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## Chapter 24: Financial Obligations and Vouchers | Manage My Financials Module

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## Chapter 24: Financial Obligations and Vouchers



This Chapter provides instruction to authorized users to access and use the core functionality of the **Manage My Financials** module. Authorized Grantee Users are those with the Draw Requester role and Draw Approver role. HUD users can view financial information, but approval actions are limited to those in the Drawdown Approval user group for a given Grant in DRGR. All other users have limited or no functionality/access to functions of the **Manage My Financials** module. See Chapter 5 for more information on Grantee and HUD user roles.

**TIP!** See Chapter 4 – Grants and Grantees for a discussion of HUD user groups.

### Grantee Users

Location	Subsection	Action
 Search/Edit Obligation	A3/B1	Obligating Funds to an Activity (Not for TA Users)
 Create a Voucher	C1	Creating a Voucher
 Search/Maintain Vouchers	A3/C2	Searching and Viewing a Line Item
 Search/Maintain Vouchers	C3	Cancelling a Voucher Line Item
 Search/Maintain Vouchers	C4	Approving/Rejecting or Revoking a Voucher Line Item
 Search/Maintain Vouchers	C5	Revising a Voucher Line Item

### HUD Users

Location	Subsection	Action
 Search/View Obligation	A3	
 Search/Maintain Vouchers	A3/C2	Viewing a Voucher Line Item

### A. Manage My Financials Module Access

The **Manage My Financials** module contains the main functionality to create/edit obligation, create/approve/revise vouchers, and the functionality to process program income receipts and accounts in DRGR. (See Chapter 25 for Program Income and Program Income Account discussions.) This Chapter covers functionality related to obligations and vouchers.



## A1. Grantee | User Access

User Role: Draw Requester or Approver

Menu Option:  Manage My Financials

**Purpose:** Allow Grantee Users to access the **Manage My Financials** module.

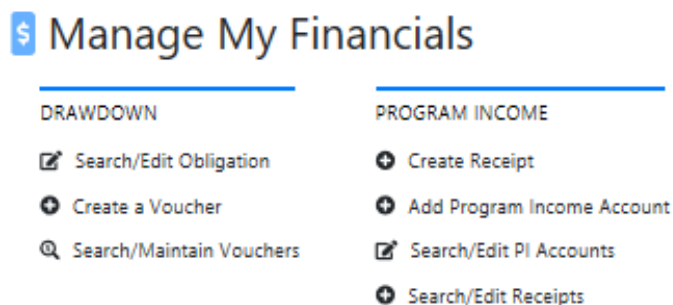
 Complete the following steps to access the Manage My Grants module:

- 1 In the DRGR System, select the **Manage My Financials** module, or  icon, located in the navigation menu.

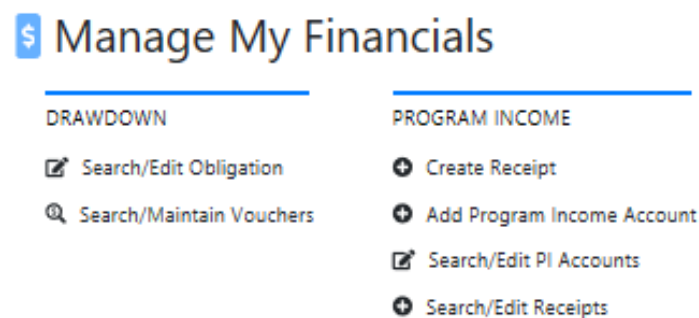


- 2 This opens the dropdown menu items for the **Manage My Financials** module. The System displays the relevant menu items based on user type and user roles.

Below are the **Manage My Financials** menus for a Grantee Draw Request User.




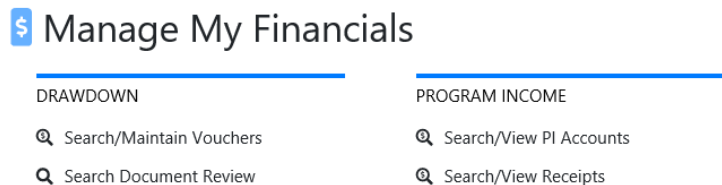


Below are the **Manage My Financials** menus for a Grantee Draw Approver User.








## A2. HUD | User Access

User Role: HUD User	Menu Option:  Manage My Financials
Purpose: Allow HUD Users to access the <b>Manage My Financials</b> module.	
✓ Complete the following steps to access the Manage My Financials module:	
1	<p>In the DRGR System, select the <b>Manage My Financials</b> module, or  icon, located in the navigation menu.</p> 
2	<p>This opens the dropdown menu items for the <b>Manage My Financials</b> module. The DRGR System displays the relevant menu items based on user type and user roles. Below is the <b>Manage My Financials</b> menu for a HUD User with two sub-menus.</p> 

## A3. HUD and Grantee | Search in Manage My Financials

User Role: Grantee and HUD User	Menu Option:  Search/Edit Obligation  Search/View Obligation  Search/Maintain Vouchers
Purpose: Allow HUD and Grantee Users to search in the <b>Manage My Financials</b> module.	
✓ Complete the following steps to access the Manage My Financials module:	
1	<p>Navigate to the <b>Manage My Financials</b> module and locate the <b>Drawdown</b> menu. See Step A1 above. To complete the following actions, choose the appropriate functions:</p> <p>Search for Obligations:</p> <ul style="list-style-type: none"><li>• Grantee Users: Select <b>&lt;Search/Edit Obligations&gt;</b>.</li><li>• HUD Users: Select <b>&lt;Search/View Obligations&gt;</b>.</li></ul> <p>Search for Vouchers:</p> <ul style="list-style-type: none"><li>• Grantee and HUD Users: Select <b>&lt;Search/Maintain Vouchers&gt;</b>.</li></ul>



- 2 Selecting the links above will take the user to a search page for obligations or for vouchers, as applicable.
  - a) For obligations, the search function will default to the Grant selected in the top navigation bar. For vouchers, the Grant is not locked. Choose the correct Grant in the “Grant” field. A blank search with no further constraints will return all activities for that Grant with 10 results displayed per page in a table. The search can be constrained by using the search criteria. Search fields are not case sensitive.
  - b) Create a search by selecting the **<Search>** function. This action refreshes the page and populates a table below with results. To create a new search, select **<Reset>**.
  - c) The table headings are selectable to better sort the results. Choosing them repeatedly will switch between ascending and descending sort for the selected row.
  - d) Navigate between pages via the **<Page Number>** and **<Next Ten Results>** links at the bottom of the page.
  - e) In the Action column, select **<Maintain>** on the desired activity.

Search Criteria

Voucher #:

Grant #:  **a**

Line Item Status:

Supporting Document Status:

Earliest Creation Date:

Grantee Activity #:

Fund Type:

Transaction Type:

**b**

**c**

**e**

Voucher #	Line Item #	Creation Date	Grant #	Grantee Activity #	Responsible Organization	Fund Type	Transaction Type	Drawdown Amount	Line Item Status	Supporting Documents Status	Action
164824	1	08/17/2011	B-11-UN-12-0026	5-1	Martin County Board of County Commissioners	PROGRAM FUND	Payment	\$17,861.64	Completed	NA	Maintain
169448	1	10/12/2011	B-11-UN-12-0026	5-1	Martin County Board of County Commissioners	PROGRAM FUND	Payment	\$5,600.00	Completed	NA	Maintain
178007	1	01/18/2012	B-11-UN-12-0026	5-1	Martin County Board of County Commissioners	PROGRAM FUND	Payment	\$8,400.00	Completed	NA	Maintain
182598	1	02/28/2012	B-11-UN-12-0026	5-1	Martin County Board of County Commissioners	PROGRAM FUND	Payment	\$6,121.89	Completed	NA	Maintain
189215	1	05/09/2012	B-11-UN-12-0026	5-1	Martin County Board of County Commissioners	PROGRAM FUND	Payment	\$12,908.06	Completed	NA	Maintain
192836	1	06/18/2012	B-11-UN-12-0026	5-1	Martin County Board of County Commissioners	PROGRAM FUND	Payment	\$9,625.32	Cancelled	NA	Maintain
192983	1	06/19/2012	B-11-UN-12-0026	5-1	Martin County Board of County Commissioners	PROGRAM FUND	Payment	\$3,201.57	Completed	NA	Maintain
192983	2	06/19/2012	B-11-UN-12-0026	6	Martin County Board of County Commissioners	PROGRAM FUND	Payment	\$6,423.75	Completed	NA	Maintain
196333	1	07/24/2012	B-11-UN-12-0026	5-1	Martin County Board of County Commissioners	PROGRAM FUND	Payment	\$7,715.12	Completed	NA	Maintain
196333	2	07/24/2012	B-11-UN-12-0026	6	Martin County Board of County Commissioners	PROGRAM FUND	Payment	\$875.00	Completed	NA	Maintain

**1 2 3 4 5 (Next 10 Results)** **d**

## B. Maintain Obligations

Authorized Grantee Users can increase and decrease obligations for DRGR activities. Obligations are always done *at the activity level*, not for the Grant as a whole or the larger project level above the activity level. Obligation of funds is part of the DRGR math rules, and to create vouchers that draw funds, obligations are required. For TA Provider organizations, obligations automatically occur with HUD approval of TA work plans. The DRGR math rules apply to TA Provider organizations, however, the calculations are based on HUD approved TA work plan budgets.



