

## **Chapter 7: Creating and Approving Drawdowns**

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## 7.1.1 Overview

A drawdown - also called a voucher - is a request for payment against a grantee's line of credit for services performed in support of one or more activities.

To do drawdown processing:

- All four activity setup screens (and for HOME, the two additional setup screens) must be completed.
- The activity you wish to draw against must have had funds committed via the Activity Funding function from one or more funding sources. (On or about July 2000, Program Income receipts will no longer need to be committed via Activity Funding; they will automatically be available for draw.) Funding sources can be CPD program grants, receipt funds, subfunds, or subgrants.
- Your organization must have HUD and IDIS authorization to create and approve drawdowns.

This chapter describes the drawdown process and how designated personnel can create, view, and maintain voucher requests.

## 7.2 How Drawdown Processing Works

<p><b>Step 1: Identify the Grantee/Subgrantee Performing the Drawdown</b></p>	<p>Before using <i>any</i> other option on the Drawdown 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 drawdown processing.</p> <p>By authorizing a grantee, IDIS knows which grants, receipt funds, subfunds, or subgrants to associate with a particular grantee.</p>
<p><b>Step 2: (Optional) Review Your Grants and Activities</b></p>	<p>Ensure that grant money is available for drawdown by using Option 02 on the Drawdown Menu, View Grant Summary or Details. Review the activity or activities on which the drawdown is being performed by using Option 03 on the Drawdown Menu, View Activity Funding Details.</p>
<p><b>Step 3: Create the Drawdown</b></p>	<p>Create a voucher for up to 60 activities using Option 04 on the Drawdown Menu, Create Drawdown/ Voucher. <b>(If you are a state subrecipient, you must first identify the "State" as the Activity Owner. If you are an Other Entity, you must first identify the "Grantee" as the Activity Owner)</b> When the drawdown request is generated, IDIS performs a preliminary validation on it, then generates a voucher number. The voucher will not be sent to LOCCS until it is approved (next step).</p>

<p><b>Step 4: Approve the Drawdown</b></p>	<p>The authorized person in the grantee's organization approves each voucher line item (or the entire voucher) using Option 06 on the Drawdown Menu, Approve Drawdowns/Vouchers. If the voucher has multiple line items, the authorized person can approve some of the line items and leave the rest for a later date. The approved line items will be sent to LOCCS that night (or on the future date the approver specified).</p> <p>LOCCS approves or rejects all line items that were sent on one batch (this may not be all line items if the approver did not approve all line items on the voucher the same day). If approved by LOCCS, LOCCS sends the line items to the U.S. Treasury for payment. LOCCS also sends the status of the request back to IDIS.</p> <p>Once received by Treasury, if Treasury accepts, electronic payment is made to the recipient. No status is sent back to IDIS. If rejected by Treasury, Treasury sends IDIS the rejection status and you will have to create a new voucher for the rejected line items.</p>
<p><b>Step 5 (Optional): Revise or Cancel the Drawdown</b></p>	<p>If necessary, an authorized person can cancel a voucher line item that has not been sent to LOCCS; or once a voucher has been paid by Treasury, revise the activity number or drawdown amount using Option 05 on the Drawdown Menu, Maintain Drawdowns/Vouchers. (This option can be used only when the destination activity is within the same CPD program and uses the same source of funding.)</p>



**NOTE:**

If you need to revise the activity number or drawdown amount to a different program or a different funding source, you must send a written request to the TAU who will forward your request to the programmers.

## 7.2.1 How Program Income and Other Local Receipts Affect Draws

When you create a draw for the activity, IDIS will display all funding sources. If you want to draw from a receipt fund, you specify the amount to draw, up to the maximum committed to the activity. (You cannot draw a receipt amount that exceeds the amount currently funded to the activity.)

**IDIS no longer automatically applies receipted moneys toward your next draw against the EN (entitlement) fund type.**

In the example below, activity 1435 has two funding sources available to the draw:

- \$170,000 from the CDBG EN grant
- \$20.00 from the CDBG PI fund

11/04/99 11:48 CREATE DRAWDOWN ACT OWNER : BERKS COUNTY C04MD11						
PAGE: 01 OF 01						
ACT	DRAW AMOUNT	PGM FT ST RT	FUNDED	DRAWN	AVAILABLE	
1435	_____	B EN UC LG	170000.00	.00	170000.00	
ACT:SEWER GRANTS - CD OFFICE PROJECT:0009 YEAR:1999						
SOURCE:US DEPARTMENT OF HOUSI RECIPIENT:BERKS COUNTY						
1435	_____	B PI UC LG	20.00	.00	20.00	
ACT:SEWER GRANTS - CD OFFICE PROJECT:0009 YEAR:1999						
SOURCE:US DEPARTMENT OF HOUSI RECIPIENT:BERKS COUNTY						
=====						
F6=CLEAR F7=PREV F17=UP F18=DOWN F20=CREATE VOUCHER						

## 7.3 Selecting an Option on the Drawdown Menu

SCREEN: Drawdown Menu

C04MD01

PURPOSE: On this screen, you select a drawdown option. Option 1, Drawdown Authorization, is always pre-selected. You will see an error if you try to select any other Drawdown option if you have not authorized a grantee.

### How To Complete This Screen:

When you have completed the field on this screen, press <Enter> to go to the next screen.



- Type the two number code for the drawdown option that you want to use, and then press <Enter>.

05/18/98	THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM	C04MD01
DRAWDOWN MENU		
01	DRAWDOWN AUTHORIZATION	
02	VIEW GRANT SUMMARY OR DETAILS	
03	VIEW ACTIVITY FUNDING DETAILS	
04	CREATE DRAWDOWNS / VOUCHER	
05	MAINTAIN DRAWDOWNS / VOUCHERS	
06	APPROVE DRAWDOWNS / VOUCHERS	
TYPE SELECTION AND PRESS ENTER 01		
F4 = MAIN MENU		

01 Drawdown Authorization	Always the first step in any drawdown activity. Regardless of whether you are creating a draw, changing a draw, or viewing your grants, you must always do Authorization, Option 01.
02 View Grant Summary or Details	Allows you to monitor the total amount of your grant that is committed, drawn and available to commit by grant type and grant year.
03 View Activity Funding Details	Allows you to view draws by activity.
04 Create Drawdowns/ Vouchers	Allows you to create the voucher.
05 Maintain Drawdowns/ Vouchers	Allows you to change your drawdown or voucher after the fact or to view past drawdowns created in IDIS.
06 Approve Drawdowns/ Vouchers	Allows you to approve, inquire, or revoke approval of a pending draw (provided that the voucher has not already been sent to LOCCS for processing).

## 7.4 Authorizing the Grantee (C04MD05)

**SCREEN:**                      **Drawdown Authorization**                      **C04MD05**

**PURPOSE:** On this screen, you select a grantee or subgrantee from the list displayed. (If you a HUD field office or HQ user press <F1> and enter the Region and Field Office for the affected grantee, then select the grantee to authorize.) You must do this before you can use *any* other option on the Drawdown Menu, not just when you want to create or review your vouchers. (This is why Option 1 is always pre-filled for you.)

The list of grantee names that you see is based on the Subrecipient List established for your organization by your HUD Field Office. **If you are a State Subrecipient requesting a draw, you would authorize yourself on this screen, not the state.**

When you create a voucher, IDIS knows which grants, receipt funds, subfunds, or subgrants to associate with a particular grantee.

### How To Complete This Screen:



#### SEARCH FOR GRANTEE NAME

#### SEL

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> twice to return to the Drawdown Menu (C04MD01).

1. This screen displays the first 16 grantees established for the logged-in user's organization (in alphabetical order).

To search for a grantee not displayed, type the name (or the first two or three letters of the name) and press <Enter>. The screen will refresh with the grantee closest alphabetically to the letters you typed.

2. Type **X** next to the grantee you want to authorize and press <Enter> twice to confirm.

11/05/99	14:10	DRAWDOWN 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 = PREU   F8 = NEXT   F17 = UP   F18 = DOWN			

## 7.5 Viewing Your Grants (C04MD51)

**SCREEN:** Grants Summary Listing

**C04MD51**

**PURPOSE:** On this screen, you review all your CPD program grants, subgrants, receipt funds, and subfunds to quickly determine how much money remains to be drawn from each for the grant year. (Remember that a grant fiscal year may be different from your local program year.)

Grants are listed by program code ascending and fiscal year descending (most recent year first). Grants/subfunds/subgrants are listed first by program code ascending, for example all CDBG grants, then by fiscal year descending, then by grant number (subrecipient) ascending, then by fund type descending.

If you need more detail about a grant than what is displayed, you can select one or more of the displayed grant(s). After you press **<Enter>**, you will go to the Grant Details screen (C04MD56).

### How To Complete This Screen:



#### GRANT PROGRAM

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 go to the Grant Details screen (C04MD56).

1. If you want to limit your display to one CPD grant program, type the code for the program:

**B** CDBG

**S** ESG

**M** HOME

**H** HOPWA

If you leave this field blank, you will see grants from all programs displayed.

#### FISCAL YEAR

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

If you leave this field blank, you will see all years displayed.

After you press **<Enter>**, the system refreshes with the requested grants.

#### SEL

3. If you need more details than those displayed, type **X** next to each funding source that you want to view in more detail.

In the HOME program, for each program and year, a grantee's grants and subfunds are listed first followed by the subgrants to recipients.

