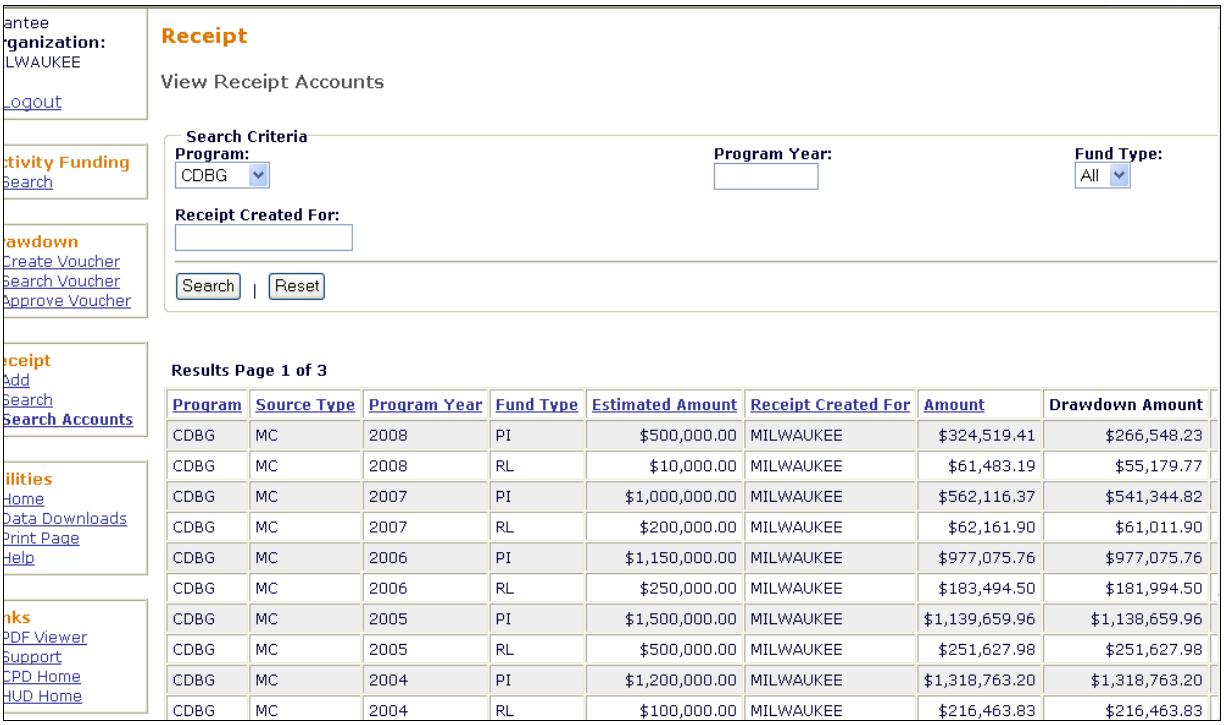
3) **View Receipt Accounts** page will appear

4) Enter applicable **Search Criteria**, including **Program, Program Year, Fund Type,** and/or **Receipt Created For**

5) Click **Search** button



6) Search Results Page will appear



Program	Source Type	Program Year	Fund Type	Estimated Amount	Receipt Created For	Amount	Drawdown Amount
CDBG	MC	2008	PI	$500,000.00	MILWAUKEE	$324,519.41	$266,548.23
CDBG	MC	2008	RL	$10,000.00	MILWAUKEE	$61,483.19	$55,179.77
CDBG	MC	2007	PI	$1,000,000.00	MILWAUKEE	$562,116.37	$541,344.82
CDBG	MC	2007	RL	$200,000.00	MILWAUKEE	$62,161.90	$61,011.90
CDBG	MC	2006	PI	$1,150,000.00	MILWAUKEE	$977,075.76	$977,075.76
CDBG	MC	2006	RL	$250,000.00	MILWAUKEE	$183,494.50	$181,994.50
CDBG	MC	2005	PI	$1,500,000.00	MILWAUKEE	$1,139,659.96	$1,138,659.96
CDBG	MC	2005	RL	$500,000.00	MILWAUKEE	$251,627.98	$251,627.98
CDBG	MC	2004	PI	$1,200,000.00	MILWAUKEE	$1,318,763.20	$1,318,763.20
CDBG	MC	2004	RL	$100,000.00	MILWAUKEE	$216,463.83	$216,463.83

7. Subfunds

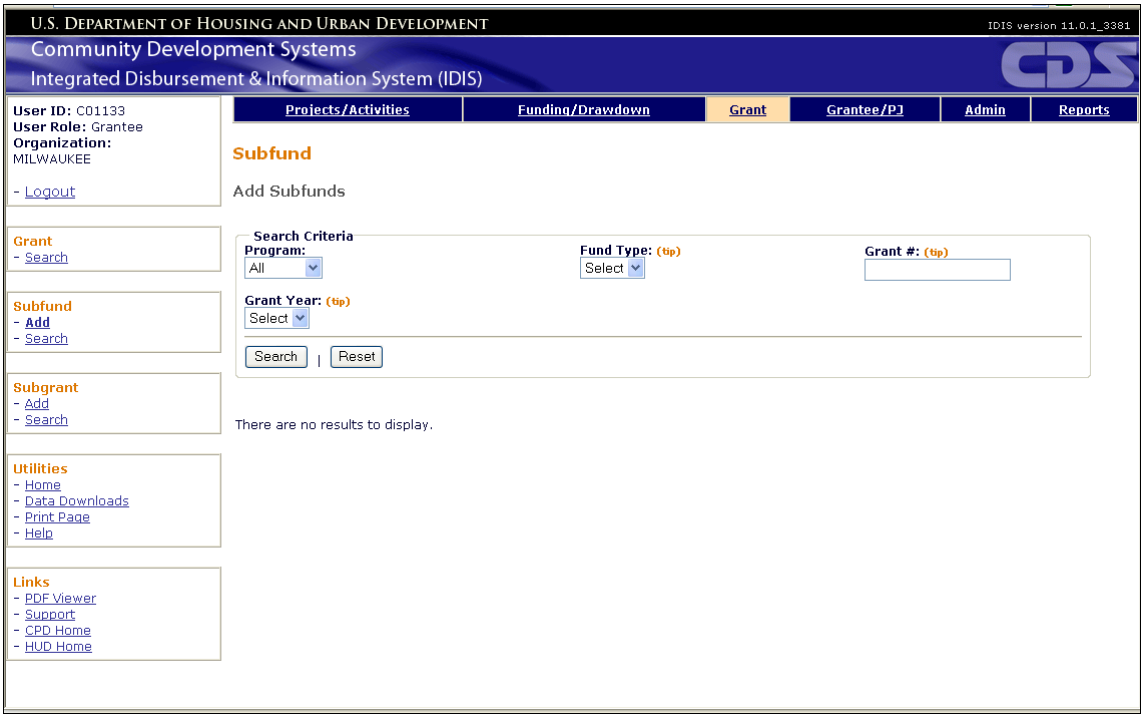
7.1 Add Subfunds

1) Click **Grant** tab at top of screen

2) Click **Add** link on left side under **Subfund**

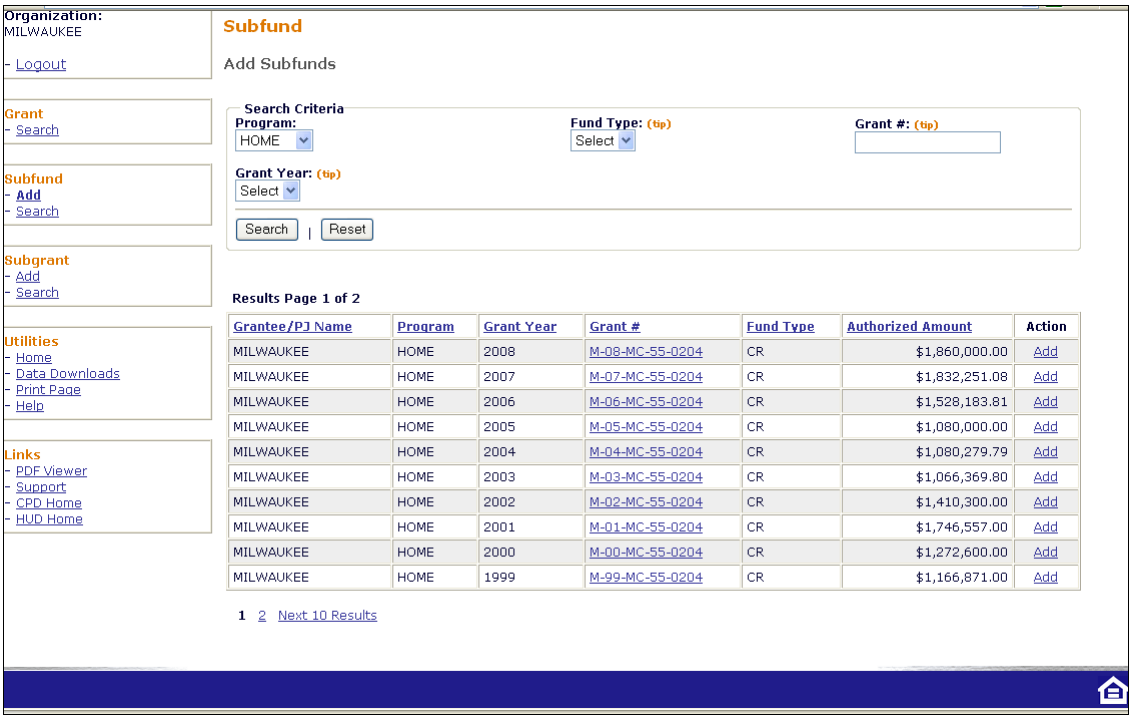
3) Enter applicable **Search Criteria**, including **Program, Fund Type, Grant #** and/or **Grant Year**