**TIP!** Grantees are encouraged to consult with their CPD Representative to understand what does or does not constitute an obligation for a particular appropriation/grant.

Obligating funds to an activity generally means funds have been committed to that activity. The exact definition of “obligation” varies by appropriation. For some appropriations, entering into a written agreement would warrant an obligation in DRGR. Once the written agreement is in place, the Grantee can obligate the entire amount of the written agreement for that DRGR activity. Once the funds are obligated in DRGR, the Grantee can then create vouchers as needed to

reimburse itself for expenses incurred while paying eligible activity expenses.

As part of the DRGR math rules, obligations fall between the activity budget level, and the activity draws. An activity obligation must be less than or equal to the amount budgeted, and greater than or equal to the cumulative amount drawn towards an activity. Funds available for drawdown cannot exceed the obligation amount, even if the budgeted amount for an activity exceeds the obligated amount.

**TIP!** Grantees are not required to obligate funds every time a voucher is ready to be created. Grantees can obligate funds to an activity far in advance of voucher creation if the Grantee has met the definition of an obligation.

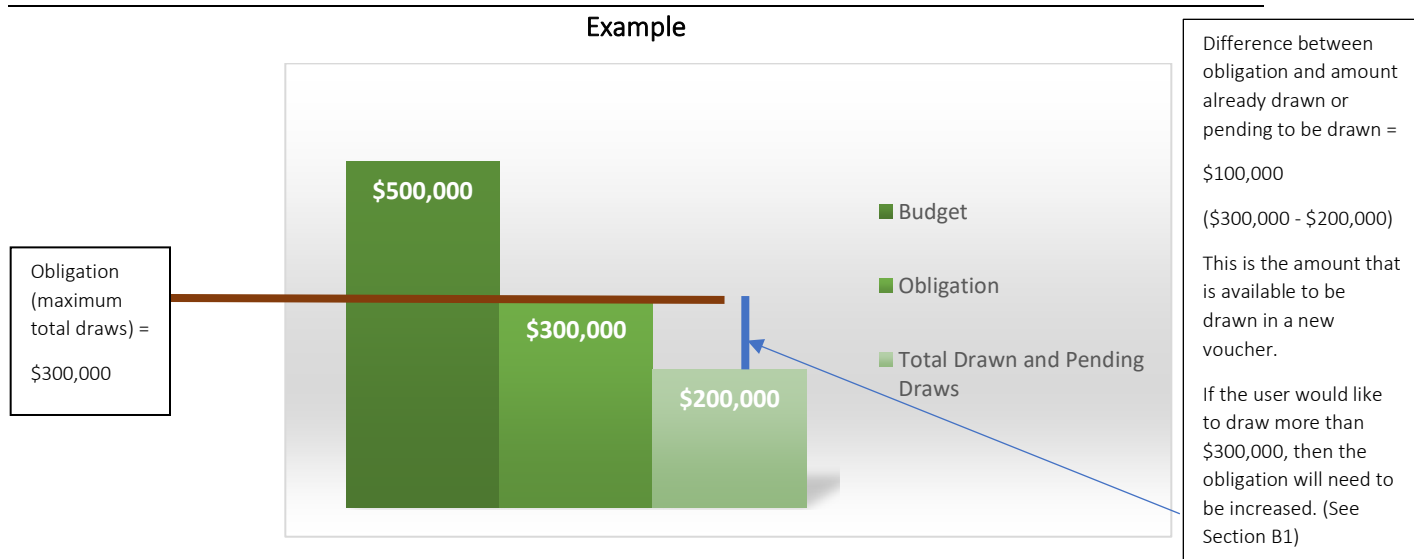
#### DRGR Math Rules



For example, if an activity budget is \$500,000, and the obligation amount is \$300,000, but the Grantee has \$200,000 in draws and pending draws, then a Grantee can only draw up to \$100,000 for that activity until the obligation is increased (not to exceed the budgeted amount). Additionally, the obligation could only be increased up to \$500,000 at a maximum without increasing the activity budget.

**TIP!** Obligations should be made for both program (grant/federal) funds, AND program income. It is the total obligation of all Grant funds to that activity, not one single type of funds except in specific circumstances.

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### B1. Grantee | Obligating Funds to an Activity (Not for TA Users)

<b>User Role:</b> Draw Requester or Approver	<b>Menu Item:</b> Search/Edit Obligation
<b>Purpose:</b> Allow Users to maintain (edit) obligations for activities and save those changes.	
<input checked="" type="checkbox"/> <b>Complete the following steps to maintain (edit) obligations</b>	
<ol style="list-style-type: none"> <li>1 Search for an activity to obligate using the search steps in Section A3 above. The “<b>Activity Obligation - Add-Edit Obligation Line Item</b>” page will load.</li> <li>2 On the “<b>Activity Obligation - Add-Edit Obligation Line Item</b>” page, below the summary information at the top of the page, a financial table is displayed, which provides some up-to-the-moment financial data for the selected activity. (See (a) below.) Financial data includes the following: <ul style="list-style-type: none"> <li><b>Total Budget:</b> This field displays the total amount budgeted to this activity. Users cannot obligate an amount greater than the amount that appears in this field. Remember that the activity budgets include both program (federal/Grant) funds and program income.</li> <li><b>Total Obligated Amount:</b> This field displays the amount currently obligated for this activity.</li> <li><b>Available for Obligation:</b> This field displays the amount available for obligation to this activity, which is equal to the Total Budget amount minus the Total Obligated Amount.</li> <li><b>Total Drawn Amount:</b> This field displays the amount that has already been drawn down for this activity through vouchers, including both program (federal/Grant) fund draws, and program income draws. Remember that the obligation cannot be reduced below this amount.</li> <li><b>Total Program Funds Drawn:</b> This field displays the amount that has already been drawn down for this activity through vouchers for only program (federal/Grant) funds.</li> <li><b>Total Program Income Drawn:</b> This field displays the amount that has already been drawn down for this activity through vouchers for only program income funds.</li> </ul> </li> </ol>	



In the “Obligation Amount” field, adjust the obligation amount. (See (b) below.) To make a change, the new total amount obligated to this activity is entered. This is inclusive of, and cumulative with past obligations, so it is not an incremental entry. **If the current “Total Obligated Amount” reads \$200,000, and the new obligation amount should be a total of \$300,000, then enter \$300,000. Do NOT enter \$100,000.**

Select <Save>.

Any obligation entry must follow the DRGR math rules. The new obligation amount must be less than or equal to the “Total Budget” for the activity, and greater than or equal to the “Total Drawn Amount” for the activity.

