



Revising IDIS Vouchers for the ESG Program

July 11, 2016



Presenters

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Objectives

1. Review key steps for activity funding and draws.
2. Revising vouchers in IDIS from one subrecipient to another:
 - within the same activity
 - between different activities
3. Correcting vouchers between:
 - different fund types (EN to AD; AD to EN)
 - different grant years
4. Analyzing PR91 Subrecipients Vouchers Report



ESG Activity Funding/Draw Basics

Identifying subrecipient on funding screen

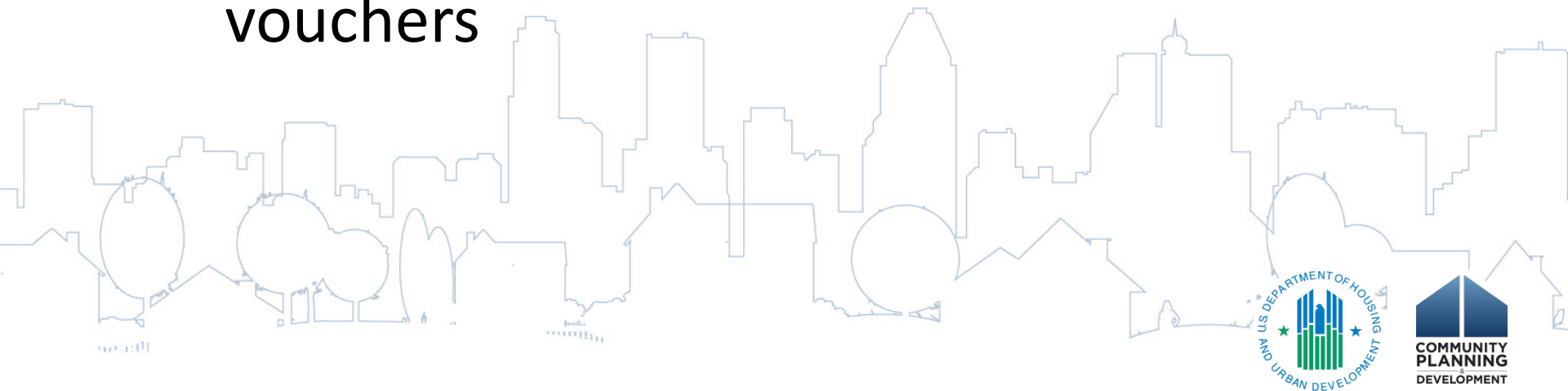
- Reimbursement of subrecipients must be reflected in IDIS
- Use “Subordinate Organization” designation
- Subrecipient information is transferred to CR-60 screen



ESG Activity Funding/Draw Basics

Drawing funds for each subrecipient

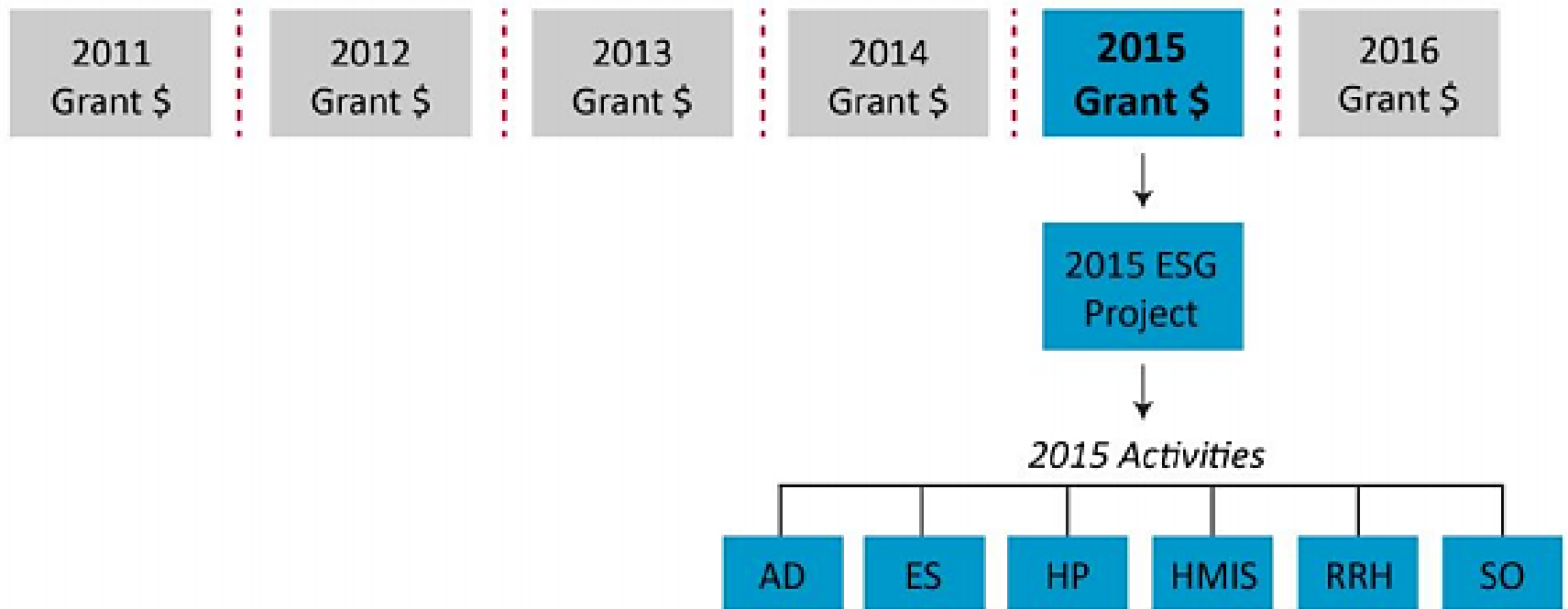
- Must draw for each subrecipient at activity level
- Must know each subrecipient and activity associated with a draw when revising vouchers



