Chapter 12: Using the IDIS Reporting Capabilities

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12.1 What's in This Chapter

12.1.1 Overview

This chapter explains how to run reports and data extracts in IDIS, and how to download them to your PC for viewing or printing. (The reports cannot be viewed or printed from within IDIS.)

Examples of each report can be found in Appendix E, http://www.hud.gov/offices/cpd/systems/idis/pdf/refmanual/ref_man_e.pdf

The reporting module of IDIS provides a comprehensive set of 31 predefined or *canned* reports.

Internal program and financial management reports:

- Generate transaction information

- Support day-to-day operations

- Provide performance information

- Promote effective grants management.

External reports:

- Facilitate compliance and oversight reporting to local authorities, Congress and other stakeholders, HUD, and other funding and oversight authorities

- Facilitate input for CPD's Grants Management System (GMS), and

- Provide a basis for comparing the effectiveness of HUD's formula grant programs.

The IDIS Report Menu contains options to run both canned reports (including financial extracts) and data downloads. Data downloads are raw strings of unformatted IDIS data that you can manipulate and format to meet your specialized reporting needs. Refer to Appendix D for the record layouts and field descriptions of the IDIS data tables available for financial extracts and data downloads, http://www.hud.gov/offices/cpd/systems/idis/pdf/refmanual/ref_man_d.pdf

12.2 End-of-Year Reporting Using IDIS

One of the most important functions of grantees is to prepare annual reports at the end of the program year. These reports show HUD, local officials, and the public what grantees have accomplished with CPD grants and other funding. The information in annual reports must be accurate, complete, and up-to-date; grantees should consult HUD Field Office staff in preparing their annual reports.

To establish a permanent and complete record in the IDIS system, grantees should carefully input all of the required program, project/activity, and financial information for their full set of projects and activities.

12.3 How to Request Reports in IDIS

Users access IDIS in two ways:

- Web390 Internet access

- AttachMate Extra! (Field Office and HQ personnel only)

How users request reports on the IDIS Report Selection screen is the same regardless of the access method.

This section describes how to request reports. The following sections describe the different ways to download reports to your PC once the reports have run and are *Ready* in IDIS.

12.3.1 Selecting Reports on the Report Selection screen (C04MU15)

SCREEN: **Report Selection screen**   **(C04MU15)**

PURPOSE: Use this screen to select report(s). The complete list takes four screens to display. Because of the way IDIS displays the available reports, your screens may display the reports in a different order than what you see in the examples.
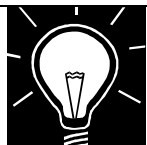
<table>
<tr>
<td></td>
<td>

FIELD OFFICE REPRESENTATIVES AND HQ ADMINISTRATORS:

You must select a grantee before you can request any report. To select a grantee, press **<F1>** on the Report Selection screen and press **<Enter>**. On the next screen, enter the Region Number and Field Office number, and the grantee name or the first few letters of the name if you know it. After you press **<Enter>**, IDIS displays the closest match; or, if you didn't enter a grantee name, all grantees in UOG number order. (You will have to use the F keys to navigate to the exact grantee.) Select a grantee by typing an **X** next to the grantee name, then pressing **<Enter>**.

When you return to the Report Selection screen, select one or more reports to run on behalf of this grantee. Remember, that you can now submit multiple report requests at the same time.

After you press **<F9>** to submit your selections, and, optionally, to complete any parameter screens, you will need to repeat the grantee selection process before you can submit requests for additional reports.

</td>
</tr>
</table>

<table>
<tr>
<td></td>
<td>

TIP:

Type **E 01** on the IDIS Main Menu to go directly to the Report Selection screen.

</td>
</tr>
</table>

Selecting a Report:

1. On the IDIS Main Menu, select option **E** (Reports Menu) and press **<Enter>.**

2. On the Reports Menu, type **01** for Report Selection and press **<Enter>**. You will see the Report Selection screen (C04MU15).

3. On the first screen, type **X** next to each report you wish to download and **I** under the Priority category to indicate that the report is to run immediately.

   If the selection screen displays a green data entry area under the **Year** column, you must specify the program year for which you are requesting the report.

   Exception: For the Status of HOME Activities report (C04PR22), leave the Year field blank to request a report for the current year, or enter **9999** to request a report for all years.

4. Press **<Enter>** to save your selections on the first screen.

   It takes four screens to display the entire list of reports. Press **<F18>** to display each of the next three screens where you can select additional reports.

5. Press **<F9>** to submit your report request.

   If any report you requested requires additional report criteria, you will see one or more additional Parameter screens. Examples of these additional screens and instructions for completing them are provided later in this chapter.

   If the report you requested does not require additional information, you will see the message **Reports Submitted** at the bottom of your screen.