08/13/01 14:00		GRANTS SUMMARY LISTING			C04MD51	
DRAWDOWN FOR : PENNSYLVANIA						
GRANT PROGRAM: M		HOME	FISCAL YEAR : 2001		PAGE - 001	
SEL	GRANT NUMBER	FUND	AUTHORIZED AMT	SUB-ALLOC AMT	ACT COMMTD AMT	AMT
	GRANT STATUS	TYPE		DRAW PENDG AMT	TOTAL DRAWN AMT	
-----						
-	M01SG420100	SU	\$2065852.00	\$12185036.83		\$0.00
				\$0.00		\$0.00
		RECIP NAME:	PENNSYLVANIA			
-	M01SG420100	EN	\$28886000.00	\$28886000.00		\$0.00
				\$0.00		\$0.00
		RECIP NAME:	PENNSYLVANIA			
-	M01SG420100	CR	\$5193098.00	\$5192946.25		\$0.00
				\$0.00		\$0.00
		RECIP NAME:	PENNSYLVANIA			
-	M01SG420100	CO	\$148450.00	\$148419.24		\$0.00
				\$0.00		\$0.00
		RECIP NAME:	PENNSYLVANIA			

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

*Within a grant number, Fund Types are listed in reverse alphabetical order.*

08/13/01 14:00		GRANTS SUMMARY LISTING			C04MD51	
DRAWDOWN FOR : PENNSYLVANIA						
GRANT PROGRAM: M		HOME	FISCAL YEAR : 2001		PAGE - 002	
SEL	GRANT NUMBER	FUND	AUTHORIZED AMT	SUB-ALLOC AMT	ACT COMMTD AMT	AMT
	GRANT STATUS	TYPE		DRAW PENDG AMT	TOTAL DRAWN AMT	
-----						
=	M01SG420100	AD	\$2888600.00	\$296866.00		\$0.00
				\$0.00		\$0.00
		RECIP NAME:	PENNSYLVANIA			
-	M01SG420104	SU	\$320000.00	\$0.00		\$0.00
				\$0.00		\$0.00
		RECIP NAME:	ARMSTRONG COUNTY			
-	M01SG420104	AD	\$19200.00	\$0.00		\$0.00
				\$0.00		\$0.00
		RECIP NAME:	ARMSTRONG COUNTY			
-	M01SG420117	SU	\$0.00	\$0.00		\$0.00
				\$0.00		\$0.00
		RECIP NAME:	ELLWOOD CITY			

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

In the other programs, the SU fund types are listed first followed by the grantee's grant and subfunds.

08/14/01 11:26		GRANTS SUMMARY LISTING			C04MD51	
DRAWDOWN FOR : PENNSYLVANIA						
GRANT PROGRAM: B		CDBG	FISCAL YEAR : 2001		PAGE - 001	
SEL	GRANT NUMBER	FUND	AUTHORIZED AMT	SUB-ALLOC AMT	ACT COMMTD	AMT
	GRANT STATUS	TYPE		DRAW PENDG AMT	TOTAL	DRAWN AMT
-----						
-	B01	SU	\$118122.00	\$0.00		\$0.00
				\$0.00		\$0.00
		RECIP NAME:	PINE TOWNSHIP (MERCER COUNTY)			
-	B01	SU	\$140363.00	\$0.00		\$0.00
				\$0.00		\$0.00
		RECIP NAME:	FRANKLIN TOWNSHIP (GREENE COUNTY)			
-	B01	SU	\$414822.00	\$0.00		\$0.00
				\$0.00		\$0.00
		RECIP NAME:	ADAMS COUNTY			
-	B01	SU	\$366360.00	\$0.00		\$0.00
				\$0.00		\$0.00
		RECIP NAME:	BRADFORD COUNTY			

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

08/14/01 11:26		GRANTS SUMMARY LISTING			C04MD51	
DRAWDOWN FOR : PENNSYLVANIA						
GRANT PROGRAM: B		CDBG	FISCAL YEAR : 2001		PAGE - 002	
SEL	GRANT NUMBER	FUND	AUTHORIZED AMT	SUB-ALLOC AMT	ACT COMMTD	AMT
	GRANT STATUS	TYPE		DRAW PENDG AMT	TOTAL	DRAWN AMT
-----						
-	B01DC420001	SU	\$59149860.00	\$44492309.00		\$0.00
				\$0.00		\$0.00
		RECIP NAME:	PENNSYLVANIA			
-	B01DC420001	EN	\$60357000.00	\$59149860.00		\$0.00
				\$0.00		\$0.00
		RECIP NAME:	PENNSYLVANIA			

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

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Drawdown For		The grantee you authorized on the Drawdown Authorization screen (C04MD05).	Protected field
Grant Program		<p>If you want to limit your display to one CPD grant program, type the code for the program:</p> <p><b>B</b> CDBG  <b>S</b> ESG  <b>M</b> HOME  <b>H</b> HOPWA</p> <p>If you leave this field blank, you will see grants from all programs displayed.</p>	B, S, M, or H
Fiscal Year		<p>If you want to limit your display to one fiscal year, type the fiscal year you want to view.</p> <p>If you leave this field blank, you will see all years displayed.</p>	ccyy
After you press <Enter>, the system refreshes with the requested grants.			
Sel		If you need more funding details than those displayed, type <b>X</b> next to each funding source that you want to view in more detail.	X
Grant Number		The grant number. The first character of the grant number identifies the program; the second and third characters the fiscal year, the fourth and fifth characters the source type.	Protected field
Fund Type		<p>The Fund Type:</p> <p><b>AD</b> Administrative Subfund  <b>CC</b> CHDO Capacity Building Fund  <b>CO</b> CHDO Operating Expenses  <b>CR</b> CHDO Reserved  <b>EN</b> Entitlement  <b>PI</b> Program Income Funds  <b>SU</b> Subgrant  <b>RL</b> Revolving Loan Funds  <b>SF</b> CDBG State Revolving Funds  <b>TA</b> Technical Assistance</p>	Protected field
Authorized Amount		The dollar amount of the funding source.	Protected field
Sub-Allocated Amount		The amount of this funding source that was moved to a subfund or subgranted to a different recipient.	Protected field

<b>DATA FIELD</b>	<b>REQ'D</b>	<b>DESCRIPTION</b>	<b>VALID ENTRIES</b>
Draw Pending Amount		The amount of any draws pending against this funding source.	Protected field
Activity Committed Amount		The total dollar amount committed in Activity Funding from this funding source to one or more IDIS activities.	Protected field
Total Drawn Amount		The dollar amount of funds drawn down from this funding source.	Protected field
Press <Enter> and the selected funds are displayed on the Grant Detail screen (C04MD56); or press <F7> to return to the Drawdown Menu (C04MD01).			

### 7.5.1 Viewing Grant Details (C04MD56)

SCREEN: Grant Details

C04MD56

PURPOSE: On this screen, you view detailed information about the funding source you selected from the Grants Summary screen (C04MD51).

_ 11/04/99 14:04		GRANT DETAILS	C04MD56
GRANT NUMBER : B99UC420003		CURRENT GRANT STATUS : ACTIVE	
GRANT PROGRAM: CDBG		FISCAL YEAR : 1999	
GRANT SOURCE : US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT			
GRANT RECIP : BERKS COUNTY			
GRANT SOURCE TYPE : UC		GRANT RECIP TYPE : LG	FUND TYPE : EN
PAYEE NAME : BERKS COUNTY			
GRANT AMOUNT DESC	A M O U N T	GRANT BLOCKED ? : NO	
-----	-----		
OBLIGATED :	\$3,131,000.00	OBLIGATED DATE: 03/12/1999	
AUTHORIZED :	\$3,131,000.00	DAILY DRAW PERCENTAGE : 100	
RETURNED :	\$0.00		
SUBALLOCATED :	\$0.00		
CHDO RESERVED :	\$0.00	GRANT INSERT DATE: 04/10/1999	
CHDO COMMITTED :	\$0.00	GRANT LAST MODIFIED:	
ACTIVITY COMMITTED :	\$3,129,375.92	UPDATE DATE: 11/04/1999	
TOTAL DRAWN :	\$0.00	UPDATE TIME: 11.22.51.126987	
DRAWDOWN PENDING :	\$0.00		
AMOUNT AVAILABLE TO DRAWDOWN :	\$3,131,000.00		
AMOUNT AVAILABLE TO COMMIT :	\$1,624.08		
PRESS ENTER TO CONTINUE			
F4 = MAIN MENU F7 = PREU			

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grant Number		The Grant Number of the CPD program grant that is the parent of this subfund.	Protected field
Source Type		The source type of the grant. Refer to Appendix B for a list of Source Types, <a href="http://www.hud.gov/offices/cpd/systems/idis/pdf/refmanual/ref_man_b.pdf">http://www.hud.gov/offices/cpd/systems/idis/pdf/refmanual/ref_man_b.pdf</a>	Protected field
Program Code		The CPD formula grant program funding the grant: <b>B</b> CDBG <b>S</b> ESG <b>M</b> HOME <b>H</b> HOPWA	Protected field
Recipient Type		The grant recipient's organization type: <b>CO</b> CHDO <b>LG</b> Local government <b>OE</b> Other Entity <b>SE</b> State <b>SR</b> State Recipient	Protected field
Fiscal Year		The fiscal year of the CPD program grant.	Protected field
Fund Type		The Fund Type: <b>AD</b> Administrative <b>CC</b> CHDO Capacity Building <b>CO</b> CHDO Operating Expenses <b>CR</b> CHDO Reserved <b>EN</b> Entitlement <b>SU</b> Subgrant <b>TA</b> Technical Assistance	Protected field
Source UOG Code/Name		The organization providing the funds.	Protected field
Recipient UOG Code/Name		The organization receiving the funds.	Protected field
<b>Amount Fields</b>			
Orig./Cap		The amount assigned when this subfund was originally created; or, the cap IDIS automatically assigned to the subfund, if applicable.	Protected field
Authorized		The dollar amount from this subfund that can be committed to activities and drawn.	Protected field

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Suballocated		The amount of this subfund that the grantee moved to any other subfund or subgranted to a different recipient.	Protected field
Activity Committed		Total amount of this subfund that has been committed to activities through Activity Funding.	Protected field
Drawdown Pending		Total amount of drawdowns against this subfund that are pending but have not yet been paid by the HUD financial system (LOCCS).	Protected field
Drawn		Total dollar amount of vouchers drawn down from this subfund.	Protected field
Returned		The amount of funds returned to the parent grantee's line of credit.	Protected field
<b>Status Fields</b>			
Subfund Status		The status of this subfund:  <b>A</b> Active <b>I</b> Inactive	Protected field
Grant Insert Date		For CPD program grants, the date that HUD entered this grant into IDIS. For subgrants, receipt funds, or subfunds, this is the date the subgrant or subfund was created.	Protected field
Last Modified Date/Time		The time and date a grant was last updated. The following processes cause an update: <ul style="list-style-type: none"> <li>• Creating a subfund, receipt fund, or subgrant</li> <li>• Funding the grant, subgrant, receipt fund or subfund on the Activity Funding screens</li> <li>• Creating or completing a drawdown request</li> </ul>	Protected field
Available to Commit		Amount of the subfund available to commit toward activities or available to subfund or subgrant.	Protected field
Available to Draw		Amount of the subfund available to drawdown. This is the amount of the grant minus the suballocated amount minus the amount drawn.	Protected field

---

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
New Authorized Amount Minimum/ Maximum Allowed		IDIS automatically calculates the lower and upper limits of the amount an authorization can be revised to based on the amount of funds already funded to activities, drawn and pending draws for activities, and subgranted/subfunded to other organizations.	Protected field
Press <Enter> to return to the Maintain Subfunds Screen (C04MG07).			

