CLEAN UP OF HOME DATA BEGINS

In its on-going mission to improve data quality in IDIS, the Department recently launched an effort to correct erroneous information and enter missing data in the HOME path. This is necessary because the Department requires accurate data for submitting reports to Congress, monitoring financial information and grantee performance, tracking program successes, and identifying grantee and program needs. The grantees also benefit from improved IDIS data quality. They look to this information to monitor their own performance and that of their subrecipients, and to report their accomplishments. In the past, redundant and inaccurate entries have rendered some HOME program data unreliable. The Department intends to correct this.

Between now and mid-August 1999, the Department will ask each HOME PJ using IDIS to review the information on their HOME program currently in the system, and correct any errors they find. To facilitate this task, HUD designed several user-friendly Excel worksheets that provide quick reference to all information currently in the system. The Department is providing these sheets to the IDIS contact at each HOME PJ, along with detailed instructions for the review and correction process. HUD is also providing PJs with on-going technical support to ensure that the data clean up process goes smoothly.

HUD Headquarters sent out the first data sheets on Wednesday, June 16, 1999. Because the sheets take time to process, the Department will generate and send out approximately ten per day beginning with the offices in the Northeastern region. Where possible, we will e-mail the sheets directly to the PJ and send a copy to the appropriate HUD Field Office.

Review and clean up of IDIS HOME data will be a big job for all involved: HOME PJs, Field Offices, and Headquarters staff. However, the result will be reliable HOME program performance data for all information needs. Recent edits to the IDIS system, including the revised HOME Completion path, which is part of IDIS Release 4.6, will help ensure that quality HOME data is maintained into the future.

SUMMARY: RELEASE NOTES
VERSION 4.6

The following enhancements and corrections were released to IDIS Production on June 28th. A summary of the changes is provided below.

NEW FEATURES

CDBG Financial Summary Report. This report contains financial data extracted from IDIS and adjustments entered by the grantee on the C04MU18 screen at the time the report is requested. It consists of five sections:

Summary of CDBG Resources
Identifies the dollar amounts available to the grantee - and any adjustments.

Summary of CDBG Expenditures
Identifies the dollar amounts the grantee has expended on CDBG activities - and any adjustments.

Low/Mod Benefit
Identifies the dollar amounts the grantee has expended on low/mod benefits - and any adjustments.

Public Service (PS) Cap Calculations
Identifies the dollar amounts used to determine the cap (limit) on funds obligated for public service activities - and any adjustments.

Planning and Program Administration (PA) Cap
Identifies the dollar amounts used to determine the cap on funds obligated for planning and administration - and any adjustments.

New HOME Match Liability Report. This report (C04PR33) identifies a grantee's HOME match liability for a given fiscal year based on total disbursements and those disbursements requiring matching funds. The match percentage is set on screen C04MU20 at 25%, 12.5%, or 0% based upon the grantee's distress characteristics. *Note: at press time, we are working out a few last-minute bugs that are preventing this report from functioning properly.*

ESG Racial/Ethnic Characteristics Screen. We have added a screen to the ESG path for collecting the racial and ethnic background of residential and non-residential persons served by the emergency shelter. The new screen (C04ME07) is displayed after ESG Beneficiaries screen C04ME02 and before ESG Beneficiaries screen C04ME03.

HOPWA Racial/Ethnic Characteristics Screen. We have added a screen to the HOPWA path for collecting the racial and ethnic background of persons receiving housing assistance. The new screen (C04MP12) is displayed after the HOPWA Housing Assistance screen (C04MP05) and before the HOPWA Assistance screen (C04MP06).

ENHANCEMENTS

More Logical HOME Completion Paths. In response to user recommendations, we have improved the flow of the Homeownership Completion path and Multi-Unit Completion path. Each screen now has a unique name so users know which path they are completing. In addition, fields have been added for FHA and 504 compliance. The fields for CHDO TA and CHDO Seed have been deleted and combined into the new field CHDO Loan.

Larger Input Field for Accomplishment Units. On Activity Setup screen C04MA04, the proposed and actual UNITS input fields have been increased from four digits to nine digits.

