Integrated Disbursement and Information System (IDIS) OnLine

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

IDIS OnLine
Reports User Guide
June 15, 2009
Version 1.4

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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 web application that provides financial disbursement, tracking, and reporting for the CPD formula grant programs. Its primary purpose is to enable 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 is used by the following grant programs:

- Community Development Block Grant Program (CDBG)

- HOME Investment Partnership Program (HOME)

- Emergency Shelter Grants (ESG)

- Housing Opportunities for Persons with AIDS (HOPWA)

- Tax Credit Assistance Program (TCAP)*

- Homeless Prevention and Rapid Re-housing Program (HPRP)*

- Community Development Block Grant Recovery program (CDBG-R)*

*American Recovery and Reinvestment Act (ARRA) grant program

1.1   MicroStrategy Reports and Data Download Functionality

IDIS OnLine uses a tool called MicroStrategy to generate reports. Microstrategy is fully and seamlessly integrated with IDIS OnLine. Reports will pop up in a separate browser window. Once you are in IDIS OnLine, you can perform all the same functions you used to do in the Legacy IDIS system, plus now you can view, print, and save reports easily with fewer steps. For instance, you do not need to FTP files; reports simply pop up in a browser window.

As of June 19, 2009, IDIS OnLine includes only the following reports: PR01, PR02, PR03, PR06, PR07, PR08, PR14, PR22, PR23, PR25, PR26, PR27, PR35.

The following reports will be added in August: PR09, PR28, PR80, PR81, PR82, PR83, PR84, PR85.

The following reports will be added in September: PR05, PR10, PR11, PR12, PR13, PR15, PR16, PR17, PR19, PR30, PR33, PR34, PR36, PR56, PR77, PR78, PR79.

2. Accessing the IDIS OnLine Application

This section describes how to log into the IDIS OnLine web application.

2.1 Logging In

To log in to the IDIS OnLine application in the **Production** environment:

1. Type http://www.hud.gov/offices/cpd/systems/idis/idis.cfm in the **Address** field of your browser.

2. Press the **Enter** key.

3. Click on the name of your state near the bottom of the page.

   The **IDIS Login** page is displayed.

4. Type your **H ID/C ID** and your **password** in the appropriate fields.

5. Click the **Login** button.

The **Disclaimer** page is displayed.
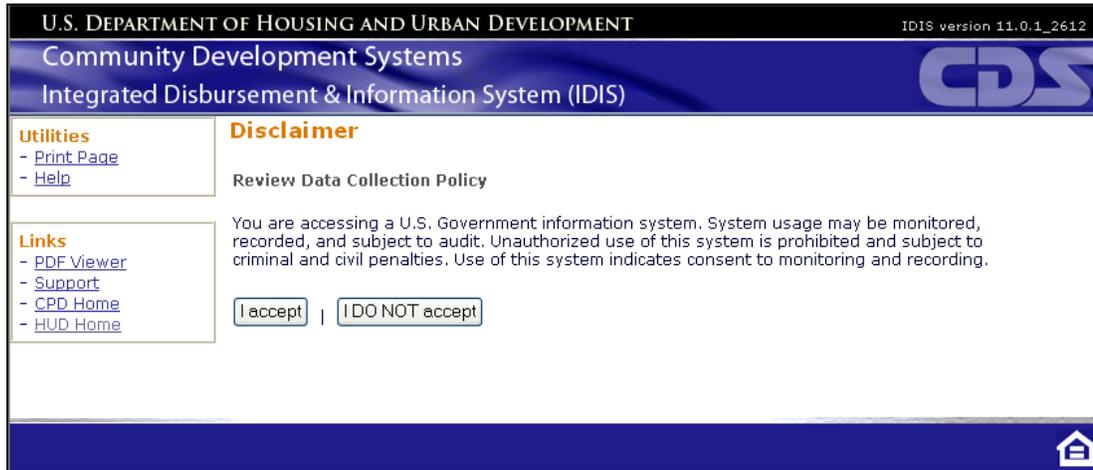
6. Click the **I accept** button.

If your userid has only one profile, you will be taken directly to the **Welcome** page. If your userid has multiple profiles, **Profile Selection** page is displayed with all your available **Profiles** listed. The **Profile Selection** will vary depending on your profile.

7. Select your profile, and then click the **Select Profile** button.

The **Welcome** page is displayed.
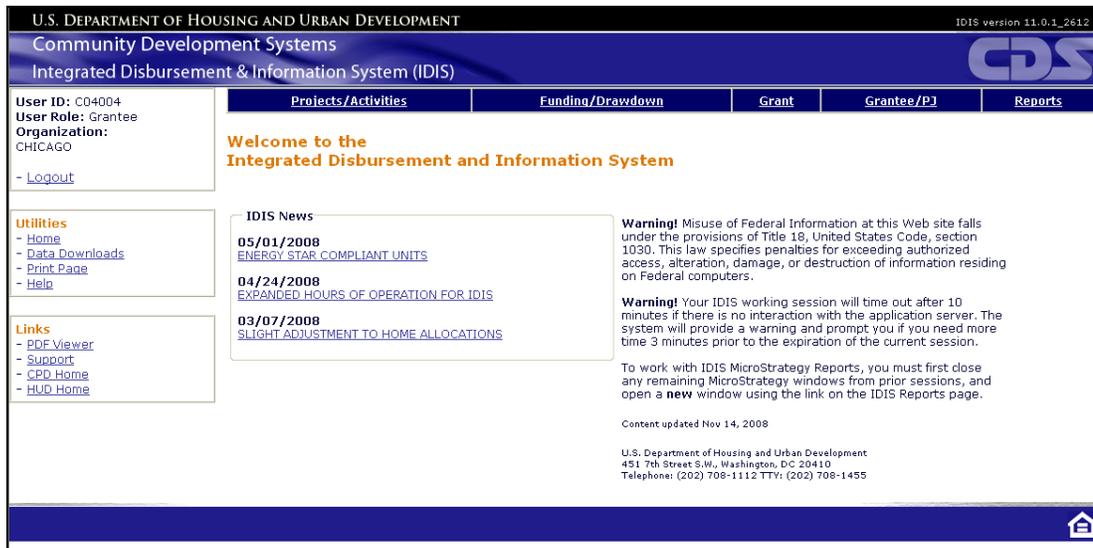
See the following section, *Running Reports*, for step-by-step procedures accessing the IDIS OnLine reporting capability and running a report.