#### ACTIVITY OBLIGATION

##### Add-Edit Obligation Line Item

[Return to Search Obligation](#)

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title
B-08-MN-27-0001	G4890NSP ADM	City of Minneapolis Community Planning and Economic Development Department	Administration e.g., general m	Program Admin CPED

<b>Total Budget:</b>	\$420,362.76	<b>Total Drawn Amount:</b>	\$420,362.76
<b>Total Obligated Amount:</b>	\$420,362.76	<b>Total Program Funds Drawn:</b>	\$394,679.30
<b>Available for Obligation:</b>	\$0.00	<b>Total Program Income Drawn:</b>	\$25,683.46



**Obligation Amount: \$**



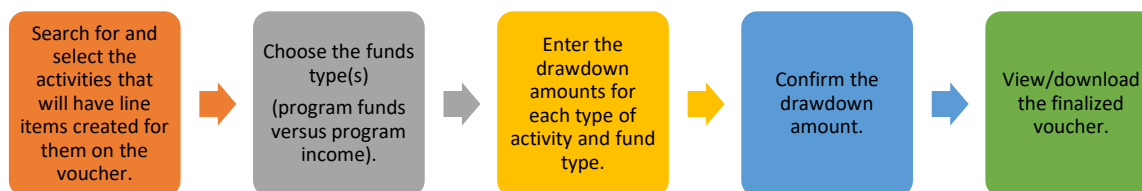
[Return to Search Obligation](#)

## C. Maintain Vouchers

The DRGR System uses vouchers to provide reimbursements for Grantees from program (Federal/Grant) funds (which is the Line of Credit provided by HUD via LOCCS) and to record Grantee uses of their program income. (See Chapter 25 for information on Program Income and Program Income Accounts.) A program (Federal/Grant) funds voucher is an electronic payment request that is sent from DRGR to LOCCS. Each line item on the voucher is a payment request for work performed, goods purchased, or some other expenditure for a specific activity (or TA work plan). A voucher might contain a single, or hundreds of individual line items depending on the size of the Grant and level of activity.

Each voucher line item identifies not only the Grant, Grantee, activity, and funding source, but also the specific amount requested (drawdown amount), submission date, and a line item status. The line item status is updated by DRGR as the voucher moves through the drawdown process.

A Grantee user with the Draw Requestor role must create a voucher and the following steps apply:



A Grantee User with the Draw Approver role must approve all new and revised vouchers in DRGR. After a voucher for program funds is created and approved in DRGR, it is submitted to LOCCS for processing. Once LOCCS processes a voucher, it authorizes disbursement of the funds for approved line items via wire transfer to the bank account provided by the Grantee during Grant setup.

### C1. Grantee | Create a Voucher

<b>User Role:</b> Draw Requester	<b>Menu Item:</b> ➕ Create a Voucher
<b>Purpose:</b> Allow Grantee User with the Draw Request role to request reimbursement from program (federal/Grant) funds for eligible program expenses, and/or allow Grantee to record uses of funds in a program income account.	
✓ Complete the following steps to create a voucher containing one of more line items.	
1 Navigate to the <b>Manage My Financials</b> module. Locate the <b>Drawdown</b> menu. See Step A1 above. Users with the Draw Request role will see the link to <b>&lt;Create a Voucher&gt;</b> . Select this link and the <b>“Drawdown - Create Voucher Page 1 of 4 (Select Activities)”</b> page appears for the user to begin the four-step process to create a voucher in DRGR.	
2 On the <b>“Drawdown - Create Voucher Page 1 of 4 (Select Activities)”</b> page, the Grantee user may: <ul style="list-style-type: none"><li>• Select <b>&lt;Add More Activities&gt;</b> to add more activities to the voucher. The <b>“Drawdown - Search for Activities to Create Voucher”</b> page loads. (See (a) below.)</li><li>• Upload financial data via the <b>&lt;Upload Voucher&gt;</b> link. (See (b) below and Chapter 34 on Data Uploads)</li><li>• Remove voucher line items from the list of voucher line items. (See further below)</li><li>• Continue to the next step of the voucher creation process. (See (c) below.)</li></ul> The user must select at least one activity (or TA work plan) to continue to page 2 of the create voucher process.  Select the <b>&lt;Add More Activities&gt;</b> option to begin adding activities to the voucher (See (a) below.)	



**DRAWDOWN**  
Create Voucher - Page 1 of 4 (Select Activities)

**Voucher Created For:** Minneapolis, MN  
**Requested Submission Date:** 09/03/2020  
Select Date (ex: mm/dd/yyyy)

**Voucher #s**

Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Title	Fund Type	Program Income Account
No Activities Selected							

|

3 On page 2 of the create voucher process – the “Drawdown - Search for Activities to Create Voucher” page – search for activities to add to the voucher as line items using the search criteria. Grant

**DRAWDOWN**  
Search for Activities to Create Voucher  
Search Criteria

**Grant # :** B-09-CN-MN-0037 ☒ **Project # :**  **Receipt Fund Type:** Select ☒ **Program Income Account Number:**

**Grantee Activity Number :**  **Activity Title:**  **Activity Type:**  **Responsible Organization:**

Results Page 1 of 2 (19 activities found)

Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Program Income Account #	Select Program Funds	Select Receipt Funds
B-09-CN-MN-0037	City of Brooklyn Park	Administration	NSP2AdminBrooklynPark	NSP2BPAdmin	Brooklyn Park NSP2 Admin	GENERAL ACCOUNT	<input type="checkbox"/>	<input type="checkbox"/>
B-09-CN-MN-0037	City of Brooklyn Park	Homeownership Assistance to low- and moderate-income	NSP2FinancingBrooklynPark	NSP2FINBP	NSP2 Financing -Brooklyn Park	GENERAL ACCOUNT	<input type="checkbox"/>	<input type="checkbox"/>
B-09-CN-MN-0037	City of Brooklyn Park	Rehabilitation/reconstruction of residential structures	NSP2RedevelopBrooklynPark	NSP2RDVLPBP	NSP2 Redevelopment Brooklyn Park LMHI	GENERAL ACCOUNT	<input type="checkbox"/>	<input type="checkbox"/>
B-09-CN-MN-0037	City of Brooklyn Park	Rehabilitation/reconstruction of residential structures	NSP2RedevelopBrooklynPark	NSP2RDVLPBP25	NSP2 Redevelopment Brooklyn Park 25	GENERAL ACCOUNT	<input type="checkbox"/>	<input type="checkbox"/>
B-09-CN-MN-0037	City of Minneapolis Community Planning and Economic Development Department	Administration	NSP2 PI Waiver	NSP2 PI Waiver	NSP2 Program Income Waiver	GENERAL ACCOUNT	<input type="checkbox"/>	<input type="checkbox"/>
B-09-CN-MN-0037	City of Minneapolis Community Planning and Economic Development Department	Administration	NSP2AdminMinneapolis	NSP2MplsAdminFinance	Minneapolis NSP2 Administration Finance	GENERAL ACCOUNT	<input type="checkbox"/>	<input type="checkbox"/>
B-09-CN-MN-0037	City of Minneapolis Community Planning and Economic Development Department	Administration	NSP2AdminMinneapolis	NSP2MplsAdminIGR	Minneapolis NSP2 Administration IGR Dept	GENERAL ACCOUNT	<input type="checkbox"/>	<input type="checkbox"/>
B-09-CN-MN-0037	City of Minneapolis Community Planning and Economic Development Department	Clearance and Demolition	NSP2DemolitionMinneapolis	NSP2DemoMpls	Minneapolis Demolition Minneapolis	GENERAL ACCOUNT	<input type="checkbox"/>	<input type="checkbox"/>
B-09-CN-MN-0037	City of Minneapolis Community Planning and Economic Development Department	Homeownership Assistance to low- and moderate-income	NSP2FinancingMinneapolis	NSP2FINMpls	NSP2 Financing -Minneapolis	GENERAL ACCOUNT	<input type="checkbox"/>	<input type="checkbox"/>
B-09-CN-MN-0037	City of Minneapolis Community Planning and Economic Development Department	Homeownership Assistance to low- and moderate-income	NSP2FinancingMinneapolis	NSP2FinMpls25	NSP2 Financing Minneapolis 25	GENERAL ACCOUNT	<input type="checkbox"/>	<input type="checkbox"/>

1 2 (Next 10 Results)

From the search result list of activities, select one or more checkboxes from the “Add Program Funds” and “Add Receipt Funds” columns.

**TIP!** For better search results please use the <reset> button (g) in between different searches.

- Program Funds:** drawdown from program (HUD/treasury/Grant/federal) funds. A line item of this type will eventually result in a transfer from the Grant’s LOCCS treasury account to the bank account provided by the Grantee.
- Receipt Funds:** drawdown from program income (received/on-hand) funds. A line item of this type is a recordkeeping entry that should match a transfer the Grantee has made to reimburse themselves with their program income account for eligible expenses.