## 7.6 Selecting an Activity To View Funding Details (C04MD02)

**SCREEN:** Activity Listing screen

**C04MD02**

**PURPOSE:** This screen lets you select all or selected activities with a status of *underway* or *funds budgeted*. From this screen, you can select one or more activities and view their CPD funding and draw amounts.



**NOTE:**

**You will not see activities listed on this screen if they have a status of *complete* or *canceled* (because, obviously, you cannot draw funds from a completed or canceled activity).**

### 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.)

This screen, by default, displays all projects and activities by program year in project number order. To limit the display, enter the requested information in Steps 1-3.

When you have completed all fields on the screen, press **<Enter>** to go to the View Activity Details screen (C04MD62).

**HUD ACTIVITY NBR**

1. If you know the activity number and you type it in this field, you will go directly to the View Activity Funding Details screen (C04MD62).

**CPS PROJECT**

2. If you want to limit your display to one project, type the project number.

**PGM YEAR**

3. If you want to limit your display to one program year, type the year.

**SEL**

4. Type **X** next to each activity for which you want to view funding and draw details.

SEL	PROJECT	PGM YEAR	IDIS ACTIVITY	ACTIVITY NAME
-	0001	1994	000000000015	BAUSHER
-	0001	1994	000000000019	ADMIN ACTIVITY
-	0001	1994	000000000044	LUTZ APARTMENTS - BCAP
-	0001	1998	000000001367	INCUBATOR SYSTEM - KUTZTOWN UNIUERS
-	0001	1999	000000001406	GENERAL ADMINISTRATION - CD OFFICE
-	0001	1999	000000001407	ADMINISTRATION - CED OFFICE
-	0001	1999	000000001409	GENERAL ADMINISTRATION - CD OFFICE
-	0002	1994	000000000002	CDBG COMMITTED FUNDS ADJUSTMENT
-	0002	1994	000000001054	JOB TRAINING - BERKS E&T OFFICE
-	0002	1994	000000001084	HANDICAPPED RECREATION AREA - BERKS
-	0002	1994	000000001151	BALLFIELD & PARKING LOT - KUTZTOWN
-	0002	1999	000000001424	CONSULTING - CD OFFICE
-	0002	1999	000000001448	ESSENTIAL SERVICES - BERKS WOMEN IN
-	0002	1999	000000001450	ESSENTIAL SERVICES - SALUATION ARMY
-	0002	1999	000000001470	HIU/AIDS COUNSELING

**F4 = MAIN MENU    F7 = PREV**  
**F17 = UP            F18 = DOWN**

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
HUD Activity Number		If you know the HUD activity number and you type it in this field and press <Enter>, you will go directly to the View Activity Funding Details screen (C04MD62).	18 alphanumeric characters
CPS Project		If you want to limit your display to all activities for one project, type the project number.	4 numeric characters
Program Year		If you want to limit your display to one program year, type the year.	ccyy
Press <Enter> and the screen refreshes with the requested activity data. Press <F18> to page forward and press <F17> to page back.			
Sel		Type <b>X</b> next to each activity that you want to view.	X
Project		The Project Number.	Protected field
Program Year		The program year of the project.	Protected field

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
IDIS Activity		Carried forward from the Setup Activity screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity screen (C04MA01).	Protected field
<p>Press &lt;Enter&gt; and the CPD grant information is displayed for the selected activity on the View Activity Funding Details screen (C04MD62).</p>			

### 7.6.1 View Activity Funding Details (C04MD62)

**SCREEN:** View Activity Funding Detail **C04MD62**

**PURPOSE:** This screen lets you review the dollar amount committed to this activity from the four CPD grant programs and the cumulative dollars drawn down. If you selected more than one activity on the Activity Listing screen, press <Enter> to display the next activity.

11/04/99 12:03		VIEW ACTIVITY FUNDING DETAILS			C04MD62
GRANTEE NAME: BERKS COUNTY					
CPS PROJECT: 9		PGM YEAR: 1999		SETUP DATE: 12/15/1998	
GRANTEE ACTIVITY NUMBER: C99-031				HUD ACTIVITY NUMBER: 1435	
ACTIVITY NAME: SEWER GRANTS - CD OFFICE					
SHORT ADDRESS:					
CITY: DOUGLASS TWP.		STATE: PA		ZIP:	
PROGRAM	FUNDED AMT	CUM. DRAWN AMT	CUM. PEND AMT	BALANCE	
-----	-----	-----	-----	-----	
CDBG	\$170020.00	\$0.00	\$520.00	\$169500.00	
ESG	\$0.00	\$0.00	\$0.00	\$0.00	
HOME	\$0.00	\$0.00	\$0.00	\$0.00	
HOPWA	\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL	\$170020.00	\$0.00	\$520.00	\$169500.00	
PRESS ENTER TO CONTINUE					
F4 = MAIN MENU F7 = PREV					

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Name		The grantee authorized on the Drawdown Authorization screen.	Protected field
CPS Project		The Project ID generated when the grantee's C2020 project data was transferred to IDIS; or the Project Number generated on the Add Project screen (C04MK01).	Protected field

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Program Year		The Program Year of the displayed CPD program grants.	Protected field
Setup Date		The date this project was added to IDIS.	Protected field
Grantee Activity Number		The grantee-assigned identifier, carried forward from the Setup Activity screen (C04MA01).	Protected field
HUD Activity Number		Carried forward from the Setup Activity screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity screen (C04MA01).	Protected field
Short Address		Carried forward from the Setup Activity screen (C04MA01).	Protected field
City State Zip		Carried forward from the Setup Activity screen (C04MA01).	Protected field
Program		The CPD grant program funding this activity.	Protected field
Funded Amount		The dollar amount of funds committed on the Activity Funding screen (C04MO05) from each CPD program.	Protected field
Cumulative Drawn Amount		The total dollar amount of funds drawn by this activity against each CPD program grant. This amount may include pre-IDIS drawdown amounts.	Protected field
Cumulative Pending Amount		The total dollar amount of any pending draws.	Protected field
Balance		The difference, if any, between funded and drawn amounts. This amount may include pre-IDIS drawdown amounts.	Protected field
<p>If you selected more than one grant on the Activity Listing screen (C04MD02), press &lt;Enter&gt; to see the next activity. To return to the Activity Listing screen after the last grant detail is displayed, press &lt;Enter&gt;.</p>			

## 7.7 Creating the Drawdown (C04MD10)

**SCREEN:** Create Drawdowns

**C04MD10**

**PURPOSE:** On this screen, you create a drawdown voucher for one or more activities. You can enter up to 60 activity IDs on a single voucher. However, you *cannot* mix an activity with a CHDO Reserve funding source (Fund Type = CR) with other types of activities and funding sources. Due to authorization requirements, you must process each individual CHDO's voucher separately. You can mix any other types of activities and their funding sources on the same request.

To use this screen, you must know the activity number or numbers from which you will be drawing down funds. Option 03, View Activity Funding Details, lets you view all your activities and their activity numbers.



**NOTE:**

If you are not the owner of the activity to receive the drawdown -- for example if you are a state subrecipient carrying out the activity for the state -- you must first identify the owner of the activity. This presumes that the owner of the activity gave you access to carry it out as another entity on the Process Activity screen (C04MA03) or the Add Project screen (C04MK02.)

To identify the owner of the activity, press **F1** and the Activity Owner List screen (C04MF10) will be displayed. This screen displays a list of possible activity owners.

### 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.)

You may enter up to 60 Activity IDs on this screen.



DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Requested Submission Date		<p>If you want this drawdown request to be submitted to LOCCS on a future date, type the date.</p> <p>If you leave this field blank, the drawdown request will be submitted to LOCCS the same date it is approved (unless the approver changes the submission date).</p> <p>Effective with Version 6.7, if a grantee attempts to create a voucher that is more than 90 days from the creation date, IDIS will display an error message.</p>	mm/dd/ccyy
HUD Activity		Type up to 60 Activity IDs.	12 numeric characters
<p>Press &lt;Enter&gt; to save the information and display the Create Drawdowns screen (C04MD11) with the first four funding sources available to the activities you entered.</p>			

**SCREEN:                      Create Drawdowns                      C04MD11**

**PURPOSE:** On this screen, you enter the dollar amount to be drawn down from each funding source listed for each activity. A Draw debits your LOCCS line of credit for work that was performed on an activity and credits the draw recipient's bank account. If the activity is funded by more than one program, for example, CDBG and ESG, or from more than one fund type, for example, EN and PI, you will see a line item for each different funding source. To process the draw, you need to enter the dollar amount to draw from each funding source for each activity listed.

For readability, each different Activity ID is separated by Xs while a dashed line separates funding sources for the same activity.