3. Running Reports

This section first describes how to run a report that does not require input parameters, and then describes how to run a report that does require input parameters.

Before running a report, you should know:

- A daily refresh of data is done at night—so when you make any changes to the data in IDIS OnLine, those changes will not appear in the report until the next day.

- Many of the reports consist of more than one part.

- Each report part must be run separately.

- Reports may take longer to execute initially in MicroStrategy compared to IDIS Legacy, however, all further manipulation and formatting of the report will be easier and quicker for the user in the new IDIS using MicroStrategy functionality.

- One of the many improved features with MicroStrategy is that reports simply pop up in a new browser window; there is no need to perform multiple separate steps as was the case in Legacy IDIS (for instance, run the report, download the report via FTP, and format the report).

3.1 Running a Report without Input Parameters

1. Log in to the IDIS OnLine application window as described in *Section 2, Accessing the IDIS OnLine Application*.

2. Click the **Reports** link in the menu bar.

   - For **Grantees** only, the **Report Parameters** page is displayed:

     - Not all reports require parameters.

     - In Phase 1, the only report that requires the Grantee to input report parameters is the **PR 26 CDBG Financial Summary Report**.

     For Headquarter (HQ) and Field Office (FO) users, the **Report Parameters** page is NOT displayed. Instead, the window shown following Step 3 appears.

3. Click **View Reports** in the left menu.

4. Select the IDIS file name or icon.

- The **IDIS Reports** main page is displayed.

- Your name will appear in the greeting directly below the menu bar. If your name does not appear or an incorrect name is displayed, contact your IDIS system administrator.

5. Click the **Shared Reports** name or icon.

    The **Shared Reports** folder displays a folder for available reports. NOTE: Reports are being released in phases. Only certain reports will be available initially. By mid-September, when the last group of grantees is migrated, all reports will be available.

6. Select the **folder name or icon** for the report you wish to run.

    The following example shows the **PR 01 – HUD Grants and Program Income** folder.

    The selected folder opens and lists the available reports. Based on the nature of the report, a report may be broken down into multiple parts.

    *   In the following example, the report shown, PR 01, only has one part.

    *   If a report has multiple parts, each part is listed here as a separate report.

    *   Each report part must be run separately.

7. Select the desired report part to run.

    You may see the following message indicating to "Please wait…" while the system is Processing Request. In the image below you will notice there is also a Cancel button to stop the report from running.
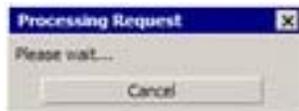
    The **Prompt** page is displayed. It allows you to select the entity for which you want to run the report.

Scenario 1 – HQ Users

The example described below assumes the user has logged in as an HQ user. HQ users may run a report for any Field Office and/or any Grantee.

1. Select the plus symbol in front of the HQ box shown in the screen below.
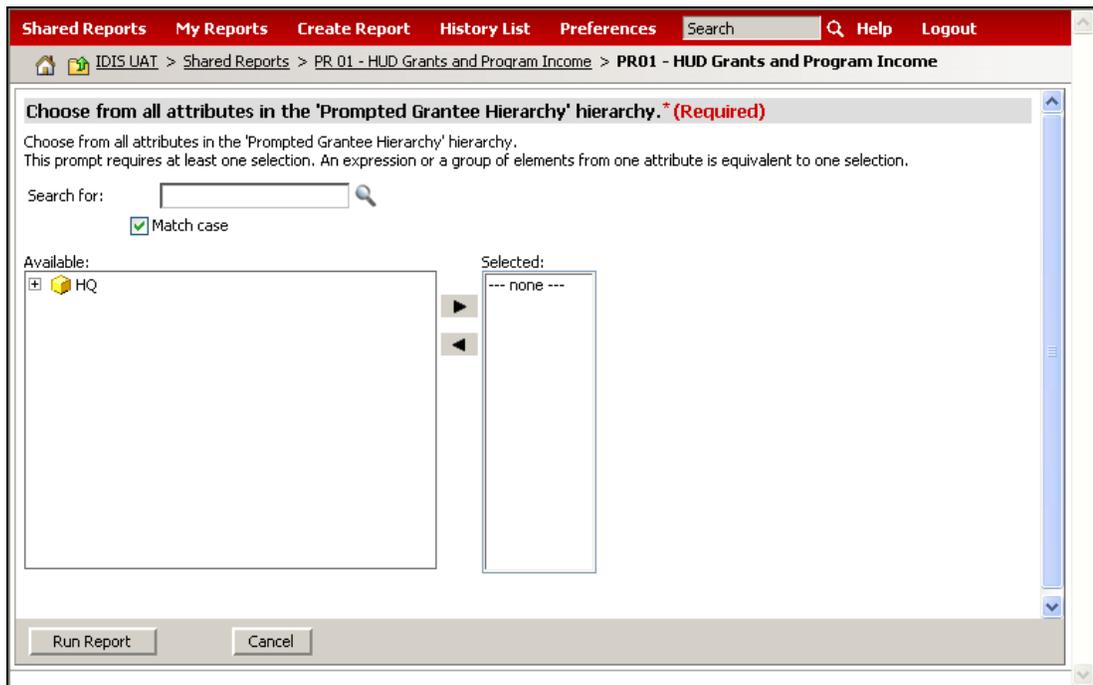
A prompt will appear with the text **All.**

2. Select the plus symbol for the **All** prompt.

    A prompt will appear with the text **Field Office.**

3. Select the plus symbol for **Field Office.**

    The Hierarchy will display the list of all the Field Offices.