CDBG Unliquidated Obligations Input Field Accepts Dollars AND Cents. Previously, only whole dollar amounts could be entered in the Unliquidated Obligations field on CDBG Activity screen C04MC01.

CAPERS Report Renamed and Rewritten. The name of the CAPERS report (C04PR06) has been changed to Summary of Consolidated Plan Projects. The revised report contains these columns:

Funding Sources
The program(s)—CDBG, ESG, HOME, HOPWA—providing (or planning to provide) funding for the project. There is one line for each program that has contributed funds.

Project Estimate
The estimated cost of carrying out all of the activities in the project; the source of these estimates is the grantee's Consolidated Plan.

Funds Committed
The total dollars committed (through the Activity Funding function) for all activities in the project.

Funds Drawn Down Through Report Year
The total dollars drawn down for project activities from the project start date through the report year (the user specifies the report year on the Reports Selection screen).

Balance
The difference between the total dollars committed and total dollars drawn (dollars committed minus dollars drawn) for project activities through the report year.

Funds Drawn Down in Report Year
The total dollars drawn down for project activities during the report year.

Data Elements Added to Downloaded Files. Five new fields have been added to all downloaded files:

INSERT-USER-ID
the ID of the user who added the record.

INSERT-DT
the date the record was added.

INSERT-TM
the time the record was added.

UPDT-USER-ID
the ID of the user who last updated the record.

UPDT-TMSTMP
the date and time the record was last updated.

LATE BREAKING NEWS: MONEY SCREEN (C04MA08) RESTORED TO ITS ORIGINAL FUNCTIONALITY

As we go to press, IT has backed out the change to the Money screen which prevented a grantee from entering an estimated dollar amount that exceeded the sum of available grants and program income - and prevented a grantee from advancing to the program-specific screens when this condition occurred.

Two HOME download files also contain new data elements:

The HOME Activity file (M_ACT) now includes SETUP-DATE and COMPLETION-DATE.

The HOME TBRA Activity file (M_TBRA_ACT) now includes SETUP-DATE.

We are in the process of updating the *IDIS Reference Manual* to include a new Appendix D featuring "user friendly" layouts for all files; we will post the file to our web page later this summer. In the meantime, you can find complete layouts for all files in Appendix C of the *IDIS User Manual*.

HOME Program Office Download, Phase 3. Download enhancements and corrections requested by the HOME program office at Headquarters for analyzing HOME data have been implemented.

Report Selection from Multiple Screens. Before this release, users had to run a separate request for each report they wanted. Now, reports can now be selected from all three Report Menu screens and submitted at the same time. Choose reports from as many Report Menu screens as you like, pressing <Enter> to save the selections on each screen, then press <F9> once to submit the request.

Improved Program Income Screen Edits. The Create and Update/Cancel Program Income Receipt screens (C04MI01 and C04MI03) will no longer accept an invalid FISCAL YEAR. Similarly, the Query Program Income Fund screen C04MI02 will no longer accept an invalid Receipt Number.

Updated Summary of Activities Report. The Summary of Activities Report (C04PR03) now includes CDBG activities that were active for a selected program year even when the funding was equal to zero.

Ongoing System Performance Improvements. Four "behind-the-scenes" changes to improve system performance have been implemented.

CORRECTIONS

A date is printed in DATE OF LAST DRAWDOWN on the Grantee Summary Activity report (C04PR08) only if a draw has been made for the activity.

The Security Report (C04PR30) - for HQ, Field Office, and Local Administrator use only - can now be downloaded.

An additional column, Voucher Status Code, has been added to the Program Income Detail report (C04PR09) to indicate the status of each program income receipt. The PI receipt status codes are ORI (original), MOD (modified), and CAN (canceled).

Pressing <F7> on the Reports Status screen (C04MU16) no longer causes an abend.

Several corrections have been made to the editing and display of data on the HOME Tenant-Based Rental Assistance Setup screen (C04MH06). Conditions that previously caused database errors have also been corrected.

Access to Consolidated Plan/Project functions (Main Menu Option J) is now restricted to entitlement communities and State grantees.