ESG Activity Funding/Draw Basics

Grant Based Accounting for the Emergency Solutions Grants Program

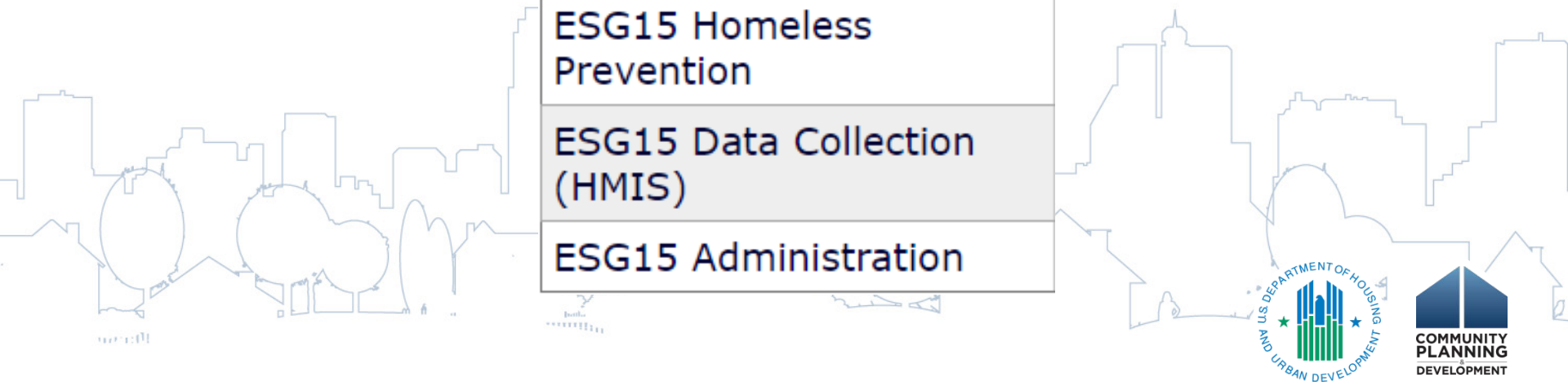
Funds are drawn in IDIS on a grant specific basis. ESG recipients will continue to align projects and activities with the same grant year through the activity funding process.