4) Click the **Search** button



5) Search results will appear

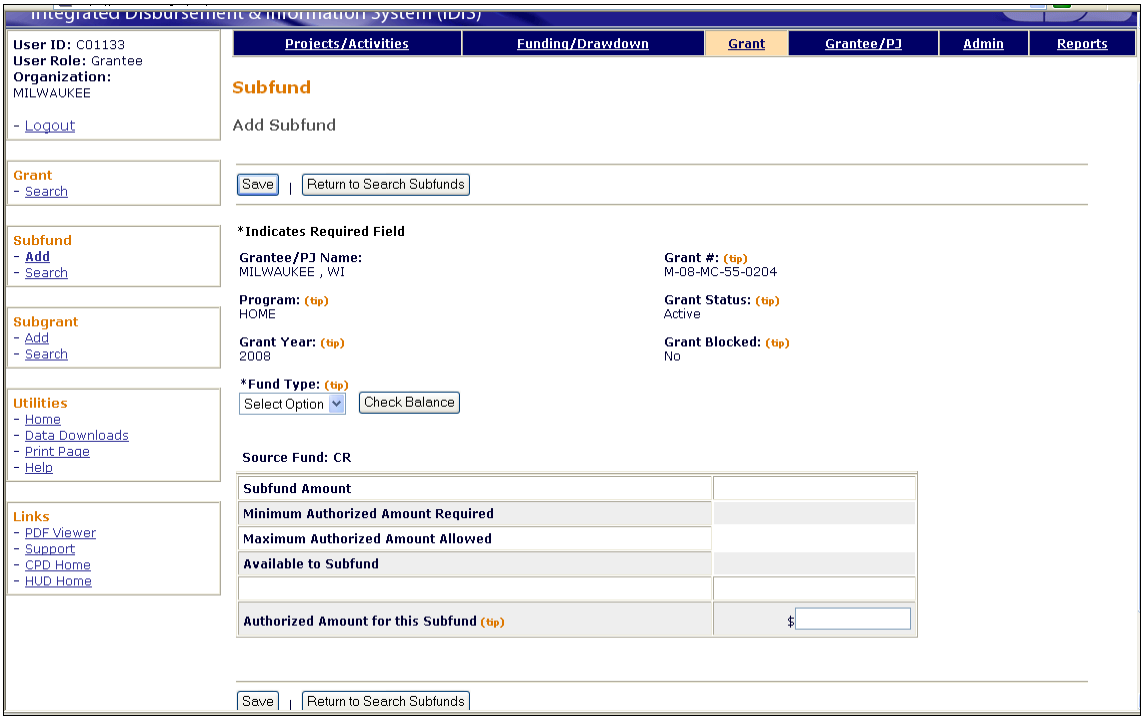
6) Click the **Add** link in the **Action** column



7) **Add Subfund** page will appear

8) Enter new amount in the **Authorized Amount for this Subfund** box

9) Click the **Save** button



8. Subgrants

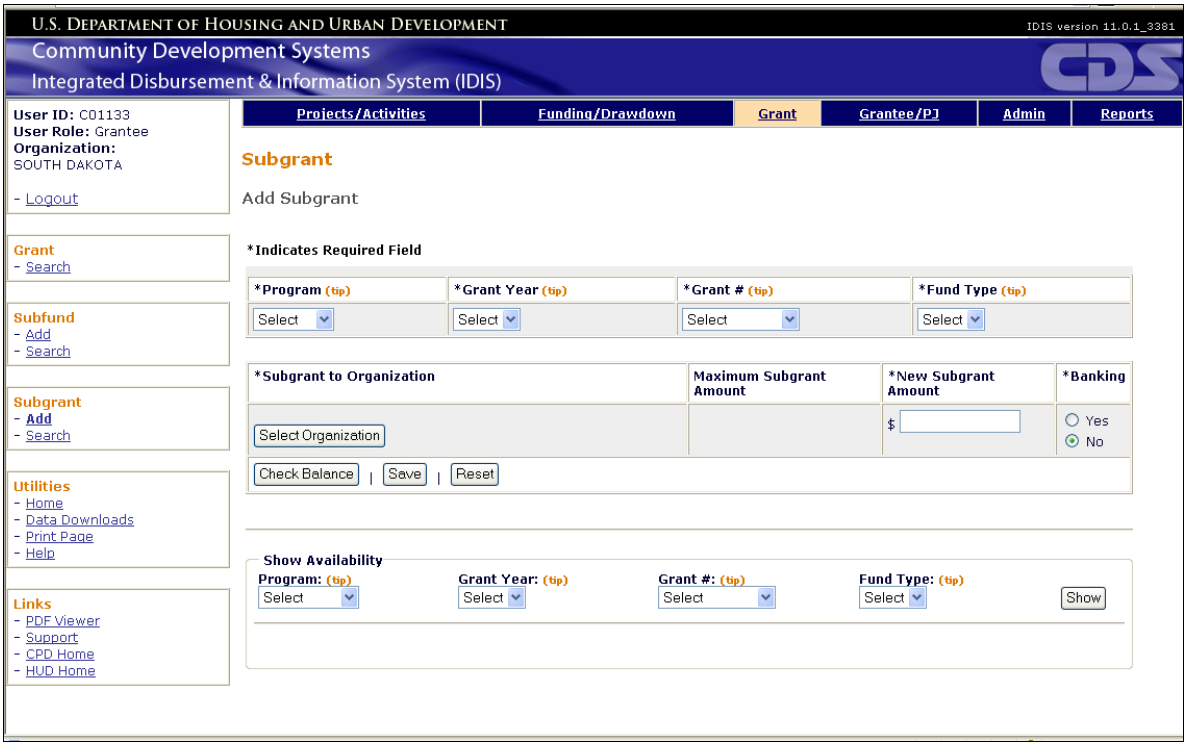
8.1 Add Subgrants

1) Click the **Grant** tab at top of screen

2) Click **Add** link on left side under **Subgrant**

3) Enter <u>required</u> data, including **Program, Grant Year, Grant #, Fund Type, Subgrant to Organization, New Subgrant Amount,** and **Banking**

