

# 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.

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

#### Grantee Users

#### HUD Users

Location	Subsection	Action
<b>Q</b> Search/View Obligation	A3	
Q 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 Ap	prover	Menu Option: SManage My Financials
Purpose: Allow Grantee Users to	access the Manage M	<b>1y Financials</b> module.
Complete the following ste	os to access the Mana	ge My Grants module:
1 In the DRGR System, select th	e Manage My Financi	<b>als</b> module, or <b>S</b> icon, located in the navigation menu.
CPD Disaster Recovery Grant Reporting System		18-MN+27-0001
<ul> <li>2 This opens the dropdown m relevant menu items based o Below are the Manage My Fir</li> <li>S Manage My Fin</li> </ul>	n user type and user r n <b>ancials</b> menus for a G	
DRAWDOWN	PROGRAM INCOME	
Search/Edit Obligation	Create Receipt	
O Create a Voucher	• Add Program Income	Account
Q Search/Maintain Vouchers	Search/Edit PI Account	ts
	• Search/Edit Receipts	
Below are the Manage My Fir	nancials menus for a G	Grantee Draw Approver User.
💈 Manage My Fi	nancials	
DRAWDOWN	PROGRAM INCOME	
Search/Edit Obligation	• Create Receipt	
Q Search/Maintain Vouchers	Add Program Incon	ne Account
	Search/Edit PI Acco	unts
	Search/Edit Receipt	5

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A	2. HUD   User Access		
Us	er Role: HUD User	Menu Option: SManage N	ly Financials
Pu	rpose: Allow HUD Users to access	the <b>Manage My Financial</b> s mod	lule.
2	Complete the following steps to	access the Manage My Financ	ials module:
1	In the DRGR System, select the <b>M</b> menu.	anage My Financials module, or	sicon, located in the navigation
	CPD   Disaster Recovery Grant Reporting System	8-08-MN-27-0001	▲ ▲ 血- S- 亞- C- 坐- L- Nother (ISJOH)
2	displays the relevant menu item Financials menu for a HUD User v	s based on user type and use vith two sub-menus.	<b>ncials</b> module. The DRGR System r roles. Below is the <b>Manage My</b>
	Manage My Financia	s	
	DRAWDOWN	PROGRAM INCOME	
	<b>Q</b> Search/Maintain Vouchers	Q Search/View PI Accounts	
	<b>Q</b> Search Document Review	Q Search/View Receipts	

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

User Role: Grantee and HUD User	Menu Option: 🗹 Search/Edit Obligation
	<b>Q</b> Search/View Obligation
	Q Search/Maintain Vouchers
Purpose: Allow HUD and Grantee Use	ers to search in the <b>Manage My Financials</b> module.

#### Complete the following steps to access the Manage My Financials module:

1 Navigate to the **Manage My Financials** module and locate the **Drawdown** menu. See Step A1 above. To complete the following actions, choose the appropriate functions:

Search for Obligations:

- Grantee Users: Select **<Search/Edit Obligations>**.
- HUD Users: Select **<Search/View Obligations>**.

Search for Vouchers:

• Grantee and HUD Users: Select <Search/Maintain Vouchers>.



- 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.

Earliest Crea	tion Date:	🗯 Select Dat		ntee Activity #:	Fund Type:	~		Display Supporting D	ocument Details		
Transaction Select Search I		с с b								[	
Nesato Page 1 Voucher #	Line Item #	Creation Date	nd) Grant #	Grantee Activity #	Responsible Organization	Fund Type	Transaction Type	Drawdown Amount	Line Item Status	Supporting Documents Status	
164824	1	08/17/2011		5-1	Martin County Board of County Commissioners	PROGRAM FUND	Payment	\$17,861.64	Completed	NA	P
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	P
178007	1		B-11-UN-12-0026	5-1	Martin County Board of County Commissioners	PROGRAM FUND	Payment	\$8,400.00	Completed	NA	N
182598	1		B-11-UN-12-0026	5-1	Martin County Board of County Commissioners	PROGRAM FUND	Payment	\$6,121.89	Completed	NA	P
189215	1		B-11-UN-12-0026	5-1	Martin County Board of County Commissioners	PROGRAM FUND	Payment	\$12,908.06	Completed	NA	P
192836	1		B-11-UN-12-0026	5-1	Martin County Board of County Commissioners	PROGRAM FUND	Payment	\$9,625.32	Cancelled	NA	P
192983	1		B-11-UN-12-0026	5-1	Martin County Board of County Commissioners	PROGRAM FUND	Payment	\$3,201.57	Completed	NA	N
192983	2		B-11-UN-12-0026	6	Martin County Board of County Commissioners	PROGRAM FUND	Payment	\$6,423.75	Completed	NA	P
196333 196333	1		B-11-UN-12-0026 B-11-UN-12-0026	5-1	Martin County Board of County Commissioners Martin County Board of County Commissioners	PROGRAM FUND	Payment	\$7,715.12 \$875.00	Completed	NA	M
12345	(Next 10 Result		d								

e) In the Action column, select **<Maintain>** on the desired activity.