	<p><b>NOTE:</b></p> <p>For CDBG only, if the date for which you are requesting the draw is within the first 90 days of your Plan Year, a Prior Year (Y/N) prompt appears on the Drawdown Screen. Enter <b>Y</b> to draw from the prior plan year or leave blank to fund the activity from the current plan year.</p>
---	--



DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
HUD Activity		The Activity Number you entered on the Create Drawdown screen (C04MD10).	Protected field
Draw Amount	✓	Type the amount (in dollars and cents) to be drawn down from this funding source.	\$nnnnnnnnnn.nn
Program Code		The CPD grant program funding this activity: <b>B</b> CDBG <b>H</b> HOPWA <b>M</b> HOME <b>S</b> ESG	Protected field
Fund Type		The Fund Type: <b>AD</b> Administrative Subfund <b>CC</b> CHDO Capacity Building Fund <b>CO</b> CHDO Operating Expenses <b>CR</b> CHDO Reserved <b>EN</b> Entitlement <b>PI</b> Program Income Funds <b>SU</b> Subgrant <b>RL</b> Revolving Loan Funds <b>SF</b> CDBG State Revolving Funds <b>TA</b> Technical Assistance	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
Recipient Type		The type of recipient: <b>CO</b> CHDO <b>LG</b> Local government <b>OE</b> Other Entity <b>SE</b> State Entitlement <b>SR</b> State Recipient	Protected field
Funded		The dollar amount committed in Activity Funding to this activity from this funding source.	Protected field
Drawn		The cumulative dollar amount drawn by this activity from this funding source.	Protected field
Available		The difference between the funded and drawn amounts.	Protected field
Activity Name		Carried forward from the Setup Activity screen (C04MA01).	Protected field

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Project		The Project ID generated when the grantee's C2020 project data was transferred to IDIS; or the Project Number generated on the Add Project screen (C04MK01).	Protected field
Year		The Program Year of this project.	Protected field
Source		If you are viewing details for the CPD program grant or a subfund or receipt fund created from it, this field will display "US Department of Housing and Urban Development." If you are viewing details for a subgrant, this field will display the name of the grantee who created the subgrant.	Protected field
Recipient		The grantee authorized on the Authorize Grantee screen (C04MD05).	Protected field
<p><b>Press &lt;Enter&gt; to save the amounts you entered. (If you don't press &lt;Enter&gt;, the system <i>will not</i> save the amounts.) Press &lt;F20&gt; to process the voucher request.</b></p> <p>If all activities are properly funded, the system will display the Create Drawdown screen (C04MD14); otherwise, you will see an error message that one or more activities either don't exist or have not been properly funded.</p>			

## 7.8 Confirming the Drawdown Request (C04MD14)

SCREEN: **Create Drawdown** C04MD14

PURPOSE: On this screen, you verify that you entered the correct draw amounts for each funding source for each activity.

### How To Complete This Screen:



#### CONFIRM DRAWDOWN?

1. The system displays each activity and the funding sources from which you are drawing funds. If all activities do not fit on one screen, press <F18> page down.
2. If all data displayed is correct, press <F20> to create the voucher. You will see a voucher number displayed at the bottom of the screen.

If a draw amount, activity, or source is incorrect, press <F6> to clear the screen and return to the Create Drawdown screen (C04MD11) where you can correct the entry.

```

_ 02/13/03 09:49      CREATE DRAWDOWN      C04MD14

DRAWDOWN FOR : NEW YORK CITY      ACT OWNER : NEW YORK CITY
REQUESTED SUBMISSION DATE: MM / DD / CCYY  <-- TO LOCCS (MM/DD/CCYY FORMAT)

HUD ACTIVITY
000000001201  HOPWA  EN   HH  LG      5.00  SCATTERED SITE
000000000909  ESG    EN   MC  LG      5.00  RELOCATION SSSUPPORT/
000000000509  CDBG  EN   MC  LG      5.00  EMERGENCY REPAIR PROG
000000000808  HOME  EN   MC  LG      5.00  NEW YORK CITY

DRAWDOWN COMPLETE <VOUCHER NUMBER = 0807441> TOTAL VOUCHER AMT =          20.00

F4 = MAIN MENU  F6 = CLEAR  F7 = PREV  F9 = GO TO  F17 = UP  F18 = DOWN
    
```

## 7.9 Approving the Drawdown Line Items (C04MD12)

**SCREEN:** Approve Drawdown screen

**C04MD12**

**PURPOSE:** This screen 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.

LOCCS approves or rejects all line items that were sent on one batch. This may not be all line items if the approver did not approve all line items on the voucher the same day. If approved by LOCCS, LOCCS sends the line items to the U.S. Treasury for payment. LOCCS also sends the status of the request back to IDIS.

Once received by Treasury, if Treasury accepts, electronic payment is made to the recipient. (No status is sent back to IDIS.) If rejected by Treasury, Treasury sends IDIS the status. When this occurs, you will have to create a new voucher for the rejected line items.

### 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.)

This screen lets you search for and retrieve vouchers based on Date, HUD Activity Number, or the exact Voucher Number. You may use these three fields in various combinations to limit your search for a voucher. However, if you enter invalid data, the system won't display any matches.

If you leave these fields blank, you will see all vouchers for the grantee.

#### DATE

1. If you want to limit the earliest voucher date displayed, type the date to display.

If you leave this field blank, the screen refreshes with all vouchers with the oldest vouchers listed first.

#### VOUCHER NUMBER

2. If you want to limit the display to one voucher number, you may type it in this field.

If you leave this field blank, the screen refreshes with all vouchers.

**HUD ACTIVITY NUMBER**

- If you want to limit the display to vouchers for one activity number, you may type it in this field.

If you leave this field blank, the screen refreshes with all activity numbers.

Press **<Enter>**. The screen refreshes with vouchers matching the Date/Voucher/Activity Number you entered in the above three fields.

**SEL**

- Type **A** next to each voucher with a status of *Open* that you want to approve. If the voucher contains multiple line items and you want to approve items individually, type an **A** next to only those line items you want to approve.

(On the next screen, IDIS will offer the option of approving all line items for the same voucher as a group, providing you have approval rights to all line items on the voucher.)

After you press **<Enter>**, the system displays the Confirm Voucher Approval screen (C04MD13) where you can confirm which voucher line items you want to approve and, if necessary, change the date a voucher line item will be submitted to LOCCS. (These steps are described in the next section.)

02/25/03 09:31		APPROVE DRAWDOWNS							C04MD12	
DATE: 02 / 01 / 2003		VOUCHER NUM: _____			HUD ACTIVITY NUM: _____					
SELECTION: X - INQUIRE, A - APPROVE, K - REVOKE									PAGE: 001	
S	VOUCHER NUMBER	LINE ITEM	VOUCHER DATE	HUD ACT NUMBER	VOUCHER STATUS	PGM CD	PR YR	SRCE TYPE	FUND TYPE	DRAWDOWN AMOUNT
=	807441	01	02/13/2003	1201	OPEN	H		HH	EN	\$5.00
-	807441	02	02/13/2003	909	OPEN	S		MC	EN	\$0.01
-	807441	03	02/13/2003	909	OPEN	S		MC	EN	\$4.99
-	807441	04	02/13/2003	509	OPEN	B	Y	MC	EN	\$5.00
-	807441	05	02/13/2003	808	OPEN	M		MC	EN	\$5.00
-	807445	01	03/31/2003	509	OPEN	B	Y	MC	EN	\$250.00
-	807446	01	04/10/2003	509	OPEN	B		MC	EN	\$1.00

SELECT A DRAWDOWN TRANSACTION TO WORK WITH, PRESS ENTER  
 F4 = MAIN MENU    F7 = PREV    F12 = EXIT IDIS    F17 = UP    F18 = DOWN

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Date		If you want to limit the earliest voucher date displayed, type the date to display.  If you leave this field blank, the screen refreshes with all vouchers with the oldest vouchers listed first.	mm/dd/ccyy
Voucher Number		If you want to limit the display to one voucher number, you may type it in this field.  If you leave this field blank, the screen refreshes with all vouchers.	6 numeric characters
HUD Activity Number		If you want to limit the display to vouchers for one activity number, you may type it in this field.  If you leave this field blank, the screen refreshes with all activity numbers.	12 numeric characters
Press <Enter>. The screen refreshes with all vouchers matching the Date/Voucher/Activity you entered.			
Select		Type <b>A</b> next to each voucher line item with a status of <i>Open</i> that you want to approve.	A
Voucher Number		Generated when the drawdown was created on the Create Drawdown screen (C04MD10).	Protected field
Line Item		Line item of the voucher.	Protected field
Voucher Date		The date the voucher was created on the Create Drawdown screen (C04MD10).	Protected field
HUD Activity Number		The HUD Activity Number for which funds are to be drawn.	Protected field
Voucher Status		The status of this voucher. When created on the Create Drawdown screen (C04MD10) a voucher is given an initial status of <i>Open</i> .  Open Initial status Approved Voucher approved Pending Voucher pending receipt by LOCCS Canceled The Grantee canceled an Open voucher Completed Voucher paid through LOCCS Revoked Grantee revoked voucher approval Revised Grantee revised HUD Activity Number drawing the funds from this voucher	Protected field

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Program Code		The CPD grant program funding this line item:  <b>B</b> CDBG <b>S</b> ESG <b>M</b> HOME <b>H</b> HOPWA	Protected field
Pr/Yr (Prior Year)		If a <b>Y</b> appears in this field, the grantee requested that the voucher be debited from the prior year's funding. A grantee can request this if the draw is submitted within 90 days after the close of the prior fiscal year. If this field is blank, the draw is from the current year funding.  If the date you are approving a draw request for an activity is between 10 days before and the first 90 days after the start of the grantee's next program year, IDIS will display a "Y" in the Prior Year field <i>only</i> if the original requestor entered it. On the next screen, the approver can change a "Y" to spaces or spaces to "Y." For CDBG draws outside this 100-day window, the Prior Year field is protected.	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
Fund Type		The Fund Type:  <b>AD</b> Administrative Subfund <b>CC</b> CHDO Capacity Building Fund <b>CO</b> CHDO Operating Expenses <b>CR</b> CHDO Reserved <b>EN</b> Entitlement <b>PI</b> Program Income Funds <b>SU</b> Subgrant <b>RL</b> Revolving Loan Funds <b>SF</b> CDBG State Revolving Funds <b>TA</b> Technical Assistance	Protected field
Drawdown Amount		The amount of funds requested for this voucher line item on the Create Drawdown screen (C04MD10).	Protected field
<p>After you press &lt;Enter&gt;, the system displays the Confirm Voucher Approval screen (C04MD13) where you can confirm which voucher line items you want to approve and, if necessary, change the date a voucher line item will be submitted to LOCCS. (These steps are described in the next section.)</p>			

## 7.9.1 Confirming Voucher Approval (C04MD13)

**SCREEN:**                      **Confirm Voucher Approval**                      **C04MD13**

**PURPOSE:** On this screen, you can confirm your approval of a drawdown voucher line item and optionally change the date of approval (for *future* submittal to LOCCS), or for CDBG line items, change the Prior Year flag\*. You will only see voucher line items that you have rights to approve. For example, if the original voucher contained line items for different programs, for example CDBG and ESG, and you do not have approval rights to CDBG, you will not see those voucher line items.

