

Voucher Line Item Comments

Disaster Recovery Grant Reporting (DRGR) System Release 8.4 Fact Sheet

Please submit all questions about this Fact Sheet to the DRGR Ask-A-Question (AAQ) <https://www.hudexchange.info/program-support/my-question/>

Overview

With Release 8.4, DRGR users are now able to enter voucher line item comments during the voucher creation process and voucher review process for authorized grantee and HUD users. The voucher line item comment feature can be configured to be mandatory on an individual grant basis by HUD authorized users.

Creating Vouchers – Drawdown Requester Entering Line Item Comments

When authorized grantee users are creating a new voucher, users will be able to add comments under the **Line Item Comments** section on the **Create Voucher – Page 3 of 4** screen. Authorized grantee users will have the ability to add comments for each voucher line item for other applicable grantee users and HUD users to review.

1. Grantee users with the Drawdown Requester role, complete Page 1, and Page 2 of the **Create Voucher** screens via the **Manage My Financial – Create a Voucher** link.
2. On **Create Voucher - Page 3 of 4** screen, grantee users should confirm the financial data entered on all the voucher line items and then scroll down to access the **Line Item Comments** section of the page to enter voucher line item comments for each line item.

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Create Voucher - Page 3 of 4 (Confirm)

Confirm Voucher | Edit Voucher | Return To Create Voucher (Page 1) | Cancel

Voucher #:	Voucher Total:	Requested Submission Date:
531600	\$200.00	07/19/2021
Voucher Created For:	Created By:	Creation Date:
Texas - OLO	Maria W Johnson	07/18/2021

Line Item #	Grantee	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Fund Type	Program Income Account	Available Amount	Drawdown Amount
1	B-17-DL-48-0002	Harris County	Acquisition - buyout of residential properties	0003	HCBAR37H1_DA_LMI_18-495-000-8220_ACQ	Harris County Buyout Program	PROGRAM FUND	GENERAL ACCOUNT	\$42,764,837.76	\$100.00
2	B-17-DL-48-0002	Texas General Land Office	Affordable Rental Housing	0002	ARF37H1_BMD_LMI	Affordable Rental Housing Program	PROGRAM FUND	GENERAL ACCOUNT	\$652,939.94	\$100.00
Grant Subtotal:									\$200.00	
Voucher Total:									\$200.00	

Line Item Comments
Grantee Requester Comments:

Note: Users must select the dropdown arrow next to Line Items Comments to display each voucher line item and comments box to enter text.

Line Item Comments:			
Line Item #	Grant	Grantee Activity #	Comments
1	B-17-DL-48-0002	HCBAP[57M]_DA_LMI_18-495-000-B220_ACQ	
2	B-17-DL-48-0002	ARP[57M]_SMID_LMI	

- After comments are entered for line items and the user attaches supporting documents, if necessary, users then select the **Confirm Voucher** button to submit the voucher for Drawdown Approver review.

Approving Vouchers – Drawdown Approvers Entering Line Item Comments

When authorized grantee users are reviewing and approving vouchers, users will be able to see the new **Voucher Items Comments** tab on the **Create Voucher** screens and enter comments for each line item.

- Grantee users with the Drawdown Approver role, select the **Manage My Financial – Search/Maintain Voucher** link to search vouchers. Select **Maintain** from the **Action** column of the applicable voucher to display the **Maintain Voucher** screen (or select the applicable voucher for approval on the **Task list** on the **Home Page**).
- On the **Voucher Item** tab, grantee Drawdown Approvers can enter comments in the **Grantee Approver Comments**, then select the checkbox next to the applicable voucher line item or **Select (All)** and select **Approve Selected** to approve the line item(s) and add the applicable comments. Line items can be individually approved as well by selecting **Approve** in the **Action** column (the same process can be performed for line item(s) rejection).

The screenshot shows the 'Maintain Voucher' interface. At the top, there are tabs for 'Voucher Item', 'Supporting Documents', and 'Voucher Item Comments'. Below the tabs, the voucher details are displayed, including the Voucher # (531601) and Created By (T0250R - Maria W Johnson). A table of line items is shown with columns for Select (All), Line Item #, Grant#, Grantee Activity #, Responsible Organization, Activity Type, Activity Title, Fund Type, Drawdown Amount, Line Item Status, Revised From Line Item #, Submission Date, and Action. The table contains three rows of data. Below the table, there is a 'Grantee Approver Comments' text area. At the bottom, there are buttons for 'Approve Selected', 'Reject Selected', and 'Submission Date'.