4. For those reports which are designed to produce a field office version, select the desired Field Office and select the arrow pointing right. Only one field office at a time should be selected and run.

    Your selection will appear in the **Selected:** box to the right.

    For those reports that have built-in reporting by Field Office, (example: PR80, PR85), the Run Report selection will produce report data for the Field Office selected in the **Selected** box to the right.

5. HQ users also have the ability to run a report for a single Grantee.

    Select the plus symbol next to the desired Field Office name.

    A prompt will appear with the text **Prompted Grantees**.

6. Select the plus symbol for **Prompted Grantees**.

    The Hierarchy will display the list of all the Grantees in that Field Office.

7. Select the desired Grantee name and select the arrow pointing right.

    Your selection appears in the **Selected** box to the right as shown below.
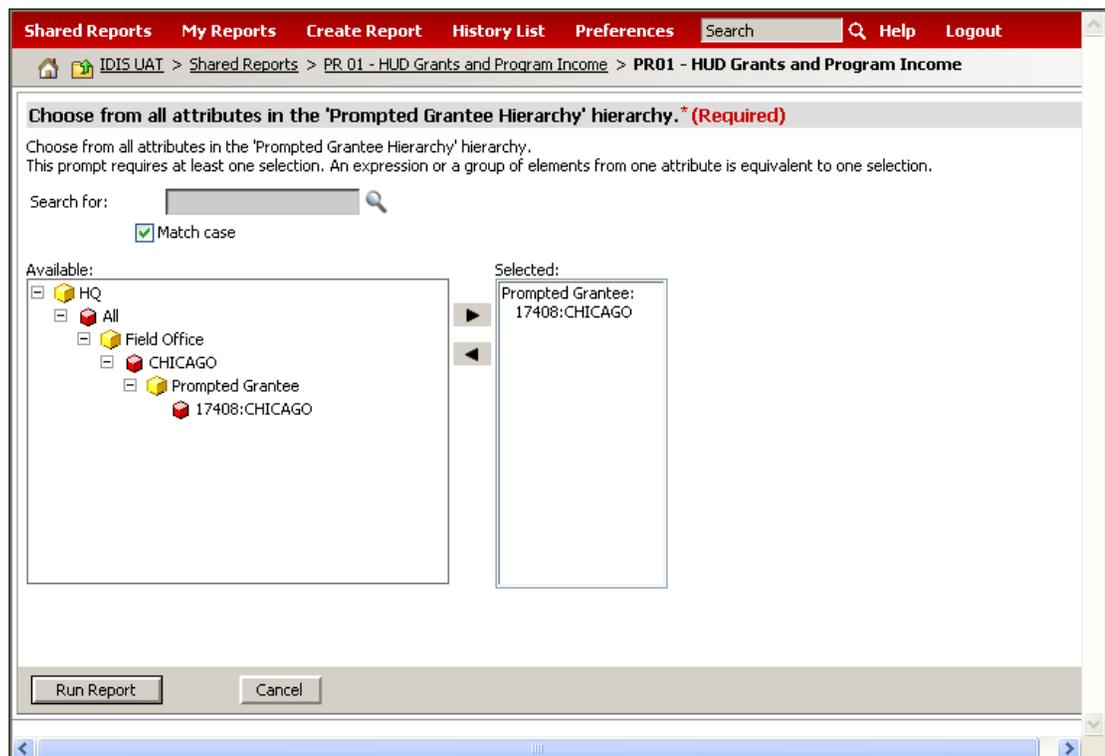
The **Run Report** selection will produce report data for the selected Grantee in the **Selected** box to the right.

Hint: Since there are many grantees to a single field office, you can also use the "Search for" feature at the top of the prompt screen to look for a specific grantee. Enter all or part of the grantee's name. Uncheck the "Match Case" check box. Click on the "magnifying glass" icon. The system will return a list of all grantees within the field office that match the search criteria you entered.

Scenario 2 – FO Users

The example described below assumes the user has logged in as FO user. FO users are limited to selecting only Grantees which fall under the purview of their Field Office.

The HQ box will still appear even though you are logged in as a Field Office.

1. Select the plus symbol in front of the **HQ** box shown in the screen above.

    A prompt will appear with the text **All.**

2. Select the plus symbol for the **All** prompt.

    A prompt will appear with the text **Field Office.**

3. Select the plus symbol for **Field Office.**

    The Hierarchy will ONLY display the Field Office for the user logged into IDIS OnLine.

4. Select the plus symbol next to the user's Field Office name.

    A prompt will appear with the text **Prompted Grantees**.

5. Select the plus symbol for **Prompted Grantees**.

    The Hierarchy will ONLY display the list of Grantees in that Field Office.

6. Select the desired Grantee name and select the arrow pointing right.

    The user's selection will appear in the **Selected** box to the right.

    The Run Report selection will produce report data for the selected Grantee in the **Selected** box to the right.

    Hint: Since there are many grantees to a single field office, you can also use the "Search for" feature at the top of the prompt screen to look for a specific grantee. Enter all or part of the grantee's name. Uncheck the "Match Case" check box. Click on the "magnifying glass" icon. The system will return a list of all grantees within the field office that match the search criteria you entered.

Scenario 3 – Grantee Users

The example described below assumes the user has logged in as a Grantee user. Grantees are limited to select only their own Grantee name to run report data.