The list of valid grant SOURCE TYPES has been expanded to include all types of ESG grants.

<F1> processing on Activity Setup/Revise/View screens no longer displays a SQL error message when the key is used more than once in the same session.

On the Grantee Inquire/Update/Add screen (C04MU06), input to the STATE field is now saved in the database. Also, this screen now displays the correct date and time.

On Maintain Plan screen C04MK08, input to the GRANTEE CONTACT TELEPHONE field is now

saved correctly in the database when the <F7> key is pressed.

Previously, invalid input to INITIAL FUNDING DATE on common path screen C04MA03 and FUNDS TO BE RECEIVED DATE on CDBG setup screen C04MC01 could result in an abend or database error. Now, an error message requesting a valid date is displayed.

An error in the calculation of TOTAL DRAWN AMT on Drawdown screen C04MD51 has been corrected.

On User Information/Profile screen C04MU01, function keys now operate as intended. ACTIVATION DATE is recalculated only when the ACTIVE/INACTIVE USER field is changed, and the display of fields protected from input has been standardized. In addition, errors in the update of three security audit trail fields (these are not displayed on any screen) have been fixed.

An error message ("Cannot Cancel; Funds Have Been Drawn") that was incorrectly displayed on View Activity screen C04MA54 has been removed.

An error that prevented users from being able to complete processing of certain activities on the HOME Homeowner/Rental Assistance screen (C04MH02) has been fixed.

An error on Activity Setup screen C04MA04 that prevented the activity status code from being displayed has been corrected.

Conditions causing the error messages "Data in Error" and "SQL 803" to be displayed on the Area Benefit Data screen (C04MX03) have been corrected.

An error that resulted in Field Offices being unable to add records for new subrecipients via Utilities Menu Option 1 (Grantee ID/Exceptions) has been fixed.

On the Subgrant Allocation screen (C04MG01), an error in the value displayed for Subrecipient Type has been corrected.

An error in the EDI processing of CDBG "LMJ" batch transactions has been corrected.■

IDIS PROFILE: STEVEN BOTHE

The IDIS team consists of many individuals, each working to ensure that IDIS functions according to design. One of these individuals is Steven Bothe.

Steve's relationship with IDIS began in November 1995 when he was hired as a trainer on the new IDIS system. Steve was a part of the initial training sessions in Fair Oaks, Virginia. He has vivid memories of the training, and recalls his experiences as challenging, to say the least. "There was the normal hesitancy to embrace the new system. Our job was to introduce IDIS and explain the advantages of IDIS over the sometimes cumbersome Voice Response System (VRS)," says Steve. "The VRS is a telephone system, whereas IDIS is a computer system. Its advantages far outweigh the VRS process."

Steve explains further that the IDIS database allows Headquarters, Field Offices and grantees to retrieve beneficiary data and to track information on the use of grant funds in real time. Because IDIS is real time, access to relevant data is quicker and easier. This capability makes IDIS a better management tool than the old paper environment that pre-dated IDIS.

As a member of the IDIS Quality Assurance Team for the Office of Information Technology (IT), Steve expedites the resolutions of IDIS Problem Reports (IPRs). IPRs document problems with the existing software. IPRs are assigned a priority rating from 'critical' through 'low' based on the IDIS function involved and the nature of the problem. A 'critical' rating signifies that a grantee is unable to execute a drawdown and, thus cannot receive funds. CPD ranks this its highest priority.

Steve's responsibilities are many and varied. One of his functions is to provide support to the Technical Assistance Unit. TAU representatives forward their toughest technical problem calls to Steve, knowing that he will investigate them fully.

To help Steve and his staff pinpoint the cause of a problem, Steve has this request of users: state the problem clearly; identify the screen number where the problem occurred; and provide the complete error message, including any SQL codes. "A faxed screen capture is probably the ideal tool in helping us identify exactly what the problem is," he says.