   If you see the message **Report(s) Not Submitted**, you probably forgot to enter and save a required parameter or, if an HQ or Field Office user, you did not select a default grantee.

```
 09/16/02   THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM   15:36  C04MU15
                         REPORT SELECTION

GRANTEE: BERKS COUNTY
SELECT                                                    PRIORITY  YEAR

   _        HUD Grants and Program Income             -PR01       _
   _        List of Activities by Pgm Yr and Project  -PR02       _
   _        Drawdown Report by Project and Activity    -PR05       _
   _        Activity Summary (GPR) for Grantee         -PR03       _      ____
   _        Summary Of Con Plan Projects for Report Year -PR06     _      ____
   _        Program Income Details by FY and Pgm       -PR09       _
   _        Drawdown Report by Voucher Number          -PR07       _
   _        Grantee Summary Activity Report            -PR08       _
   _        CDBG Housing Activities                    -PR10       _
   _        CDBG New Housing Construction Activities   -PR11       _



SELECT    (PLACE AN X NEXT TO ENTRY(IES))
PRIORITY (I = IMMEDIATE,  N = AT NIGHT)



F1 =HELP  F3 =VALDT  F4 =MAIN MENU  F6 =CLR  F8 =NEXT
F9 =SUBMIT REPORTS  F17 =UP  F18 =DOWN  ENTER =SELECT REPORTS
```

```
 09/16/02   THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM   15:37  C04MU15
                         REPORT SELECTION

GRANTEE: BERKS COUNTY
SELECT                                                    PRIORITY  YEAR

   _        ESG Financial Summary for FY               -PR12       _
   _        CDBG Float-Funded Activities               -PR13       _
   _        CDBG CDFI and NRSA Activities              -PR14       _
   _        CDBG FINANCIAL EXTRACTION                               _
   _        HOPWA FINANCIAL EXTRACTION                              _
   _        HOME FINANCIAL EXTRACTION                               _
   _        ESG FINANCIAL EXTRACTION                                _
   _        ESG Program Grantee Statistics for PY      -PR19       _      ____
   _        Status of HOME Activities                  -PR22       _      ____
   _        Status of CHDO Funds by Fiscal Year        -PR25       _



SELECT    (PLACE AN X NEXT TO ENTRY(IES))
PRIORITY (I = IMMEDIATE,  N = AT NIGHT)



F1 =HELP  F3 =VALDT  F4 =MAIN MENU  F6 =CLR  F8 =NEXT
F9 =SUBMIT REPORTS  F17 =UP  F18 =DOWN  ENTER =SELECT REPORTS
```

```
09/16/02   THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM   15:38  C04MU15
                            REPORT SELECTION

GRANTEE: BERKS COUNTY
SELECT                                                      PRIORITY  YEAR

_        ESG Grantee Activity Summary          -PR20         _      ____
_        Summary of Accomplishments            -PR23         _      ____
_        Status Of HOME Grants                 -PR27         _
_        CDBG Financial Summary                -PR26         _
_        Administration User Profile List      -PR30         _
_        HOME Matching Liability Report         -PR33         _
_        CDBG Timeliness Report                -PR56         _
_        Status of OE Funds by Fiscal Year     -PR34         _
_        Grant, Subfund, and Subgrant Report   -PR35         _
_        Receipt Audit Trail Report            -PR36         _


SELECT   (PLACE AN X NEXT TO ENTRY(IES))
PRIORITY (I = IMMEDIATE,  N = AT NIGHT)



F1 =HELP  F3 =VALDT  F4 =MAIN MENU  F6 =CLR  F8 =NEXT
F9 =SUBMIT REPORTS  F17 =UP  F18 =DOWN  ENTER =SELECT REPORTS
```

```
09/16/02   THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM   15:38  C04MU15
                            REPORT SELECTION

GRANTEE: BERKS COUNTY
SELECT                                                      PRIORITY  YEAR

=        Cost Per HOME-Assisted Unit/Family         -PR15        _
_        HOME Lower Income Benefit - All Fiscal Years -PR16      _
_        CDBG Acts Subj to Jobs/Svcs Pub Ben Calc    -PR17       _
_        Activity Estimates, Funding, and Draws      -PR38       _
_        HOPWA Project Activity Summary              -PR72       _      ____
_                                                                _
_                                                                _
_                                                                _
_                                                                _
_                                                                _


SELECT   (PLACE AN X NEXT TO ENTRY(IES))
PRIORITY (I = IMMEDIATE,  N = AT NIGHT)
BOTTOM OF DATA REACHED

F1 =HELP  F3 =VALDT  F4 =MAIN MENU  F6 =CLR  F8 =NEXT
F9 =SUBMIT REPORTS  F17 =UP  F18 =DOWN  ENTER =SELECT REPORTS
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee		The Grantee logged into IDIS and requesting the report. Or, for field office and HQ, the grantee for which you are requesting the report.	Protected field
Select [Report]		Type X next to each report you want to generate.	X
Select Priority		Type I to run the report immediately. Type N to run the report off hours.	I or N
Year		Type the year for which you are requesting the report.	yyyy
Press <**Enter**> to save any reports selected on this screen. Press **<F18>** to view and select reports on the next three Report Selection screens. Press **<F9>** to process the report request.			

12.3.2 Requesting Reports with Additional Parameters

When you request any of the reports listed below, IDIS displays an additional screen where you can specify one or more run-time parameters:

- C04PR02   List of Activities
- C04PR05   Drawdown Report by Project and Activity
- C04PR07   Drawdown Report by Voucher Number
- C04PR08   Grantee Summary Activity
- C04PR09   Program Income Detail
- C04PR26   CDBG Financial Summary
- CO4PR27   Status of HOME Grants
- C04PR30   Administration User Profile List (when run by Field Office or HUD
  HQ)
- C04PR33   HOME Matching Liability
- C04PR35   Grant, Subfund, and Subgrant
- C04PR56   CDBG Single Grantee Timeliness
- C04PR56   CDBG Multi-Grantee Timeliness

Details about the parameter screen for each report follow. In most cases, if you make no changes on the parameter screen, IDIS will run a default report that uses all applicable records in the IDIS database.
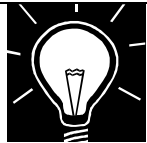
	NOTE:
	HUD Field Office users can modify the UOG Code and UOG Number on the parameter screens. HQ users can also modify the Region Office and Field Office fields.

12.3.2.1 List of Activities, C04PR02