Select <Add Selected Activities to Voucher>.



## Chapter 24: Financial Obligations and Vouchers | Manage My Financials Module

Search | Reset

Results Page 1 of 3 (21 activities found)

Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Program Income Account #	Select Program Funds	Select Receipt Funds
B-09-CN-MN-0037	City of Brooklyn Park	Administration	NSP2AdminBrooklynPark	NSP2BPAdmin	Brooklyn Park NSP2 Admin	GENERAL ACCOUNT	<input type="checkbox"/>	<input type="checkbox"/>
B-09-CN-MN-0037	City of Brooklyn Park	Homeownership Assistance to low- and moderate-income	NSP2FinancingBrooklynPark	NSP2FINBP	NSP2 Financing -Brooklyn Park	GENERAL ACCOUNT	<input type="checkbox"/>	<input type="checkbox"/>
B-09-CN-MN-0037	City of Brooklyn Park	Rehabilitation/reconstruction of residential structures	NSP2RedevelopBrooklynPark	NSP2RDVLPBP	NSP2 Redevelopment Brooklyn Park LPHH	GENERAL ACCOUNT	<input type="checkbox"/>	<input type="checkbox"/>
B-09-CN-MN-0037	City of Brooklyn Park	Rehabilitation/reconstruction of residential structures	NSP2RedevelopBrooklynPark	NSP2RDVLPBP25	NSP2 Redevelopment Brooklyn Park 25	GENERAL ACCOUNT	<input type="checkbox"/>	<input type="checkbox"/>
B-09-CN-MN-0037	City of Minneapolis Community Planning and Economic Development Department	Administration	NSP2 PI Waiver	NSP2 PI Waiver	NSP2 Program Income Waiver	GENERAL ACCOUNT	<input type="checkbox"/>	<input type="checkbox"/>
B-09-CN-MN-0037	City of Minneapolis Community Planning and Economic Development Department	Administration	NSP2AdminMinneapolis	NSP2MplsAdmin	Minneapolis NSP2 Administration	GENERAL ACCOUNT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B-09-CN-MN-0037	City of Minneapolis Community Planning and Economic Development Department	Administration	NSP2AdminMinneapolis	NSP2MplsAdminCR	Minneapolis NSP2 Administration Civil Rights	GENERAL ACCOUNT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B-09-CN-MN-0037	City of Minneapolis Community Planning and Economic Development Department	Administration	NSP2AdminMinneapolis	NSP2MplsAdminFinance	Minneapolis NSP2 Administration Finance	GENERAL ACCOUNT	<input type="checkbox"/>	<input type="checkbox"/>
B-09-CN-MN-0037	City of Minneapolis Community Planning and Economic Development Department	Administration	NSP2AdminMinneapolis	NSP2MplsAdminIGR	Minneapolis NSP2 Administration IGR Dept	GENERAL ACCOUNT	<input type="checkbox"/>	<input type="checkbox"/>
B-09-CN-MN-0037	City of Minneapolis Community Planning and Economic Development Department	Clearance and Demolition	NSP2DemolitionMinneapolis	NSP2DemoMpls	NSP2 Demolition Minneapolis	GENERAL ACCOUNT	<input type="checkbox"/>	<input type="checkbox"/>

1 2 3 [Next 10 Results]

Add Selected Activities to Voucher Return To Create Voucher (Page 1)

- 4 The System returns the user to the “**Drawdown - Create Voucher Page 1 of 4 (Select Activities)**” page populated with the selected activities. Double check the “Requested Submission Date” (See (a) below.) The submission date defaults to today but can be set up to 90 days in the future. It cannot be in the past. This will be the date the voucher is submitted to LOCCS (once approved).


**TIP!** Like all date fields in DRGR, the submission date must be entered in a MM/DD/YYYY format.

If a line item was added in error, the Grantee User can check boxes in the “Select to Remove” column and then select <**Remove Voucher Line Item**> (see (b) and (c) below).


Select the <**Add More Activities**> link again to add more activities (see (c) below).

Review the list of activities and fund types to confirm they are accurate. Select <**Continue**>. (See (d) below.) The “**Drawdown - Create Voucher Page 2 of 4 (Submit)**” page will load.

DRAWDOWN  
Create Voucher - Page 1 of 4 (Select Activities)


Continue  d


Voucher Created For:  
Minneapolis, MN

Requested Submission Date:  
09/03/2020  
Select date (see: mm/dd/yyyy)  a

Voucher Items

Grant#	Responsible Organization	Activity Type	Project #	Grantee Activity #	Title	Fund Type	Program Income Account	Select to Remove
B-09-CN-MN-0037	City of Minneapolis Community Planning and Economic Development Department	Administration	NSP2AdminMinneapolis	NSP2MplsAdminCR	Minneapolis NSP2 Administration Civil Rights	PROGRAM FUND	GENERAL ACCOUNT	<input type="checkbox"/>
B-09-CN-MN-0037	City of Minneapolis Community Planning and Economic Development Department	Administration	NSP2AdminMinneapolis	NSP2MplsAdmin	Minneapolis NSP2 Administration	PROGRAM INCOME	GENERAL ACCOUNT	<input type="checkbox"/>

Add More Activities Remove Voucher Line Item  c

Continue  d

- 5 On the “**Drawdown - Create Voucher Page 2 of 4 (Submit)**” page, the “Available Amount” column contains the amount available for draws. You can select the hyper linked dollar values to view how the System calculated the available amount.

The formulas used to calculate the values in the “Available Amount” fields are:

- For Program Funds:
  - Obligated Amount – Total Drawn (PF+PI) – Pending Draws (PF+PI) – Balance of PI available in the PI account associated with this activity (or the general PI account if this activity is not associated with a PI account) = Amount Available



- For Program Income, the lesser of:

- Obligated Amount – Total Drawn (PF+PI) – Pending Draws (PF+PI)
- or; the balance of PI available in the PI account associated with this activity (or the general PI account if this activity is not associated with a PI account) = Amount Available

Enter the amounts desired into the “Drawdown Amount” column (see (a) below). This amount must be less than or equal to the amount in the “Amount Available” column (See (b) below.) Select **<Update Available Amount>** to see how the entries impact the “Available Amount” (See (c) below.)

If the Grantee User discovers that a line item is missing, select the **<Return to Create Voucher (Page1)>** link to add ore activities.

To cancel the voucher and start over, or if budget/obligation adjustments are needed before proceeding, select **<Cancel Voucher>**.

Once all information is confirmed to be correct, select **<Submit Voucher>** (See (d) below.) The “Drawdown - Create Voucher Page 3 of 4 (Confirm)” page will load.

**TIP!** If the Available Amount is not sufficient for your draw, likely changes are needed to the obligations, budgets, or program income receipts/accounts. Sometimes there are also previous pending draws that need resolution.

#### DRAWDOWN

Create Voucher - Page 2 of 4 (Submit)

[Update Available Amount](#) | [Submit Voucher](#) | [Return To Create Voucher \(Page 1\)](#) | [Cancel Voucher](#)

**Voucher #:**  
488280

**Requested Submission Date:**  
09/03/2020

**Voucher Created For:**  
Minneapolis, MN

**Created by:**  
Kevin James Knase

#### Voucher Items

Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Fund Type	Program Income Account	Available Amount	Drawdown Amount	Status
B-09-CN	Brooklyn	Administration	NSP2AdminBrooklynPark	NSP2BPAdmin	Brooklyn Park NSP2 Admin	PROGRAM INCOME	GENERAL ACCOUNT	\$99,289.68	\$	

[Update Available Amount](#) | [Submit Voucher](#) | [Return To Create Voucher \(Page 1\)](#) | [Cancel Voucher](#)

**TIP!** Errors may occur if:

- the user entered an amount that exceeds the available amount. User may need to reduce drawdown amount, increase obligation, or increase activity budget.
- The user attempted to draw program funds before program income. In general, Program Income must be drawn before Program Funds. DRGR will show a message in the status column in addition to the error message at the top of the page. To show the message, hover the cursor over the “warning” icon.



In the following example, the user will need to draw Program Income before Program Funds.