ESG Activity Funding/Draw Basics

Activity Naming Convention

| Activity Name |
|------------------------------|
| ESG15 Street Outreach |
| ESG15 Shelter |
| ESG15 Rapid Re-Housing |
| ESG15 Homeless Prevention |
| ESG15 Data Collection (HMIS) |
| ESG15 Administration |



Revising Voucher Basic Tenants

- **Activity status must be 'Open'**
- **Activity must have funds available to draw**
- **Subrecipient (or subrecipients) must have funds available to draw**
- **Vouchers must have a status of 'Completed'**
- **Vouchers must include 'Required Justification'**

Line Item

| IDIS Actv ID | Activity Name | Program | Grant Year | Fund Type | Source Name | Source Type | Recipient Name | Prior Program Year | Drawdown Amount | Line Item Status | Submission Date |
|--------------|---------------|---------|------------|-----------|-------------|-------------|----------------|--------------------|-----------------|------------------|-----------------|
| 13236 | ESG15 Shelter | HESG | 2015 | EN | HUD | DC | | N/A | \$8,067.77 | Completed | 02/26/2016 |

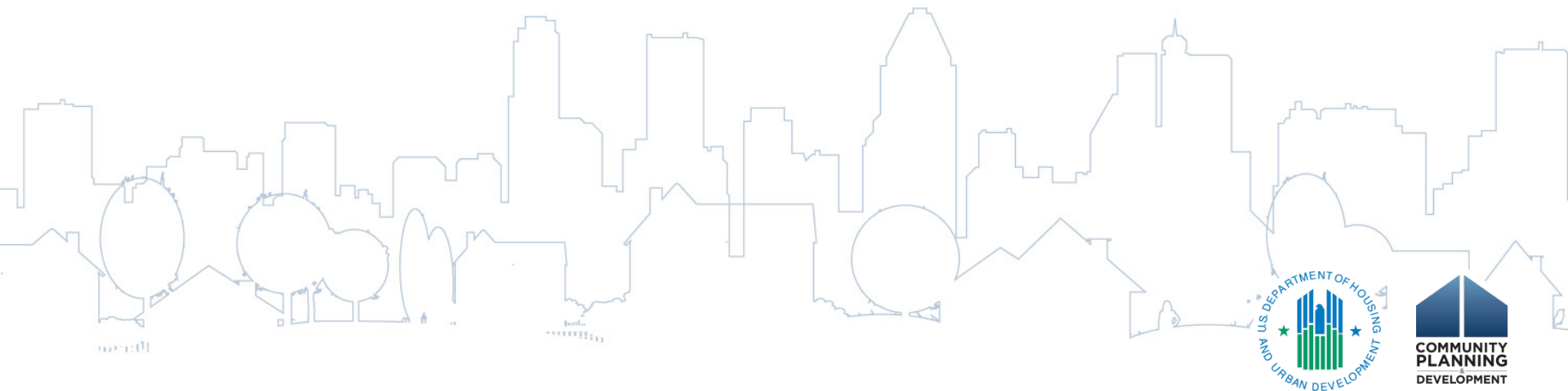
Required Justification*:

Internal review identified that Main Street Emergency Shelter was identified on the original draw erroneously. Voucher was revised to correct this information by attributing the draw to South Avenue Emergency Shelter. |