To proactively prevent future problems, Steve recommends that users regularly test proposed system changes in the Pseudo region of IDIS before IT migrates them to the production system. "It is important to remember that IDIS is a system in a constant state of flux. It was designed with enough flexibility to conform to any required Program Office, Departmental, or grantee-requested enhancements or changes." Steve goes on to say, "I understand that everyone has many job tasks to perform and IDIS is only one of them. However, going into the system once a month is not enough. I cannot stress how important it is to understand that to prepare for the system changes, you must go into IDIS and familiarize yourself with them."■

LIVE UPDATE

We are happy to announce the addition of

Butler County, OH

to the list of entitlement grantees that have gone "live" in IDIS.

Welcome! We look forward to working with you.

IDIS QUICK REFERENCE CARD

Section 1.5.3 of the new IDIS Reference Manual mentions the Quick Reference Card that was developed in conjunction with the Manual. A number of knowledge-hungry grantees called the TAU asking where they could get a copy. If you turn to page 9 of this newsletter, you will see the information from the Quick Reference printed in the IDISLive two-column format. To download the Quick Reference as a four-panel, two-sided brochure (in color), go the web address: http://www.hud.gov/cpd/idis/refcard.pdf.
For best results, set your printer for legal paper before printing.

THE HOPWA PAGE

The HOPWA Page spotlights issues pertinent to the HOPWA program. For further information, please contact Harry Garte, Senior CPD Representative, HIV Housing Specialist with the Office of HIV/AIDS Housing in the HUD Florida State Office at 305-536-5678 ext.2260 or by e-mail at Harry_A. _Garte@hud.gov.

HOPWA HIGHLIGHTS

Reminder: the Third National HOPWA Formula Grantees Meeting includes IDIS and HOPWA Training

The Office of HIV/AIDS Housing in cooperation with AIDS Housing of Washington (AHW) is making final arrangements for the Third National Meeting of HOPWA Formula Grantees this fall in Baltimore, Maryland. During the past year, the Office of HIV/AIDS Housing has worked closely with AHW on setting the agendas for various training workshops with particular attention to the input we have received from you, our grantees and program providers. The agenda includes HOPWA-specific IDIS training sessions with real computers for hands-on student participation. TONYA, Inc., HUD's IDIS training contractors, will facilitate the sessions. These meetings are particularly important for those grantees and program providers that are required to use the IDIS system but are somewhat reluctant to do so.

The objectives we hope to achieve through these meetings and the IDIS training sessions are to provide an opportunity for participants to receive technical assistance and to participate interactively in various group discussions. Please be prepared to take advantage of this comprehensive HOPWA-specific IDIS workshop! Are you experiencing any particular problems inputting HOPWA data into IDIS? Are you inputting the appropriate information into the system? Are you using the IDIS system to its fullest? Well, get ready to discuss these issues plus any problems or concerns you may have with the IDIS experts and HUD's HOPWA Program Managers.

The importance of your participation in these meetings cannot be emphasized enough. The meetings will be beneficial to all participants, especially new staff assigned to IDIS and/or HOPWA in your community. The meeting will be held from September 27th through the 29th at the Tremont Suites Hotel in recently redeveloped downtown Baltimore. Be sure to mark your calendars and don't forget to bring your questions. I hope to see you and your colleagues from other states and cities. If you have any questions before the meeting, please contact me, Harry A. Garte, Office of HIV/AIDS Housing at 305-536-5678 ext. 2260 or via e-mail at Harry_A._Garte@hud.gov.■

IDIS Q&A

SPRINTLINK: ID AND PASSWORD CONNECTIONS

Q: I have had a problem the last few days connecting to IDIS via SprintLink. I used the SprintLink ID I was originally assigned, but I received a message stating that the SprintLink password was invalid. When I used one of the alternate Sprint IDs and passwords that were provided in *IDIS Live* #28, I was able to log on with no problem.

Does this mean that my original SprintNet password has somehow been corrupted? Did I manage to mess this up myself? (I don't think that I have ever changed this password.) How many grantees are assigned the same Sprint ID and password? Thanks in advance for any advice or suggestions.

A: When SprintLink relays the error message "Invalid Sprint ID or password" 99% of the time that error message is false. What SprintLink means to say is "the phone lines are at capacity, try again soon." However, if a SprintLink ID and password consistently prohibit access to IDIS, discard them and use a set that works. The Field Offices have spares.