Select (All)	Line Item #	Grant#	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Revised From Line Item #	Submission Date	Action
<input type="checkbox"/>	1	B-17-DH-48-0001	ABC_Activity	Alamo	Acquisition - buyout of residential properties	ABC Activity Title	PROGRAM FUND	\$50.00	Open		07/19/2021 <small>(000000000)</small>	Approve Reject View
<input type="checkbox"/>	2	B-17-DH-48-0001	INF_MHID_LMI_20-065-060-C175_Alvin_SF	Alvin, City of	Construction/reconstruction of water/sewer lines or systems	Sewer Facilities	PROGRAM FUND	\$100.00	Open		07/19/2021 <small>(000000000)</small>	Approve Reject View
<input type="checkbox"/>	3	B-17-DH-48-0001	INF_MHID_LMI_20-065-060-C175_Alvin_WF	Alvin, City of	Construction/reconstruction of water/sewer lines or systems	Water Facilities	PROGRAM FUND	\$100.00	Open		07/19/2021 <small>(000000000)</small>	Approve Reject View

Voucher Open Total: \$250.00

- Grantee users can review grantee Drawdown Requester comments prior to approval by selecting the new **Voucher Item Comments** tab (following **Voucher Item** and **Supporting Documents** tab). Grantee Drawdown Approvers also can enter comments for each line item in the **Comments** text box.

Disaster Recovery Grant Reporting System | P-17-TX-48-HIM1

Voucher Item | Supporting Documents | **Voucher Item Comments**

DRAWDOWN
Maintain Voucher

Return to Search Voucher | Download PDF

Voucher #: 531600 | Created By: T035GR - Maria M Johnson
 Voucher Created for: Texas - GLO | Creation Date: 07/18/2021

Select (All)	Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Revised From Line Item #	Submission Date (mm/dd/yyyy)	Action
<input type="checkbox"/>	1	B-17-DL-48-0002	HCBAP[57M]_DA_LMI_18-495-000-B220_ACQ	Harris County	Acquisition - buyout of residential properties	Harris County Buyout Program	PROGRAM FUND	\$100.00	Open		07/19/2021	Approve Reject View
<input type="checkbox"/>	2	B-17-DL-48-0002	ARP[57M]_SMID_LMI	Texas General Land Office	Affordable Rental Housing	Affordable Rental Housing Program	PROGRAM FUND	\$100.00	Open		07/19/2021	Approve Reject View
Voucher Open Total:								\$200.00				

Grantee Approver Comments:

- Grantee Drawdown Approvers can enter a comment(s) in the **Comments** text box and then selecting the checkbox next to the applicable voucher line item. After verifying comment(s) entered are accurate, the grantee user selects **Apply Comments to Selected Items** button to save text for each voucher line item. Once saved, comments will be copied to the **Grantee Comments** column, following any comments entered by the Drawdown Requestor.

Note: Grantee users can apply the same Comments comment to multiple line items by selecting multiple voucher line items under the **Select** column, instead of entering comments for one line item at a time, if applicable.

Disaster Recovery Grant Reporting System | P-17-TX-48-HIM1

Voucher Item | Supporting Documents | **Voucher Item Comments**

DRAWDOWN
Voucher Item Comments

Voucher #: 531600 | Created By: T035GR - Maria M Johnson
 Voucher Created for: Texas - GLO | Creation Date: 07/18/2021

Select	Line Item #	Line Item Detail	Grantee Comments	HUD Comments
<input type="checkbox"/>	1	Grant #: B-17-DL-48-0002 Grant Activity #: HCBAP[57M]_DA_LMI_18-495-000-B220_ACQ Responsible Org: Harris County Activity Type: Acquisition - buyout of residential properties Fund Type: PROGRAM FUND Drawdown Amount: \$100.00 Line Item Status: Open	T035GR - Maria M Johnson Jul 18, 2021 Test 1	
<input type="checkbox"/>	2	Grant #: B-17-DL-48-0002 Grant Activity #: ARP[57M]_SMID_LMI Responsible Org: Texas General Land Office Activity Type: Affordable Rental Housing Fund Type: PROGRAM FUND Drawdown Amount: \$100.00 Line Item Status: Open	T035GR - Maria M Johnson Jul 18, 2021 Test 2	

Comments:

Apply Comment to Selected Items

Note: Drawdown Approvers can return to the Voucher Items Comments tab to confirm comments were saved prior to voucher approval or at any point while reviewing the voucher.

HUD Voucher Review – HUD Users Entering Line Item Comments

When HUD users are reviewing and/or approving vouchers, users will be able to see the **Voucher Items Comments** tab on the **Create Voucher** screens and enter comments for each line item.

Note: HUD users with the Drawdown Approver role (approving overthreshold vouchers) and HUD users with no drawdown approver approval privileges can enter voucher line item comments.