### Drawdown

#### Create Voucher - Page 2 of 4 (Submit)

[Help?](#)

• Drawdown Errors: Please see the status on Voucher Items to view the errors

[Submit Voucher](#) | [Return To Create Voucher \(Page 1\)](#) | [Cancel Voucher](#)

**Voucher #:** 169888  
**Requested Submission Date:** 01/10/2012  
**Voucher Created For:** Denver01, CO  
**Created by:** T001GR T001GR

Voucher Items										
Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Fund Type	Program Income Account	Available Amount	Drawdown Amount	Status
B-08-MN-99-0103	City and County of Denver-BHS	Administration	NSP1-Admin	NSP1-Admin	Admin	PROGRAM FUND	City of Denver - PI Account	\$1,000,000.00	\$ 10000	
B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	PROGRAM FUND	DAH - PI Account	\$400,000.00	\$ 10000	
B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	PROGRAM INCOME	DAH - PI Account	\$100,000.00	\$ 00000	
B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq/Rehab Multifamily LH25	PROGRAM FUND	GDHH - PI Account	\$2,975,000.00	\$ 200000	
B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq/Rehab Multifamily LH25	PROGRAM INCOME	GDHH - PI Account	\$25,000.00	\$ 5000	

[Submit Voucher](#) | [Return To Create Voucher \(Page 1\)](#) | [Cancel Voucher](#)

- 6 On the “Drawdown - Create Voucher Page 3 of 4 (Confirm)” page, users enter voucher line item comments (See (a) below) and requester voucher level comment (See (b) below) on the voucher before final confirmation. The user approving the draw will be able to review these comments.

Users may also attach voucher level supporting documents to vouchers via this page (See (c) below.) Some appropriations only require supporting documents on vouchers over a certain threshold amount. This step is a Grantee’s ONLY chance to attach supporting documents to the voucher unless HUD requests documentation be attached through DRGR. See Chapter 29 – Voucher Supporting Documents for more information. If the user proceeds past this step without adding the supporting documentation, they will no longer be able to attach them during the voucher creation process.

**TIP!** Grantees are encouraged to consult with their CPD Representative to understand the specific rules for supporting documentation attachment for their appropriation/grant.

When attaching supporting documentation, do not use special characters in file names as the files may not attach.

Review each of the drawdown amounts to verify that the proper amount for the correct fund type has been entered. Select <Confirm Voucher> (See (d) below.) The “Drawdown - Create Voucher Page 4 of 4 (View)” page will load.



**DRAWDOWNS**  
Create Voucher - Page 3 of 4 (Confirm)

[Confirm Voucher](#) [Back](#) [Return to Create Voucher Page 1](#) [Cancel](#)

---

**Voucher #:** 470997 **Voucher Total:** \$4,200.00 **Proposed Release Date:** 07/09/2020

**Voucher Created For:** Housatonic, NY **Created By:** Housatonic, NY **Creation Date:** 07/09/2020

Line Item #	Drawdown	Responsible Organization	Activity Type	Project #	Drawdown Activity #	Activity Title	Fund Type	Project Expense Account	Available Amount	Drawdown Amount
1	06-09-2020-0001	Housatonic County - Housing, Community Needs & Transit	Administration	NJCAHousingProjectCounty	0000000000	0000 Housatonic County Administration	PROGRESS INCOME	GENERAL ACCOUNT	\$20,000.00	\$4,200.00
<b>Voucher Total:</b>									<b>\$20,000.00</b>	<b>\$4,200.00</b>

**Drawdown Comments:**

Line Item #	Drawdown	Drawdown Activity #	Comments
1	06-09-2020-0001	0000000000	

**Drawdown Supporting Documents:** \* Indicates Required Field  
Note: Multiple email addresses must be separated by a semi-colon. For Example: abc@hud.gov; xyz@hud.gov

[Confirm Voucher](#) [Back](#) [Return to Create Voucher Page 1](#) [Cancel](#)

**Create Email**

**Voucher Created Successfully**

**\*Indicates Required Field**  
Note: Multiple email addresses must be separated by a semi-colon. For Example: abc@hud.gov; xyz@hud.gov

**To:**

**Cc:**  
sunil.rekhi@hud.gov

**\*Subject:**  
DRGR Notification[7] - Voucher #470997 created on 06/09/2020 pending GA approval

**Message:**  
DRGR Notification[7] - Voucher #470997 created on 06/09/2020 pending GA approval  
Line #1 Activity Number HMLS - Unity Canal Amount 70000



## C2. Grantee and HUD | View a Voucher Line Item

User Role: Grantee and HUD Users

Menu Item: Search/Maintain Vouchers

Purpose: Allow user to view a voucher line item and the associated voucher

### Complete the following steps to view a voucher line item

- 1 To search for a voucher to view, follow the steps in Section A3 above. The **“Maintain Voucher”** page will load. On the **“Maintain Voucher”** page, the entire voucher is displayed, not just the chosen voucher line item.

From this page the user can select several actions, designated by active links in the “Action” column. These links are dependent upon the status of the Voucher Line Item and the user’s drawdown rights.

- Draw requesters will be able to cancel or revise voucher line items.
- Draw approvers will be able to reject/approve or revoke voucher line items.
- Both types of Grantee users, and HUD users will be able to:
  - (a) view voucher line items,
  - (b) download vouchers, and
  - (c) download supporting documents.

The screenshot shows the 'Maintain Voucher' page. Callout 'a' points to the 'View' link in the 'Action' column of the table. Callout 'b' points to the 'Download PDF' button. Callout 'c' points to the 'Voucher Level Supporting Documents' section.

Line Item #	Grantee	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Revised From Line Item #	Submission Date	Action
1	B-09-CN-MN-0037	NSP2HCAdmin	Hennepin County - Housing, Community Works & Transit	Administration	NSP2 Hennepin County Administration	PROGRAM INCOME	\$2,211.36	Open		07/01/2021	<a href="#">View</a>
Voucher Open Total:							\$2,211.36				

The **<View>** link opens the **“View Voucher Line Item”** page. This page displays detailed information about the selected voucher line item.

An example of the **“View Voucher Line Item”** and a description of the information on the page is included as Appendix 1 of this Chapter.

## C3. Grantee | Cancel a Voucher Line Item

User Role: Draw Requester

Menu Item: Search/Maintain Vouchers



**Purpose:** Allow Grantee draw requester to cancel a voucher line item that was erroneous or made in error.

- 1 Follow the steps to search for a voucher in Section A3 above. The “**Maintain Voucher**” page will load.

**TIP!** On the “Drawdown-Search for Vouchers” page, a particularly useful search constraint is to search by “Line Item Status” or “Fund Type” (PF/PI)

- 2 On the “**Maintain Voucher**” page, the entire voucher is displayed, not just the chosen voucher line item.

Grantee Users with the Draw Requester role will be able to cancel or revise voucher line items. (See Section C5 of this Chapter for steps to revise vouchers.) If a voucher line item was created in error, and has a status of Open, Approved, Approved Pending HQ or Approved by HQ, then the Drawdown Requester can cancel the voucher. After a voucher line item has been cancelled, it still appears on the voucher; however, its status is “Cancelled”, and no further actions can be performed on the line item.

**TIP!** The user cancelling the voucher line item does not have to be the same user as the one who created it but must have Draw Requester user rights.

#### Drawdown

##### Maintain Voucher

[Help?](#)

[Return to Search Voucher](#)

**Voucher #:**  
169651

**Created By:**  
T001GR

**Voucher Created for:**  
Denver1, CO

**Creation Date:**  
08/23/2011

Only line items with a status of **Open**, **Approved**, **Approved Pending HQ**, or **Approved by HQ** can be cancelled.

Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
1	B-08-DN-99-0013	NSP1-01 LB	City and County of Denver-BHS	Land Banking - Acquisition (NSP Only)	Land Banking	PROGRAM FUND	\$6,000.00	\$10,000.00	Approved	08/23/2011	<a href="#">Cancel</a>   <a href="#">View</a>
2	B-08-DN-99-0013	NSP1-03 Redevelopment	City and County of Denver-BHS	Construction of new housing	Redevelopment 525 California	PROGRAM INCOME	\$20,000.00	\$5,000.00	Approved	08/23/2011	<a href="#">Revise</a>   <a href="#">Cancel</a>   <a href="#">View</a>
3	B-08-DN-99-0013	NSP1-02 AR SF DAH	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	Acq/Rehab Single Fam Denver Affordable Housing	PROGRAM FUND	\$67,000.00	\$15,000.00	Approved	08/23/2011	<a href="#">Cancel</a>   <a href="#">View</a>
<b>Voucher Approved Total:</b>							<b>\$30,000.00</b>				

[Return to Search Voucher](#)

To cancel this item, select the **<Cancel>** link in the right “Action” column. Check to make sure you get a success message!