There are no more "personal" SprintLink IDs and passwords. "Your" SprintLink ID and password may be used by several people. In fact, several hundred people can use the same SprintLink ID and password simultaneously. **However, nobody should change a SprintLink password.** If someone changes the password unbeknownst to you, you will not be able to access the system. One SprintLink ID and password is as good as any other as long as it works.■*John Mayer, HUD*

SPRINTLINK: SET UP

Q Last month's issue of *IDIS Live* provided instructions for setting up SprintLink to connect to IDIS. However, I am still having difficulty. Do I have any other options?

A: Yes. In the event that you are still unable to connect, follow the steps below to set up SprintLink:

1. Download SprintLink 2.0a onto the C:\ drive of your PC. The software is found on the web at **www.hud.gov/cpd/idis/idissoft.html**.

2. Go to the MS DOS prompt by clicking on the MS DOS icon.

3. Prepare three pre-formatted diskettes by labeling them Sprint1, Sprint2 and Sprint3.

4. Insert diskette #1, type in the command "Sprint1.exe <space> a:" and copy the files onto the diskette. Repeat these steps for diskettes #2 and #3 until all files are copied onto the diskettes. (Be sure to change the number in the command line each time.)

5. Type EXIT and go to the Start Menu of the Windows application. Choose "settings," "control panel" and then "add/remove programs." The SprintLink file will be highlighted. Follow the systems prompts to properly install the program.

6. Set up the SprintLink settings (i.e., dial-in number, area code, exchange, response pulse, com port, IRQ, baud rate, parity and stop bits). Select the Production option for the IDIS region field to access the Production version of IDIS.

Note: the com port and IRQ setting for SprintLink ***must*** *match those of your system. That information can be found under the Settings/Control Panel/Modems option on the Start Menu.*■

TRAINING AND TECHNICAL ASSISTANCE

IDIS JULY TRAINING

CPD training heats up in July with hands-on workshops for both Entitlement and States scheduled for the week of July 26.

Are you an IDIS user who:

- has recently begun (or are about to begin) to use IDIS to set up activities, draw down funds, or report accomplishments to HUD?

- has been using IDIS - following your best instincts - but are just not quite sure if you are entering the information correctly or in the most efficient manner?

- has used certain features of IDIS, but want a better idea of how the entire system works?

If any of these areas apply to you, consider attending the next IDIS workshop scheduled the week of July 26. These hands-on workshops are intended to make you feel confident with your ability to use IDIS to do your job, whether it is setting up activities, reporting accomplishment data to HUD, or drawing down funds. In addition to these basic functions, you will also learn how about reporting program income in IDIS, creating and using subgrants for CHDOs (HOME only), accounting for HOME Administration funds, and generating and formatting reports. The Entitlement workshop also includes a special presentation on the Consolidated Annual Performance and Evaluation Report (CAPER).

ENTITLEMENT TRAINING

Grantees that receive HOME funds (plus other funds) should register for the "multi-funded" two-day session on July 29-30. Grantees that receive only CDBG funds may register for a one-day session on either July 29 or July 30.

STATES

CPD is especially pleased to announce the first workshop for States that are **already live** July 28-29. State training will be conducted on a program by program basis. State participants may sign up for one of the four tracks that are being offered:

- CDBG   July 27-28

- HOME   July 27-28

- ESG   July 27

- HOPWA   July 28

TO REGISTER

The workshop will take place in Alexandria, Virginia, located just outside of Washington, DC. To register, please obtain a registration form on HUD's IDIS web site, or call Jennifer Findley or Carmen Barnes at 202-289-8100.■

THE NEXT ISSUE OF *IDISLIVE* WILL BE PUBLISHED ON AUGUST 2, 1999.