Unless you enter a future date, after you have approved the line items on the voucher, IDIS will submit all approved line items in one batch to the HUD financial system (LOCCS) at 8:00 p.m. Eastern Time.

Effective with Version 6.7, if a grantee attempts to approve a voucher with a LOCCS submit date that is more than 90 days from the creation date, IDIS will display an error message.

LOCCS approves or rejects all line items that were sent on one batch. This may not be all line items if the approver did not approve all line items on the voucher the same day. If approved by LOCCS, LOCCS sends the line items to the U.S. Treasury for payment. LOCCS also sends the status of the request back to IDIS.

Once received by Treasury, if Treasury accepts, electronic payment is made to the recipient. (No status is sent back to IDIS.) If rejected by Treasury, Treasury sends IDIS the status. When this occurs, you will have to create a new voucher for the rejected line items.

---

### 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 all fields on the screen, press <Enter> to go to return to the Approve Drawdown screen.

---

\* If the date you are approving a draw request for an activity is between 10 days before and the first 90 days after the start of the grantee's next program year, IDIS will display a "Y" in the Prior Year field *only* if the original requestor entered it. On this screen, the approver can change a "Y" to spaces or spaces to "Y." For CDBG draws outside this 100-day window, the Prior Year field is protected.

**VOUCHER SUBMISSION  
DATE**

1. When you first see this screen, the first line item you selected with an "A" on the Approve Drawdown screen is displayed.

The Voucher Submission Date displayed is based on the Requested Submission Date that the person creating the voucher entered on the Create Drawdown screen (C04MD10).

If you **do not** want this voucher line item submitted to LOCCS for disbursement on the date listed, type the new date. (It can be any date from today forward.) The line item will be submitted to LOCCS on that date.

Press **<Enter>** to view and approve each line item on the voucher.

**ALL LINE ITEMS?**

2. If the voucher contains multiple line items, if you change the default of N to Y (Yes), IDIS will approve all line items associated with the voucher that you have rights to approve without showing you the Approval screen for each line item.

If you leave the default of N, IDIS will display and ask you to approve each line item that you selected with an "A" on the Approve Drawdown screen.

If the line item you are viewing is for CDBG and the Prior Year field is active (the voucher was created between 10 days before and 90 days after the start of the grantee's program year, if you change the status of the flag (Y to spaces or spaces to Y) *and* you select "Y" to approve all line items, IDIS will only change the flag for those CDBG line items that fall within the 100 day windows. All other CDBG line items and line items for other programs will be unaffected.

02/25/03 09:32	CONFIRM VOUCHER APPROVAL	C04MD13
-----		
VOUCHER NUMBER: 0807441/0004	BATCH: 0000000	BATCH DATE: 01-01-0001
LOCCS GRANT NUM: B01MC360104	LOCCS CNTL NUM: 000000000	
TRANSACTION TYPE: PAYMENT	CREATION DATE: 02-13-2003	
IDIS STATUS: OPEN	LOCCS STATUS: NO STATUS SET	
PROGRAM AREA: CDBG	FISCAL YEAR: 2001	SOURCE TYPE: MC
PRIOR YEAR: Y	FUND TYPE: EN	RECIPIENT TYPE: LG
HUD ACT NUM: 000000000509	NAME: EMERGENCY REPAIR PROGRAM	DRAWDOWN AMOUNT: \$5.00
PAY TO: 364436 / 00001	GRANTEE NAME: NEW YORK CITY	
APPROVAL OPTIONS		
-----		
VOUCHER SUBMISSION DATE: 02 / 25 / 2003	ALL LINE ITEMS ? : N	
F4 = MAIN MENU	F7 = PREV	F12 = EXIT IDIS

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Voucher Number/Line Item		Carried forward from the previous screen, C04MD12.	Protected field
Batch		The LOCCS batch number in which this line item was processed. If this field displays all zeros, the drawdown request has not been sent to LOCCS.	Protected field
Batch Date		The date LOCCS created the batch. If this field displays 01-01-0001 or is blank, the drawdown request has not been sent to LOCCS.	Protected field
LOCCS Grant Number		The grant number assigned by LOCCS to this grant, or if a subgrant, receipt fund, or subfund, the grant number assigned by LOCCS to the parent grant. This number should be the same as the IDIS Grant Number.	Protected field
LOCCS Control Number		The control number assigned to all line items on this voucher submitted on the same date to LOCCS as one batch. (If you approve line items on the same voucher with different dates, each group with the same date will have a different Control Number.)  If this field displays all zeros, the drawdown request has not been sent to LOCCS.	Protected field
Transaction Type		Field should always display <i>payment</i> . Your voucher is a request for payment from the line of credit (grant).	Protected field
Creation Date		The date the voucher was created.	Protected field
IDIS Status		The status of this voucher in IDIS. When created on the Create Drawdown screen (C04MD10) a voucher is given an initial status of <i>Open</i> .  Open            Initial status Approved      Voucher approved Pending        Voucher pending receipt by LOCCS Canceled      The Grantee canceled an Open voucher Completed     Voucher paid through LOCCS Revoked        Grantee revoked voucher approval Revised        Grantee revised HUD Activity Number drawing the funds from this voucher	Protected field

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
LOCCS Status		The status of this voucher in LOCCS. See Section 7.10.1.1, Matching IDIS Voucher Status to LOCCS Voucher Status.	Protected field
Program Area		The CPD grant program funding this activity: <b>B</b> CDBG <b>S</b> ESG <b>M</b> HOME <b>H</b> HOPWA	Protected field
Fiscal Year		The fiscal year of the grant that funded the draw.	Protected field
Prior Year		If a <b>Y</b> appears in this field, the grantee requested that the voucher be debited from the prior year's funding. A grantee can request this if the draw is submitted within 90 days after the close of the prior fiscal year. If this field is blank, the draw is from the current year funding.	Spaces or Y
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
Recipient Type		The grant recipient's organization type: <b>CO</b> CHDO <b>LG</b> Local government <b>OE</b> Other Entity <b>SE</b> State Entitlement <b>SR</b> State Recipient	Protected field
Fund Type		The Fund Type: <b>AD</b> Administrative Subfund <b>CC</b> CHDO Capacity Building Fund <b>CO</b> CHDO Operating Expenses <b>CR</b> CHDO Reserved <b>EN</b> Entitlement <b>PI</b> Program Income Funds <b>SU</b> Subgrant <b>RL</b> Revolving Loan Funds <b>SF</b> CDBG State Revolving Funds <b>TA</b> Technical Assistance	Protected field
Drawdown Amount		The total amount of the voucher, as entered on the Create Drawdown screen (C04MD11).	Protected field

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
HUD Activity Number		The HUD Activity Number and Activity Name assigned to this activity on the Setup Activity screen (C04MA01).	Protected field
Pay To		The recipient's UOG code and UOG number.	Protected field
Grantee Name		The grantee name.	Protected field
<b>Approval Options</b>			
Voucher Submission Date		Defaults to today's date or the date the requester specified on the Create Drawdown screen. If you change the date to a future date before approving the voucher, it will not be submitted to LOCCS until this date.	mm/dd/ccyy
All Line Items?		<p>If the voucher contains multiple line items, if you change the default of N to Y (Yes), IDIS will approve all line items associated with the voucher that you have rights to approve without showing you the Approval screen for each line item.</p> <p>If you leave the default of N, IDIS will display and ask you to approve each line item that you selected with an "A" on the Approve Drawdown screen.</p> <p>If the line item you are viewing is for CDBG and the Prior Year field is active (the voucher was created between 10 days before and 90 days after the start of the grantee's program year, if you change the status of the flag (Y to spaces or spaces to Y) <i>and</i> you select "Y" to approve all line items, IDIS will only change the flag for those CDBG line items that fall within the 100 day windows. All other CDBG line items and line items for other programs will be unaffected.</p>	N or Y
<p>Press &lt;Enter&gt; to approve each voucher/line item. The system will prompt you with a message to press &lt;Enter&gt; again for confirmation. You then return to the Approve Drawdown screen (C04MD12).</p>			

## 7.9.2 Revoking Approval of a Drawdown

**SCREEN:** Approve Drawdown

**C04MD12**

**PURPOSE:** This screen allows authorized persons in the grantee's organization to revoke the approval of one or more line items on a voucher. There is a very short time frame to use this option. You can only revoke approval if the voucher has not been sent to LOCCS for processing. (IDIS Status = Approved)

### 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.)

This screen lets you search for and retrieve vouchers based on Date, HUD Activity Number, or the exact Voucher Number. You may use these three fields in various combinations to limit your search for a voucher. If you leave these fields blank, you will see all vouchers for the grantee you authorized on the Authorize Drawdown screen (C04MD05).

#### DATE

1. If you want to limit the earliest voucher date displayed, type the date to display.

If you leave this field blank, the screen refreshes with all vouchers with the oldest vouchers listed first.

#### VOUCHER NUMBER

2. If you want to limit the display to one voucher number, you may type it in this field.

If you leave this field blank, the screen refreshes with all vouchers.

#### HUD ACTIVITY NUMBER

3. If you want to limit the display to vouchers for one activity number, you may type it in this field.

If you leave this field blank, the screen refreshes with all activity numbers.

Press <Enter>. The screen refreshes with vouchers matching the Date/Voucher/Activity Number you entered in the above three fields.