1. Select the **Manage My Financial – Search/Maintain Voucher** link to search vouchers. Select **Maintain** from the **Action** column of the applicable voucher to display the **Maintain Voucher** screen (or select the applicable voucher for approval on the **Task list** on the **Home Page**).
2. On the **Voucher Item** tab, HUD Drawdown Approvers can enter comments in the **HUD Approver Comments**, then select the checkbox next to the applicable voucher line item or **Select (All)** and select **Approve Selected** to approve the line item(s) and add the applicable comments. Line items can be individually approved as well by selecting **Approve** in the **Action** column and the comments entered will be applied to the individually approved line items. Comments will need to be re-entered for each individual approval (the same process can be performed for line item(s) rejection).

The screenshot shows the 'Maintain Voucher' interface for voucher # 531501. It includes a table of line items and a 'HUD Approver Comments' text box. The 'HUD Approver Comments' text box is highlighted with a red border. The 'Approve Selected' button is also highlighted with a red border.

Select (All)	Line Item #	Grant#	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Revised From Line Item #	Submission Date	Action
<input type="checkbox"/>	1	B-17-DM-72-0001	R01E15SBF-EDC-LM	Economic Development Bank of Puerto Rico (BDE)	Econ. development or recovery activity that creates/retains jobs	Small Business Financing LMI	PROGRAM FUND	\$1,500.00	Approved Pending HQ		07/19/2021 (mm/dd/yyyy)	Approve Reject View

HUD Approver Comments:

Approve Selected | **Reject Selected** | **Submission Date**

3. HUD users can review grantee Drawdown Requester and Drawdown Approver comments prior to approval by selecting the **Voucher Item Comments** tab (following **Voucher Item** and **Supporting Documents** tabs). The HUD user also can enter comments for each line item in the **Comments** text box. This feature can be utilized by HUD reviewers (non-approvers) to enter comments for review by HUD approvers.

Disaster Recovery Grant Reporting System | P-17-TX-48-HIM1

Voucher Item | Supporting Documents | **Voucher Item Comments**

DRAWDOWN
Maintain Voucher

Return to Search Voucher | Download PDF

Voucher #: 531600
Created By: T035GR - Maria M Johnson
Voucher Created for: Texas - GLO
Creation Date: 07/18/2021

Select (All)	Line Item #	Grant#	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Revised From Line Item #	Submission Date	Action
<input type="checkbox"/>	1	B-17-DL-48-0002	HCBAP[57M]_DA_LMI_18-495-000-B220_ACQ	Harris County	Acquisition - buyout of residential properties	Harris County Buyout Program	PROGRAM FUND	\$100.00	Open		07/19/2021 (mm/dd/yyyy)	Approve Reject View
<input type="checkbox"/>	2	B-17-DL-48-0002	ARP[57M]_SMID_LMI	Texas General Land Office	Affordable Rental Housing	Affordable Rental Housing Program	PROGRAM FUND	\$100.00	Open		07/19/2021 (mm/dd/yyyy)	Approve Reject View
Voucher Open Total:								\$200.00				

Grantee Approver Comments:

- HUD users can enter a comment(s) in the **Comments** text box and then select the checkbox next to the applicable voucher line item. After verifying comment(s) entered are accurate, the HUD user should select the **Apply Comments to Selected Items** button to save text for each voucher line item. Once saved, comments entered will be copied to the **HUD Comments** column next to **Grantee Comments** for the applicable line item.

*Note: HUD users can apply the same comment to multiple line items by selecting multiple voucher line items under the **Select** column, instead of entering comments for one line item at a time, if applicable.*

Disaster Recovery Grant Reporting System | Texas - GLO | P-17-TX-48-HIM1

DRAWDOWN
Voucher Item Comments

Voucher #: 531600
Created By: T035GR - Maria M Johnson
Voucher Created for: Texas - GLO
Creation Date: 07/18/2021

Select	Line Item #	Line Item Detail	Grantee Comments	HUD Comments
<input type="checkbox"/>	1	Grant #: B-17-DL-48-0002 Grant Activity #: HCBAP[57M]_DA_LMI_18-495-000-B220_ACQ Responsible Org: Harris County Activity Type: Acquisition - buyout of residential properties Fund Type: PROGRAM FUND Drawdown Amount: \$100.00 Line Item Status: Approved	T035GA - Denise Hall Jul 18, 2021 - Approver T035GR - Maria M Johnson Jul 18, 2021 Test 1	T002SU - Christine W Brown Jul 18, 2021 Approved.
<input checked="" type="checkbox"/>	2	Grant #: B-17-DL-48-0002 Grant Activity #: ARP[57M]_SMID_LMI Responsible Org: Texas General Land Office Activity Type: Affordable Rental Housing Fund Type: PROGRAM FUND Drawdown Amount: \$100.00 Line Item Status: Approved	T035GA - Denise Hall Jul 18, 2021 - Approver T035GR - Maria M Johnson Jul 18, 2021 Test 2	

Comments:
Approved but will discuss with grantee.

Apply Comment to Selected Items

Note: HUD users can return to the Voucher Items Comments tab to confirm comments were saved prior to voucher approval or at any point while reviewing the voucher.