Chapter 13: Receipt Funds and Receipt Processing

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13.1 What's In This Chapter

13.1.1 Overview

CPD-assisted activities often generate income for grantees. Grantees create *local account funds* to track income generated from program income (PI), revolving loans (RL), or CDBG State Revolving Funds (SF). Once created, these local accounts are used to fund specific activities and can be chosen when drawing down funds for the activity. This chapter describes how to set up and maintain these fund types.

The IDIS Receipts function also lets grantees create a receipt audit trail - a Receivable (RC) - for example, for excess income being returned to the Treasury. This is *not* a local account fund. An RC receipt cannot be used to fund activities, cannot be subgranted, and cannot be drawn against. Its only function is to inform the field office, program offices, and headquarters that the grantee either intends to -- or has -- sent funds back to the Treasury. Ideally, every return of funds to the Treasury *should* have an RC, but it makes no difference to IDIS and LOCCS processing whether or not an RC exists for a return of funds.

Finally, the IDIS Receipts function lets grantees track recaptured funds (RE) and their reuse on eligible activities.

If you administer activities that generate income, creating receipts is a two-step process: first, you use IDIS to create a receipt *fund*; then, as you receive moneys, you use IDIS to enter receipts into the fund. Each fund is the unique combination of fiscal year, program, source type, and fund type.

Effective with Version 6.1, you no longer have to explicitly fund an activity with PI funds before you can draw down funds using PI. You will now see PI available to be spent from a grant program on the Create Drawdown screen for those activities funded from only one other source of funds from that grant program, even if PI has not already been funded to the activity.

The amount of PI displayed will be the lesser of either the amount of PI available; or the amount of the other funds available to be spent. In no event, will the amount of PI drawn exceed the amount of EN funds available to be drawn for the activity.

For example, if an activity is funded with both CDBG EN and HOME EN and CDBG PI has been receipted, CDBG PI will display on the Create Drawdown screen as one of the three sources of funds that can be selected for the activity even though the activity has not previously been funded with CDBG PI funds.

Following this example, if you draw CDBG PI, IDIS creates a CDBG PI funding record for the activity and reduces the amount of CDBG EN funded to the activity by the amount of the CDBG PI draw. The money reduced from CDBG EN becomes available to fund other activities.

For an activity funded from two or more other sources of funds from the *same* grant program, you will *not* see PI listed on the Create Drawdown screen unless you previously funded the activity with PI. For example, if you receipted CDBG PI and the activity is already funded with both CDBG EN and CDBG AD, you will *not* see the CDBG PI listed on the Create Drawdown screen until you use the Activity Funding option to first fund the activity with CDBG PI.

This chapter describes how to create receipt funds in IDIS and how to create, maintain, and view fund details and receipt details.

> **NOTE:**
>
> HUD does not actually collect or disburse the income from a grantee's CPD program activities. IDIS only records the receipt and use of the funds.

13.2 Selecting an Option from the Receipts Menu (C04MI00)

Before you can use any option on the Receipts Menu, you must authorize the grantee.

Option 01, Receipt Authorization	Effective with the 4.8 Release, the Receipt Menu contains a new Option 01, Receipt Authorization. Before using *any* other option on the Receipt Menu, the logged-in user must authorize a grantee from the list displayed on this screen. This is the organization on whose behalf the logged in grantee is conducting receipt processing. **Currently, grantees may only authorize themselves on the Receipt Menu. In future releases, grantees may authorize another entity for which they are responsible.**
Option 02 Create Receipt	Lets you create *local account funds* to track income generated from program income (PI), revolving loans (RL), or CDBG State Revolving Funds (SF). Once created, these local accounts can be used to fund specific activities and chosen when drawing down funds. Each fund is the unique combination of fiscal year, program, source type, and fund type. The above options let you receipt moneys into established funds. The receipt ties the amount to the receipt fund. A receipt number is generated each time an amount is recorded in IDIS. This option also lets you create audit trail "funds" for receivables (RC) and Recaptured Funds (RE).
Option 03 Revise or Cancel Receipt	Lets you cancel a previously generated receipt, or revise the receipt. Fields that can be revised include: Amount of Receipt, HUD Activity ID, Matrix Code, Grantee Receipt Number, and Remarks. To use this option, you must know the receipt number generated after you processed the Create Receipt Screen (C04MI01). If you do not know the receipt number, use Option **06** to view all receipts for this grantee.
Option 04, Reuse RE Fund Type	Effective with IDIS Version 6.4.2, this option allows grantees to finish the audit trail started when they created a Return receipt (RE). This option documents how they re-used funds drawn for an ineligible activity to an eligible activity. This option should be used *in addition to* the Revise Draw option to show how ineligible funds were moved to an eligible activity. This option *will not* revise any funds already drawn. It is only an audit trail.