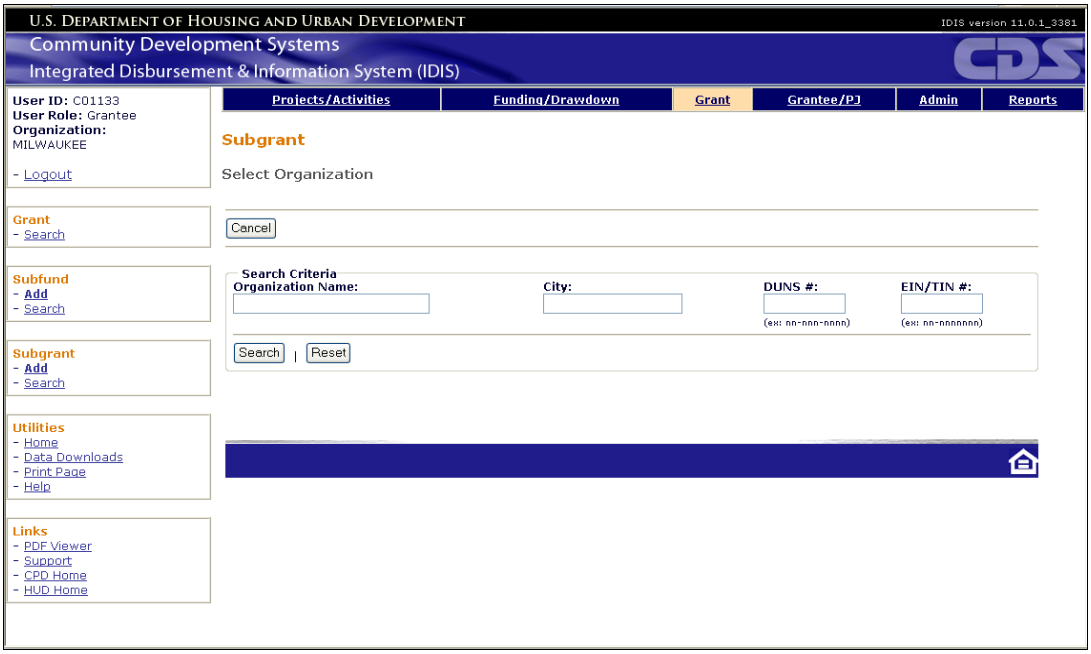
4) Click **Select Organization** button



5) **Select Organization** page will appear

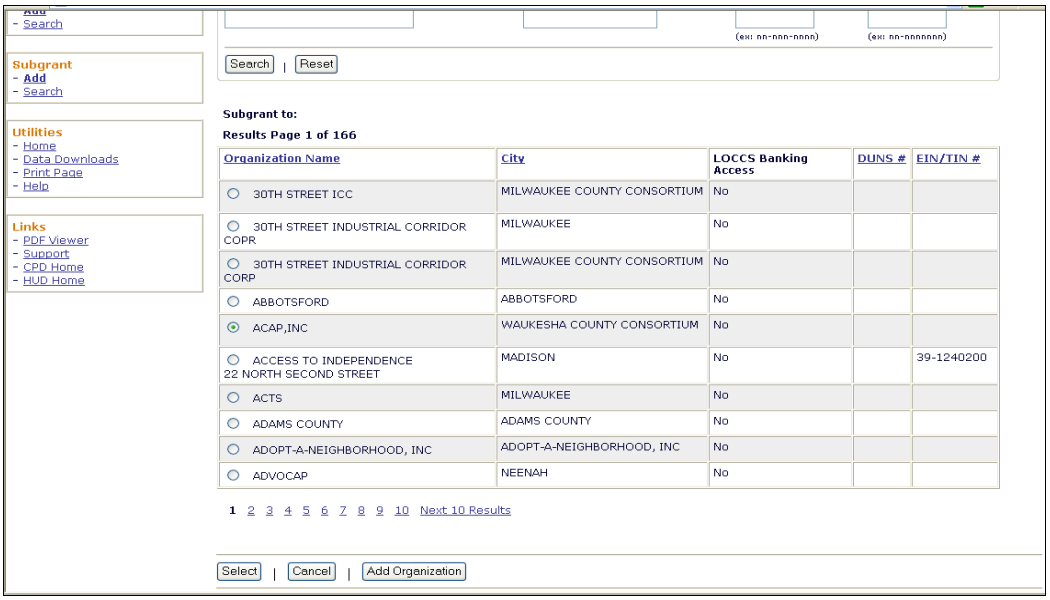
6) Enter applicable **Search Criteria**, including **Organization Name, City, DUNS #,** and/or **EIN/TIN #**

7) Click the **Search** button



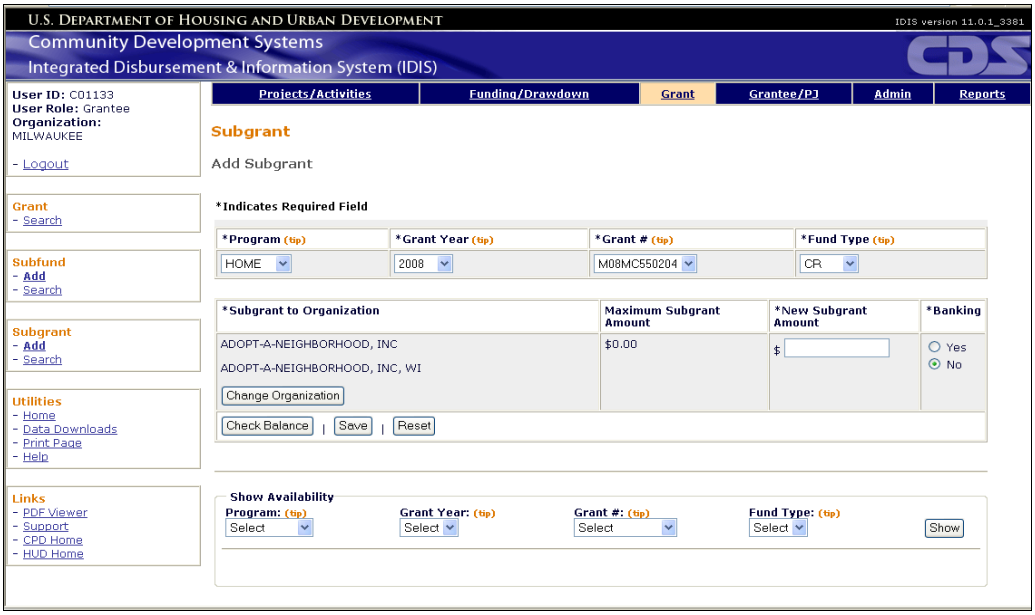
8) Choose correct **Organization Name** by clicking the applicable radio button