The HQ box will still appear even though you are logged in as a Field Office.

1. Select the plus symbol in front of the **HQ** box shown in the screen above.

    A prompt will appear with the text **All.**

2. Select the plus symbol for the **All** prompt.

    A prompt will appear with the text **Field Office.**

3. Select the plus symbol for the **Field Office.**

    The Hierarchy will display ONLY the Field Office for the Grantee logged into IDIS OnLine.

4. Select the plus symbol next to the **Field Office** name.

    A prompt will appear with the text **Prompted Grantees**.

5. Select the plus symbol for **Prompted Grantees**.

    The Hierarchy will display ONLY the name of the Grantee logged in.

6. Select the Grantee name and select the arrow pointing right.

    The user's selection will appear in the **Selected** box to the right.

    The Run Report selection will produce report data for the selected Grantee in the **Selected** box to the right.

Once you have made your selection and it appears in the **Selected** box to the right,

8. Click the **Run Report** button.

    You may see the following message:
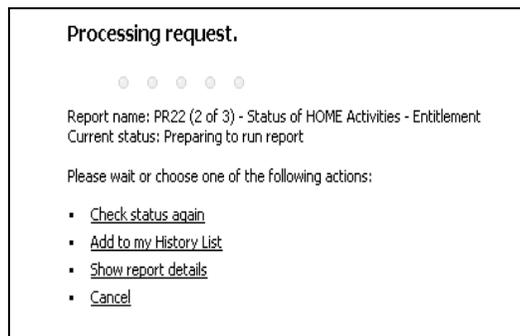
    The report results are displayed.

Hint: if a report is taking a while to run and you want to leave MicroStrategy and work on something else, you can click on "Add to my History List." The report will continue running while you are away. When you return, the report can be retrieved from your History List as described in Section 8.

You can save or export the report results. See Section 6 for details about saving a report and Section 7 for details about exporting a report.

3.2 Running a Report with Input Parameters

If you want to run a report that requires input parameters, you must enter the parameters on the Parameter screen that is located in IDIS OnLine. In Phase 1, the only report requiring parameters is *PR 26 CDBG Financial Summary Report*. This section describes how to run that report. (Additional parameter selections will be added for additional reports in later phases.)

1. If you are in the **Report** window, return to the IDIS application window.

   Note: You do not have to close the Report window before returning to the IDIS application window.

2. In the IDIS OnLine application window, click the **Reports** link in the menu bar.

   The **Report Parameters** page is displayed.

3. Click the **Add-Edit** link next to the report name of the report you want to run.

    The **Add Parameters** or **Edit Parameters** page is displayed. The following figure shows the parameters for the **CDBG Financial Summary Report**.

4. Enter a program year in the **Report Parameters for program year** field.

    If a year has already been entered, you can add another year to the report by clicking the **Add Another Year**, and then entering the new year. Users may also change the parameters for a previously entered year, save those changes and re-run the report.

5. Enter values in for the desired parameters.

    You do not have to enter a value for every parameter.

6. Click **Save**.

The following screen is displayed with a message showing that your Parameters have been saved successfully.

To run the report, continue by following the steps described in Section 3.1, beginning with Step 2.

3.3 Running a Report using the Subscription Feature

In MicroStrategy users can easily schedule a report to be executed in the future by subscribing the report to one of the existing schedules. Users can subscribe one report to multiple schedules (end of month, end of quarter, weekly, etc), users can subscribe multiple reports to a single schedule, and users can subscribe the same report to different schedules but for different run-criteria.

The following schedules are available:

- Monday Morning
- First of the Month
- Every Monday Morning
- Every First of the Month
- Daily Morning
- Books Closed
- At Close of Business (Weekday)

The following steps explain how to schedule a report to be executed in the future using the Subscription feature.

Step 1: Click Subscription

Step 2: Choose schedule

Step 3: Select your run-criteria. Click Ok.
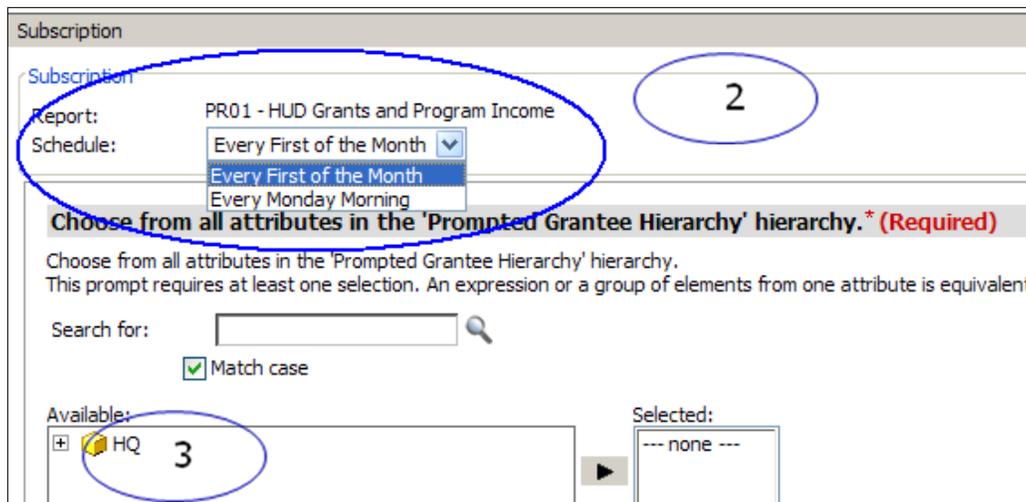
Once a report has executed it will be available in the History List. Multiple reports can be stored in the History List. Completed reports which have not been opened will have the Status "Ready" in bold.

4.   IDIS OnLine Reports Interface

This section describes the user interface for running IDIS OnLine predefined reports.