Option 05, View Receipt Account	Lets you view the estimated, receipted, and drawn amounts for all funds for this grantee. IDIS no longer assigns numbers to each fund. Instead, each fund is identified by the unique fiscal year, program, source type, and fund type.
Option 06, View Receipt Audit Trail	Lets you view an audit trail of receipts for this grantee. If a receipt has been modified or canceled, you will see it more than once on this screen, i.e., as an audit trail. The entry with the highest sequence number reflects the current status and amount of that receipt. Receipt statuses include: original (ORI), modified (MOD), or canceled (CAN).

SCREEN:　　　　　　**Receipts Menu**　　　　　　　　　　　**(C04MI00)**

PURPOSE: This menu lets you choose a receipts option. Option 1, Receipt Authorization, is always pre-selected.

How To Complete This Screen:	When you have completed the field on this screen, press **<Enter>** to go to the next screen.
	• Option 1, Receipt Authorization, is always pre-selected. If you have already selected a grantee, type the two-digit number that corresponds with the receipts option you want to use.

```
 08/08/01      THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM   C04MI00


                        RECEIPTS MENU

             01    RECEIPT AUTHORIZATION

             02    CREATE RECEIPT

             03    REVISE OR CANCEL RECEIPT

             04    REUSE RE FUND TYPE

             05    VIEW RECEIPT ACCOUNT

             06    VIEW RECEIPT AUDIT TRAIL




  TYPE SELECTION AND PRESS ENTER   01
  PLEASE SELECT THE OPTION AND PRESS ENTER...
  F4 = MAIN MENU
```

13.3 Authorizing the Grantee (C04MD05)

SCREEN: **Receipt Authorization** **C04MD05**

PURPOSE: On this screen, you select a grantee from the list displayed. You must do this before you can use *any* option on the Receipt Menu, not just when you want to create or modify a receipt. (This is why Option 1 is always prefilled for you when you first see the Receipt Menu.) The list of grantee names that you see are based on the Subrecipient List established for your organization by your HUD Field Office.

How To Complete This Screen:	Where appropriate, type in the following data. (If the data typed does not fill the field, or if no data is appropriate, press **<Tab>** to go to the next field.)
	When you have completed the fields on this screen, press **<Enter>** to return to the Receipts Menu (C04MI00).
SEARCH FOR GRANTEE NAME	1. This screen displays the first 16 grantees established by the logged-in organization (in alphabetical order).
	To search for a grantee not displayed, type the name of the entity (or the first two or three letters of the name) and press **<Enter>**. The screen will refresh with the entity closest to the letters you typed.
SEL	2. Type **X** next to the grantee you want to authorize and press **<Enter>**. The system will prompt you to press **<Enter>** again to confirm your selection.

```
  11/02/99  13:20      RECEIPT AUTHORIZATION                        C04MD05


LOGIN GRANTEE NAME: BERKS COUNTY
  _____   :SEARCH FOR GRANTEE NAME
SEL  <-------------    GRANTEE"S NAME   --------------->      CITY
  _    BERKS COMMUNITY ACTION PROGRAM                      READING
  _    BERKS COUNTY                                        READING
  _    BERKS HOUSING OPPORTUNITIES, INC.                   READING
  _    _____            _____
  _    _____            _____
  _    _____            _____
  _    _____            _____
  _    _____            _____
  _    _____            _____
  _    _____            _____
  _    _____            _____
  _    _____            _____
  _    _____            _____
  _    _____            _____
  _    _____            _____
  _    _____            _____
  _    _____            _____

SELECT A GRANTEE FOR DRAWDOWN
 F4 = MAIN MENU   F7 = PREV   F8 = NEXT        F17 = UP   F18 = DOWN
```

13.4 Creating a Receipt (C04MI01)

SCREEN: **Create Receipt screen**   **(C04MI01)**

PURPOSE: This screen serves a dual purpose: it lets you create a receipt fund; and it lets you create receipts and assign them to funds as you receive moneys.