#### 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.



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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.

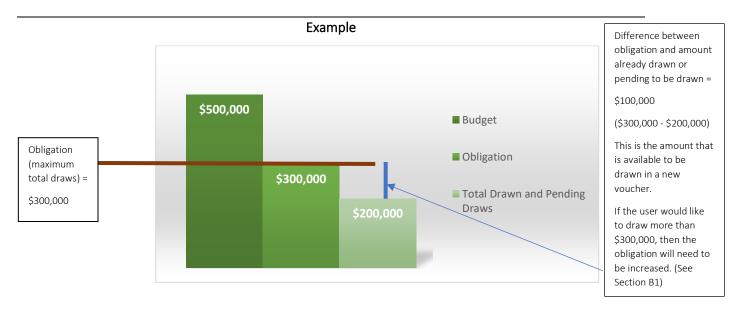


For example, if an activity budget is \$500,000, and the obligation amount is \$300,000, but the Grantee has \$200,000 in draws and pending draws, then a Grantee can only draw up to \$100,000 for that activity until the obligation is increased (not to exceed the budgeted amount). Additionally, the obligation 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)

Us	er Role: Draw Requester or Approver	Menu Item: 🕼 Search/Edit Obligation
Pu	rpose: Allow Users to maintain (edit) obligations for a	activities and save those changes.
V	Complete the following steps to maintain (edit) of	oligations
1	Search for an activity to obligate using the search ste Edit Obligation Line Item" page will load.	ps in Section A3 above. The <b>"Activity Obligation - Add-</b>
2		<b>ne Item"</b> page, below the summary information at the h provides some up-to-the-moment financial data for includes the following:
		nt budgeted to this activity. Users cannot obligate an this field. Remember that the activity budgets include m income.
	Total Obligated Amount: This field displays the a	amount currently obligated for this activity.
	<b>Available for Obligation</b> : This field displays the a equal to the Total Budget amount minus the	mount available for obligation to this activity, which is tal Obligated Amount.
		ount that has already been drawn down for this activity leral/Grant) fund draws, and program income draws. ed below this amount.
	<b>Total Program Funds Drawn</b> : This field displays t activity through vouchers for only program (fed	he amount that has already been drawn down for this eral/Grant) funds.
	<b>Total Program Income Drawn</b> : This field display this activity through vouchers for only program	rs the amount that has already been drawn down for income funds.



total amou	nt obligate	d to this acti	djust the obligation amoun vity is entered. This is inclu	sive of, and	cumulative with pa	ist obligations
			If the current "Total Oblig al of \$300,000, then enter			
Select <b><sav< b=""></sav<></b>	/e>.					
, .	•		the DRGR math rules. The eactivity, and greater than	0		
ACTIVITY OE Add-Edit Obli		tem				
Return to Search C	Obligation					
Grant #	Grantee Activity	# Responsible Organi	ization		Activity Type	Activity Title
B-08-MN-27-0001	G4890NSP ADM	City of Minneapolis	s Community Planning and Economic Develop	oment Department	Administration e.g., general m	Program Admin CPED
Total Budget: Total Obligated Available for Ob			Total Drawn Amount: Total Program Funds Drawn: Total Program Income Drawn:	\$420,362.76 \$394,679.30 \$25,683.46	а	
Obligation Amor 420362.76 Save I Car	unt: \$	b				

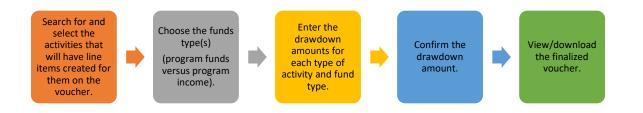
### C. Maintain Vouchers

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

User Role	: Draw Requester	Menu Item: • Create a Voucher
(federal/C	-	uest role to request reimbursement from program , and/or allow Grantee to record uses of funds in a
🗹 Con	nplete the following steps to create a vouch	er containing one of more line items.
Users <b>"Draw</b>	with the Draw Request role will see the lin	Locate the <b>Drawdown</b> menu. See Step A1 above. Ik to <b><create a="" voucher=""></create></b> . Select this link and the <b>Activities)"</b> page appears for the user to begin the
2 On th	e <b>"Drawdown - Create Voucher Page 1 of 4</b>	(Select Activities)" page, the Grantee user may:
•	<b>for Activities to Create Voucher"</b> page lo Upload financial data via the <b><upload b="" vo<=""> Uploads)</upload></b>	ucher> link. (See (b) below and Chapter 34 on Data of voucher line items. (See further below)
	ser must select at least one activity (or TA er process.	A work plan) to continue to page 2 of the create
Select	the <b><add activities="" more=""></add></b> option to begin	adding activities to the voucher (See (a) below.)