```
01/08/01   10:43    LIST OF ACTIVITIES BY PGM YR AND PROJECT -PR02   C04MU52


        REGION OFFICE:    03

        FIELD OFFICE:     26

        PROGRAM CODE:     _

        PROGRAM YEAR:     ____

        UOG CODE:         429011

        UOG NUM:          00001











    F3 = VALDT  F7 = PREV   F9 = SAVE
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Program Code		You may limit your output to a single program by entering the program code (B = CDBG; H= HOPWA; M = HOME; S = ESG); leave blank to see information for all programs.	B, H, M, or S
Program Year		You may limit your output to one program year by entering a year greater than 1991; leave blank to see information for all program years.	yyyy greater than 1991

12.3.2.2 Drawdown Report by Project and Activity, C04PR05

```
01/08/01   10:44    DRAWDOWN REPORT BY PROJECT AND ACTIVITY -PR05    C04MU60




        PROJECT ID:       ____

        ACTIVITY ID:      000000000003

        PROGRAM CODE:     _

        PLAN YEAR:        ____











 F3 = VALDT  F7 = PREV   F9 = SAVE
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Project ID		You may limit your output to the activities in a single project by entering a 4-digit Project ID; leave blank to see information for all projects. (If you enter a Project ID, leave the Activity ID field blank.)	4 numeric characters
Activity ID		You may limit your output to a single activity by entering an up-to 12-digit HUD activity number; leave blank to see all activities. (If you enter an Activity ID, leave the Project ID field blank.)	up to 12 numeric characters
Program Code		You may limit your output to a single program by entering the program code (B = CDBG; H= HOPWA; M = HOME; S = ESG); leave blank to see information for all programs.	B, H, M, or S
Plan Year		You may limit your output to the activities set up in a single plan year by entering a year greater than 1991; leave blank to see information for all plan years.	yyyy > 1991

12.3.2.3 Drawdown Report by Voucher Number, C04PR07

```
01/08/01 10:45    DRAWDOWN REPORT BY VOUCHER NUMBER -PR07           C04MU59




  ACTIVITY-ID:    000000000000

  PROGRAM-CODE:    _

  FUND-TYPE:   __

  SOURCE-TYPE:   __

  RECIPIENT TYPE:   __

  VOUCHER DATE RANGE  FROM:  01 / 01 / 1999 TO: 12 / 31 / 1999




  F3 = VALDT  F7 = PREV   F9 = SAVE
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Activity ID		You may limit your output to a single activity by entering the up-to 12-digit activity number.	12 numeric characters
Program Code		You may limit your output to a single program by entering the program code (B = CDBG; H= HOPWA; M = HOME; S = ESG); leave blank to see information for all programs.	B, H, M, or S

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Fund Type		You may limit your output to a single Fund Type by entering its two-letter code; leave blank to see information for all fund types. AD Administrative Subfund CC CHDO Capacity Building Subfund CO CHDO Operating Expenses Subfund CR CHDO Reserved Subfund EN Entitlement Grant PI Program Income Funds RL Revolving Loan Funds RE Recaptured Funds SF CDBG State Revolving Funds SU Subgrant TA Technical Assistance	AD, CC, CO, CR, EN, PI, RL, RE, SF, SU, TA
Source Type		You may limit your output to one Source Type by entering the two-letter source type of the grant, for example MC, UC, DC, or SG. Refer to Appendix B of the IDIS Reference Manual for a list of source types http://www.hud.gov/offices/cpd/systems/idis/pdf/ refmanual/ref_man_b.pdf	2 alphanumeric characters
Recipient Type		You may limit your output to a single Recipient Type by entering its two-letter code; leave blank to see information for all recipient types. CO CHDO LG Local government OE Other Entity SE State Entitlement SR State Recipient	CO, LG, OE, SE, or SR
Voucher Date Range		You may limit your output to a starting date and/or ending date by entering dates greater than 1991 in the format mm dd yyyy; leave blank to see up to the latest voucher in the database.	mm dd yyyy > 1991