4.1   User Authorizations

Your IDIS user name is linked to a specific authorization level in IDIS. Unless you are an IDIS system administrator, you have the general user authorization. General users are authorized to **run, display, customize, save, export**, and **print** any report that is available in the **Shared Reports** folder.

4.2   IDIS Reports Home Page

You will use the following features the most often:

- **Shared Reports** – Displays the predefined reports listed for Phase1. Anyone with access to IDIS OnLine is authorized to view, customize, save, export, and print these reports.

- **My Reports** – Every IDIS user has his or her own location to store reports that have been customized to meet specific needs. When a report is saved to **My Reports**, only the authorized user can access it.

- **History List** – IDIS users have the ability to run and store report results in their **History List** for future retrieval. This enables users to refer back to the report several times throughout the day without having to re-run the report.

- Some reports may take several minutes to run. This feature allows you to have your report continue to run if you decide you would like perform other activities in reports or IDIS while the report is running.

- **Preferences** – Allows users to customize various features of the reporting application.

4.3   Buttons

The buttons enable you to perform actions on top of the displayed report. Key buttons are described below in Table 1.

Table 1. Key Buttons

Icon	Name	Description
	Save	Enables you to save the displayed report to My Reports
	Print	Enables you to print the report directly in IDIS
	Export	Enables you to export the displayed report to an Excel spreadsheet
	Create PDF	Enables you to export the displayed report to a PDF file

5.   Customizing Your Reports

You can customize the content and appearance of your reports. This section describes some of the key features that you can use to customize your reports. Table 2 describes the most useful features customizing your reports.

Table 2. Features to Customize Your Reports

Feature	Example
Modify Column Order Once a report is displayed in the window, you can easily drag and move columns. Using the mouse, left-click on a particular column, and then drag it to the left or right.	In the following example, the user is moving the **Authorized Amount** column to the right of **Suballocated Amount**.
Totals and Subtotals You can add and modify totals and subtotals. Click the **Sigma** icon to display the **Totals/Subtotals** menu: 	

Feature	Example
Sort Data in a Column To sort a column, simply right-click and select **Sort**, and then select **Ascending** or **Descending**.	
Advanced Sorting You can sort each column as well as to enable advanced sorting on up to three different criteria. Click the **Sort** icon to enable advanced sorting. 	

Feature	Example
Grouping Data Using Parameters The **Page By** functionality allows you to dynamically slice and dice the data and group it by various parameters. To enable **Page by**, select the **View** menu, and then **Page By Selection**. The **Page By** section will be displayed as shown in the example.	In the following example, the **Program** attribute is being moved to the **Page-by** field: Now the report can be dynamically filtered by **Program**.
Rename Report Objects You can rename report objects such as column headers to better fit your needs. Rename the display name of report objects by right-clicking on a column and then selecting the **Rename** option. 	In the following example, the user is renaming the column header from **Suballocated Amount** to **Allocated Amount**.
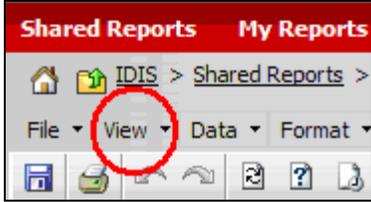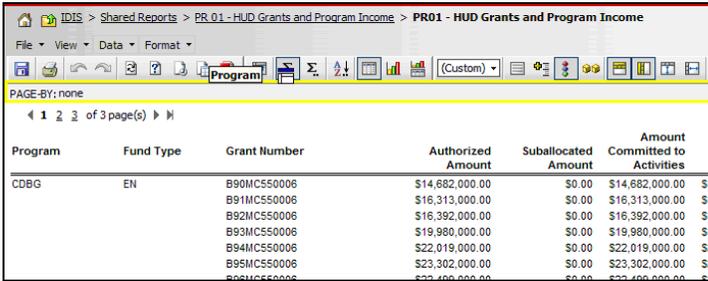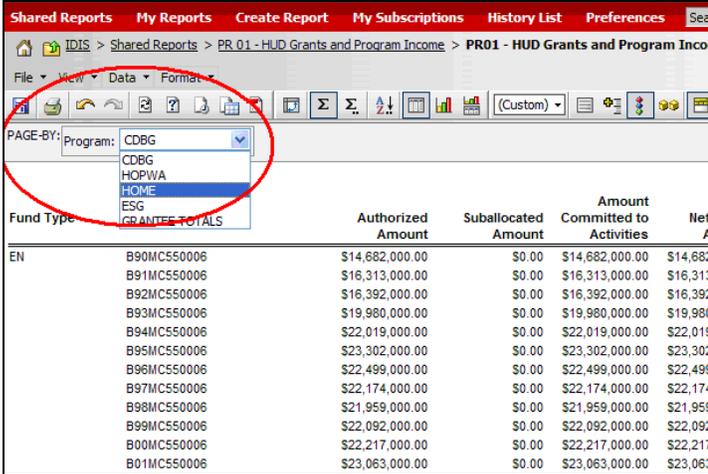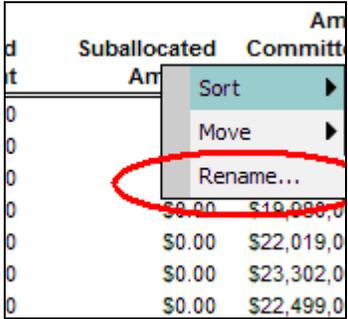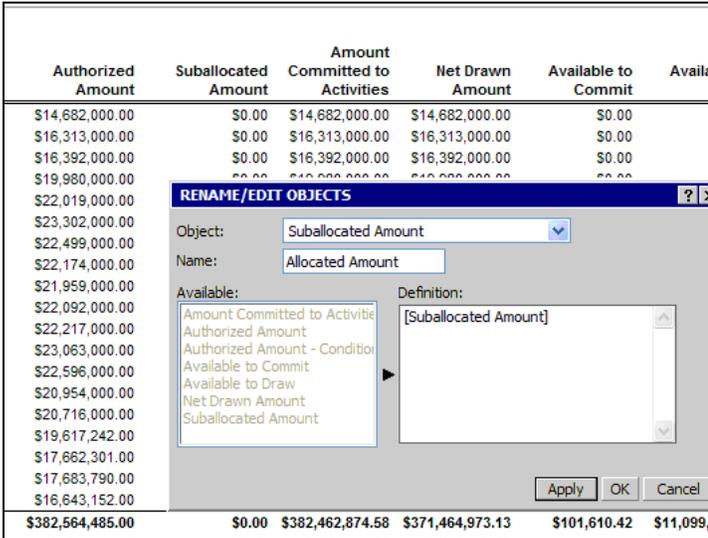
6.   Saving a Report