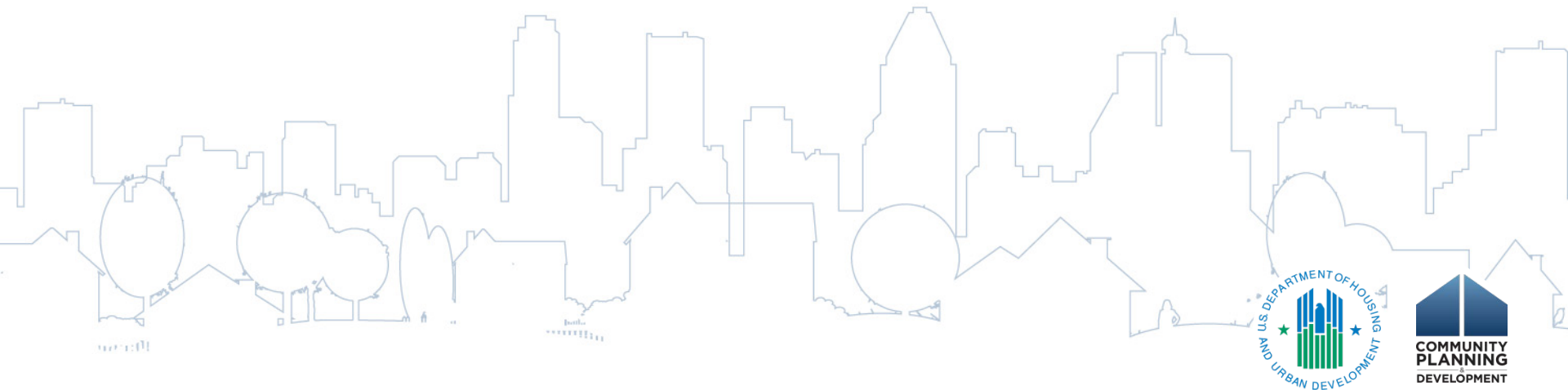
Revising Voucher WITHIN Activity

IDIS Demonstration



Revising Voucher Between Activities

IDIS Demonstration



Revising Voucher Between Fund Types

- ESG Recipients must set up an Admin Subfund each year if using administration funds
- IDIS does not allow revisions between two different fund types (e.g. EN and AD)
 - Recipient must request assistance through the HUD Exchange [Ask A Question](#)
 - Include: voucher number, dollar amount, subrecipient names, and activity numbers

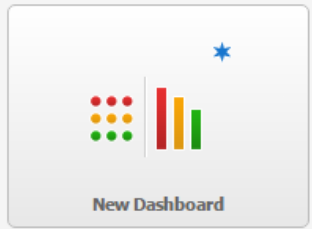
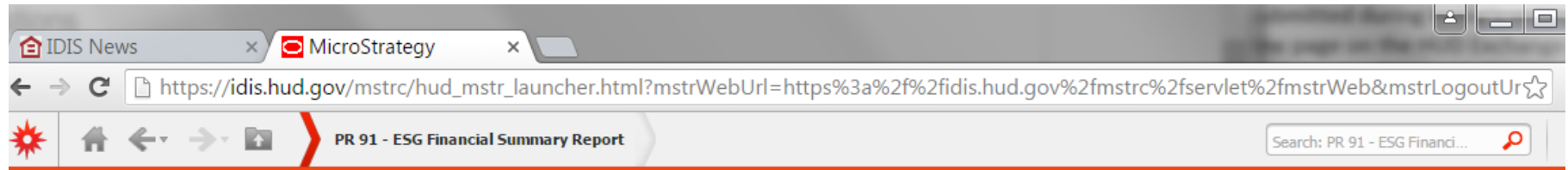


Revising Vouchers Between Grant Years

- Grant Based Accounting principle that each activity is funded with ONE grant year of funding
- Recipient must request assistance through the HUD Exchange [Ask A Question](#)
 - Will be reviewed on case-by-case situation
 - Funds may need to be returned
 - Include: voucher number (s), dollar amount, subrecipient names, and activity numbers



PR91 Subrecipients Vouchers Report



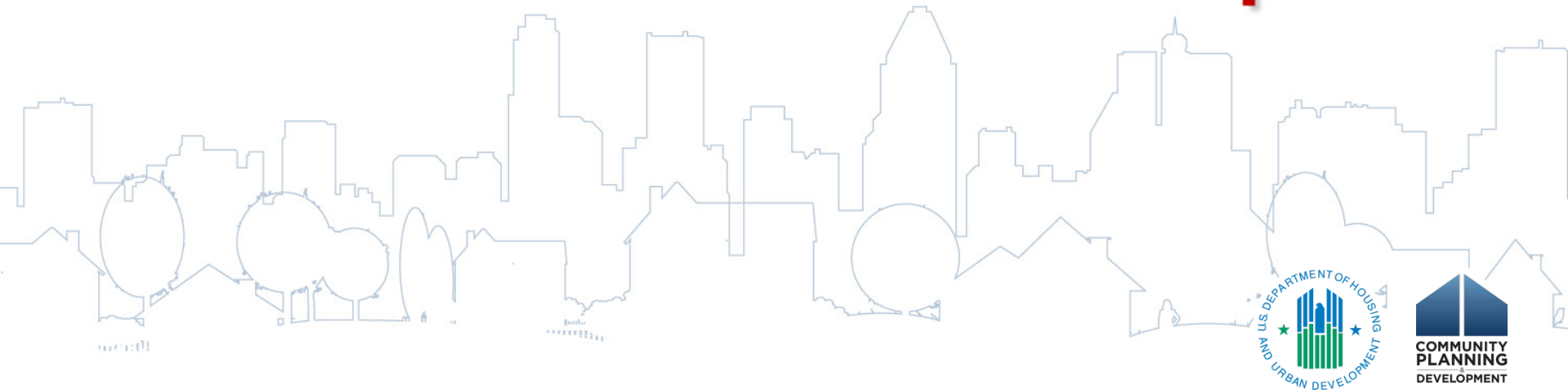
PR91 - ESG Financial Summary

Owner: Administrator
Modified: 11/9/13 10:22:03 PM



PR91 - ESG Subrecipients Vouchers

Owner: Administrator
Modified: 9/11/15 10:10:39 PM



PR91 Subrecipients Vouchers Report

Index X

- Summary of your selections
- 1 Choose from all attributes in the 'Prompted Grantee Hierarchy' hierarchy. (Required)**
- 2 Grant Year