Drawdown

Maintain Voucher [Help?](#)

• Voucher line item cancelled successfully

[Return to Search Voucher](#)

#### C4. Grantee | Approve/Reject or Revoking a Voucher Line Item

After a voucher is created and submitted by a Grantee User with Draw Requester rights, the voucher line items must be reviewed and approved by a Grantee User with Draw Approver rights. The Draw Approver may also reject the voucher line items and revoke approvals, if necessary. See the process steps in Section A above.

If a Program Income Funds line item is approved, then it stays 'Approved', as this is its final state. Only approved Program (federal/Grant) Funds voucher line items will be sent to LOCCS and result in funds being remitted to the Grantee.

If a line item is rejected by the Draw Approver, the line item remains on the voucher. However, the "line item status" is set to 'Rejected' and no further actions can be performed on the line item.

Any voucher line item still waiting for approval 90 days after the creation date is cancelled automatically by DRGR.

**TIP!** Drawdown Approvers have the option of approving or rejecting all line items in the voucher or approving or rejecting on a line item by line item basis.

**TIP!** The Grantee User approving a line item **CANNOT** be the same Grantee User that created the line item.

<b>User Role:</b> Draw Approver	<b>Menu Item:</b> Search/Maintain Vouchers
<b>Purpose:</b> Allow Grantee draw approver to approve/reject a voucher line item as appropriate. Voucher line item revocations will also be covered.	
1	Follow the steps to search for a voucher in Section A3 above. The <b>"Maintain Voucher"</b> page will load.
2	On the <b>"Maintain Voucher"</b> page, the entire voucher is displayed, not just the chosen voucher line item. Grantee Users with Draw Approver rights can take the following steps when approving a voucher. <ul style="list-style-type: none"><li>(a) To view the details of a line item before approving or rejecting it, select the <b>&lt;View&gt;</b> link in the "Action" column next to the line item; after viewing it, select the <b>&lt;Return to Maintain Voucher&gt;</b> button.</li><li>(b) Optional but Recommended: Enter a comment in the "Grantee Approver Comments" field.</li><li>(c) Change the submission date for the voucher line item if necessary. The submission date specifies when the voucher will be submitted to LOCCS. The date can be entered manually in a MM/DD/YYYY format or selected using the pop-up calendar. The date cannot be after</li></ul>



the activity block drawdown date, if applicable, see Chapter 14 of this User Manual regarding activity blocks.

- (d) Select the **<Approve>** or **<Reject>** link in the “Action” column next to a line item to approve or reject line items individually. Alternatively, select all (or multiple) line items using the checkboxes next to the line items and selecting the **<Approve Selected>** button or the **<Reject Selected>** button (see (a) below.)

**Maintain Voucher** [Help?](#)

[Return to Search Voucher](#) | [Download PDF](#)

**Voucher #:** 169890 **Created By:** T001GR  
**Voucher Created for:** Denver01, CO **Creation Date:** 01/11/2012

**Approve all line items at once**

**Approve, Reject, or View per line item**

Select (All)	Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Submission Date	Action
<input checked="" type="checkbox"/>	1	B-08-MN-99-0103	NSP1-Admin	City and County of Denver-BHS	Administration	Admin	PROGRAM FUND	\$10,000.00	Open	01/11/2012 (mm/dd/yyyy)	<a href="#">Approve</a>   <a href="#">Reject</a>   <a href="#">View</a>
<input checked="" type="checkbox"/>	2	B-08-MN-99-0103	NSP1-B A/R SF DAH LH25	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	Acq/Rehab Single-Family LH25	PROGRAM FUND	\$25,000.00	Open	01/11/2012 (mm/dd/yyyy)	<a href="#">Approve</a>   <a href="#">Reject</a>   <a href="#">View</a>
<input checked="" type="checkbox"/>	3	B-08-MN-99-0103	NSP1-B A/R SF DAH LH25	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	Acq/Rehab Single-Family LH25	PROGRAM INCOME	\$100,000.00	Open	01/11/2012 (mm/dd/yyyy)	<a href="#">Approve</a>   <a href="#">Reject</a>   <a href="#">View</a>
<input checked="" type="checkbox"/>	4	B-08-MN-99-0103	NSP1-B A/R MF DHH LH25	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	Acq/Rehab Multifamily LH25	PROGRAM FUND	\$10,000.00	Open	01/11/2012 (mm/dd/yyyy)	<a href="#">Approve</a>   <a href="#">Reject</a>   <a href="#">View</a>
<input checked="" type="checkbox"/>	5	B-08-MN-99-0103	NSP1-B A/R MF DHH LH25	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	Acq/Rehab Multifamily LH25	PROGRAM INCOME	\$25,000.00	Open	01/11/2012 (mm/dd/yyyy)	<a href="#">Approve</a>   <a href="#">Reject</a>   <a href="#">View</a>
								<b>Voucher Open Total:</b>	<b>\$170,000.00</b>		

**Grantee Approver Comments:**

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

**Voucher Comments:**

[Return to Search Voucher](#)

This action refreshes the “Maintain Voucher” page with a message confirming the approval or rejection appears at the top of the page (see (e) below.) The status of the line item(s) is/are updated, and the line item(s) appear(s) in the group of line items with the same status. The submission date and any comments are now read-only.



## Maintain Voucher

• Voucher line item(s) approved successfully. Voucher approved total: \$150,000.00.

[Return to Search Voucher](#)[Download PDF](#)Voucher #:  
272833Voucher Created for:  
Chicago, ILCreated By:  
T007GR - Rosalind StevensCreation Date:  
03/07/2015

Select (All)	Line Item #	Grant#	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status
<input type="checkbox"/>	1	B-13-MS-17-0001	Test2.1	Mercy Portfolio Services	Affordable Rental Housing	Test2.1	PROGRAM FUND	\$100,000.00	Approved
<input type="checkbox"/>	2	B-13-MS-17-0001	Test2.1	Mercy Portfolio Services	Affordable Rental Housing	Test2.1	PROGRAM INCOME	\$50,000.00	Approved
Voucher Approved Total: \$150,000.00									

- 3 From the “Maintain Voucher” page, Grantee Users with Draw Approver rights can also revoke approvals on voucher line items. If a voucher line item was approved in error, the Drawdown Approver can revoke the approval if the line item has not yet been submitted to LOCCS and has a status of Approved. After approval is revoked, the line item returns to the previous status of Open.

**TIP!** Because Program Income voucher line items never move past the ‘Approved’ “Line Item Status”, they can always have their approval revoked.

Only the Draw Approver who originally approved a voucher can revoke its approval. The links shown in the “Action” column will only display the <Revoke> link if the user has Draw Approver rights and approved the line item.

Select the <Revoke> link in the “Action” column next to the line item for which you want to revoke approval.

## Maintain Voucher

[Help?](#)[Return to Search Voucher](#)Voucher #:  
144531Voucher Created for:  
State of VirginiaCreated By:  
MITCGRCreation Date:  
09/09/2010

Select (All)	Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
<input type="checkbox"/>	1	B-08-DN-51-0001	08-NSP-02 - Caroline/Spotsylvania - Acquisition	CVHC	Acquisition - general	Acquisition	PROGRAM FUND	\$157,799.00	\$1.00	Approved	09/10/2010	<a href="#">Revoke</a>   <a href="#">View</a>
Voucher Approved Total:									\$1.00			
<input type="checkbox"/>	2	B-08-DN-51-0001	08-NSP-03 - Fredericksburg/Stafford - Acquisition	CVHC	Acquisition - general	Acquisition	PROGRAM FUND	\$212,299.00	\$1.00	Open	09/09/2010 (mm/dd/yyyy)	<a href="#">Approve</a>   <a href="#">Reject</a>   <a href="#">View</a>
<input type="checkbox"/>	3	B-08-DN-51-0001	08-NSP-16 - Catholics for Housing - Acquisition	Catholics for Housing	Acquisition - general	Acquisition	PROGRAM FUND	\$151,126.00	\$1.00	Open	09/09/2010 (mm/dd/yyyy)	<a href="#">Approve</a>   <a href="#">Reject</a>   <a href="#">View</a>
<input type="checkbox"/>	4	B-08-DN-51-0001	08-NSP-17 - Chesapeake - Acquisition	Chesapeake RHA	Acquisition - general	Acquisition	PROGRAM FUND	\$251,128.39	\$1.00	Open	09/09/2010 (mm/dd/yyyy)	<a href="#">Approve</a>   <a href="#">Reject</a>   <a href="#">View</a>
Voucher Open Total:									\$3.00			

Grantee Approver Comments:

This action refreshes the “Maintain Voucher” page, with a message confirming the revocation at the top of the page (see (a) below). The status of the line item has been updated to “Open” and the



line item appears in the group of line items with the “Open” status. The submission date and comments are now editable.