9) Click the **Select** button



10) Enter **New Subgrant Amount** and **Banking** option

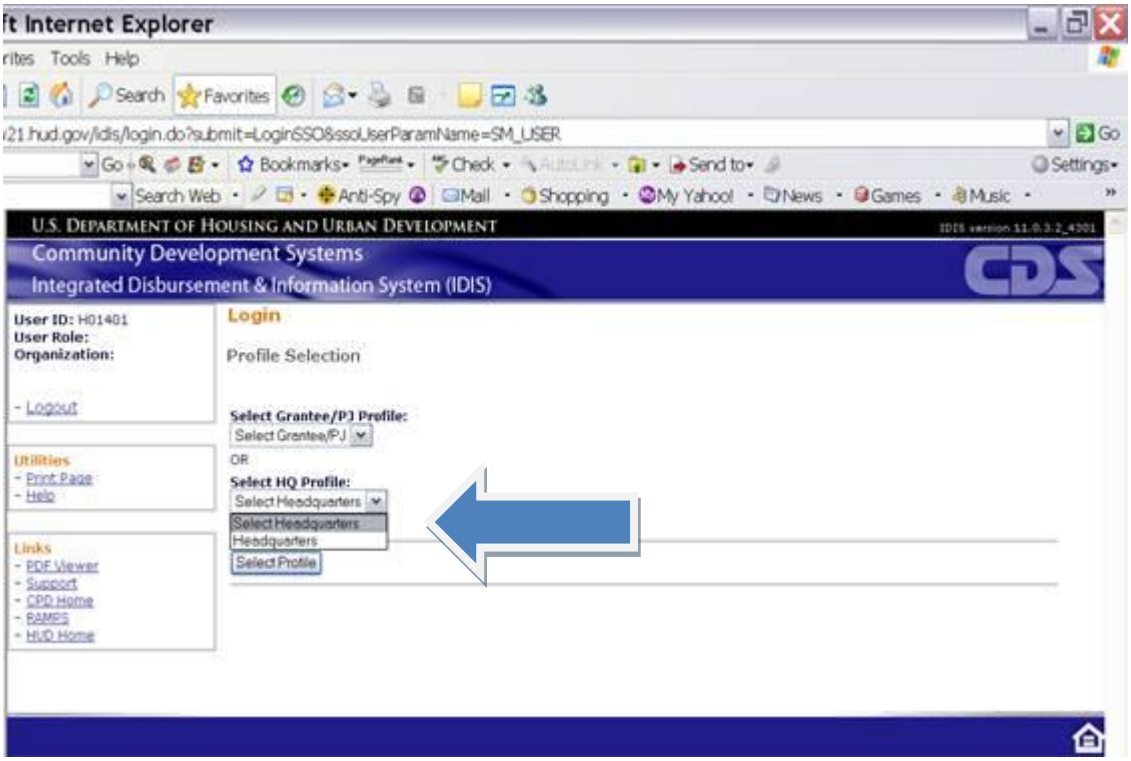
11) Click the **Save** button



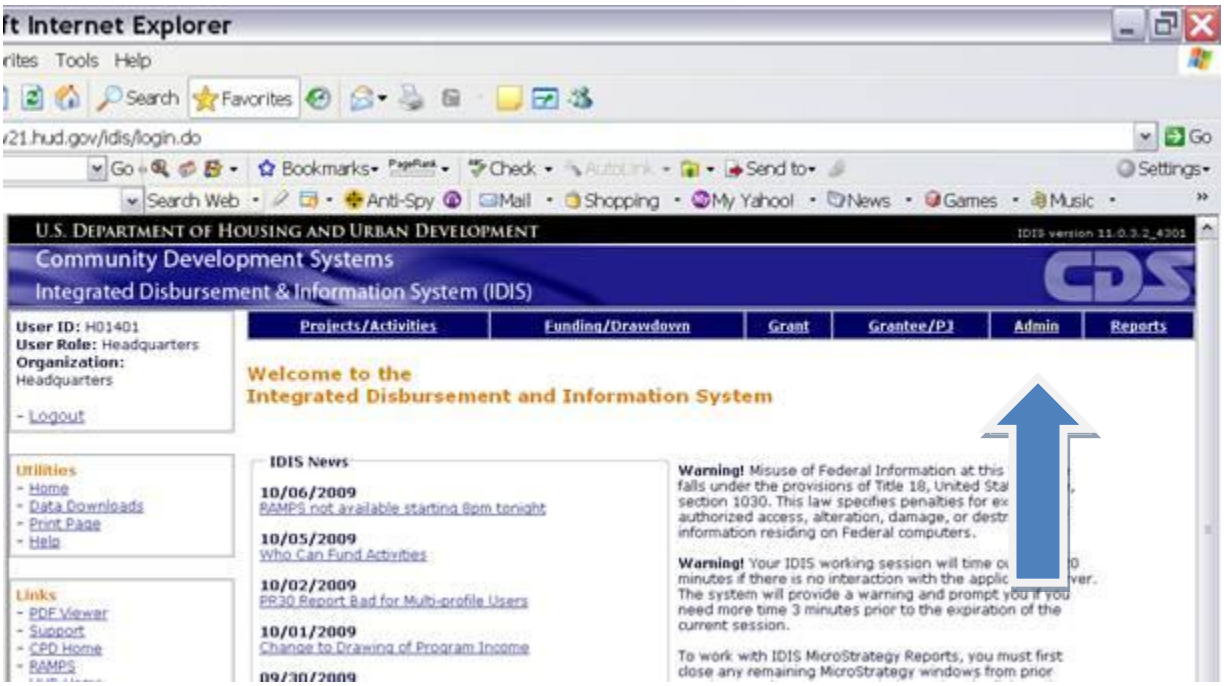
9. Admin Functions

HQ Administrators – editing a users profile

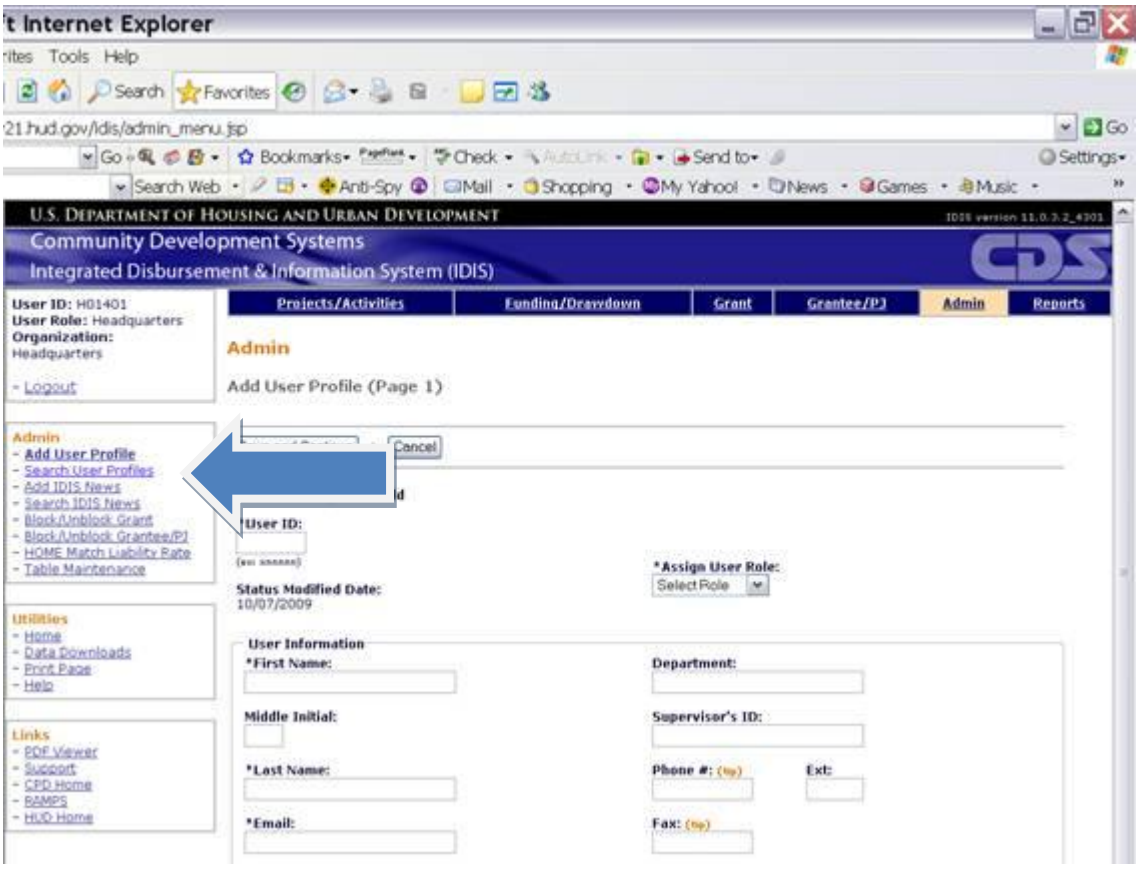
1 when prompted to select a profile select Headquarters



2 choose Admin from upper toolbar



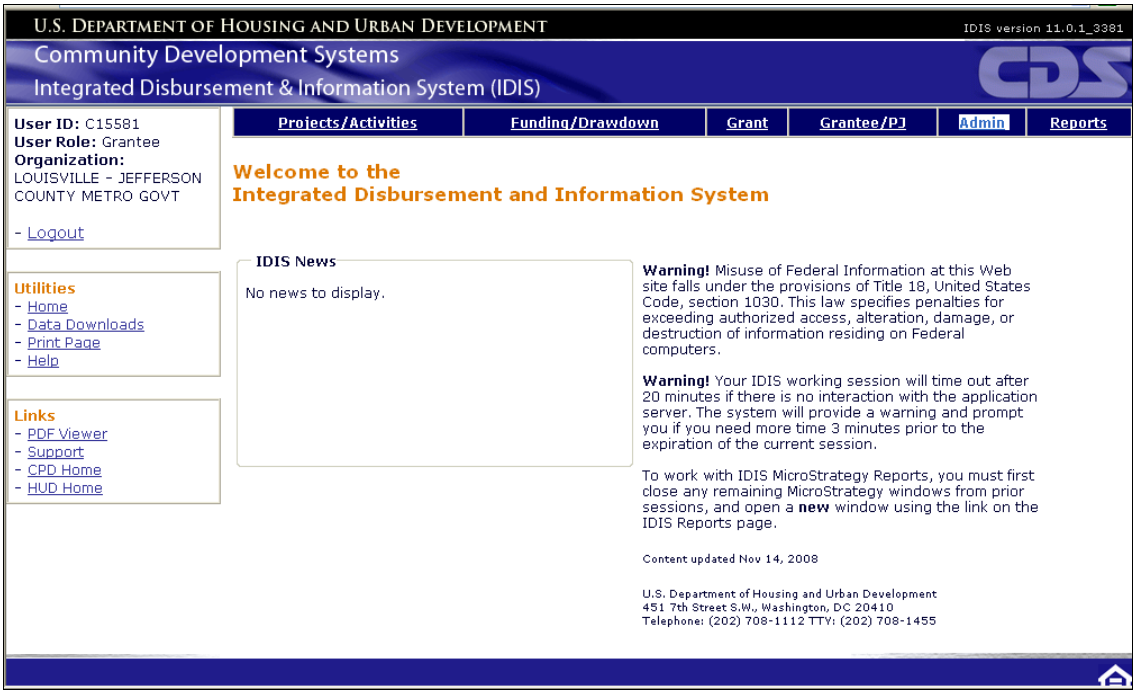
3 choose “search user profile” from right hand side of screen