You must use IDIS to create a *fund* before you can create any receipts for the fund.

The first time you use this screen to create a receipt for a unique fiscal year, CPD grant program, source type, and fund type, IDIS prompts you to create a new fund. Once the fund is created, you use this screen on an on-going basis to process receipts into the fund.

Effective with Version 6.9, you do not have to wait until your grant for a new program year has been entered into IDIS to create a new receipt fund for the year. You can create a new receipt fund for a program year as long as that program year has started.

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.)

When you have completed the fields on this screen, press **<Enter>** to process the screen.

RECEIPT PROGRAM CODE

1. Type the letter of the CPD grant program associated with the receipt:

   M   HOME
   B   CDBG
   S   ESG
   H   HOPWA

FISCAL YEAR

2. Type the reporting year in which the moneys should be applied. (This is not necessarily the year of the activity.) IDIS will let you enter a year even if you have not received your grant funds in IDIS as long as the year new program year has begun.

SOURCE TYPE

3. Enter 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.

FUND TYPE

4. Enter the two-letter fund type associated with the receipt:

PI Program Income Funds

RE Recaptured Funds Audit Trail. Allows you to track recaptured funds that you expect to reassign to another activity in the short term.

RL Revolving Loan Funds. When using this type, you must enter a valid activity, a valid matrix code of that activity, or both. By entering an activity ID or matrix code (or both), IDIS can differentiate between revolving loan funds that must be used on the **<u>same activity</u>** from those that must be used on the **<u>same type of activity (by matrix code)</u>**.

SF CDBG State Revolving Funds

RC Receivable. An RC should be created every time funds are returned to the Treasury. The RC (receivable) is for tracking purposes only at this point in time. Its only function is to inform the field office, program offices, and headquarters that the grantee either intends to -- or has -- sent funds back to the Treasury. Every return of funds to the Treasury *should* have an RC, but it makes no difference to IDIS and LOCCS processing whether or not an RC exists for a return of funds.

AMOUNT

5. Type the dollar amount to receipt.

RECEIPT TYPE

6. To create an RE (recaptured funds) audit trail, you must enter the reason funds have been recaptured:

HP Recaptured from the Homebuyer program

IU Repayment of local funds due to ineligible use

ED Returned to grant funds due to excessive draw

HUD ACTIVITY ID

7. For Revolving Loan Fund receipts, you **must** enter a valid Activity ID in this field or enter a valid Matrix Code in the next field, or both. For other fund types, this field is optional.

MATRIX CODE

8. For Revolving Loan Fund receipts, you **must** enter a valid Matrix Code in this field or enter an Activity ID in the previous field, or both. For other fund types, this field is optional.

GRANTEE RECEIPT NUMBER

9. You may assign a local receipt number for record keeping. This is optional.

REMARKS

10. Type any remarks to associate with this receipt. This is optional.

Press **<Enter>**. If a fund does not exist, the system will display an additional prompt for **Estimated Amount** next to the Fiscal Year Prompt.

ESTIMATED AMOUNT

11. Type an estimate of the dollar amount of income you expect this fund to generate for the reporting year in which the moneys should be applied.