**Maintain Voucher** [Help?](#)

Voucher line item revoked successfully **a**

[Return to Search Voucher](#)

**Voucher #:** 144531 **Created By:** MITCGR **Status is updated**

**Voucher Created for:** State of Virginia **Creation Date:** 09/09/2010

Select (All)	Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
<input type="checkbox"/>	1	B-08-DN-51-0001	08-NSP-02 - Caroline/Spotsylvania - Acquisition	CVHC	Acquisition - general	Acquisition	PROGRAM FUND	\$157,799.00	\$1.00	Open	09/10/2010 (mm/dd/yyyy)	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
<input type="checkbox"/>	2	B-08-DN-51-0001	08-NSP-03 - Fredericksburg/Stafford - Acquisition	CVHC	Acquisition - general	Acquisition	PROGRAM FUND	\$212,299.00	\$1.00	Open	09/09/2010 (mm/dd/yyyy)	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
<input type="checkbox"/>	3	B-08-DN-51-0001	08-NSP-16 - Catholics for Housing - Acquisition	Catholics for Housing	Acquisition - general	Acquisition	PROGRAM FUND	\$151,126.00	\$1.00	Open	09/09/2010 (mm/dd/yyyy)	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
<input type="checkbox"/>	4	B-08-DN-51-0001	08-NSP-17 - Chesapeake - Acquisition	Chesapeake RHA	Acquisition - general	Acquisition	PROGRAM FUND	\$251,128.39	\$1.00	Open	09/09/2010 (mm/dd/yyyy)	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
									<b>Group sub-Totals are updated.</b>	<b>Voucher Open Total: \$4.00</b>		

**Grantee Approver Comments:**

### C5. Grantee | Revise and Approve a Voucher Line Item

Draw Requesters will be able to cancel or revise voucher line items. Revising a voucher line item is necessary when a disbursement needs to be moved from one activity to another (or to multiple activities). For example, a revision may be needed if funds were drawn in error for an activity. Another common scenario is rebalancing the amount drawn between two partner activities with different national objectives.

**TIP!** Grantees should consult with their HUD CPD Representative to determine whether a voucher should be revised or if the situation warrants the need to return funds to the U.S. Treasury.

Only Grantee Users with Draw Requester privileges can revise a voucher line item. The user can revise all or a portion of the original drawdown amount to a different activity or activities. In both situations, the following conditions also apply:

- Both activities must be part of the same Grant;
- The new activity(ies) must have enough funds obligated to allow the drawdown associated with the voucher revision;
- The activity(ies) to which the drawdown is being transferred must have a status of 'Underway' (not 'Cancelled', 'Planned', or 'Completed'); and

**TIP!** Voucher line items cannot be revised to reallocate funding to other Grants. This also applies to child Grants, if applicable. See Chapter 4 – Grants and Grantees for information on parent and child Grants.



- The giving and receiving activities cannot be blocked. See Chapter 14 of this User Manual to learn more about activity blocks.

You can revise the activity or dollar amount for a voucher line item that has a “Line Item Status” of ‘Open’ (not yet approved by Grantee approver) or that has a status of ‘Completed’ (paid by Treasury), but does not have a Transaction Type of Collection.

Several reasons may necessitate the need for voucher revisions, including:

- The activity ID originally selected when the voucher was created is incorrect.
- The original voucher drew too much funding for one or more activities.
- The Grantee may have restructured the projects and activities in the Action Plan, necessitating the need to revise vouchers to the new activity(ies).
- The Grantee may have drawn funds against the wrong national objective (i.e. urgent need vs. low/mod or LMMI vs. LH25).
- The Grantee returned the funds to the U.S. Treasury. See Chapter 26 of this User Manual to learn more about handling funds that need to be returned to HUD.

Revising a voucher line item causes new line items to be created for that voucher. These new line items have a “Line Item Status” of ‘Open’. There will be one or more line items representing the amounts moved to one or more other activities, and a new line item for the remaining amount not moved from the original line item.

The original line item remains on the voucher, but its line item status is changed to ‘Revised.’ This revised voucher line item can no longer be edited unless the new voucher line items are not approved. Once revisions are approved by a Draw Approver, Line items with a Revised line item status no longer count towards the Total Drawn for an activity (unlike ‘Completed’ and ‘Approved’ draws).

**TIP!** The DRGR System does reserve room for line items with a transitory line item status such as Revised Pending Approval, Revision Pending Approval, Pending, Approved Pending HQ.

<b>User Role:</b> Draw Requester	<b>Menu Item:</b> Search/Maintain Vouchers
<b>Purpose:</b> Allow Grantee draw requester to revise a voucher line item by moving funds into one or more other line items.	
<b>Complete the following steps to revise a voucher line item</b>	
1	Follow the steps to search for vouchers in Section A3 above. The “ <b>Drawdown – Search for Vouchers</b> ” page will load.
2	On the “ <b>Maintain Voucher</b> ” page, the entire voucher is displayed, not just the chosen voucher line item.  To revise a voucher line item, select <Revise> link from the Action column on the “ <b>Maintain Voucher</b> ” page for the desired line item. The “ <b>Revise Voucher Line Item</b> ” page loads.



Voucher Item

Supporting Documents

DRAWDOWN

Maintain Voucher

Return to Search Voucher

Download PDF

Voucher #:  
470914

Created By:  
T024GR - Dana Henry

Voucher Created for:  
Louisiana

Creation Date:  
05/15/2020

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
1	X-20-MJ-20-0001	001	1026 Constance, LLC	Acquisition - general	Act 001	PROGRAM INCOME	\$1.00	Open		05/15/2020	<div>Revise</div> <div>Cancel View</div>
Voucher Open Total:							\$1.00				

Display Supporting Documents by

☒Line Item View

Item Number

File Name

1

user reset query.txt

- 3 On the “Revise Voucher Line Item” page, follow the steps below to revise a voucher:
- Select the activity for which funds are to be moved to from the **<Activity # / Activity Title / Available Amount>** drop-down list. Note: Only activities that are part of the same Grant and with an “Activity Status” of ‘Underway’ are listed.
  - Enter the amount of funds to be moved in the “Amount” field. The revision amount cannot exceed the Available Amount shown for the selected activity (a).
  - Select the **<Add Activity>** button if the user wishes to move funds to multiple activities. Repeat as needed until you have the appropriate number of new activities having funds moved into them. Remember any unmoved funds will be left in the original activity in a new line item at a reduce amount with whatever balance remains.
  - Select the **<Delete Activity>** button if the user wishes to delete an activity from the voucher revision.
  - Select the **<Recalculate Balance>** button to view the total funds proposed to be moved and balance remaining when factoring the proposed amount(s).
  - Select a ‘Revision Reason’ from the dropdown menu (b).
  - It is strongly recommended that the Grantee User enter a narrative in the “Enter Reviser Comment” field to explain the revision for an audit trail and recordkeeping purposes
  - Select the **<Save>** button at the bottom of the “Revise Voucher Line Item” page.

The remainder of this page intentionally left blank.