#### SEL

4. Type **K** next to each **Approved** voucher line item for which you want to revoke approval. After you press <Enter>, the voucher line item will return to an **Open** status.

```

02/25/03 09:33                APPROVE DRAWDOWNS                C04MD12
-----
DATE: 02 / 25 / 2003    VOUCHER NUM: 0807441    HUD ACTIVITY NUM: _____
SELECTION: X - INQUIRE, A - APPROVE, K - REVOKE                PAGE: 001

   VOUCHER LINE   VOUCHER HUD ACT   VOUCHER   PGM PR SRCE FUND   DRAWDOWN
  S  NUMBER ITEM   DATE  NUMBER   STATUS     CD YR TYPE  TYPE   AMOUNT
-----
-  807441 01 02/13/2003   1201  OPEN      H   HH  EN   $5.00
-  807441 02 02/13/2003   909   OPEN      S   MC  EN   $0.01
-  807441 03 02/13/2003   909   OPEN      S   MC  EN   $4.99
K  807441 04 02/13/2003   509   APPROVED  B   Y  MC  EN   $5.00
-  807441 05 02/13/2003   808   OPEN      M   MC  EN   $5.00
-  807445 01 03/31/2003   509   OPEN      B   Y  MC  EN  $250.00
-  807446 01 04/10/2003   509   OPEN      B   MC  EN   $1.00

SELECT A DRAWDOWN TRANSACTION TO WORK WITH,  PRESS ENTER
F4 = MAIN MENU    F7 = PREV    F12 = EXIT IDIS    F17 = UP    F18 = DOWN
    
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Date		If you want to limit the earliest voucher date displayed, type the date to display.  If you leave this field blank, the screen refreshes with all vouchers with the oldest vouchers listed first.	mm/dd/ccyy
Voucher Number		If you want to limit the display to one voucher number, you may type it in this field.  If you leave this field blank, the screen refreshes with all vouchers.	7 numeric characters
HUD Activity Number		If you want to limit the display to vouchers for one activity number, you may type it in this field.  If you leave this field blank, the screen refreshes with all activity numbers.	12 numeric characters
Press <Enter>. The screen refreshes with all vouchers matching the Date/Voucher/Activity you entered.			
Sel		Type <b>K</b> next to each <b>Approved</b> voucher line item for which you want to revoke approval. After you press <Enter>, the voucher line item(s) will return to an <b>Open</b> status.	K

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Voucher Number		Carried forward from the Create Drawdown screen (C04MD10).	Protected field
Line Item		Line item of the voucher.	Protected field
Voucher Date		The date the voucher was created on the Create Drawdown screen (C04MD10).	Protected field
HUD Activity Number		The HUD Activity Number drawing the funds from this voucher.	Protected field
Voucher Status		<p>The status of this voucher. When created on the Create Drawdown screen (C04MD10) a voucher is given an initial status of <i>Open</i>.</p> <p>Open Initial status                      Approved Voucher approved, not sent to LOCCS                      Pending Voucher pending receipt by LOCCS                      Canceled The Grantee canceled an Open voucher                      Completed Voucher paid through LOCCS                      Revoked Grantee revoked voucher approval                      Revised Grantee revised HUD Activity Number drawing the funds from this voucher</p>	Protected field
Program Code		<p>The CPD grant program funding this line item:</p> <p><b>B</b> CDBG  <b>S</b> ESG  <b>M</b> HOME  <b>H</b> HOPWA</p>	Protected field
Prior Year		<p>If a <b>Y</b> appears in this field, the grantee requested that the voucher be debited from the prior year's funding. A grantee can request this if the draw is submitted within 90 days after the Close of the prior fiscal year. If this field is blank, the draw is from the current year funding.</p>	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

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Fund Type		The Fund Type: <b>AD</b> Administrative Subfund <b>CC</b> CHDO Capacity Building Fund <b>CO</b> CHDO Operating Expenses <b>CR</b> CHDO Reserved <b>EN</b> Entitlement <b>PI</b> Program Income Funds <b>SU</b> Subgrant <b>RL</b> Revolving Loan Funds <b>SF</b> CDBG State Revolving Funds <b>TA</b> Technical Assistance	Protected field
Drawdown Amount		The amount of funds requested for this voucher line item on the Create Drawdown screen (C04MD10).	Protected field
Press <Enter>. The system prompts you to confirm that you want to revoke approval for the line items you selected. Press <Enter> again to confirm or F7 to cancel.			

## 7.10 Maintaining Drawdowns (C04MD53)

**SCREEN:** Maintain Drawdowns

**C04MD53**

**PURPOSE:** On this screen, you select one or more vouchers to view, cancel, or revise. You can view any voucher regardless of its status. In order to cancel a voucher, the voucher must have an IDIS status of *Open*. i.e., not yet sent to LOCCS for processing. The Revise option lets you change the IDIS activity ID or draw amount of an *Open* voucher or a *Completed* voucher that has already been paid by LOCCS.

### 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.)

On this screen, you search for and retrieve vouchers based on Date, HUD Activity Number, or the exact Voucher Number. You may use these three fields in various combinations to limit your search for a voucher.

#### DATE

1. If you want to limit the earliest voucher date displayed, type the date to display.

If you leave this field blank, the screen refreshes with all vouchers with the oldest vouchers listed first.

#### VOUCHER NUMBER

2. If you want to limit the display to one voucher number, you may type it in this field.

If you leave this field blank, the screen refreshes with all vouchers.

#### HUD ACTIVITY NUMBER

3. If you want to limit the display to vouchers for one activity number, you may type it in this field.

If you leave this field blank, the screen refreshes with all activity numbers.

Press <Enter>. The screen refreshes with vouchers matching the Date/Voucher/Activity Number you entered in the above three fields.

**SEL**

- You may select one or more vouchers to view (inquire), cancel, or revise. You can only cancel a voucher if it has a status of Open. You can only revise a voucher if it has a status of Open or Completed.

- X** Inquire Drawdown
- C** Cancel Drawdown
- R** Revise Drawdown

After you press **<Enter>**, the system displays the drawdown on either the Inquire, Revise, or Cancel Drawdown screen, depending on the option you selected. The next three sections describe each of these options.

02/25/03 09:34		MAINTAIN DRAWDOWNS						C04MD53		
DATE: 02 / 01 / 2003		VOUCHER NBR: _____		HUD ACTIVITY NUM: _____						
SELECTION: X - INQUIRE, C - CANCEL, R - REVISE								PAGE: 001		
S	VOUCHER NUMBER	LINE ITEM	VOUCHER DATE	HUD ACT NUMBER	VOUCHER STATUS	PGM CD	PR YR	SRCE TYPE	FUND TYPE	DRAWDOWN AMOUNT
-	807441	01	02/13/2003	1201	OPEN	H		HH	EN	\$5.00
-	807441	02	02/13/2003	909	OPEN	S		MC	EN	\$0.01
-	807441	03	02/13/2003	909	OPEN	S		MC	EN	\$4.99
-	807441	04	02/13/2003	509	APPROVED	B	Y	MC	EN	\$5.00
-	807441	05	02/13/2003	808	OPEN	M		MC	EN	\$5.00
-	807445	01	03/31/2003	509	OPEN	B	Y	MC	EN	\$250.00
-	807446	01	04/10/2003	509	OPEN	B		MC	EN	\$1.00

SELECT A DRAWDOWN TRANSACTION TO WORK WITH, PRESS ENTER  
 F4 = MAIN MENU F7 = PREV F12 = EXIT IDIS F17 = UP F18 = DOWN

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Date		If you want to limit the earliest voucher date displayed, type the date to display.  If you leave this field blank, the screen refreshes with all vouchers with the oldest vouchers listed first.	mm/dd/ccyy

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Voucher Number		If you want to limit the display to one voucher number, you may type it in this field.  If you leave this field blank, the screen refreshes with all vouchers	7 numeric characters
HUD Activity Number		If you want to limit the display to vouchers for one activity number, you may type it in this field.  If you leave this field blank, the screen refreshes with all activity numbers.	12 numeric characters
Press <Enter>. The screen refreshes with all vouchers matching the Date/Voucher/Activity you entered.			
Select		You may select one or more vouchers to view (inquire), cancel, or revise.  <b>X</b> Inquire Drawdown <b>R</b> Revise Drawdown <b>C</b> Cancel Drawdown  After you press <Enter>, the system displays the drawdown on either the Inquire, Revise, or Cancel Drawdown screen, depending on the option you selected.	X, R, or C
Voucher Number		Generated when the drawdown was created on the Create Drawdown screen (C04MD10).	Protected field
Line Item		Line item of the voucher.	Protected field
Voucher Date		The date the voucher was created on the Create Drawdown screen (C04MD10).	Protected field
HUD Activity Number		The HUD Activity Number drawing the funds from this voucher.	Protected field

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Voucher Status		<p>The status of this voucher. When created on the Create Drawdown screen (C04MD10) a voucher is given an initial status of <i>Open</i>.</p> <p>Open Initial status (or status after voucher Revoked)            Approved Voucher approved, not sent to LOCCS            Pending Voucher pending receipt by LOCCS            Canceled The Grantee canceled an Open voucher            Completed Voucher paid through LOCCS            Revised Grantee revised HUD Activity Number drawing the funds from this voucher</p>	Protected field
Program Code		<p>The CPD grant program funding this activity:</p> <p><b>B</b> CDBG  <b>S</b> ESG  <b>M</b> HOME  <b>H</b> HOPWA</p>	Protected field
Pr Yr (Prior Year)		<p>If a <b>Y</b> appears in this field, the grantee requested that the CDBG voucher be debited from the prior year's funding. A grantee can request this if the CDBG draw is submitted within 90 days after the close of the prior fiscal year. If this field is blank, the draw is from the current year funding.</p>	Protected field
Source Type		<p>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.</p>	Protected field
Fund Type		<p>The Fund Type:</p> <p><b>AD</b> Administrative Subfund  <b>CC</b> CHDO Capacity Building Fund  <b>CO</b> CHDO Operating Expenses  <b>CR</b> CHDO Reserved  <b>EN</b> Entitlement  <b>PI</b> Program Income Funds  <b>SU</b> Subgrant  <b>RL</b> Revolving Loan Funds  <b>SF</b> CDBG State Revolving Funds  <b>TA</b> Technical Assistance</p>	Protected field
Drawdown Amount		<p>The amount of funds requested for this voucher line item on the Create Drawdown screen (C04MD10).</p>	Protected field
Press <Enter> to save the information and move to the next screen.			

### 7.10.1 Viewing Drawdowns (C04MD08)

**SCREEN:** **Inquire Drawdowns** **C04MD08**

**PURPOSE:** On this screen, you can view detailed information about the voucher you selected on the Maintain Drawdowns screen (C04MD53). You can also reach this screen by selecting it from the Approve Drawdown screen (C04MD12) if you have authority to approve drawdowns.