4 enter users name or User id to search

9.1 Grantee - Editing a User Profile

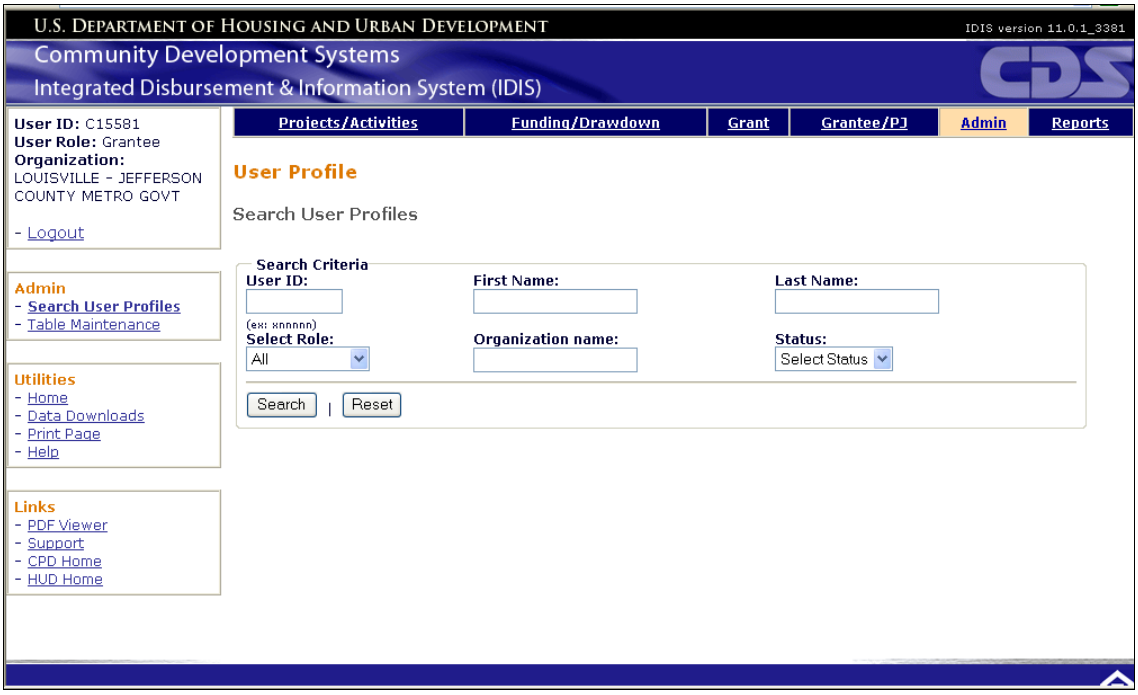
1) Click the **Admin** tab at top of screen



2) **Search User Profiles** page will appear

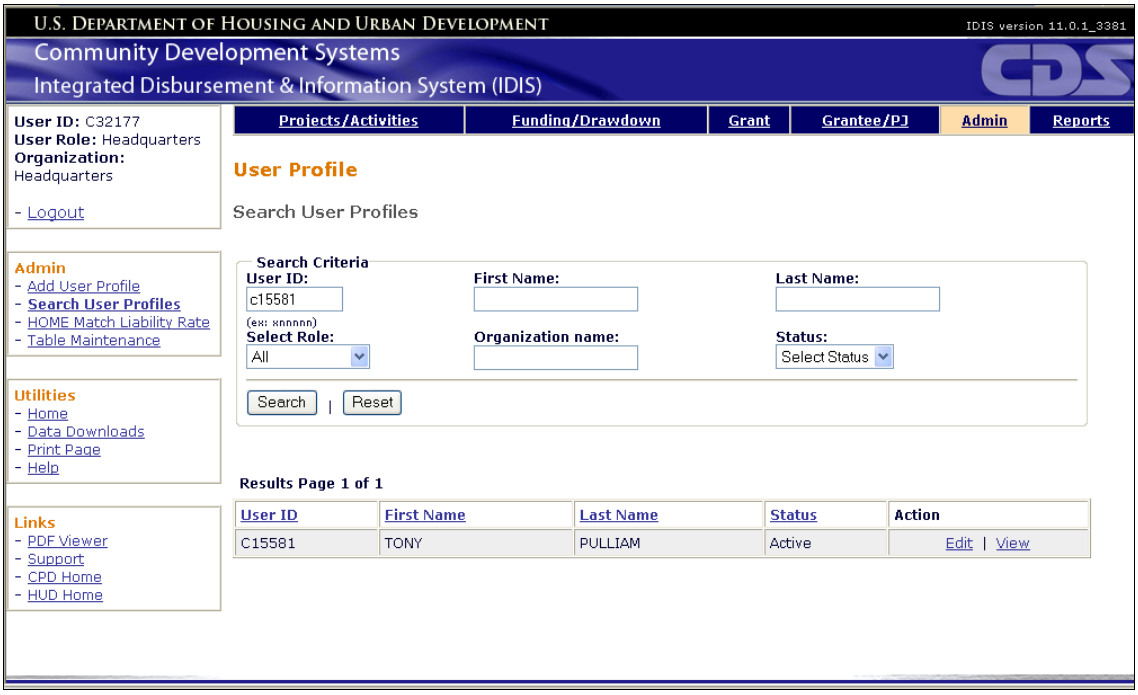
3) Enter applicable **Search Criteria**, including **User ID, First Name, Last Name, Select Role, Organization name**, and/or **Status**

4) Click the **Search** button



5) Search results page will appear

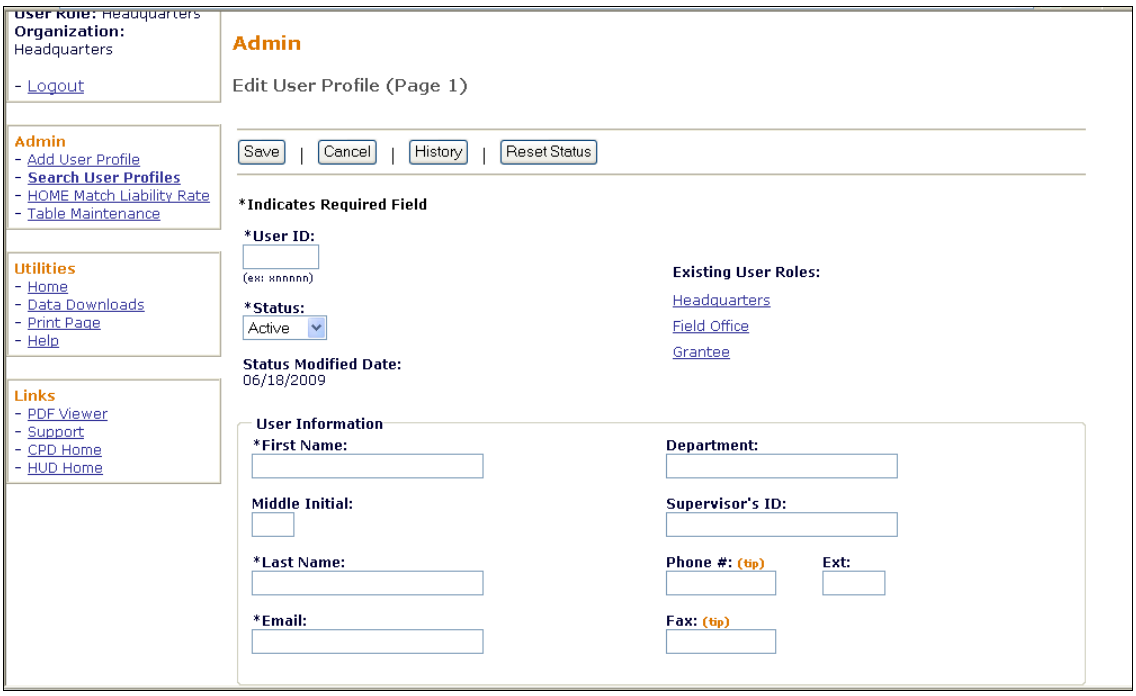
6) Click **Edit** under **Action** column to make any changes to the User Profile