TAU TOTALS FOR MAY

A total of 856 problem calls were received by the TAU during the month of May. This marks the second time this year that calls into the TAU have topped the 850 mark. The TAU customer service representatives answered all but two of those calls on the initial call-in. The two calls received into the voice mail system were responded to within 45 minutes. A review of the calls indicates that 44% of the calls concerned the HOME C/MI System and HOPE 3 program, while 56% of the calls requested assistance with IDIS.■

Quick Reference Card
For IDIS Common Path
Activity Setup/Revise
Activity Funding
Drawdowns
Reports
Helpful Tips
Key Contacts

ID/Password Reset   202-708-3300, Option 3
SprintLink IDs/Passwords

                              Call your Field Office
IDIS Hotline   800-273-2573

Logging On

1. Under the Consolidated Plan group, double click on the SprintLink 2.0a icon.

2. Type in your SprintLink ID and password. Click OK.

3. Type in your IDIS User ID and password. Press <Enter>.

Navigation Keys

<Tab>	Moves to next field
<Shift>+<Tab>	Moves up screen
<Enter>	Saves what you typed
<End>	Deletes all data in that field
<Spacebar>	Deletes characters in a field
<Home>	Return to initial cursor location
<Alt>+<Tab>	Switch to other Windows applications or back to IDIS

A. Activity Setup (MM Option A)
(Not all steps are required for all programs. Steps that are required for all programs are displayed in italics.)

First "Setup Activity" Screen:

1. *Type in Project Number and Program Year or press <F2> to select project from list.*

2. *Type in Activity Name and other information and press <Enter>.*

Second "Setup Activity" Screen:

1. Check the HUD Matrix Code and other questions.

2. *Program Income: Y or N*

3. Environmental Field: blank or A-D

4. *Other Entity or CHDO: Y or N*

Third "Setup Activity" Screen:

1. *Activity Status Code: (Default = 4 - Funds Budgeted.)*

2. Accomplishment Data: Press <F1> at the Proposed field, select one of the 13 choices. For Units, type the number of persons, youth, households, etc. served. The Actual fields should be filled in after units have been completed.

3. Fill out Accomplishment Narrative as you obtain results.

Fourth "Setup Activity" Screen (the "Money" Screen):

1. Type in the estimated amount for the activity from all sources.

2. To go directly to the program-specific screens, type X next to the Program name; otherwise, press <F4> to return to the Main Menu.

B. Revise Activity Setup (MM Option B)

1. Type in Project Number and Program Year or press <F2> to select project from list. Press <Enter> to display all activities under project.

2. Type X to select Activity and press <Enter>.

First "Setup Activity" Screen:

• Change any incorrect information.

Second "Setup Activity" Screen:

• Change any incorrect information.

Third "Setup Activity" Screen:

Update information about the proposed accomplishments for the activity for this program year, entering the actual accomplishments as the activity progresses toward completion.

1. If necessary, update the Activity Status Code.

2. When you first see this screen during a session, it displays the most *recent* accomplishment data. To view older data, press <Shift-F7> to page backward or <Shift-F8> to page forward.

3. To add a new accomplishment, press <Shift-F11>. (See the steps under Activity Setup for a description of the fields.) If the accomplishment is for a different program year, *change* the year before saving the new data with <F9>.

Fourth "Setup Activity" Screen (the "Money" Screen):

- Revise the estimated amount for the activity from all sources.

C. Activity Funding (MM Option I)

After an activity is set up, you *commit* the funds from each grant, subgrant, or subfund that is funding the activity. You cannot fund an activity for more money than you budgeted on the Setup Activity *Money* Screen (C04MA08).

Viewing Activity Funding (MM Option I 01)

- Select an activity and view the funding information.

Committing Funds (MM Option I 02)

- Select Project <F2> then select the activity or type in the HUD activity number.

First "Maintain Activity Funding" Screen

- Select the Program and Fund Type.

Second "Maintain Activity Funding" Screen

- Designate the amount of funds (by program year, if you like). Remember, based on FIFO rules, funds are drawn down from the oldest grant first, regardless of year.

D. Drawing Down Funds (MM Option D)

Remember, you can draw down funds only after they are committed.

Step 1: Authorization

IDIS knows which grants, subfunds, or subgrants to use to create the voucher based on the "grantee" you authorize.

