DRGR Voucher Supporting Documentation

Disaster Recovery Grant Reporting (DRGR) System Release 7.17 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 7.17, the DRGR system now allows authorized grantees to upload supporting documentation when submitting or revising vouchers. Additionally, users can now download supporting documentation from previous vouchers.

User Role Update: Submit Voucher Documents to HUD

DRGR will now allow authorized grantee users to add supporting documentation when submitting a new voucher if the user has been assigned "Submit Voucher Docs to HUD" role.

1. To assign **Submit Voucher Docs to HUD** role, a Grantee Administrator with **User Profile Request** role must edit profile of user who needs access to upload voucher supporting documentation.
2. These changes are made in the **Administration Module** under **Manage Existing Users**. Search for user, choose to edit selected user; then check box to add **Submit Voucher Docs to HUD** user role.
3. User role changes are required to be approved by grantee's HUD Representative before these changes go into effect.

Manage Existing Users Screen

Adding Supporting Documentation to Vouchers

When authorized grantee users are creating a new voucher, users will be able to see the "Voucher Level Supporting Documentation" on "Create Voucher" screen. Authorized grantee users will have the ability to upload various forms of supporting documentation including, but not limited to, .jpg, .doc, .xls, .pdf.

1. Users will be able to attach one or more documents per voucher line item by selecting **Add Additional Documents** link.
2. Users then click on the **Browse** button and search their computer for document(s) intended to be uploaded.
3. Uploaded documents will appear as a line item in **Voucher Level Supporting Document** box.
4. Users with the **Submit Voucher Docs to HUD** role also have the ability to remove a document that has already been uploaded by checking box to the left of document and selecting **Remove Selected Document** button.

Create Voucher Screen – Adding Documentation

Line Item #	Grant#	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Fund Type	Program Income Account	Available Amount	Drawdown Amount
1	B-16-DL-22-0001	East Baton Rouge Sheriffs Department	Public services	3099	17FDRS6301	EBR Sheriffs Department - UN	PROGRAM FUND	GENERAL ACCOUNT	$1,199,200.00	$1,500.00
2	B-16-DL-22-0001	Innovative Emergency Management	Rehabilitation/reconstruction of residential structures	3094	66FDHO1101	Homeowner Rehab - LMI (LY/LX/ML/RL)	PROGRAM FUND	GENERAL ACCOUNT	$247,131,005.26	$1,500.00
Grant Subtotal:										$3,000.00
Voucher Total:										**$3,000.00**

Voucher Comments:

Voucher Level Supporting Documents * Valid file extensions are: .png .gif .jpg .jpeg .doc .docx .xls .xlsx .ppt .pptx .pdf

Select	Document
☐	[Browse...]

Add Additional Documents | Remove Selected Document

Create Voucher Screen – Viewing Documentation Line Items

Line Item #	Grant#	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Fund Type	Program Income Account	Available Amount	Drawdown Amount
1	B-16-DL-22-0001	East Baton Rouge Sheriffs Department	Public services	3099	17FDRS6301	EBR Sheriffs Department - UN	PROGRAM FUND	GENERAL ACCOUNT	$1,199,200.00	$1,500.00
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Grant Subtotal:										$3,000.00
Voucher Total:										**$3,000.00**

Voucher Comments:

Voucher Level Supporting Documents * Valid file extensions are: .png .gif .jpg .jpeg .doc .docx .xls .xlsx .ppt .pptx .pdf

Select	Document
☐	DRGR Reports Summary.docx

Add Additional Documents | Remove Selected Document

Search Function for Supporting Documentation

With this enhancement, users can search for vouchers based on supporting documentation criteria.

1. On **Search/Maintain Voucher** screen, users can click dropdown for **Supporting Document Status** to search by the following statuses: Requested, Submitted, Complete, or Incomplete.
2. Users can also click **Display Supporting Document Details** to review additional search fields related to supporting documents.
3. When fields have expanded, users may input additional information to refine search details.

Search/Maintain Voucher Screen – Supporting Document Status

Search/Maintain Voucher Screen – Supporting Document Details

Voucher Revision Supporting Documentation

Along with submitting documents while creating vouchers, DRGR will now allow authorized grantee users to add supporting documentation when revising a voucher. This feature allows grantees as well as authorized HUD users to view document revisions.

1. The **Search/Maintain Voucher** screen will indicate if there are any supporting documents uploaded at the voucher line item level.
2. DRGR will allow grantee users to view voucher line items as well as supporting documentation that has previously been uploaded as part of the voucher. The **Revise Voucher** screen will show **Display Supporting Documents** section on the screen, broken out by **Line Item View** and **Document View**.
3. Grantees can view supporting documentation previously uploaded and will be able to attach new documents in with **Revised Voucher Line Item** by selecting **Attach** and uploading new documents.

Search/Maintain Voucher Screen

Revise Voucher Screen

Attach Supporting Documentation for Revisions

Download Voucher Supporting Documentation

DRGR will also allow grantees to download supporting documentation that has previously been uploaded with a voucher.

1. Supporting documents can be accessed by selecting **Search/Maintain Vouchers** and selecting **Maintain** button for applicable voucher line item.
2. Once a user selects **Maintain**, the voucher opens, and grantees can view voucher line items as well as supporting documentation that has previously been uploaded.
3. Users can then click on name of the supporting documentation file to open document.
4. Document can be either:
   A. Opened in another tab on web browser.
   B. Downloaded to user's desktop.

Revise Voucher Screen

Request Voucher Supporting Documentation

Authorized HUD users are now able to request voucher supporting documentation. If a HUD user requests voucher supporting documentation, the grantee will receive an email informing them that HUD has requested further documentation to support a draw. Should this happen, users should follow the steps provided under the Revise Voucher section to upload requested supporting documentation.