```

_02/25/03  09:36                INQUIRE DRAWDOWN                C04MD08
-----
VOUCHER  NUMBER: 0700287/0019      BATCH: 0001456  BATCH DATE: _____
LOCCS GRANT NUM: NYH00F002        LOCCS CNTL NUM: 0000000000
TRANSACTION TYPE: PAYMENT          CREATION  DATE: 07/01/2002
IDIS     STATUS: APPROVED          LOCCS     STATUS: APPROVED
PROGRAM AREA: HOPWA  FISCAL YEAR: 2000  SOURCE     TYPE: HH  RECIPIENT TYPE: LG
PRIOR   YEAR:          FUND TYPE: EN    DRAWDOWN AMOUNT:      $150,167.34
HUD ACT NUM : 000000001284  NAME: MT. VERNON - SUPPORTIVE SERVICES

VOUCHER APPROVAL DATE: 11/29/2001    VOUCHER SUBMISSION DATE: 11/29/2001
PAY TO: 364436 / 00001    GRANTEE NAME: NEW YORK CITY
=====
                LINE OF CREDIT CONTROL SYSTEM CONFIRMATION
                -----
CONFIRM BATCH: _____ DATE: _____ UPDATE BATCH: _____ DATE: _____

CONFIRMATION CODE: P00  PROCESSED

PAY METHOD: A  SCHEDULE NUMBER: LH8442  RESCHEDULE: ___ EFFECT DATE: _____
SPECIAL REMARK: _____

F4 = MAIN MENU  F7 = PREV  F8 = NEXT  F12 = EXIT IDIS
    
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
<b>IDIS Information</b>			
Voucher Number		Generated when the drawdown was created on the Create Drawdown screen (C04MD10).	Protected field
Batch		The LOCCS batch number in which this line item was processed. If this field displays all zeros, the drawdown request has not yet been sent to LOCCS.	Protected field

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Batch Date		The date LOCCS created the batch. If this field displays 01-01-0001, the drawdown request has not yet been sent to LOCCS.	Protected field
LOCCS Grant Number		The grant number assigned by LOCCS to this grant, or if a subgrant, or subfund the grant number assigned by LOCCS to the parent grant. This number should be the same as the IDIS Grant Number.	Protected field
Transaction Type		Field should always display <i>payment</i> . Your voucher is a request for payment from the line of credit (grant).	Protected field
Creation Date		The date the voucher was created on the Add Drawdown screen (C04MD10).	Protected field
IDIS Status		The status of this voucher. Open Initial status Approved Voucher approved Pending Voucher pending receipt by LOCCS Canceled The Grantee canceled an Open voucher Completed Voucher paid through LOCCS Revoked Grantee revoked voucher approval Revised Grantee revised HUD Activity Number drawing the funds from this voucher	Protected field
LOCCS Status		The status of this voucher in LOCCS. See Section 7.10.1.1, Matching IDIS Voucher Status to LOCCS Voucher Status.	Protected field
Program Area		The CPD grant program funding this activity: <b>B</b> CDBG <b>S</b> ESG <b>M</b> HOME <b>H</b> HOPWA	Protected field
Fiscal Year		The fiscal year of the grant that funded the draw.	Protected field

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Pr Yr (Prior Year)		If a <b>Y</b> appears in this field, the grantee requested that the CDBG voucher be debited from the prior year's funding. A grantee can request this if the CDBG draw is submitted within 90 days after the Close of the prior fiscal year. If this field is blank, the draw is from the current year funding.	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
Recipient Type		The grant recipient's organization type:  <b>CO</b> CHDO <b>LG</b> Local government <b>OE</b> Other Entity <b>SE</b> State Entitlement <b>SR</b> State Recipient	Protected field
Fund Type		The Fund Type:  <b>AD</b> Administrative Subfund <b>CC</b> CHDO Capacity Building Fund <b>CO</b> CHDO Operating Expenses <b>CR</b> CHDO Reserved <b>EN</b> Entitlement <b>PI</b> Program Income Funds <b>SU</b> Subgrant <b>RL</b> Revolving Loan Funds <b>SF</b> CDBG State Revolving Funds <b>TA</b> Technical Assistance	Protected field
Drawdown Amount		The amount of the voucher, as entered on the Create Drawdown screen (C04MD10).	Protected field
HUD Activity Number/[Activity Name]		The HUD Activity Number and Activity Name assigned to this activity on the Setup Activity screen (C04MA01).	Protected field
Voucher Approval Date		The date the voucher was approved in IDIS using the Approve Drawdown screen (C04MD12).	Protected field
Voucher Submission Date		The date the voucher was transmitted to the HUD financial system.	Protected field
Pay To		The recipient's UOG code and UOG number.	Protected field

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Name		The grantee name.	Protected field
LOCCS Confirmation Information			
Confirm Batch/Date		The LOCCS batch number and date in which this voucher line item was processed after it was received from the IDIS batch.	Protected field
Update Batch/Date			Protected field
Confirmation Code		The LOCCS confirmation code for this batch: P00      Processed R01      Rejected, bad batch header R02      Rejected, batch count off R03      Rejected, batch total off R03      Rejected, RCD-BCH-NO does not equal batch R05      Rejected, out of sequence on RCD-NO R50      Rejected, invalid grantee/grant/program R51      Rejected, insufficient funds R52      Rejected, detail total does not equal voucher total R53      Rejected, out of sequence on voucher line number R54      Rejected, duplicate voucher number R55      Rejected, failed conversion edits R59      Rejected, other voucher lines failed edits R99      Rejected, missing required information H01      Held, missing payment information H02      Held, suspension H03      Held, funding problem	Protected field
Pay Method			Protected field
Schedule Number			Protected field
Reschedule			Protected field
Effective Date			Protected field
Special Remark			Protected field
Press <F4> to return to the Main Menu. Press <F7> to return to the Maintain Drawdowns screen.			

### 7.10.1.1 Matching IDIS Voucher Status to LOCCS Voucher Status

IDIS Status	LOCCS Status	Description	Processing Details
O	[blank] no status set	Voucher Created; yet to be approved	Cannot be sent to LOCCS "OPEN"
X	[blank] no status set	Canceled before approval	Cannot be sent to LOCCS "CANCELED"
A	[blank] no status set	Approved in IDIS	Yet to be sent to LOCCS
Y	[blank] no status set	Canceled within IDIS after approval, but before being sent to LOCCS	Cannot be sent to LOCCS "CANCELED"
A	O	Approved in IDIS; selected for processing (transition state)	Feeder File creation process will set LOCCS status = O for all vouchers selected for processing "APPROVED"
A	K	Approved; sent to LOCCS; Rescheduled by LOCCS	Confirmation File process (C04PB02) will set the LOCCS status. "ON HOLD"
A	X	LOCCS canceled all line items on this voucher batch	Missing/wrong banking information. Confirmation File process (C04PB02) will set the LOCCS status. "CANCELED"
A	R	LOCCS rejected all line items on this voucher batch Due to lack of funds in the grant	IDIS Grant Balances NOT OK. Confirmation File process (C04PB02) will set the LOCCS status. "REJECTED"
A	A	Approved in IDIS and approved in LOCCS	Confirmation File process (C04PB02) will set the LOCCS status. "COMPLETED"
V	A	Revised within IDIS after LOCCS approval	Grants will not change. Only activities can be changed. "REVISED"
A	T	Treasury reject	IDIS needs to adjust the balance. "REJECTED"

## 7.10.2 Canceling a Drawdown (C04MD09)

SCREEN: **Cancel Drawdown screen** (C04MD09)

PURPOSE: IDIS lets authorized persons in the grantee's organization cancel a voucher request that is Open, i.e., not yet approved or sent to LOCCS.