1. At the Drawdown Menu, type 01 and press <Enter>.

2. Type X next to IDIS Entitlement Grantee, CHDO, or Other Entity to authorize. Press <Enter> twice.

Step 2: Create Drawdowns

You must know the activity number(s) from which you will be drawing down funds. Option 03, View Activity Funding Details, lets you view all your activities and their activity numbers.

1. At the Drawdown Menu, type 04 and press <Enter>.

2. If you want this drawdown request to be submitted to LOCCS on a future date, type the date.

3. Enter the activity number(s) for up to 15 line items and press <Enter>. You *cannot* mix CHDO Reserve activities (Fund Type = CR) with other types of activities.

4. The system displays the first four activities. If the activity is funded by more than one CPD program, for example, CDBG and ESG, you will see a line item for each program. Select the correct program to drawdown the funds.

   Type the amount (in dollars and cents) to be drawn down from the grant, subgrant, or subfund for the first line item. Press <Tab> to go to each subsequent line item.

5. When you have completed the entries on *this* screen, press <Enter> to save the amounts you entered. (If you don't press <Enter>, the system *will not* save the amounts.)

6. If you have more than four activities, press <Shift-F6> to see the next set of four activities. Repeat Steps 4-6 until you have entered draw amounts for all activities displayed.

7. Press <Shift-F8> to create the voucher.

   If all activities are properly funded, the system will prompt you to press <Shift-F8> again and you will see a voucher number displayed at the bottom of the screen; otherwise, you will see an error message that one or more activities either do not exist or have not been properly funded.

Step 3: Approve Drawdowns

This option allows authorized persons in the Grantee's organization to approve one or more (or all) line items on a voucher request created on the Create Drawdowns Screen (C04MD11). All voucher line items approved the same day will be submitted to LOCCS in the same batch for electronic payment.

1. At the Drawdown Menu, type 06 and press <Enter>.

2. Type the Date, Activity Number, or Voucher Number to limit the number of vouchers to display and press <Enter>.

3. Type A next to each voucher line item with a status of *Open* that you want to approve and press <Enter>.

4. At the Voucher Confirmation Screen, type Y if you want to approve all line items. If you leave N (the default value) and you have multiple line items, after you press <Enter> the system will display a list of all the line items on the voucher.

5. To change the date a line item is submitted to LOCCS for disbursement, type a future date over the date displayed.

6. To approve the line item, type A in the SEL field.

7. After you press <Enter>, the system will display a list of only those line items on the voucher that you approved and prompt you to confirm the approval.

E. How Grantees Download and Print a Report (MM Option E)

1. At the Reports Menu, type 01 and press <Enter>. The first report screen is displayed.

2. Type X next to each report that you wish to download and I under the Priority category to indicate that the report is to run immediately

3. Press <Enter> to save any reports you selected on this screen. It takes three screens to display all reports; use <Shift-F6> to page forward to select additional reports.

   Repeat steps 2-3 until you have selected all the reports that you want to run.

4. Press <F9> to submit the reports request. The message "Reports Submitted" should appear at the bottom left of the screen.

5. Press <F8> to display the Reports Status screen.

6. Type D next to the reports that have a "ready" status, and press <Enter>. The report will be automatically downloaded to the root directory (C:\) of your PC.

7. Use your <Alt-Tab> key to toggle back to your Program Manager (Windows). Go to your WordPerfect or Word Application and open the report as a file. Then select the whole report (Select All), and change the font style to Courier and the font size to 9. Finally, make sure that you are printing in "landscape."

F. Helpful Tips

Colors Have Meaning

Blue	You cannot change data
Green	You can type in data
White	Message from IDIS
Yellow	Message from IDIS
Red	Requires entry in this field

If System Locks

If you get disconnected from the mainframe: Press <Alt>+<Q>.
Invalid user ID or password message:
At new screen, retype ID or password.
"Working, working" message on too long: Press <Ctrl>+<Break>, then <Alt>+<Q>.
You get a program error message:
Press <F7> or <F4>. If message still appears, press <ALT>+<Q>.

Function Keys

<F1>=Help   <F3>=Saves data   <F4>=Main Menu
<F7>=Moves to previous screen
<F8>=Moves forward without saving