12.3.2.4 Grantee Summary Activity Report, C04PR08

```
01/08/01   10:45   GRANTEE SUMMARY ACTIVITY REPORT -PR08        C04MU66



        STATUS CODE:      =

        MATRIX CODE:      ___












F3 = VALDT  F7 = PREV   F9 = SAVE
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Status Code		You may limit your output to activities with a particular status: 1 Canceled 2 Completed 3 Underway 4 Funds Budgeted Leave blank to see all activities, regardless of status.	1, 2, 3, or 4
Matrix Code		You may limit your output to a single matrix code; leave blank to see all matrix codes. For a complete list of matrix codes and their definitions, refer to Appendix B of the IDIS Reference Manual: http://www.hud.gov/offices/cpd/systems/idis/pdf/ refmanual/ref_man_b.pdf	3 alphanumeric characters

12.3.2.5 Program Income Detail, C04PR09

```
01/08/01   10:44        PROGRAM INCOME DETAILS BY FY AND PGM -PR09    C04MU61



        PROGRAM CODE:            _

        START RECEIPT DATE:      ____ - __ - __

        END RECEIPT DATE:        ____ - __ - __










F3 = VALDT  F7 = PREV   F9 = SAVE
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Program Code		You may limit your output to a single program by entering the program code (B = CDBG; H= HOPWA; M = HOME; S = ESG); leave blank to see information for all programs.	B, H, M, or S
Start Receipt Date		You may limit the starting receipt date by entering a date greater than 1991 in the format yyyy mm dd; leave blank to see information from the first receipt in the database.	yyyy mm dd > 1991
End Receipt Date		You may limit the ending receipt date by entering a date greater than 1991 in the format yyyy mm dd; leave blank to see up to the latest receipt in the database.	yyyy mm dd > 1991

12.3.2.6 CDBG Financial Summary, C04PR26

```
 08/22/01   11:36              CDBG FINANCIAL SUMMARY REPORT         C04MU18
 LINE#            PROGRAM YEAR:    2000
                                                   +/-    ADJUSTMENTS
 01. UNEXPENDED CDBG FUNDS AT END OF PREV REP PERIOD  +           100.00
 03. SURPLUS URBAN RENEWAL                            +            50.00
 04. SECTION 108 GUARANTEED LOAN FUNDS               -            75.00
 07. ADJUSTMENT TO COMPUTE TOTAL AVAILABLE           -           125.00
 10. ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO    +           150.00
     LOW/MOD BENEFIT
 14. ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES        -            35.00
 17. EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS    +            25.00
 18. EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING          +            25.00
 20. ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT      -          1000.00
 23. PROGRAM YEARS(PY) COVERED IN CERTIFICATION  PY 1998   PY 1999   PY 2000
 24. CUMULATIVE NET EXP SUBJECT TO LOW/MOD BENEFIT CALC  +      12345678.00
 25. CUMULATIVE EXPENDITURES BENEFITTING LOW/MODPERSONS  +       3600000.00
 29. PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PY   +         54321.00
 30. ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS      -        101010.00
 34. ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP   -           500.00
 39. PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PY   +       4567123.00
 40. ADJUSTMENT TO COMPUTE TOTAL PLNG ADMIN OBLIGATION   +       2121212.00
 44. ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP   -          1500.00
  DATA  SAVED
 F3 = VALDT  F7 = PREV   F9 = SAVE
```

The Program Year and any adjustments displayed on this screen when you first see it during a session are the settings you used when you last ran the report. Depending on the circumstances, these settings may or may not be appropriate for this run. (For HQ and Field Office personnel, the settings will apply to the last grantee for which you ran the report.) We recommend that you do a print screen each time you run the report with adjustments so that you have an audit trail of prior runs.

The default report, without any adjustments, displays financial data as it is stored in the IDIS database. Grantees may need to provide information for this report from sources other than IDIS. For information on how and when to make adjustments for end-of-year reporting, refer to the web document,
http://www.hud.gov/offices/cpd/systems/idis/pdf/explnfinsum.pdf

12.3.2.7 Status of HOME Grants, CO4PR27

Effective with Version 6.6, users may request either the Grantee Detail Report which includes data for the logged in grantee and all subrecipients and CHDOs (the "old" report); or they may request the new Grantee Summary Section Report which includes data only for the logged in grantee. (To request a summary report for a particular CHDO or subrecipient, the activity owner should log in to IDIS as the CHDO or subrecipient.)

```
C04U MU55      INTEGRATED DISBURSEMENT INFORMATION SYSTEM      01/03/02
C12470         STATUS OF HOME GRANTS REPORT (PR27)                 14:00
GRANTEE: 000000765 PENNSYLVANIA              UOG CD/NUM: 420001 00001


                   REPORT OPTION SELECTION

 SELECT ONE OF THE FOLLOWING OPTIONS AND PRESS ENTER:



 _ GRANTEE DETAIL REPORT
 _ GRANTEE SUMMARY SECTION REPORT








 ENTER = PROCESS  F4 = MAIN MENU  F6 = CLEAR
 F7 = PREV  F9 = SUBMIT REPORT  F12 = EXIT IDIS
```