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  09/29/99  10:44              CREATE RECEIPT                    C04MI01

 LOGGED ON GRANTEE: BERKS COUNTY
 RECEIPT FOR GRANTEE: BERKS COUNTY

   RECEIPT PROGRAM CODE: B                      (M,B,S,H)
            FISCAL YEAR: 1999  ESTIMATED AMOUNT: _____
            SOURCE TYPE: UC                      (MC,UC,DC,SG,HS,HH)
              FUND TYPE: PI                      (PI,RL,RE,SF,RC)
                 AMOUNT:         $20.00
           RECEIPT TYPE: HP                      (HP,IU,ED)


        HUD ACTIVITY ID: _____
            MATRIX CODE: ___
 GRANTEE RECEIPT NUMBER: _____
 REMARKS: _____
 _____
 RECEIPT NUMBER:
 RECEIPT STATUS:
 ASSOCIATED GRANT NUMBER:

PI FUND NOT FOUND, ENTER ESTIMATED AMOUNT TO CREATE FUND
 F4 = MAIN MENU   F7 = PREV   F6 = CLEAR
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Logged on Grantee		The grantee logged into IDIS.	Protected field
Receipt for Grantee		The grantee authorized for this receipt on Option 01.	Protected field
Receipt Program Code	✔	Type the letter of the CPD grant program associated with the receipt: M HOME B CDBG S ESG H HOPWA	M, B, S, or H
Fiscal Year	✔	Type the reporting year in which the moneys should be applied. (This is not necessarily the year of the activity.) IDIS will let you enter a year even if you have not received your grant funds in IDIS as long as the year new program year has begun.	YYYY
Source Type	✔	Enter the two-letter source type of the grant, for example MC, UC, DC, or SG. Refer to Appendix B of the IDIS Reference Manual, http://www.hud.gov/offices/cpd/systems/idis/pdf/ref_man_b.pdf for a list of source types.	2 alphanumeric characters
Fund Type	✔	Enter the two-letter fund type associated with the receipt: PI Program Income Funds RE Recaptured Funds Audit Trail. Allows you to track recaptured funds that you expect to reassign to another activity shortly. RL Revolving Loan Funds (When using this type, you must enter a valid activity, a valid matrix code of that activity, or both.) SF CDBG State Revolving Funds RC Receivable (This is not a fund type; it lets you create an audit trail in IDIS for moneys you have received, for example, funds being returned to the Treasury.)	2 alphanumeric characters
Amount	✔	Type the dollar amount to receipt.	$nnnnnnnnnn.nn

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Receipt Type	✔ for RE receipts only	To create an RE (recaptured funds) audit trail, you must enter the reason funds have been recaptured: HP Recaptured from the Homebuyer program IU Repayment of local funds due to ineligible use ED Returned to grant funds due to excessive draw	blank, HP, IU, or ED
HUD Activity ID		For Revolving Loan Fund receipts, you **must** enter a valid Activity ID in this field or enter a valid Matrix Code in the next field, or both. For other fund types, this field is optional.	12 alphanumeric characters or blank
Matrix Code		For Revolving Loan Fund receipts, you **must** enter a valid Matrix Code in this field or enter an Activity ID in the previous field, or both. For other fund types, this field is optional.	3 alphanumeric characters or blank
Grantee Receipt Number		You may assign a local receipt number for record keeping. This is optional.	18 alphanumeric characters
Remarks		Type any remarks to associate with this receipt. This is optional.	145 alphanumeric characters
Press **<Enter>**. If a fund does not exist, the system will display an additional prompt for Estimated Amount next to the Fiscal Year Prompt.			
Estimated Amount	✔	Type an estimate of the dollar amount of income you expect this fund to generate for the reporting year in which the moneys should be applied.	$nnnnnnnnn.nn
Press **<Enter>**. IDIS will refresh the screen with the Receipt Number, Receipt Status, and Associated Grant Number. Press **<F7>** to return to the Receipts Menu.			

13.5 Revising or Canceling a Receipt (C04MI02)

SCREEN: **Revise/Cancel Receipt**   **(C04MI02)**

PURPOSE: This screen lets you cancel a previously generated receipt, or revise selected information for a previously generated receipt. Fields that can be revised include: Amount of Receipt, HUD Activity ID, Matrix Code, Grantee Receipt Number, and Remarks.

To use this option, you must know the receipt number generated by the Create Receipt Screen (C04MI01). If you do not know the receipt number, use Option **06** to view all receipts for this grantee.