After you have customized and run a particular report, you can save your customizations in your personal folder (**My Reports**). This enables you to go back and run the custom formatted report without needing to reformat the report every time.

1. In the report window, select **Save As** from the **File** menu.

2. In the **Save As** dialog that appears, type the new name of the report in the **Name** field.

    You can save your prompt criteria by deselecting the **Keep report prompted** checkbox. This eliminates the need to have to answer the prompt every time you run this report.
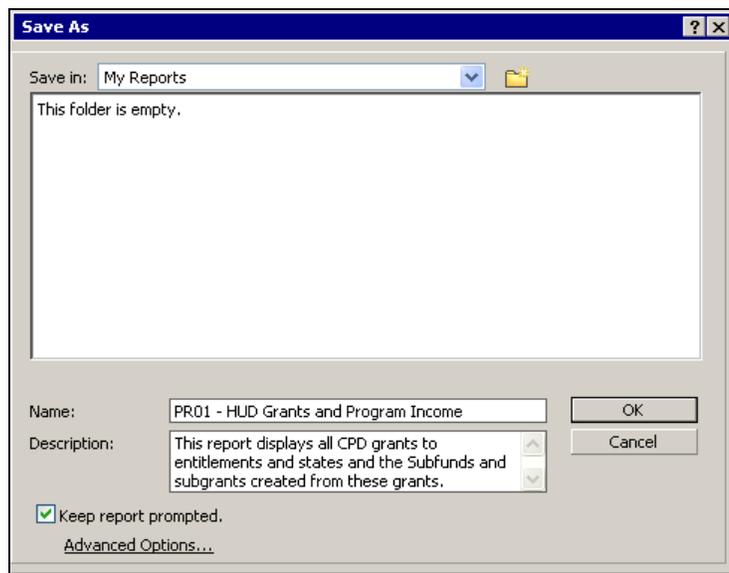
3. Click the **OK** button.

    The **Report Saved** dialog is displayed.
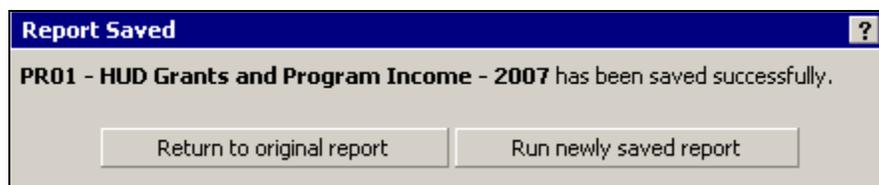
4. Click the **Return to original report** button.

    The original report is displayed.

7. Exporting a Report to Excel and/or PDF

This section explains how to export and save your reports to either Excel or PDF for future use.

7.1 Export and Save to Excel

1. In the report window, select **Export** from the **File** menu.

   A list of export options is displayed. The default option is **Excel with formatting**.
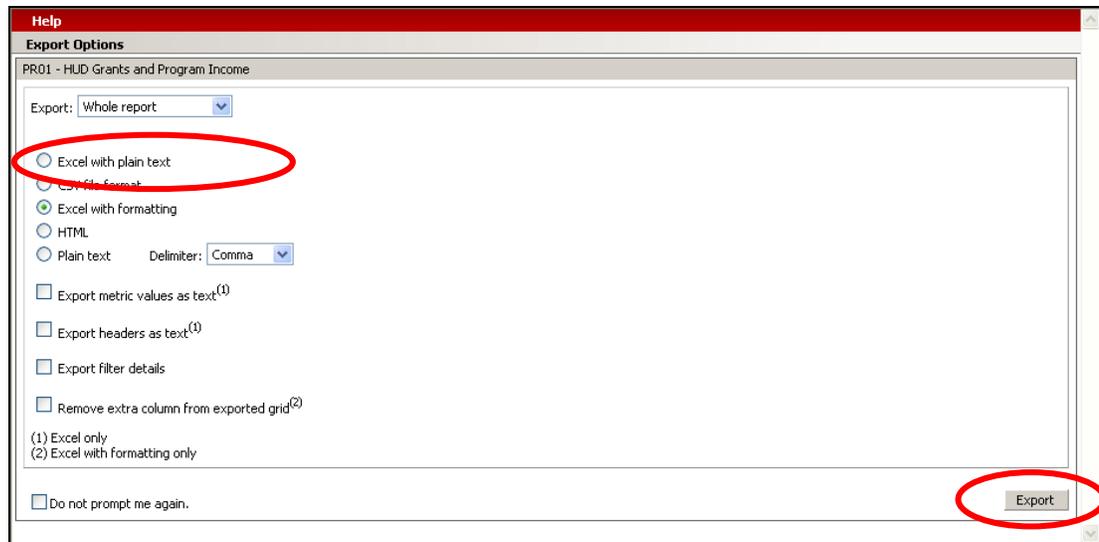
2. Select the option **Excel with plain text** if it is not already selected.