12.3.2.8 Administration User Profile List, CO4PR30

When an HQ or Field Office user requests this report, they will see an additional parameter screen. HQ users will see a prompt to run the report for a specific Field Office and Region, for All Grantees in the Region and Field Office currently selected, or for one Grantee. Field Offices see prompts for All Grantees in the Region and Field Office currently selected or for one Grantee. Grantees do not see this parameter screen; they always receive a report for one grantee, themselves.

```
01/12/01   11:09     ADMINISTRATION USER PROFILE LIST -PR30          C04MU51


 REGION NUMBER:  09          FIELD OFFICE NUMBER:  39

 GRANTEE ID: 000034476

   UOG     UOG
  CODE    NUMBER  GRANTEE NAME                         CITY          STATE
  063228   00001  SAN FRANCISCO                        SAN FRANCISCO   CA




FIELD OFFICE AND REGION _        ALL GRANTEES _     ONE GRANTEE _

 ENTER AN X TO SELECT ALL GRANTEES WITHIN THE FIELD OFFICE AND REGION
 OR ENTER AN X TO SELECT ONE GRANTEE.   OR ENTER AN X TO SELECT ALL GRANTEES




 F7 = PREV   ENTER = PROCESS
```

The directions on the screen are somewhat confusing. Read these steps before proceeding:

For HQ users, if you want to run this report for other than your default region and field office (shown on the top of the screen), type an "X" next to Field Office and Region, then press <Enter>. On the Grantee List for Office screen (CO4MF08), select the Region, Field Office, *and* a Grantee (even though you are not running a single grantee report). Press PF7 and the MU51 parameter screen is redisplayed with the new information you entered. If correct, press F7 to run the report *for all users in the same Field Office and Region as the selected grantee*.

Field Office users can request this report for All Grantees within their jurisdiction or for One Grantee. If One Grantee is selected, after you press <Enter>, the Grantee List for Office screen (CO4MF08) is displayed so you can select the One Grantee for which to run the report.

12.3.2.9 Home Matching Liability, C04PR33

```
09/20/02   10:35      HOME MATCHING LIABILITY REPORT -PR33          C04MU54

           REGION OFFICE:    03

           FIELD OFFICE:     06

           FISCAL YEAR:      ____

           UOG CODE:         240001

           UOG NUM:          00001














F3 = VALDT  F7 = PREV   F9 = SAVE
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Fiscal Year	✓	You must enter a fiscal year greater than 1992 to run this report.	yyyy > 1992

12.3.2.10 Grant, Subfund, and Subgrant Report, C04PR35

```
01/08/01   10:46        GRANT, SUBFUND, AND SUBGRANT REPORT - PR35    C04MU67

          REGION OFFICE:    03

          FIELD OFFICE:     26

          PROGRAM CODE:     _

          PROGRAM YEAR:     ____

          UOG CODE:         429011

          UOG NUM:          00001




 F3 = VALDT   F7 = PREV   F9 = SAVE
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Program Code		You may limit your output to a single program by entering the program code (B = CDBG; H= HOPWA; M = HOME; S = ESG); leave blank to see information for all programs.	B, H, M, or S
Program Year		You may limit your output to a single FISCAL YEAR by entering a year greater than 1991; leave blank to see information for all fiscal years. (The parameter screen incorrectly displays a prompt for "Program Year.")	yyyy > 1991

12.3.2.11 CDBG Single Grantee Timeliness Report, C04PR56

There are two very different versions of this report: one report is run by either grantees or HUD HQ/FO and displays current timeliness data for a single grantee; the other, run by HUD field office and HQ personnel, displays either current or historical timeliness data for multiple grantees within a field office, region or the entire country. This section describes the single grantee report, the next section describes the multi-grantee report.

Note: a grantee's Program Year is maintained by the Field Office Administrator on the "Program Year Start and End Dates" screen (CO4MU57). See section 15.14 of the IDIS Reference Manual, Maintaining Period Dates.

```
 06/25/01 14:54            CDBG TIMELINESS REPORT -PR56              C04MU56


           REGION OFFICE:            03

           FIELD OFFICE:             26      PHILADELPHIA

           UOG CODE:                 425451   PHILADELPHIA

           UOG NUM:                  00001

           TYPE REPORT:             C (C)URRENT OR (H)ISTORY

           SORT SEQUENCE:            N (N)AME, 60 DAY (R)ATIO






 F3 = VALDT  F7 = PREV   F9 = SAVE
```

- The information on the Parameter screen is for display only. To run the report, press <F9>, and then press <F7>.

12.3.2.12 CDBG Multi-Grantee Timeliness Report, C04PR56

This section describes the multi-grantee timeliness report run by HUD headquarters and field offices; the prior section describes the single grantee timeliness report.

For HQ and field offices, from the Report Selection screen, you must press **<F1>** to select a Region, Field Office, and Grantee. Do this even if you want to run the report at the HQ or Region level. (You delete any extraneous input on the subsequent parameter screen.)

- To run the report for a Field Office, delete the UOG Code and UOG Number.

- To run the report for a Region, delete the Field Office, UOG Code and UOG Number.