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.)
	When you have completed the fields on this screen, press **<Enter>** to save the information.
RECEIPT NUMBER	1. Type the receipt number generated when you processed the Create Receipt Screen (C04MI01). If you do not know the receipt number, use Receipts Menu Option **06** to view all receipts for this grantee. Press **<Enter>**. The screen will refresh with information for this receipt.
CHANGE TO	2. If you want to cancel this receipt, *do not* enter data in any of the "Change To" fields. You may update one or more of the following fields: Amount (If you are revising a Reuse RE receipt, be sure to put a minus sign in front of the amount) HUD Activity ID Matrix Code Grantee Receipt Number Remarks
RECEIPT STATUS	3. If you want to cancel this receipt, *do not* enter data in any of the "Change To" fields and type **C** in this field and press **<Enter>**. If you want to update this receipt, update one or more fields described in the previous step, then type **R** in this field and press **<Enter>**.

```
 09/07/01  14:23       REVISE OR CANCEL RECEIPT              C04MI02


 LOG ON GRANTEE:    CHESTER COUNTY
 RECEIPT FOR GRANTEE: CHESTER COUNTY

   RECEIPT PROGRAM CODE: _
             FISCAL YEAR: ____
             SOURCE TYPE: __
               FUND TYPE: __
                  AMOUNT: _____
            RECEIPT TYPE: __


          HUD ACTIVITY ID: _____
             MATRIX CODE: ___
  GRANTEE RECEIPT NUMBER: _____
  REMARKS: _____
  _____

  RECEIPT NUMBER: _____
  RECEIPT STATUS: _____            _   (R-REVISE OR C-CANCEL)
  ASSOCIATED GRANT NUMBER: _____


 PLEASE ENTER RECEIPT NUMBER
  F4 = MAIN MENU   F7 = PREV   F6 = CLEAR
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Logged on Grantee		The grantee logged into IDIS.	Protected field
Receipt for Grantee		The grantee authorized for this receipt on Option 01.	Protected field
Receipt Number	✔	Type the numeric identifier for this specific receipt. If you do not know the receipt number, use Receipt Menu Option **06** to view all receipts for this grantee.	7 numeric characters
Press **<Enter>**. The screen will refresh with information for this receipt.			
Receipt Program Code		The letter corresponding to the CPD grant program associated with the receipt: M HOME B CDBG S ESG H HOPWA	Protected field
Fiscal Year		The year in which the income is to be applied.	Protected field

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Source Type		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.	Protected field
Fund Type		The two-letter fund type associated with the receipt: PI — Program Income Funds RE — Recaptured Funds Audit Trail. Allows you to track recaptured funds that you expect to reassign to another activity shortly. RL — Revolving Loan Funds SF — CDBG State Revolving Funds RC — Receivable (This is not a fund type; it lets you create an audit trail in IDIS for moneys you have received, for example, funds being returned to the Treasury.)	Protected field
Amount		Type the revised dollar amount to receipt.	$nnnnnnnnnn.nn
HUD Activity ID		For Revolving Loan Fund receipts, you may want to modify the Activity ID in this field or the Matrix Code in the next field, or both. For other fund types, this field is optional. If the information displayed is incorrect, you may update it.	12 alphanumeric characters or blank

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Matrix Code		For Revolving Loan Fund receipts, you may want to modify the Matrix Code in this field or the Activity ID in the previous field, or both. For other fund types, this field is optional.	3 alphanumeric characters or blank
Grantee Receipt Number		You may update the local receipt number for record keeping.	18 alphanumeric characters
Remarks		You may update any remarks associated with this receipt.	145 alphanumeric characters
Press **<Enter>** to process this screen. Press **<F7>** to return to the Receipt Menu (C04MI00).			

13.7 Reuse RE Fund Type

SCREEN: **Reuse RE Funds screen**   **(C04MI06)**

PURPOSE: Grantees, particularly in the HOME program, often have drawn funds recaptured by HUD for reasons such as ineligible use. When this occurs, one option is to return these funds to HUD. However, if the grantee expects to "reuse" these recaptured funds on an eligible activity within a short period of time, the grantee can revise any draws from the ineligible activity to an eligible activity. IDIS Version 4.8 gave grantees an option to create an audit trail for recaptured funds through the use of an RE receipt. However, once grantees created the initial RE receipt, they had no way to complete the audit trail to show that they had actually used the recaptured funds on an eligible activity.

This new option allows grantees to finish the audit trail of how they used funds drawn for an ineligible activity on an eligible activity. This option should be used *in addition to* the Revise Draw option to show how ineligible funds were moved to an eligible activity. This option *will not* revise any funds already drawn. It is only an audit trail.

To use this option, you must know the Program/Fiscal Year/Source Type of the original RE receipt. If you do not know the receipt number, use Option **06** to view all receipts for this grantee.

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.)
	When you have completed the fields on this screen, press **<Enter>** to process the screen.
PROGRAM CODE **FISCAL YEAR** **SOURCE TYPE**	1. Enter the Program/Fiscal Year/Source Type of the original RE receipt.
AMOUNT	2. Enter the amount of funds to reuse preceded by a minus (-) sign.
HUD ACTIVITY ID	3. Enter the HUD Activity ID to which you revised the ineligible draw (or plan to after completing this screen).
GRANTEE RECEIPT NUMBER	4. You may assign a local receipt number for record keeping. This is optional.
REMARKS	5. Type any remarks to associate with this receipt. This is optional.