7) **Edit User Profile** page will appear

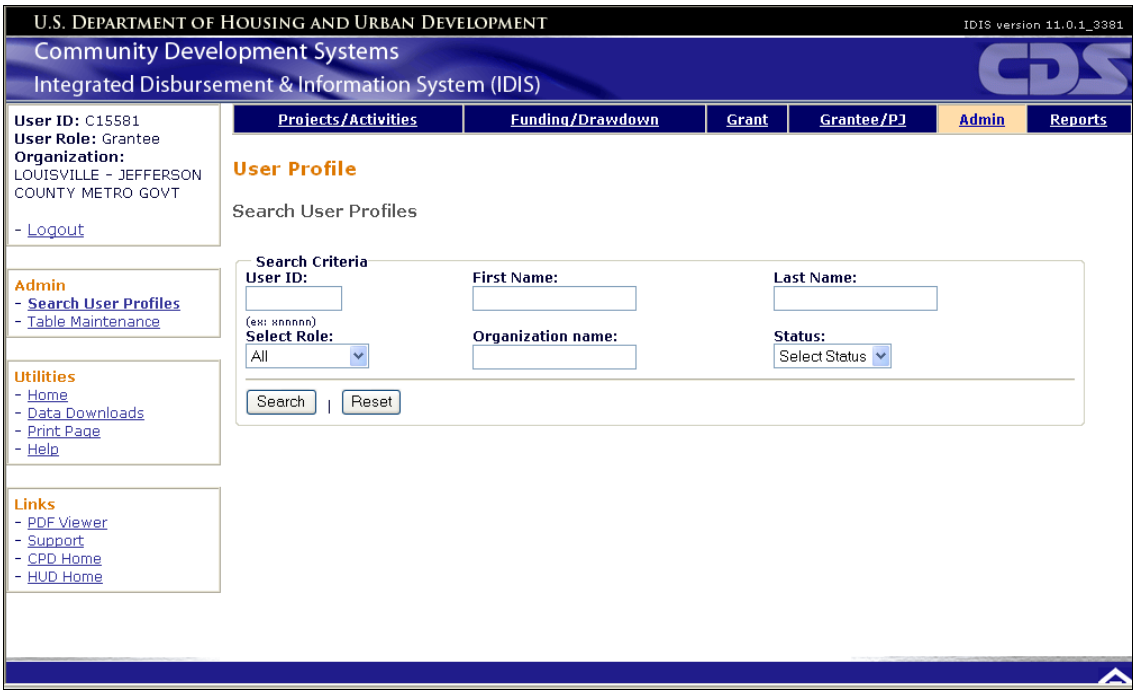
8) Enter changes as needed

9) Click the **Save** button



9.2 Grantee - Editing Existing User Roles

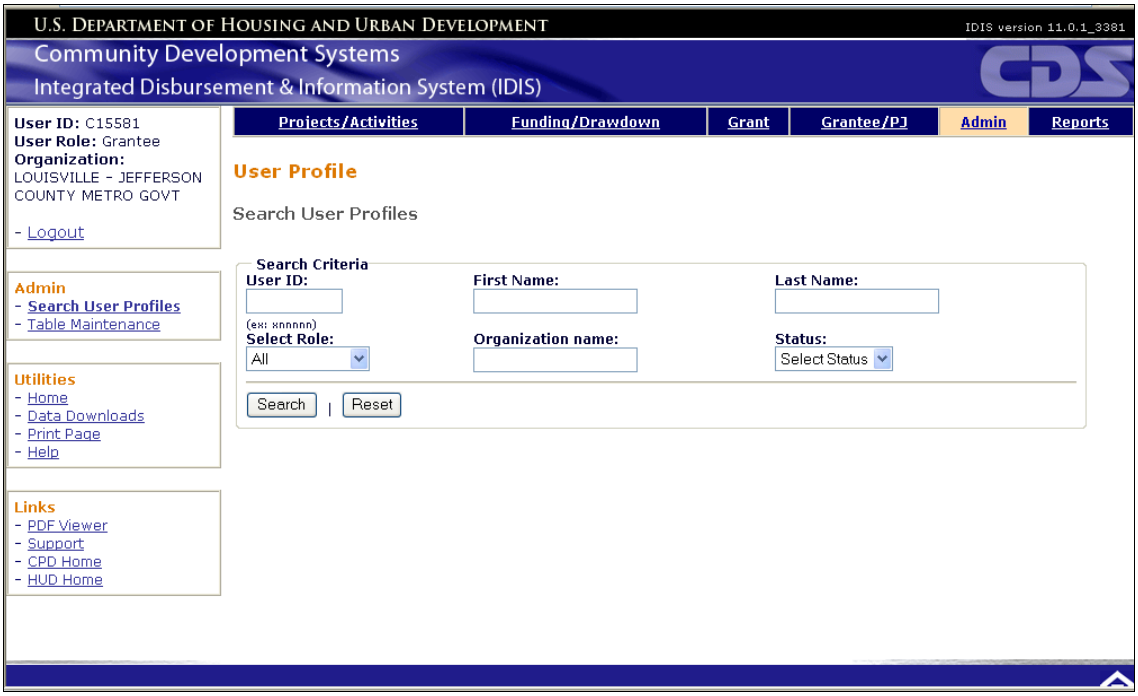
1) Click the **Admin** tab at top of screen



2) **Search User Profiles** page will appear

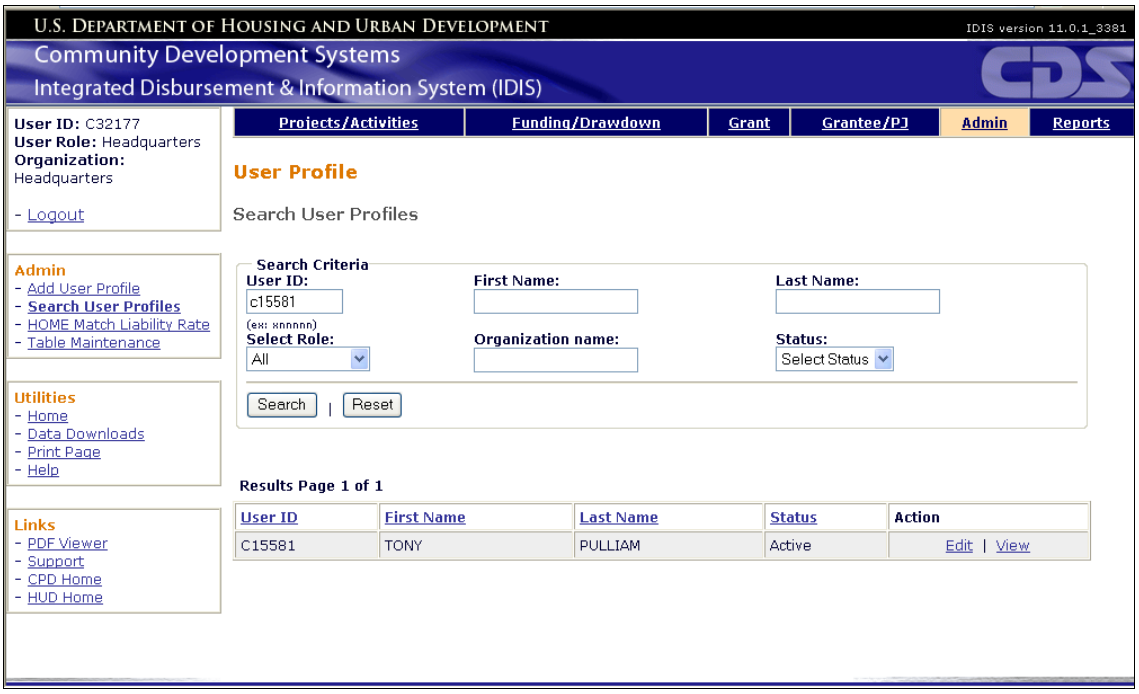
3) Enter applicable Search Criteria, including **User ID, First Name, Last Name, Select Role, Organization name**, and/or **Status**

4) Click the **Search** button



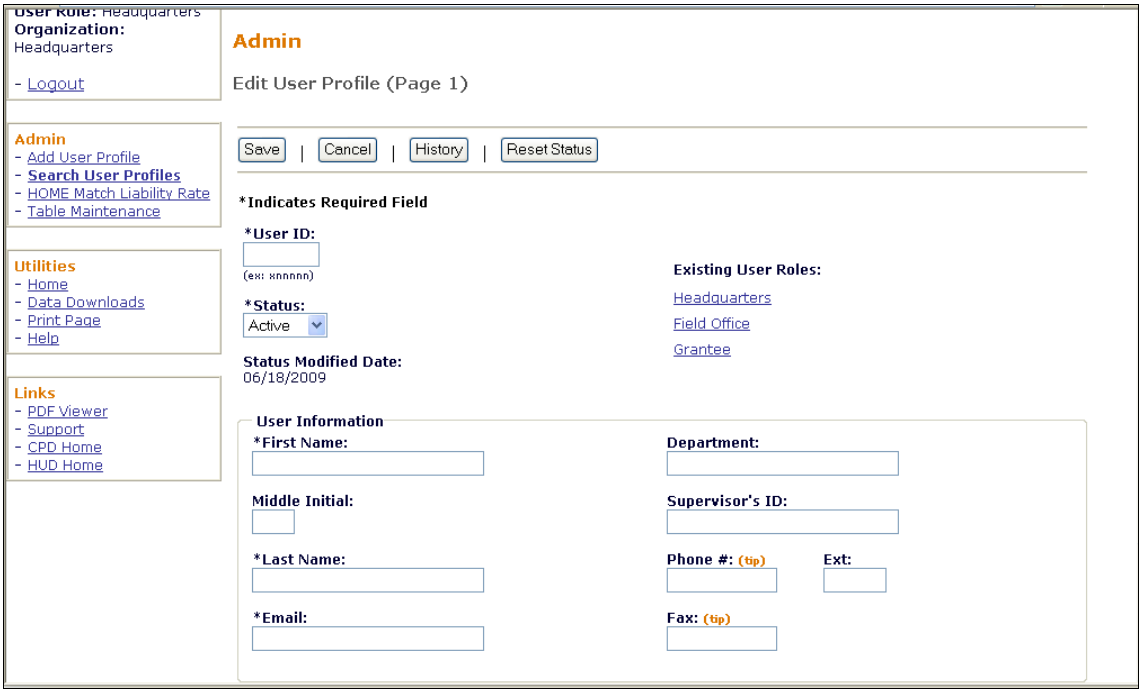
5) Search results page will appear

6) Click **Edit** under **Action** column to make any changes to the User Profile