- To run the report for all field offices (the entire country), delete the Region Office, Field Office, UOG Code, and UOG Number.

```
 06/25/01 14:54           CDBG TIMELINESS REPORT -PR56              C04MU56


         REGION OFFICE:          03

         FIELD OFFICE:           26       PHILADELPHIA

         UOG CODE:               425451   PHILADELPHIA

         UOG NUM:                00001

         TYPE REPORT:            C (C)URRENT OR (H)ISTORY

         SORT SEQUENCE:          N (N)AME, 60 DAY (R)ATIO








  F3 = VALDT  F7 = PREV   F9 = SAVE
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Type Report	✓	Leave the default (C) to run the report for current Program Year; or, type "H" to run the report for the five prior Program Years. Note: Note: a grantee's Program Year is maintained by the Field Office Administrator on the "Program Year Start and End Dates" screen (CO4MU57). See section 15.14 of the IDIS Reference Manual, Maintaining Period Dates.	C or H
Sort Sequence	✓	Leave the default (N) to sort grantees in name order; or, type "R" to sort the report by highest to lowest DD Ratio unadjusted for PI.	N or R

12.4 How to Download "Ready" Reports from the Report Status Screen (C04MU16)

SCREEN: **Reports Status screen**   C04MU16

PURPOSE: Use the Report Status screen to see if the status of a report you have requested is *Not Ready* (still processing) or *Ready* (complete) and to download *Ready* reports from the mainframe to the report server where they can be transferred to your PC.

You can get to the Report Status screen two ways:

- Select **Option 02** from the Report Menu

- Press **<F8>** from the Report Selection screen.

How To Complete This Screen:

1. Type **<D>** for download in the Activity column next to each report you want to download, then press **<Enter>** to initiate the report transmittal process.

    You can download up to 10 reports in one session (the number that will fit on one MU16 screen). If you need to download more than ten reports, download the first ten, transfer them to your PC (see the next two sections), then download the next ten, etc.

    If you access IDIS using Web390 or AttachMate 3270, you will have to perform an additional step before the report downloads to your PC. (See the directions that follow.)

2. If a submitted report does not complete properly and needs to be resubmitted, IDIS will display a status of "Rerun." Return to the Report Selection screen and request the report again.

```
02/12/03      THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM      C04MU16
                              REPORTS STATUS


                          USER-ID ( C12470   )

ACTIVITY   REPORT NAME              DATE        TIME       STATUS
    _      DRAWDN VCHR NUM-PR07   04-01-2004   05.49.41    READY
    _      DRAWDN PROJ ACT-PR05   04-01-2004   05.49.16    READY
    _      DRAWDN VCHR NUM-PR07   04-01-2004   05.34.12    READY
    _      DRAWDN PROJ ACT-PR05   04-01-2004   05.33.49    READY
    _      ACT SUMM (GPR) -PR03   03-31-2004   04.47.17    READY
    _      DRAWDN VCHR NUM-PR07   02-12-2003   13.42.07    downloading
    _      SUMM PLAN PROJS-PR06   02-11-2003   11.57.05    READY
    _      ACT SUMM (GPR) -PR03   02-11-2003   11.57.04    READY
    _      DRAWDN PROJ ACT-PR05   02-11-2003   11.57.03    READY
    _      LIST OF ACTS   -PR02   02-11-2003   11.57.02    READY




ACTIVITY  ( D = DOWNLOAD )



          F4  = MAIN MENU  F6 = CLEAR  F7 = PREV
F8 = NEXT    F17 = UP         F18 = DOWN
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Activity		Type **<D>** to initiate the report download process.	D
Report Name		This column lists all the reports you have run in IDIS within the last seven days with the newest report listed first. (Press **<F18>** to scroll through each subsequent screen.) Reports older than seven days are automatically deleted from the system.	Protected field
Date/Time		The date and time you ran the report.	Protected field
Status		This field displays the status of the report. Reports still running have a status of NOT READY; reports that have completed have a status of READY. Reports that did not complete properly have a status of RERUN. Your report must have a READY status before you can download it to your PC. After you download a report to the report server, it will have one of two statuses: ▪ On Server if you use Web390 ▪ On Mainframe if you use AttachMate	Protected field
Press **<ENTER>** to process your request. Press **<F7>** to return to the Report Menu.			

12.4.1 Downloading Report Using Web390

To be able to download reports using Web390 Internet access, your network administrator must allow incoming and outgoing FTP traffic on your network and must allow you access to a DOS prompt.

Downloading FTPZIP.EXE Software

To download reports, you must have the program RPTDOWN.BAT installed on your hard drive in the directory C:\IDISDOWN. To download this file:

1. Using your browser, go to the web page:
   http://www.hud.gov/offices/cpd/systems/idis/start/accessing_idis.cfm

   Under Step 3, click on "ftpzip.exe"
   Select "Save this Program to Disk"

   You will see a dialog box prompting for a location to save the installer file (FTPZIP.EXE) on your hard drive. Note this location.

2. Using My Computer or Explorer, go to the folder where you downloaded and saved the FTPZIP.EXE file. Double click on the file name. When the dialog box appears, make sure that the "Extract To" box says c:\, not a sub-directory. Click on the Extract button.

   The installer will create the directory \IDISDOWN, which contains files used by the download process; and the directory \IDISDATA, which is used to store downloaded data extract files. (If the \IDISDATA directory already exists, its contents will not be erased.)

To Download Reports using RPTDOWN.BAT:

1. At the IDIS Report Status screen, type **D** next to each report with a **Ready** status that you want to download and then press **<Enter>**. After the status changes from "Downloading" to "On Server," proceed to the next step.