```
 08/08/01  08:22                REUSE RE FUNDS                  C04MI06


 LOG ON GRANTEE:    CHESTER COUNTY
 RECEIPT FOR GRANTEE: CHESTER COUNTY


            PROGRAM CODE: _              (M,B,S,H)
             FISCAL YEAR: ____
             SOURCE TYPE: __              (MC,UC,DC,SG,HS,HH)


                  AMOUNT: _____


         HUD ACTIVITY ID: _____

 GRANTEE RECEIPT NUMBER: _____
 REMARKS: _____
         _____
 RECEIPT NUMBER:
 RECEIPT STATUS:
 ASSOCIATED GRANT NUMBER:


  PLEASE ENTER DETAILS
 F4 = MAIN MENU   F7 = PREV   F6 = CLEAR
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Logged on Grantee		The grantee logged into IDIS.	Protected field
Receipt for Grantee		The grantee authorized for this receipt on Option 01.	Protected field
Program Code Fiscal Year Source Type	✔	The Program/Fiscal Year/Source Type of the original RE receipt.	M, B, S, or H; YYYY; 2 alphanumeric characters
Amount	✔	The amount of funds to reuse preceded by a minus (-) sign.	$-nnnnnnnnnn.nn
HUD Activity ID	✔	Enter the HUD Activity ID to which you revised the ineligible draw (or plan to after completing this screen).	12 alphanumeric characters
Grantee Receipt Number		You may assign a local receipt number for record keeping. This is optional.	18 alphanumeric characters

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Remarks		Type any remarks to associate with this receipt. This is optional.	145 alphanumeric characters
Press **\<Enter\>**. IDIS will refresh the screen with the Receipt Number, Receipt Status, and Associated Grant Number. Press **\<F7\>** to return to the Receipts Menu.			

13.7 Viewing Receipt Fund Details (C04MI03)

SCREEN: **View Receipt Account screen**   **(C04MI03)**

PURPOSE: On this screen, you search for and retrieve information about receipt funds based on Program Code, Fiscal Year, or Fund Type. You may use these three fields in various combinations to limit your search for a receipt fund. This screen lets you view and compare the estimated, receipted, and drawn amounts for each of a grantee's receipt funds. If you don't limit the funds to display, IDIS will list information for all existing funds for the grantee in historical date order.