1. Choose from all attributes in the 'Prompted Grantee Hierarchy' hierarchy. (Required)

Choose from all attributes in the 'Prompted Grantee Hierarchy' hierarchy.

Search for: Match case

Available:

- Prompted Grantee Hierarchy
 - HQ
 - All
 - Field Office
 - ALBUQUERQUE
 - ANCHORAGE
 - ATLANTA

Selected:

2. Grant Year

Select a Grant Year.

Search for: Match case


Available:

- 2011
- 2012
- 2013
- 2015**

Selected:

- 2014

1 - 5 of 5



PR91 ESG Subrecipients Voucher Report

| Subrecipient | Activity Type | IDIS Activity ID | Activity Name | Voucher Number | Voucher Line Item | Paid Date | Drawn Amount |
|----------------------------|---------------------|------------------|----------------------|----------------|-------------------|------------|---------------------|
| Homefull | Homeless Prevention | 1704 | ESG14 Prevention | 5789108 | 1 | 3/14/2015 | \$3,275.12 |
| | | | | 5796362 | 1 | 4/4/2015 | \$2,499.28 |
| | | | | 5808013 | 1 | 5/9/2015 | \$3,053.83 |
| | | | | 5818512 | 1 | 6/12/2015 | \$6,849.83 |
| | | | | 5829482 | 1 | 7/18/2015 | \$5,870.67 |
| | | | | 5833236 | 1 | 7/30/2015 | \$3,275.38 |
| | | | | 5845906 | 1 | 9/10/2015 | \$3,265.65 |
| | | | | 5852764 | 1 | 9/30/2015 | \$4,189.42 |
| | | | | 5866009 | 1 | 11/10/2015 | \$4,018.30 |
| | | | | 5878536 | 1 | 12/18/2015 | \$4,364.30 |
| | 5878537 | 1 | 12/18/2015 | \$6,153.36 | | | |
| | 5888723 | 1 | 1/23/2016 | \$5,268.46 | | | |
| | Administration | 1705 | ESG14 Administration | 5789109 | 1 | 3/18/2015 | \$289.33 |
| | | | | 5796362 | 2 | 4/4/2015 | \$289.33 |
| | | | | 5808013 | 2 | 5/9/2015 | \$289.33 |
| | | | | 5818512 | 2 | 6/12/2015 | \$289.33 |
| | | | | 5829482 | 2 | 7/18/2015 | \$289.33 |
| | | | | 5833236 | 2 | 7/30/2015 | \$289.33 |
| | | | | 5845906 | 2 | 9/10/2015 | \$289.33 |
| | | | | 5852764 | 2 | 9/30/2015 | \$361.67 |
| 5866009 | | | | 2 | 11/10/2015 | \$482.23 | |
| 5878537 | | | | 2 | 12/18/2015 | \$301.40 | |
| 5888723 | 2 | 1/23/2016 | \$301.39 | | | | |
| St. Vincent DePaul Shelter | | 1703 | ESG 14 Shelter | 5833234 | 1 | 7/30/2015 | \$48,527.96 |
| | | | | 5839735 | 1 | 8/20/2015 | \$16,017.28 |
| | | | | 5845905 | 1 | 9/10/2015 | \$3,757.54 |
| | | | | 5858302 | 1 | 10/17/2015 | \$3,757.54 |
| | | | | 5871818 | 1 | 12/1/2015 | \$3,757.54 |
| | | | | 5878535 | 1 | 12/18/2015 | \$3,757.54 |
| | | | | 5888721 | 1 | 1/23/2016 | \$3,758.00 |
| Total | | | | | | | \$138,889.00 |