2. Press **<Alt-Tab>** to toggle to the Windows desktop. From the Start Menu, select Run, then type the following command in **ALL CAPS**:

   C:\IDISDOWN\RPTDOWN P USERID

   (USERID is your IDIS User ID, and P represents Production. (To download reports from Pseudo production, substitute an R.)

   If the download completes successfully, the message "Process appeared successful" should be displayed in the DOS window. The report downloads to the root of your c:\ directory.

3. Type **Exit**, then press **<Enter>** to return to the Windows Program Manager or Windows Explorer.

4. Press **<Alt-Tab>** to toggle back to IDIS.

Note:
If the download fails, you will see a message string that says TRANSFER FAILED. If this happens, type Exit from the DOS window and try downloading your report again.

12.4.2 Downloading Reports Using AttachMate 3270

Many HQ and Field Office personnel access IDIS through the HUD Lan. These users use AttachMate 3270 to access IDIS.

Obtaining ALLIDIS.BAT Software

To be able to download reports, you must have the program ALLIDIS.BAT installed in the root in the directory C:\. To obtain this file, contact the TAU at 1-800-273-2573.

To Download Reports using ALLIDIS.BAT:

1. At the IDIS Report Status screen, type **D** next to each report with a **Ready** status that you want to download and press **<Enter>**. After the status changes from "Downloading" to "On Mainframe," proceed to the next step.

2. Press **<Alt-Tab>** to toggle to the Windows desktop. From the Start Menu, select Run, then type the following command:

    C:\ ALLIDIS c12345 [userid] [password]/p
    where
    [userid] = your IDIS login ID
    [password] = your IDIS password
    r = pseudo production, p = production region, t = UAT region

    If the download completes successfully, the message "Process appeared successful" should be displayed in the DOS window. The report downloads to the root of your c:\ directory.

3. Type **Exit**, then press **<Enter>** to return to the Windows Program Manager or Windows Explorer.

4. Press **<Alt-Tab>** to toggle back to IDIS.

	NOTE: If the download fails, you will see a message string that says TRANSFER FAILED. If this happens, type Exit from the DOS window and try downloading your report again.

12.4.3 IDIS Names for Downloaded Reports

IDIS uses the following naming convention for downloaded reports. The download process automatically writes files to the root of your c:\ drive; you cannot change this. If a file with this name already exists in your c:\ root directory, IDIS will overwrite the existing file with the new file.

Report Number	Report Title	Report Filename
C04PR01	HUD Grants and Program Income	fegf.rpt
C04PR02	List of Activities	actvty.rpt
C04PR03	Activity Summary (GPR) for Grantee Number	sumactvt.rpt
C04PR05	Drawdown Report by Project and Activity	grtdraw.rpt
C04PR06	Summary of Consolidated Plan Projects for Report Year	cppefrm.rpt
C04PR07	Drawdown Report by Voucher Number	ddvouchr.rpt
C04PR08	Grantee Summary Activity Report	grtsum.rpt
C04PR09	Program Income Details by Fiscal Year and Program	pgmincom.rpt
C04PR10	CDBG Housing Activities	rehabact.rpt
C04PR11	CDBG New Housing Construction Activities	newhsg.rpt
C04PR12	ESG Financial Summary for FY	esgsumfy.rpt
C04PR13	CDBG Float-Funded Activities	ffund.rpt
C04PR14	CDBG CDFI and NRSA Activities	actcdfi.rpt
C04PR15	Cost Per HOME-Assisted Unit/Family	csthmunt.rpt
C04PR16	HOME Lower Income Benefit – All Fiscal Years	hlibfys.rpt
C04PR17	CDBG Activities Subject to Jobs/Services Public Benefit Calculation	capubenc.rpt

C04PR19	ESG Grantee Statistics for Program Year xxxx	esgstats.rpt
C04PR20	ESG Grantee Activity Summary	esgact.doc
C04PR22	Status of HOME Activities	homeact.rpt
C04PR23	Summary of Accomplishments	sumaccmp.rpt
C04PR25	Status of CHDO Funds by Fiscal Year	chdofund.rpt
C04PR26	CDBG Financial Summary	cdbgstat.rpt
C04PR27	Status of HOME Grants	homegrnt.rpt
C04PR30	Security Administrator User Profile List	scrtyrpt.rpt
C04PR33	HOME Matching Liability Report	homemtch.rpt
C04PR34	Status of OE Funds by Fiscal Year	otherenti.rpt
C04PR35	Grant, Subfund, and Subgrant Report	subgrant.rpt
C04PR36	Receipt Audit Trail Report	rcptaudt.rpt
C04PR38	Activity Estimates, Funding and Draws	estfndrw.rpt
C04PR56	CDBG Timeliness Report	cdbgtime.rpt
C04PR72	HOPWA Project Activity Summary for Report Year XXXX	hprjacts.rpt

12.5 Formatting Downloaded Reports

How to Format a Report

Before printing an IDIS report from Microsoft Word or WordPerfect, first follow these steps. If you don't, the mainframe-generated report line won't fit on a single line and headers will appear randomly throughout the report instead of at the top of each page. All IDIS reports are designed with a one inch top margin and one inch side margins. You may need to adjust the bottom margin (preset at 1") to get the proper number of lines to fit on a page.