7) **Edit User Profile** page will appear

8) Click **Grantee** link under **Existing User Roles**



9) **Edit Grantee/PJ User Profile** page will appear

10) **Grantee/PJ User Profiles** can be changed to **Active, Inactive**, or **Delete** from the drop-down menu under the **Status** column

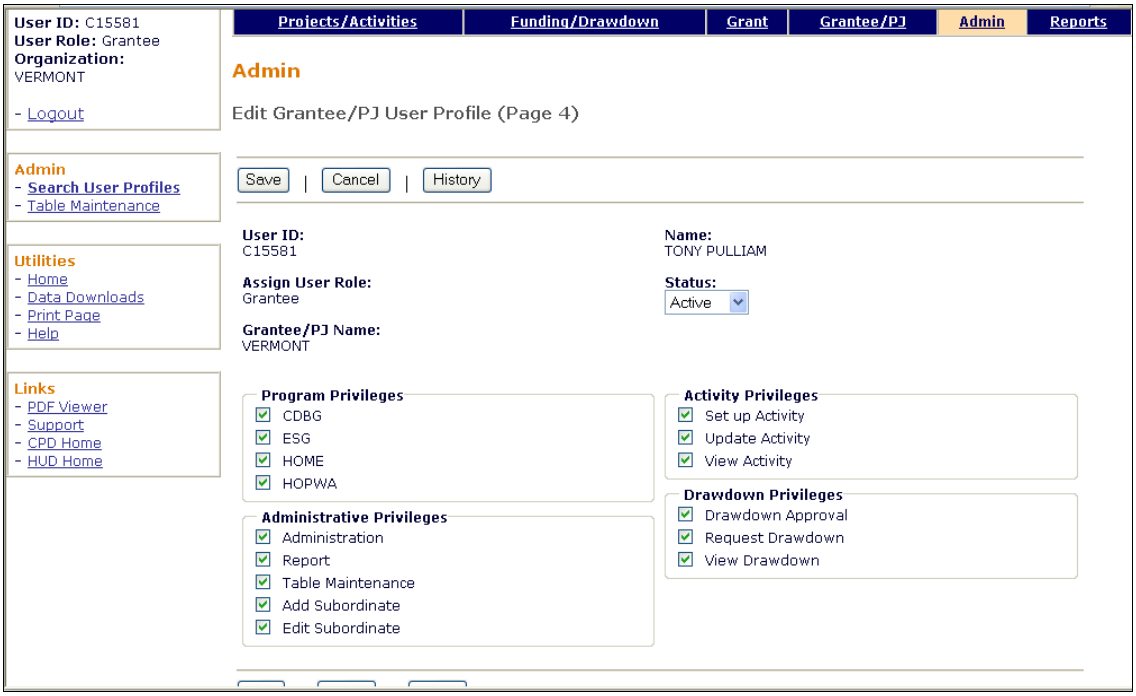
11) Click the **Save** button

12) To edit **Grantee/PJ User Profile Privileges** click **Edit Access** link under **Action** column

13) **Edit Grantee/PJ User Profile** page will appear

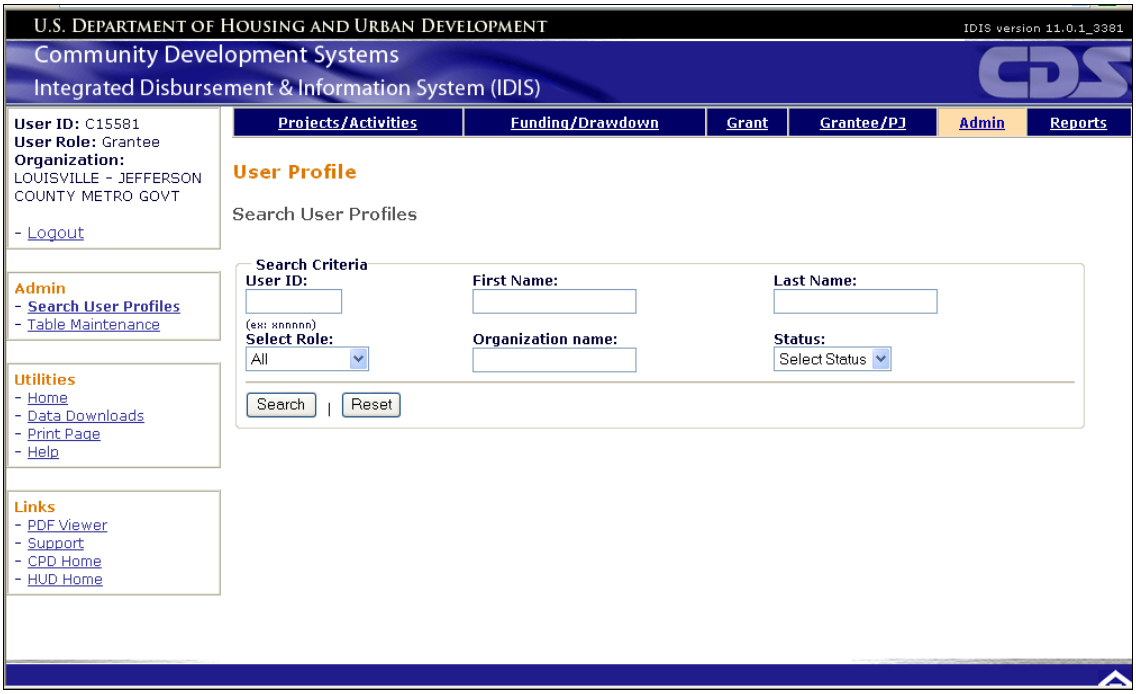
14) **Grantee/PJ User Profile Privileges** can be selected or removed

15) After all selections have been made click the **Save** button



9.3 Grantee - Viewing Existing User Roles

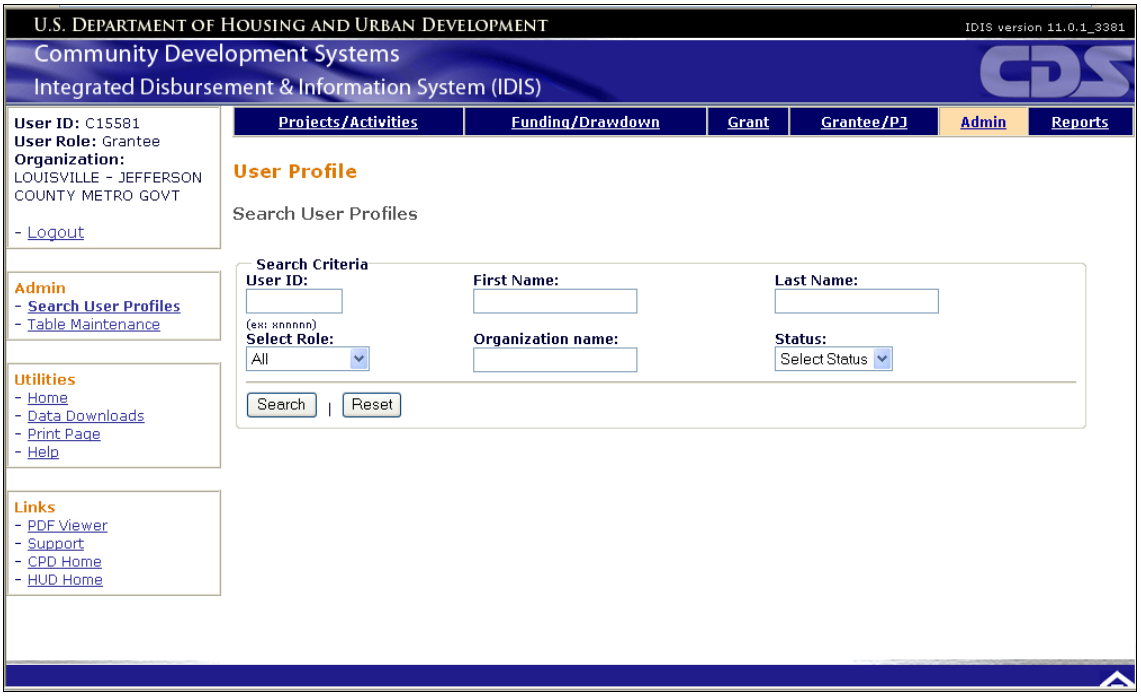
1) Click the **Admin** tab at top of screen