Exporting the PR91

| 9 | Subrecipient | Activity Type | IDIS Activity ID | Activity Name | Voucher Number | Voucher Line Item | Paid Date | Drawn Amount |
|----|--------------------|---------------------|------------------|----------------------|----------------|-------------------|------------|--------------|
| 10 | Homefull | Homeless Preventior | 1704 | ESG14 Prevention | 5789108 | 1 | 3/14/2015 | \$3,275.12 |
| 11 | Homefull | Homeless Preventior | 1704 | ESG14 Prevention | 5796362 | 1 | 4/4/2015 | \$2,499.28 |
| 12 | Homefull | Homeless Preventior | 1704 | ESG14 Prevention | 5808013 | 1 | 5/9/2015 | \$3,053.83 |
| 13 | Homefull | Homeless Preventior | 1704 | ESG14 Prevention | 5818512 | 1 | 6/12/2015 | \$6,849.83 |
| 14 | Homefull | Homeless Preventior | 1704 | ESG14 Prevention | 5829482 | 1 | 7/18/2015 | \$5,870.67 |
| 15 | Homefull | Homeless Preventior | 1704 | ESG14 Prevention | 5833236 | 1 | 7/30/2015 | \$3,275.38 |
| 16 | Homefull | Homeless Preventior | 1704 | ESG14 Prevention | 5845906 | 1 | 9/10/2015 | \$3,265.65 |
| 17 | Homefull | Homeless Preventior | 1704 | ESG14 Prevention | 5852764 | 1 | 9/30/2015 | \$4,189.42 |
| 18 | Homefull | Homeless Preventior | 1704 | ESG14 Prevention | 5866009 | 1 | 11/10/2015 | \$4,018.30 |
| 19 | Homefull | Homeless Preventior | 1704 | ESG14 Prevention | 5878537 | 1 | 12/18/2015 | \$4,364.30 |
| 20 | Homefull | Homeless Preventior | 1704 | ESG14 Prevention | 5888723 | 1 | 12/18/2015 | \$6,153.36 |
| 21 | Homefull | Homeless Preventior | 1704 | ESG14 Prevention | 5888723 | 1 | 1/23/2016 | \$5,268.46 |
| 22 | Homefull | Administration | 1705 | ESG14 Administration | 5796362 | 2 | 3/18/2015 | \$289.33 |
| 23 | Homefull | Administration | 1705 | ESG14 Administration | 5796362 | 2 | 4/4/2015 | \$289.33 |
| 24 | Homefull | Administration | 1705 | ESG14 Administration | 5808013 | 2 | 5/9/2015 | \$289.33 |
| 25 | Homefull | Administration | 1705 | ESG14 Administration | 5818512 | 2 | 6/12/2015 | \$289.33 |
| 26 | Homefull | Administration | 1705 | ESG14 Administration | 5829482 | 2 | 7/18/2015 | \$289.33 |
| 27 | Homefull | Administration | 1705 | ESG14 Administration | 5833236 | 2 | 7/30/2015 | \$289.33 |
| 28 | Homefull | Administration | 1705 | ESG14 Administration | 5845906 | 2 | 9/10/2015 | \$289.33 |
| 29 | Homefull | Administration | 1705 | ESG14 Administration | 5852764 | 2 | 9/30/2015 | \$361.67 |
| 30 | Homefull | Administration | 1705 | ESG14 Administration | 5866009 | 2 | 11/10/2015 | \$482.23 |
| 31 | Homefull | Administration | 1705 | ESG14 Administration | 5878537 | 2 | 12/18/2015 | \$301.40 |
| 32 | Homefull | Administration | 1705 | ESG14 Administration | 5888723 | 2 | 1/23/2016 | \$301.39 |
| 33 | St. Vincent DePaul | Shelter | 1703 | ESG 14 Shelter | 5833234 | 1 | 7/30/2015 | \$48,527.96 |
| 34 | St. Vincent DePaul | Shelter | 1703 | ESG 14 Shelter | 5839735 | 1 | 8/20/2015 | \$16,017.28 |