1. Press **<Alt/Tab>** to toggle back to your Program Manager.

2. Locate the ***.rpt** file on your hard drive.

3. Open WordPerfect or Microsoft Word and open the report as a file.

4. Select the whole report by pressing **<Ctrl/A>**.

5. Change the font style to **Courier New** and the font size to **8**.

6. Select **Landscape** orientation from your page setup screen.

7. Set the top and side margins at 1". If the default bottom margin of 1" is too large, try a smaller bottom margin, for example .8".

12.6 Obtaining Data Downloads and Financial Extracts (C04MU19)

IDIS data extracts and financial extracts download as ASCII files with records of unformatted program and financial data. You can use data extracts to create custom reports, statistical analyses, or grantee data. You can run data extracts immediately, or, if they contain a large amount of data, run them overnight. If you are a Field Office or HQ Administrator running an extract on behalf of a grantee, press **<F1>** to select the field office or grantee before selecting any extracts.

SCREEN: **Data Download Selection screen** **C04MU19**

PURPOSE: Use this screen to select the type of data you want to extract. The Financial Extracts are selected on the second Report Selection screen, not with this option. Refer to Section 12.3 for help with selecting reports.

How To Complete This Screen:	Where appropriate, type in the following data. (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)
	It takes two screens to display the complete list of data extracts. Request each extract from this screen as a separate request, then press **<F18>** to select extracts from the second screen.
	When you have completed the fields on this screen, press **<F8>** to go to the Reports Status screen.
SELECT	1. Type **X** next to each extract that you wish to download.
PRIORITY	2. Type **I** next to each extract that you want to generate immediately; or type **N** to generate the extract(s) overnight.
	Press **<Enter>** to process your request.
	3. Press **<F8>** to display the Reports Status screen. Reports and data extracts will be displayed on the same screen, in order by most recent request.
	4. Refer to Section 12.4 for directions on downloading extracts to your PC. Unlike pre-formatted reports, data extracts download to the \idisdata directory.

```
 08/21/01   THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM   15:27  C04MU19
                      DATA DOWNLOAD SELECTION


GRANTEE: BERKS COUNTY
SELECT                                                      PRIORITY

   _        ESG PROGRAM DATA                                    _
   _        CDBG PROGRAM DATA                                   _
   _        HOME PROGRAM DATA                                   _
   _        HOPWA PROGRAM DATA                                  _
   _        ACTIVITY                                            _
   _        BENEFICIARY                                         _
   _        CDFI                                                _
   _        DRAW HISTORY                                        _
   _        ECONOMIC DEVELOPMENT                                _
   _        GRANT                                               _



 SELECT    (PLACE AN X NEXT TO ENTRY(S))
 PRIORITY (I = IMMEDIATE,  N = AT NIGHT)



 F1 = HELP   F3 = VALDT  F4 = MAIN MENU
             F8 = NEXT   F17 = UP    F18 = DOWN
```

```
 08/21/01   THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM   15:28  C04MU19
                      DATA DOWNLOAD SELECTION


GRANTEE: BERKS COUNTY
SELECT                                                      PRIORITY

   _        GRANTEE                                             _
   _        PLAN                                                _
   _        RECEIPT                                             _
   _        STRATEGY                                            _
   _        SECURITY                                            _
   _        HQ HOME FINANCE                                     _
   _        DRAW                                                _
   _        REPORT DATES                                        _




 SELECT    (PLACE AN X NEXT TO ENTRY(S))
 PRIORITY (I = IMMEDIATE,  N = AT NIGHT)

 BOTTOM OF DATA REACHED
 F1 = HELP   F3 = VALDT  F4 = MAIN MENU
             F8 = NEXT   F17 = UP    F18 = DOWN
```

The financial extracts appear on the Report Selection screen not the Data Download Selection screen:

```
06/19/02  THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM   09:33  C04MU15
                          REPORT SELECTION

GRANTEE: CHESTER COUNTY
SELECT                                                PRIORITY  YEAR

   _        ESG Financial Summary for FY          -PR12      _
   _        CDBG Float-Funded Activities          -PR13      _
   _        CDBG CDFI and NRSA Activities         -PR14      _
   _        Administration User Profile List      -PR30      _
   _        CDBG FINANCIAL EXTRACTION                        _
   _        HOPWA FINANCIAL EXTRACTION                       _
   _        HOME FINANCIAL EXTRACTION                        _
   _        ESG FINANCIAL EXTRACTION                         _
   _        Status of HOME Activities             -PR22      _     ____
   _        Summary of Accomplishments            -PR23      _     ____



   SELECT   (PLACE AN X NEXT TO ENTRY(IES))
   PRIORITY (I = IMMEDIATE,  N = AT NIGHT)



   F1 =HELP  F3 =VALDT  F4 =MAIN MENU  F6 =CLR  F8 =NEXT
   F9 =SUBMIT REPORTS  F17 =UP  F18 =DOWN  ENTER =SELECT REPORTS
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Select		Type X next to the extract you want to run.	X
Priority		Enter one of the following values to indicate the priority associated with the data extraction. I Generate the extract immediately N Generate the extract during the night	I or N
Press **<Enter>** to run the requested extract. Press **<F8>** to display the Report Status screen. Press **<F7>** to return to the Report Menu.			