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.)
	When you have completed the fields on this screen, press **<Enter>** to process the screen.
PROGRAM CODE	1. If you want to limit your display to one program, type the letter of the CPD grant program associated with the receipt:
	M HOME B CDBG S ESG H HOPWA
FISCAL YEAR	2. If you want to limit your display to one fiscal year, type the fiscal year you wish to view.
FUND TYPE	3. If you want to limit your display to one fund type, type the two-letter fund type associated with the receipt:
	PI Program Income Funds
	RE RE Recaptured Funds Audit Trail
	RL Revolving Loan Funds
	SF CDBG State Revolving Funds
	RC Receivable

```
 09/07/01  15:04              VIEW RECEIPT ACCOUNT              C04MI03
                                                             PAGE:   01

 LOG ON GRANTEE     :  CHESTER COUNTY
 RECEIPT FOR GRANTEE:  CHESTER COUNTY


 PROGRAM CODE: _     FISCAL YEAR:  ____     FUND TYPE: __

 PG SRC  FSC FND      ESTIMATE        RECEIPT         DRAWN    DRAW PENDING
 CD TYP   YR TYP        AMOUNT         AMOUNT        AMOUNT         AMOUNT
 B  UC  1996 PI    $130,000.00     $68,369.26    $68,369.26          $0.00
 B  UC  1997 PI      $1,651.00    $207,626.34   $207,626.34          $0.00
 B  UC  1998 PI    $100,000.00    $273,394.71   $273,394.71          $0.00
 B  UC  1999 PI    $100,000.00    $156,608.58   $156,608.58          $0.00
 B  UC  2000 PI    $157,000.00    $110,815.32   $110,815.32          $0.00
 B  UC  2001 RE     $10,000.00      $4,000.00     $2,000.00          $0.00
 M  UC  1996 PI     $11,000.00     $10,006.75    $10,006.75          $0.00
 M  UC  1998 RE      $1,000.00          $4.00         $0.00          $0.00
 M  UC  2001 RE    $100,000.00     $75,100.00    $60,901.00          $0.00




 BOTTOM OF DATA REACHED
 F4 = MAIN MENU   F7 = PREV   F17 = UP   F18 = DOWN
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Logged on Grantee		The grantee currently logged into IDIS.	Protected field
Receipt for Grantee		The grantee authorized for this receipt on Option 01.	Protected field
Program Code		If you want to limit your display to one program, type the letter of the CPD grant program associated with the receipt: M HOME B CDBG S ESG H HOPWA	M, B, S, or H
Fiscal Year		If you want to limit your display to one fiscal year, type the fiscal year you wish to view.	YYYY

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Fund Type		If you want to limit your display to one fund type, type the two-letter fund type associated with the receipt: PI Program Income Funds RE Recaptured Funds Audit Trail RL Revolving Loan Funds SF CDBG State Revolving Funds RC Receivable	
of all: Press **\<Enter\>** and the system will display receipt fund details.			
Program Code		The CPD grant program associated with the receipt: M HOME B CDBG S ESG H HOPWA	Protected field
Source Type		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.	Protected field
Fiscal Year		The fiscal year of the receipt fund.	Protected field
Fund Type		The two-letter fund type associated with the receipt: PI Program Income Funds RE Recaptured Funds Audit Trail RL Revolving Loan Funds SF CDBG State Revolving Funds RC Receivable	Protected field
Estimate Amount		An estimate of the dollar amount of income you expect this fund to generate for this fiscal year, as entered on the Create Receipt screen (C04MI01).	Protected field
Receipt Amount		The cumulative dollar amount of moneys receipted into this fund.	Protected field
Drawn Amount		The amount of receipted dollars drawn down from this fund.	Protected field

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Draw Pending Amount		The amount of receipted dollars pending draw down from this fund.	Protected field
Press **\<F7\>** to return to the Receipts Menu (C04MI00).			

13.8 Viewing the Receipt Audit Trail (C04MI04)

SCREEN: **View Receipt screen**   **(C04MI04)**

PURPOSE: On this screen, you search for and retrieve an historical audit trail of all receipts for this grantee. You may limit your display by a combination of Program Code, Fiscal Year, Source Type, Fund Type, or Date. If you don't limit the receipts to display, IDIS will list all existing receipts for the grantee in historical date order.

NOTE:

If a receipt has been modified or canceled, you will see it listed more than once on this screen, i.e., as an audit trail. The entry with the highest sequence number reflects the current status and amount of that receipt.

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.)

When you have completed the fields on this screen, press **<Enter>** to process the screen.

PROGRAM CODE

1. If you want to limit your display to one program, type the letter of the CPD grant program associated with the receipt:

    M   HOME
    B   CDBG
    S   ESG
    H   HOPWA

SOURCE TYPE

2. If you want to limit your display to one source type, enter 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.

FISCAL YEAR

3. If you want to limit your display to one fiscal year, type the fiscal year you wish to view.

FUND TYPE

4. If you want to limit your display to one fund type, type the two-letter fund type associated with the receipt:

    PI   Program Income Funds

    RE   Recaptured Funds Audit Trail

    RL   Revolving Loan Funds

    SF   CDBG State Revolving Funds

    RC   Receivable

DATE

5. If you want to limit the earliest receipt date displayed, type the date.