### How To Complete This Screen:

Review the drawdown information displayed. To cancel the voucher, press <Enter>. To return to the previous screen without canceling, press <F7>.



```

02/25/03  09:37                CANCEL DRAWDOWN                C04MD08
-----
VOUCHER  NUMBER: 0807441/0001      BATCH:  0000000  BATCH DATE: _____
LOCCS GRANT NUM: NYH00F002        LOCCS CNTL NUM: 000000000
TRANSACTION TYPE: PAYMENT          CREATION  DATE: 02/13/2003
IDIS     STATUS: OPEN              LOCCS     STATUS: NO STATUS SET
PROGRAM AREA: HOPWA  FISCAL YEAR: 2000  SOURCE   TYPE: HH  RECIPIENT TYPE: LG
PRIOR   YEAR:          FUND TYPE: EN    DRAWDOWN AMOUNT:          $5.00
HUD ACT NUM : 000000001201  NAME: SCATTERED SITE

VOUCHER APPROVAL DATE:             VOUCHER SUBMISSION DATE:
PAY TO: 364436 / 00001  GRANTEE NAME: NEW YORK CITY
=====
                LINE OF CREDIT CONTROL SYSTEM CONFIRMATION
=====
CONFIRM BATCH: _____ DATE: _____ UPDATE BATCH: _____ DATE: _____

CONFIRMATION CODE: _____

PAY METHOD:    SCHEDULE NUMBER: _____ RESCHEDULE: ___ EFFECT DATE: _____
SPECIAL REMARK: _____
DD016I PRESS ENTER AGAIN TO CONFIRM CANCELLATION OF SELECTED ROWS
F4 = MAIN MENU  F7 = PREV  F8 = NEXT  F12 = EXIT IDIS
    
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
<b>IDIS Information</b>			
Voucher Number		Generated when the drawdown was created on the Create Drawdown screen (C04MD10).	Protected field
Batch		The LOCCS batch number in which this line item was processed. If this field displays all zeros, the drawdown request has not yet been sent to LOCCS.	Protected field
Batch Date		The date LOCCS created the batch. If this field displays 01-01-0001 or is blank, the drawdown request has not been sent to LOCCS.	Protected field
LOCCS Grant Number		The grant number assigned by LOCCS to this grant, subgrant, receipt fund, or subfund. This number should be the same as the IDIS Grant Number.	Protected field
Transaction Type		Field should always display <i>payment</i> . Your voucher is a request for payment from your line of credit (grant).	Protected field
Creation Date		The date the voucher was created on the Create Drawdown screen (C04MD10).	Protected field
IDIS Status		The status of this voucher.  Open        Initial status Approved    Voucher approved Pending     Voucher pending receipt by LOCCS Canceled    The Grantee canceled an Open voucher Completed   Voucher paid through LOCCS Revoked     Grantee revoked voucher approval Revised     Grantee revised HUD Activity Number drawing the funds from this voucher	Protected field
LOCCS Status		The status of this voucher in LOCCS. See Section 7.10.1.1, Matching IDIS Voucher Status to LOCCS Voucher Status.	Protected field
Program Area		The CPD grant program funding this activity:  <b>B</b> CDBG <b>S</b> ESG <b>M</b> HOME <b>H</b> HOPWA	Protected field
Fiscal Year		The fiscal year of the grant that funded the draw.	Protected field

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Prior Year		If a <b>Y</b> appears in this field, the grantee requested that the CDBG voucher be debited from the prior year's funding. A grantee can request this if the CDBG draw is submitted within 90 days after the close of the prior program year. If this field is blank, the draw is from the current year funding.	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
Recipient Type		The grant recipient's organization type: <b>CO</b> CHDO <b>LG</b> Local government <b>OE</b> Other Entity <b>SE</b> State Entitlement <b>SR</b> State Recipient	Protected field
Fund Type		The Fund Type: <b>AD</b> Administrative Subfund <b>CC</b> CHDO Capacity Building Fund <b>CO</b> CHDO Operating Expenses <b>CR</b> CHDO Reserved <b>EN</b> Entitlement <b>PI</b> Program Income Funds <b>SU</b> Subgrant <b>RL</b> Revolving Loan Funds <b>SF</b> CDBG State Revolving Funds <b>TA</b> Technical Assistance	Protected field
Drawdown Amount		The amount of the voucher, as entered on the Create Drawdown screen (C04MD11).	Protected field
HUD Activity Number/[Activity Name]		The HUD Activity Number and Activity Name assigned to this activity on the Setup Activity screen (C04MA01).	Protected field
Voucher Approval Date		The date the voucher was approved in IDIS using the Approve Drawdown screen (C04MD12)	Protected field
Voucher Submission Date		The date the voucher was transmitted to the HUD financial system.	Protected field
Pay To		The recipient's UOG code and UOG number.	Protected field
Grantee Name		The grantee name.	Protected field
Press <Enter> twice to cancel the voucher.			



**CAUTION:**

You may move a voucher line item from one activity to another activity within the same program and fund type only once; make your change carefully! After you revise a voucher line item, IDIS changes the status to Revised; you will see an error message if you try to revise an activity with a status of Revised.

### How To Complete This Screen:



#### PRIOR YEAR

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 and return to the Maintain Drawdowns screen (C04MD53).

1. For non-CDBG draws, this field is protected and you cannot change it.

For CDBG draws with a status of Open or Complete, you can change the value from "Y" to spaces at any time to spaces.

For CDBG draws with a status of Open, you can change the value from spaces to "Y" only if the Creation Date is between 10 days before and the first 90 days after the start of the your program year.

For CDBG draws with a status of Complete, you can change the value from spaces to "Y" only if the LOCCS Send Date is during the first 90 days of the your program year.

Note: when you revise the Prior Year Flag status in conjunction with revising the Activity Number and/or Drawdown Amount, IDIS will generate a new line item and mark the original line item as "Revised." If you revise only the Prior Year Flag status, IDIS *will not* generate a new line item.

#### REVISED HUD ACTIVITY NUMBER

2. Type the corrected HUD Activity Number. This activity must be within the same program as the original activity and funded from the same source.

#### REVISED DRAWDOWN AMOUNT

3. Type the amount of funds to move to the *new* Activity Number. This can be all or a portion of the original line item amount. Remember that the Revised Drawdown Amount can be either a positive or negative amount, depending on why you need to revise the draw. Enter the amount using dollars and cents, but no commas.

02/25/03 09:39	REVISE DRAWDOWN	C04MD52
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VOUCHER NUMBER: 0716198/0003	BATCH: 0001487	BATCH DATE: 01/17/2002
LOCCS GRANT NUM: B01MC360104	LOCCS CNTL NUM: 000000000	
TRANSACTION TYPE: PAYMENT	CREATION DATE: 03/11/2002	
IDIS STATUS: APPROVED	LOCCS STATUS: APPROVED	
PROGRAM AREA: CDBG	FISCAL YR: 2001	SOURCE TYPE: MC RECIPIENT TYPE: LG
PRIOR YEAR:	FUND TYPE: EN	DRAWDOWN AMOUNT: \$300,833.00
HUD ACT NUM: 000000000493	NAME: IN REM NARCOTICS CONTROL	
VOUCHER APPROVAL DATE: 01/17/2002	VOUCHER SUBMISSION DATE: 01/17/2002	
PAY TO: 364436 / 00001	GRANTEE NAME: NEW YORK CITY	
ENTER REVISED ACTIVITY AND AMOUNT DETAILS		
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HUD ACTIVITY NAME:	_____	
REVISED HUD ACTIVITY NUMBER:	_____	
REVISED DRAWDOWN AMOUNT:	_____	
SPECIAL REMARK: PROCESSED		
F4 = MAIN MENU F7 = PREV F8 = NEXT F12 = EXIT IDIS		

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
<b>IDIS Information</b>			
Voucher Number		Generated when the drawdown was created on the Create Drawdown screen (C04MD10).	Protected field
Batch		The LOCCS batch number in which this line item was processed. If this field displays all zeros, the drawdown request has not yet been sent to LOCCS.	Protected field
Batch Date		The date LOCCS created the batch. If this field displays 01-01-0001 or is blank, the drawdown request has not yet been sent to LOCCS.	Protected field
LOCCS Grant Number		The grant number assigned by LOCCS to this grant, or if a subgrant, receipt fund, or subfund the grant number assigned by LOCCS to the parent grant. This number should be the same as the IDIS Grant Number.	Protected field
LOCCS Control Number			Protected field
Transaction Type		Field should always display <i>payment</i> . Your voucher is a request for payment from your line of credit (grant).	Protected field
Creation Date		The date the voucher was created on the Add Drawdown screen (C04MD10).	Protected field
IDIS Status		The status of this voucher.  Open          Initial status Approved      Voucher approved Pending        Voucher pending receipt by LOCCS Canceled      The Grantee canceled an Open voucher Completed     Voucher paid through LOCCS Revoked        Grantee revoked voucher approval Revised        Grantee revised HUD Activity Number drawing the funds from this voucher	Protected field
LOCCS Status		The status of this voucher in LOCCS. See Section 7.10.1.1, Matching IDIS Voucher Status to LOCCS Voucher Status.	Protected field

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Program Area		<p>The CPD grant program funding this activity:</p> <p><b>B</b> CDBG  <b>S</b> ESG  <b>M</b> HOME  <b>H</b> HOPWA</p>	Protected field
Fiscal Year		The fiscal year of the grant that funded the draw.	Protected field
Prior Year		<p>For non-CDBG draws, this field is protected and you cannot change it.</p> <p>For CDBG draws with a status of Open or Complete, you can change the value from “Y” to spaces at any time.</p> <p>For CDBG draws with a status of Open, you can change the value from spaces to “Y” only if the Creation Date is between 10 days before and the first 90 days after the start of the your program year.</p> <p>For CDBG draws with a status of Complete, you can change the value from spaces to “Y” only if the LOCCS Send Date is during the first 90 days of the your program year.</p> <p>Note: when you revise the Prior Year Flag status in conjunction with revising the Activity Number and/or Drawdown Amount, IDIS will generate a new line item and mark the original line item as “Revised.” If you revise only the Prior Year Flag status, IDIS <i>will not</i> generate a new line item.</p>	Spaces or Y
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
Recipient Type		<p>The grant recipient’s organization type:</p> <p><b>CO</b> CHDO  <b>LG</b> Local government  <b>OE</b> Other Entity  <b>SE</b> State Entitlement  <b>SR</b> State Recipient</p>	Protected field

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Fund Type		The Fund Type: <b>AD</b> Administrative Subfund <b>CC</b> CHDO Capacity Building Fund <b>CO</b> CHDO Operating Expenses <b>CR</b> CHDO Reserved <b>EN</b> Entitlement <b>PI</b> Program Income Funds <b>SU</b> Subgrant <b>RL</b> Revolving Loan Funds <b>SF</b> CDBG State Revolving Funds <b>TA</b> Technical Assistance	Protected field
Drawdown Amount		The amount of the voucher, as entered on the Create Drawdown screen (C04MD11).	Protected field
HUD Activity Number/[Activity Name]		The HUD Activity Number and Activity Name assigned to this activity on the Setup Activity screen (C04MA01).	Protected field
Voucher Approval Date		The date the voucher was approved in IDIS using the Approve Drawdown screen (C04MD12).	Protected field
Voucher Submission Date		The date the voucher was transmitted to the HUD financial system.	Protected field
Pay To		The UOG Code and Number of the organization designated to receive the funds.	Protected field
Grantee Name		The grantee name.	Protected field
<b>Enter Revised Activity and Amount Details</b>			
Revised Activity		Type the corrected HUD Activity Number.	12 numeric characters
Revised Drawdown Amount		Type the amount of funds to move to the <i>new</i> Activity Number. This can be all or a portion of the original line item amount. Enter the amount using dollars and cents, but no commas.	\$nnnnnnnnnn.nn
Press <Enter> to save the information and return to the Maintain Drawdown screen (C04MD53).			