3. Click the **Export** button in the lower right corner.

   The **File Download** window appears. The user has the option of selecting **Open**, **Save** or **Cancel** the report download as shown in the figure below.
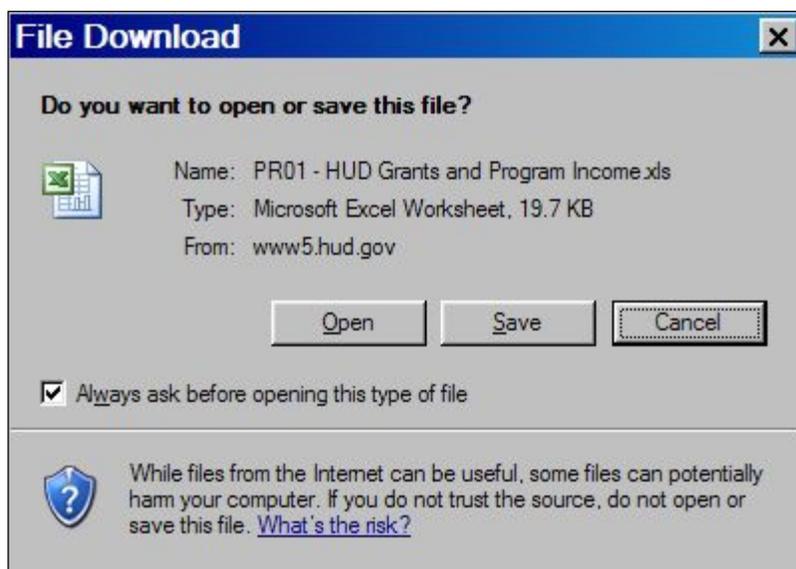
4. Select the Open button from the File Download screen displayed above.

The report is displayed in the web browser in Excel format.

IMPORTANT! If your web browser blocks the report from being displayed for security reasons, follow your browser direction to download and open the report in your web browser.

Although the report looks like it is an Excel file, the report is still displayed as a web page in your Internet browser and not actually saved as an Excel file. You must complete all of the sub-steps in the next step in order for your report to properly display later.

5. Save the report:

- From the **File** menu in the browser window displaying the report, select the **Save As** option.

- In the **Save As** dialog that appears, locate and open the folder where you want to save the report.

- Enter a name for the report in the **File name** field.
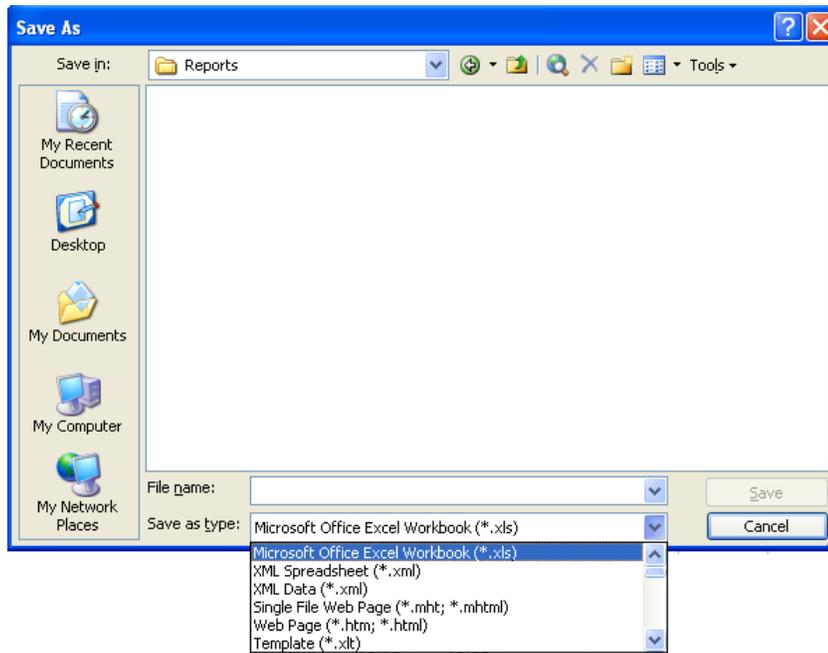
6. Select **Microsoft Excel Workbook (*.xls)** from the list of file type options.

7. Click the **Save** button.

The report is now saved as an Excel file.