```
09/28/99  14:46                 VIEW RECEIPT                    C04MI04
                                                           PAGE:  01

LOGGED ON GRANTEE:  BERKS COUNTY
RECEIPT FOR GRANTEE:    BERKS COUNTY
PROG CODE: _ SOURCE TYP: __ FISCAL YEAR: ____ FUND TYP: __ DATE: __ / __ / ____
      PGM   FISCAL   FUND   RECEIPT    SEQ
SEL   CODE  YEAR     TYPE   NUMBER     NUM        AMOUNT  DATE         STATUS
 _     M    1996     PI     0000373    0001    $19,850.76 01/30/1997     ORI
 _     B    1996     PI     0000374    0001    $51,535.52 01/30/1997     ORI
 _     B    1996     PI     0000375    0001    $12,591.84 01/30/1997     ORI
 _     B    1997     PI     0000578    0001        $250.00 03/13/1997     ORI
 _     B    1997     PI     0000579    0001     $3,664.64 03/13/1997     ORI
 _     B    1997     PI     0000882    0001     $5,173.47 05/01/1997     ORI
 _     B    1997     PI     0001113    0001    $14,000.00 05/28/1997     ORI
 _     B    1997     PI     0001233    0001    $11,956.03 06/11/1997     ORI
 _     B    1997     PI     0001434    0001     $3,561.50 06/27/1997     ORI
 _     B    1997     PI     0001595    0001     $6,778.00 07/17/1997     ORI
 _     B    1997     PI     0001709    0001     $3,895.00 07/30/1997     ORI
 _     B    1997     PI     0001780    0001     $4,818.84 08/07/1997     ORI
 _     B    1997     PI     0002098    0001     $4,980.39 09/04/1997     ORI




 F1 = HELP   F4 = MAIN MENU   F7 = PREV   F17 = UP   F18 = DOWN
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Logged on Grantee		The grantee logged into IDIS.	Protected field
Receipt for Grantee		The grantee authorized for this receipt on Option 01.	Protected field
Program Code		To limit the receipts displayed to a single CPD grant program, type the code for the CPD grant program: M HOME B CDBG S ESG H HOPWA	M, B, S, or H
Source Type		To limit the receipts displayed to a single source type, enter 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.	2 alphanumeric characters
Fiscal Year		If you want to limit the earliest receipt date displayed, type the date.	yyyy
Fund Type		If you want to limit your display to one fund type, type the two-letter fund type associated with the receipt: PI Program Income Funds RE Recaptured Funds Audit Trail. RL Revolving Loan Funds SF CDBG State Revolving Funds RC Receivable	2 alphanumeric characters
Date		If you want to limit the earliest receipt date displayed, type the date to display.	mm/dd/yyyy
Press **<Enter>**. The screen will refresh with a listing of receipts for the grantee.			
Program Code		The letter corresponding to the CPD grant program associated with the receipt: M HOME B CDBG S ESG H HOPWA	Protected field
Fiscal Year		The year in which the income is to be applied.	Protected field

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Fund Type		The two-letter fund type associated with the receipt: PI Program Income Funds RE Recaptured Funds Audit Trail RL Revolving Loan Funds SF CDBG State Revolving Funds RC Receivable	Protected field
Receipt Number		The numeric identifier for this specific receipt.	Protected field
Sequence Number		The original receipt displays as number 0001. If the receipt is subsequently modified, each change increments the sequence number by one; the receipt with the highest sequence number reflects the current status of the receipt.	Protected field
Amount		The dollar amount of income receipted.	Protected field
Date		The date the receipt was created.	Protected field
Status Code		The status of this receipt record: original (ori), modified (mod), or canceled (can).	Protected field
Press **<F7>** to return to the Receipt Menu (C04MI00).			