## Chapter 24: Financial Obligations and Vouchers | Manage My Financials Module

**Revise Voucher Line Item** [Help?](#)

Updated: 2012-01-11 12:22:59.0 Effective Date:

Special Remarks:

Line Item

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Submission Date
B-08-MN-99-0103	NSP1-B A/R MF DHH LH25	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	Acq/Rehab Multifamily LH25	PROGRAM INCOME	\$25,000.00	Approved	2012-01-11

Move Funds to Activities

Delete	Activity # / Activity Title / Available Amount	Amount
<input type="checkbox"/>	NSP1-B A/R MF DHH LMMI / Acq/Rehab Multifamily LMMI / \$500,000.00	\$ 5000
<input type="checkbox"/>	<--Select-->	\$ 0

[Add Activity](#) [Delete Activity](#) [Recalculate Balance](#)

Total Funds moved to other activities: \$ 5000.00  
Balance Remaining on Activity # NSP1-B A/R MF DHH LH25: \$ 20000.00

\*Revision Reason:  
<--Select-->

Enter Reviser Comment:

Users can now select Revision Reasons and add comments about why the items were revised.

Revision Reason History:

- 4 Selecting <Save> refreshes the “Maintain Voucher” page with the new line items added. The original line item (1) has a status of ‘Revised.’ Two new line items (2 and 3) have been added to the voucher. In addition, DRGR displays the line item number from where the revision(s) originated.

TIP! All voucher revisions must be approved by a user with the draw approval role. See step 5 of this section for instructions on approving revisions.

**Maintain Voucher** [Help?](#)

• Voucher line item revised successfully

[Return to Search Voucher](#) | [Download PDF](#)

Voucher #: 218543 Created By:

Voucher Created for: CLOUDBURST CONSULTING GROUP Creation Date: 02/25/2013

--FROM INVOICE--

Line Item #	Award#	Grantee Work Plan #	Responsible Organization	Work Plan Type	Work Plan Title	Fund Type	Drawdown Amount	Line Item Status	Revised From Line Item #	Submission Date	Invoice	Invoice Status	Action
1	C-10-TA-MD-0003	1082-100	Cloudburst Consulting Group, Inc	Administration	Administration	PROGRAM FUND		Revised		02/28/2013	C-10-TA-MD-0003 - 1082-100 - 2013 - 1	Submitted	<a href="#">View</a>
Voucher Revised Total:													
2	C-10-TA-MD-0003	1082-100	Cloudburst Consulting Group, Inc	Administration	Administration	PROGRAM FUND		Revised Pending Approval	1	02/28/2013			<a href="#">View</a>
3	C-10-TA-MD-0003	1082.601	Cloudburst Consulting Group, Inc	TA - Direct TA (practitioner support)	OneCPD ER ? Scenario-Based Learning	PROGRAM FUND		Revised Pending Approval	1	02/28/2013			<a href="#">View</a>
Voucher Revised Pending Approval Total:													



**Maintain Voucher**[Help?](#)

Voucher line item revised successfully

[Return to Search Voucher](#) | [Download PDF](#)

Voucher #: 218543

Created By:

Voucher Created for: CLOUDBURST CONSULTING GROUP

Creation Date: 02/25/2013

--FROM INVOICE--

Line Item #	Award#	Grantee Work Plan #	Responsible Organization	Work Plan Type	Work Plan Title	Fund Type	Drawdown Amount	Line Item Status	Revised From Line Item #	Submission Date	Invoice	Invoice Status	Action
1	C-10-TA-MD-0003	1082-100	Cloudburst Consulting Group, Inc	Administration	Administration	PROGRAM FUND		Revised		02/28/2013	C-10-TA-MD-0003 - 1082-100 - 2013 - 1	Submitted	<a href="#">View</a>
Voucher Revised Total:													
2	C-10-TA-MD-0003	1082-100	Cloudburst Consulting Group, Inc	Administration	Administration	PROGRAM FUND		Revised Pending Approval	1	02/28/2013			<a href="#">View</a>
3	C-10-TA-MD-0003	1082.601	Cloudburst Consulting Group, Inc	TA - Direct TA (practitioner support)	OneCPD ER ? Scenario-Based Learning	PROGRAM FUND		Revised Pending Approval	1	02/28/2013			<a href="#">View</a>
Voucher Revised Pending Approval Total:													

5 After voucher revisions are submitted by the Drawdown Requestor, the revisions must be approved by a user with the drawdown approval role. To approve voucher revisions, the Draw Approver searches the “**Maintain Voucher**” page. The entire voucher is displayed, not just the revised voucher line item. Grantee Users with Draw Approver rights may take the following steps when approving voucher revisions.

(a) To view the details of a line item before approving or rejecting it, select the **&ltView>** link in the “Action” column next to the line item. After viewing it, select **&ltReturn to Maintain Voucher>**.

(b) Select the **&ltApprove>** or **&ltReject>** link in the “Action” column next to a revised line item to approve or reject line items individually. Alternatively, select all (or multiple) line item revisions using the checkboxes next to the line items and select **&ltApprove Selected>** or **&ltReject Selected>**.

TIP! Vouchers cannot be revised to reallocate funds to other child grants if the applicable grant is a consolidated grant.

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## Appendix 1: View Voucher Line Item – Description of Information

An example of a “View Voucher Line Item” page and a table with additional information on the content follows:

### DRAWDOWN

#### View Voucher Line Item

[Return to Search Voucher](#) [Return to Maintain Voucher](#)

**Voucher Created For:**  
Louisiana

**Voucher # / Line Item #:**  
470914 / 1

**Grant # :**  
X-20-MJ-20-0001

**Transaction Type:**  
Payment

**Created By:**  
T024GR - Dana Henry

**Creation Date:**  
05/15/2020

**Grantee Requester Comments:**

**Voucher Level Supporting Documents**  
None

**LOCCS Confirmation**  
**DRGR Status:** Open  
**Batch #:**  
**Batch Date:**  
**LOCCS Control #:**  
**LOCCS Status:** Blank  
**LOCCS Pay Code Description:**  
**Batch Updated By:** T024GR  
**Date Updated:** 2020-05-15 11:00:15.0  
**Special Remarks:**  
**Confirm Batch #:**  
**Confirm Batch Date:**  
**Confirmation Code:**  
**Pay Method:**  
**Payment Date:**  
**Schedule #:**  
**Reschedule:**  
**Effective Date:**

**Line Item**

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Submission Date
X-20-MJ-20-0001	001	1026 Constance, LLC	Acquisition - general	Act 001	PROGRAM INCOME	\$1.00	Open	2020-05-15

**Supporting Documents**  
**File Name**  
user reset query.txt

**Revision Reason History:**

**Revision Comment History:**

**Grantee Approver Comments:**  
(None)

**HQ Approver Comments:**  
(None)

**Supporting Documentation History**

Date:	Modification Type:	Modification:	Modified By:
05/15/2020	Document Added	user reset query.txt	T024GR Henry Dana

[Return to Search Voucher](#) [Return to Maintain Voucher](#)



**View Voucher Line Item Field Descriptions**

Area	Field	Description
DRGR Information	DRGR Status	The status of this voucher item:
		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
	Batch #	The LOCCS batch number in which this line item was processed. If this field displays all zeroes, the drawdown request has not yet been sent to LOCCS.
	Batch Date	The date that the batch was sent to LOCCS.
	LOCCS Control #	A LOCCS-assigned number used to identify the voucher line item after being processed by LOCCS.
	LOCCS Status	<p>The status of this voucher in LOCCS:</p> <p>Voucher line item confirmation file currently processing (Open)</p> <p>Voucher line item pending confirmation by LOCCS</p> <p>Voucher line item approved by LOCCS</p> <p>Voucher line item rejected by LOCCS</p> <p>Voucher line item rejected by Treasury</p> <p>On hold</p> <p>Cancelled by LOCCS</p> <p>Voucher line item rescheduled by LOCCS</p>
LOCCS Update	Batch Updated By	Identifies LOCCS as the batch processor.
	Date Updated	The date that the batch processing results were received from LOCCS.
	Special Remarks	LOCCS-generated comments about voucher line items that needed special processing.



Area	Field	Description
LOCCS Confirmation Information	Confirm Batch #	The LOCCS batch number in which this voucher line item was processed after it was received from the DRGR batch.
	Confirm Batch Date	The LOCCS batch date in which this voucher line item was processed after it was received from the DRGR batch.
	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
	Pay Method	Identifies method of payment (check or direct deposit).
	Payment Date	Date that the payment issued.
	Schedule #	Number used to identify payment.
	Reschedule	Identifies whether the payment was rescheduled.
	Effective Date	Identifies reschedule date.