A

| 17 | Homefull | Administration | 1705 | ESG14 Administration | 5796362 | 2 | 3/18/2015 | \$289.33 |
|----|--------------------|----------------|------|----------------------|---------|---|------------|-------------|
| 18 | Homefull | Administration | 1705 | ESG14 Administration | 5796362 | 2 | 4/4/2015 | \$289.33 |
| 19 | Homefull | Administration | 1705 | ESG14 Administration | 5808013 | 2 | 5/9/2015 | \$289.33 |
| 20 | Homefull | Administration | 1705 | ESG14 Administration | 5818512 | 2 | 6/12/2015 | \$289.33 |
| 21 | Homefull | Administration | 1705 | ESG14 Administration | 5829482 | 2 | 7/18/2015 | \$289.33 |
| 22 | Homefull | Administration | 1705 | ESG14 Administration | 5833236 | 2 | 7/30/2015 | \$289.33 |
| 23 | Homefull | Administration | 1705 | ESG14 Administration | 5845906 | 2 | 9/10/2015 | \$289.33 |
| 24 | Homefull | Administration | 1705 | ESG14 Administration | 5852764 | 2 | 9/30/2015 | \$361.67 |
| 25 | Homefull | Administration | 1705 | ESG14 Administration | 5866009 | 2 | 11/10/2015 | \$482.23 |
| 26 | Homefull | Administration | 1705 | ESG14 Administration | 5878537 | 2 | 12/18/2015 | \$301.40 |
| 27 | Homefull | Administration | 1705 | ESG14 Administration | 5888723 | 2 | 1/23/2016 | \$301.39 |
| 28 | St. Vincent DePaul | Shelter | 1703 | ESG 14 Shelter | 5833234 | 1 | 7/30/2015 | \$48,527.96 |
| 29 | St. Vincent DePaul | Shelter | 1703 | ESG 14 Shelter | 5839735 | 1 | 8/20/2015 | \$16,017.28 |
| 30 | St. Vincent DePaul | Shelter | 1703 | ESG 14 Shelter | 5845906 | 1 | 9/10/2015 | \$3,757.54 |
| 31 | St. Vincent DePaul | Shelter | 1703 | ESG 14 Shelter | 5858302 | 1 | 10/17/2015 | \$3,757.54 |

B

| IDIS Activity ID | Activity Name | Voucher Number | Voucher Line Item | Paid Date | Amount |
|------------------|----------------------|----------------|-------------------|------------|-------------|
| 1704 | ESG14 Prevention | 5789108 | 1 | 3/14/2015 | \$3,275.12 |
| | | 5796362 | 1 | 4/4/2015 | \$2,499.28 |
| | | 5808013 | 1 | 5/9/2015 | \$3,053.83 |
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| | | 5852764 | 1 | 9/30/2015 | \$4,189.42 |
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| 1705 | ESG14 Administration | 5796362 | 2 | 3/18/2015 | \$289.33 |
| | | 5796362 | 2 | 4/4/2015 | \$289.33 |
| | | 5808013 | 2 | 5/9/2015 | \$289.33 |
| | | 5818512 | 2 | 6/12/2015 | \$289.33 |
| | | 5829482 | 2 | 7/18/2015 | \$289.33 |
| | | 5833236 | 2 | 7/30/2015 | \$289.33 |
| | | 5845906 | 2 | 9/10/2015 | \$289.33 |
| | | 5852764 | 2 | 9/30/2015 | \$361.67 |
| | | 5866009 | 2 | 11/10/2015 | \$482.23 |
| | | 5878537 | 2 | 12/18/2015 | \$301.40 |
| | | 5888723 | 2 | 1/23/2016 | \$301.39 |
| 1703 | ESG 14 Shelter | 5833234 | 1 | 7/30/2015 | \$48,527.96 |
| | | 5839735 | 1 | 8/20/2015 | \$16,017.28 |
| | | 5845906 | 1 | 9/10/2015 | \$3,757.54 |
| | | 5858302 | 1 | 10/17/2015 | \$3,757.54 |



Additional Financial Guidance

- [ESG Program: Using IDIS for Financial Management](#)
- [ESG Grant Based Accounting fact sheet](#)
- Additional financial management training is available on the HUD Exchange:

<https://www.hudexchange.info/training-events/financial-management-curriculum>



Find Assistance

- Request TA:

<https://www.hudexchange.info/technical-assistance/>

- HUD Exchange Ask A Question:

<https://www.hudexchange.info/get-assistance/my-question/>



Other Resources

- ESG Resources:

<https://www.hudexchange.info/esg>

- IDIS Resources:

<https://www.hudexchange.info/idis>

- IDIS FAQs:

<https://www.hudexchange.info/idis/faqs>