2) **Search User Profiles** page will appear

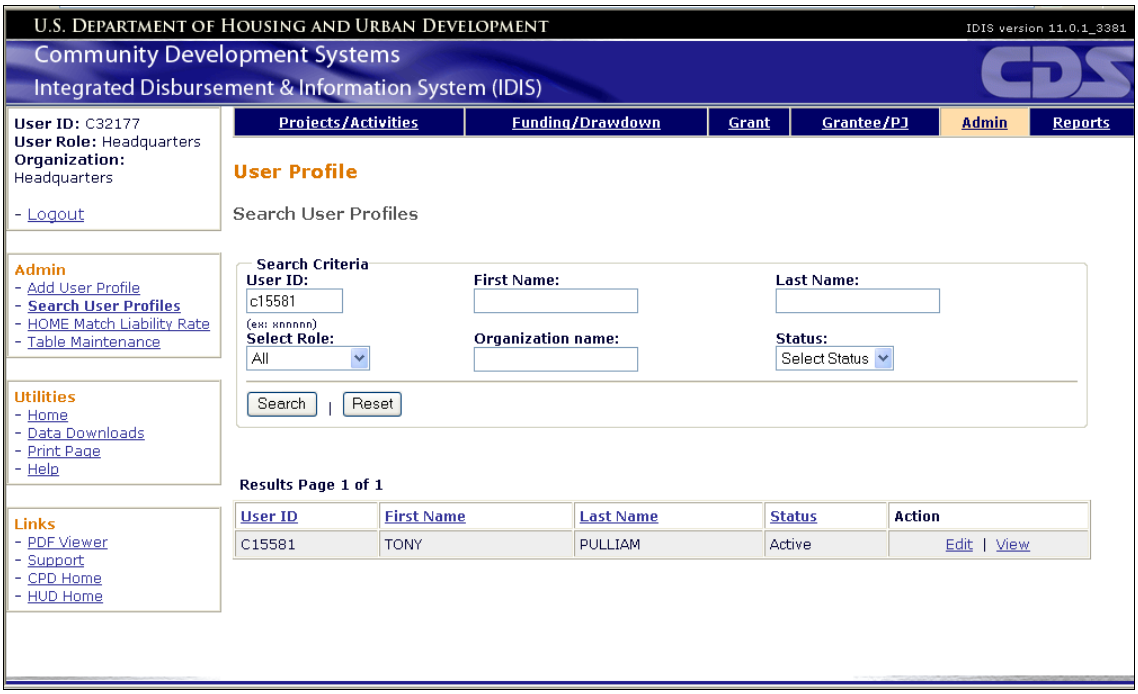
3) Enter applicable **Search Criteria**, including **User ID, First Name, Last Name, Select Role, Organization name,** and/or **Status**

4) Click the **Search** button



5) Search results page will appear

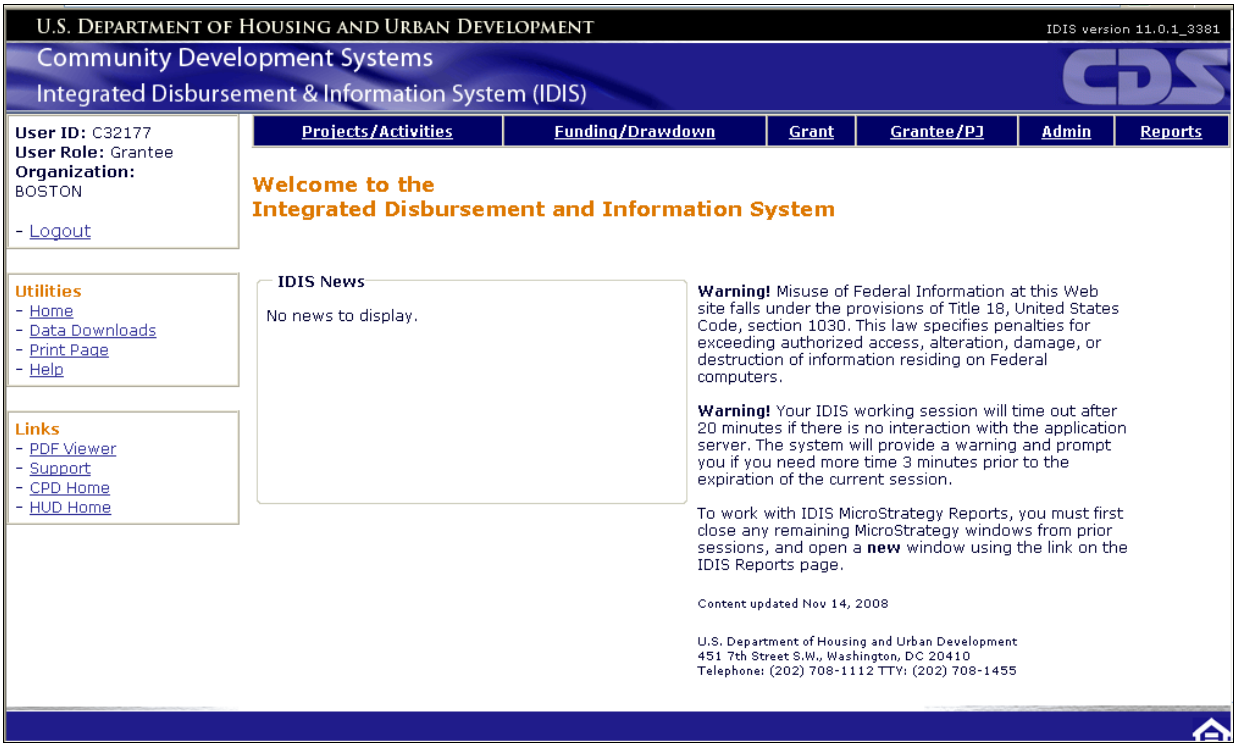
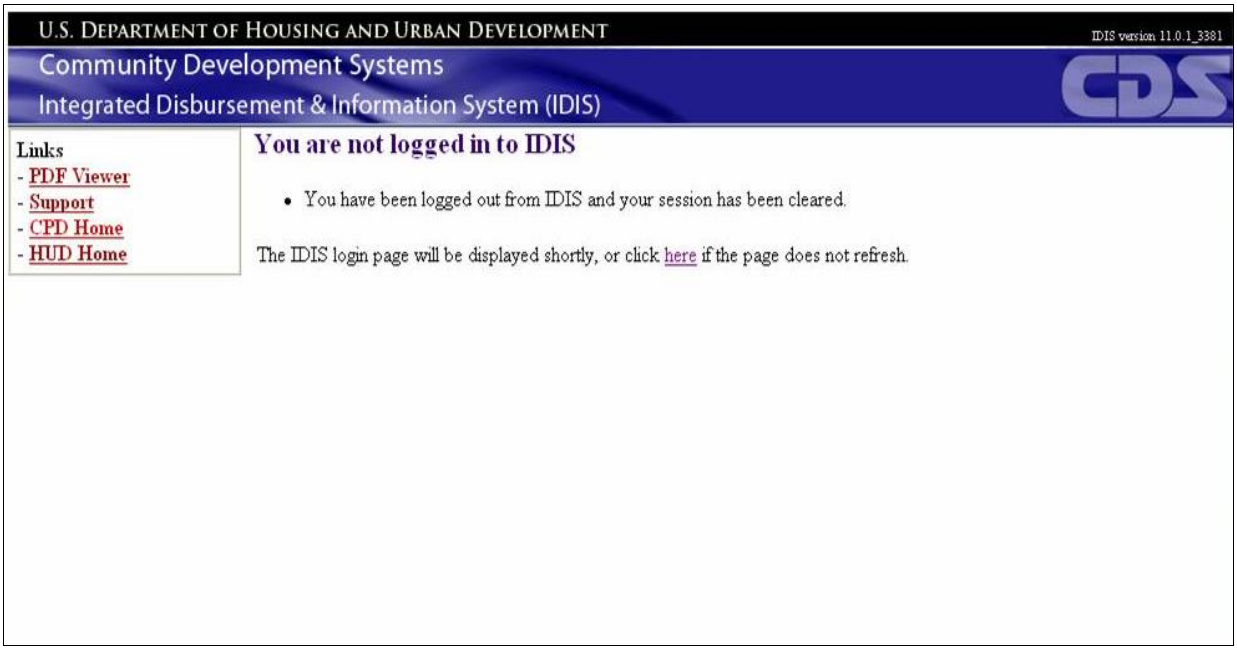
6) Click **View** under **Action** column



7) **View User Profile** page will appear

10. Logging Out of IDIS OnLine

1) Once the user has logged into IDIS OnLine, the user can log out anytime by clicking the **Logout** button on the top left portion of page:



2) IDIS OnLine Logout page will appear