7.2 Export and Save to PDF

Alternatively, you can export reports to PDF by selecting the PDF icon as shown on the right.
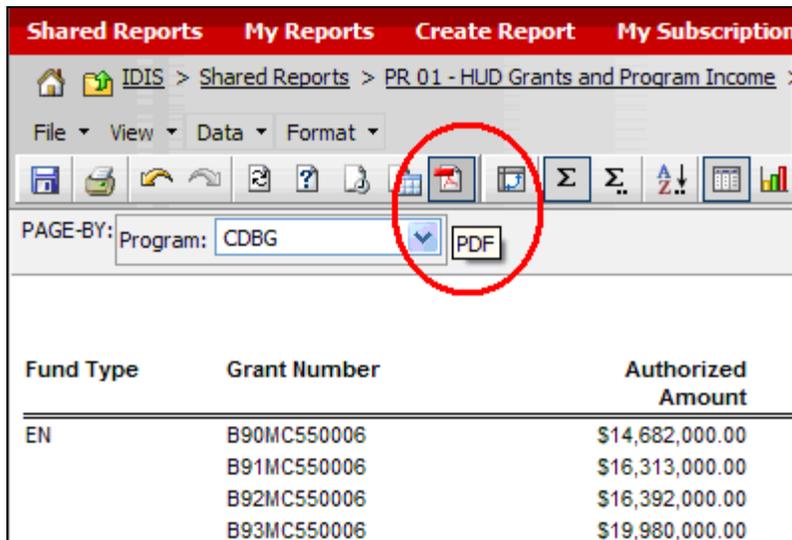
A list of export options is displayed.
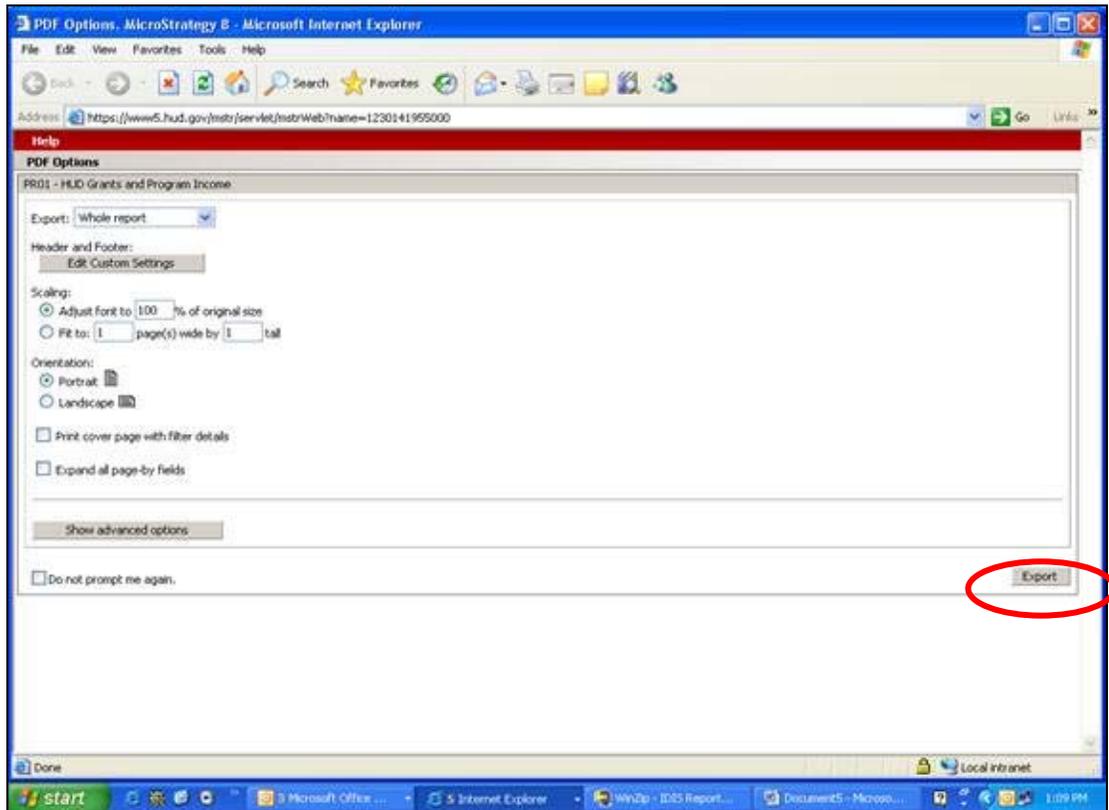
8. Select the desired options from the screen above.

9. Click the **Export** button in the lower right corner.

   The **File Download** window appears. The user has the option of selecting **Open**, **Save** or **Cancel** the report download as shown in the figure below.
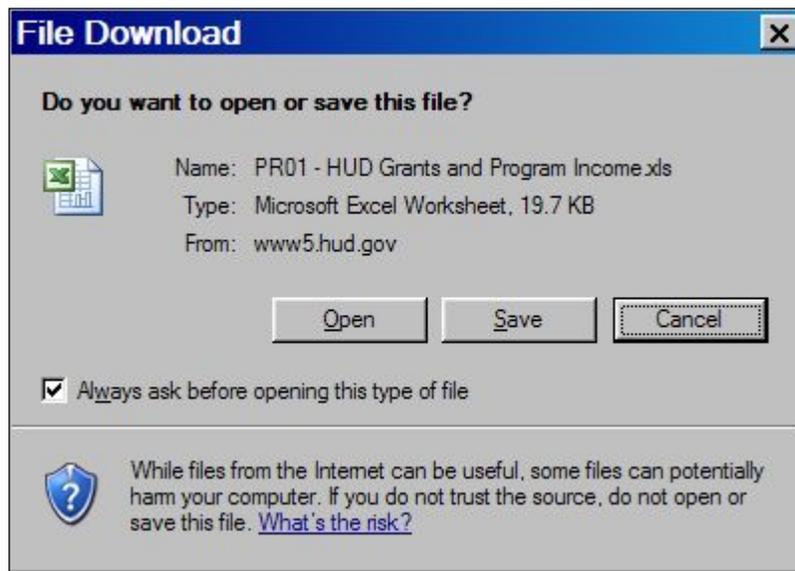
10. Select the **Open** button from the **File Download** screen displayed above.

The report is displayed as a PDF document.

8. Retrieving reports from History List

If you selected "Add to my History List" after you started a report, you can return to retrieve the report later. Click on the "History List" link at the top of the MicroStrategy window or the History List icon when you next login to MicroStrategy.

MicroStrategy will display the list of reports previously run and saved to your history list. Reports can be retrieved and saved in the same manner as previously described in this manual.

9.   Logging Out

You should click the **LOGOUT** link. This will close the Microstrategy window and return you to IDIS OnLine.

According to HUD security policy, you will be automatically logged out of IDIS OnLine if your session is inactive for more than **20 minutes**. If you are running a large report (such as a BOSMAC) that is taking more than 18 minutes, you should save the report in your **History** folder so that you do not lose the report if your session times out after 20 minutes.

Users can contact the HELP DESK by phone (1-877-483-8282) or email (IDIS_Help@hud.gov) for assistance.