Continue										
continue										
Voucher Crea	ated For:	Requested Submi	ission Date:							
Minneapolis, M	MN	09/03/2020								
Grant#	b	Select Date (ex: mm/dd/		Activity Type	Project #	Grantee Ac	tivity # Title	Fund Type	Program	Income Acco
Add More A	Activities	r			No Activities Sele	cted				
Continue	C c									
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DAGE	- search for act	Project #:		Ouche Receipt Select	r as line it		ng the search Program Income Account Number			
DAGE	- search for act	Project #:		ouche	r as line it		ng the search			
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DAGE	- search for act ivities to Create Voucher  Number :  (19 activities found) (19 activities found) (20 activities found) (37 activities found) (37 activities found) (38 activities found) (39 activit	Project #:	Add to the ve	Receipt Select Activity	r as line it rund Type: Type: NSP22dminitrosdkynPark NSP22fmanringBrosdkynPark	Grandes Activity # NSP28PAdmin NSP2FINEP	Program Income Account Number Program Income Account Number Responsible Organization:  Activity Title Brooklyn Park NSF2 Admin NSF2 Financing -Brooklyn Park	Program Incessor err GENERAL ACCOUNT GENERAL ACCOUNT	. Grar	nt Select Receip Fundo
DAGE - DARAWDOWN iearch for Acti search Criteria search Criteria search Criteria isante Activity N Reset tessits Page 1 of 2 Graft # B-09-CH-40-0033 B-09-CH-40-0033	- search for act ivities to Create Voucher  ivi	Project #:	Add to the veri Administration Administration Homeowership Assistance to low-e mocene Rehabilitation/reconstruction of reside	Receipt Select Activity and moderate- dential structures	r as line it Fund Type: Type: Project # TESP22ndmmBrooklynPark TESP22ndmmBrooklynPark	Crantee Activity # NSP2DPAdmin NSP3FTNEP NSP2RDVLPEP	Activity Tela Brooklyn Park MSZP Einancig - Brooklyn Park	Program Income er: CENERAL ACCOUNT GENERAL ACCOUNT GENERAL ACCOUNT	. Grar	Solect Receip
CARADOWN     Carteria	- search for act ivities to Create Voucher	Project #:	Administration Administration Homeownership Assistance to low-a income Rehabilitation/reconstruction of resis Rehabilitation/reconstruction of resis	Receipt Select Activity and moderate- dential structures	r as line it rund type: Type: Physici # RSF22AdextrelphotoshymPark RSF22RedeveloptionshymPark	Crantes Activity # NSF26PAdmin NSF25FINEP NSF2RDVLPBP NSF2RDVLPBP2	Activity Table	Program Locome er: Program Locome d' General Account General Account General Account General Account	. Grar	nt Select Receip Fundo
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- **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>.



B-09-CN-MN-0037 City of Brooklyn Park	Activity Type	Project #	Grantee Activity #	Activity Title	Program Income Account #	Select Program Funds	Select Receipt Funds
	Administration Homeownership Assistance to low- and moderate-	NSP2AdminBrooklynPark	NSP2BPAdmin	Brooklyn Park NSP2 Admin	GENERAL ACCOUNT		е п
B-09-CN-MN-0037 City of Brooklyn Park	income	NSP2FinancingBrooklynPark	NSP2FINBP	NSP2 Financing -Brooklyn Park NSP2 Redevelopment Brooklyn Park	GENERAL ACCOUNT	_	
B-09-CN-MN-0037 City of Brooklyn Park B-09-CN-MN-0037 City of Brooklyn Park	Rehabilitation/reconstruction of residential structures Rehabilitation/reconstruction of residential structures	NSP2RedevelopBrooklynPark		LMMH NSP2 Redevelopment Brooklyn Park 25	GENERAL ACCOUNT	_	
B-09-CN-MN-0007 City of Minneapolis Community Planning and Economic Development Department	Administration	NSP2 PI Waiver	NSP2 PI Waiver	NSP2 Program Income Waiver	GENERAL ACCOUNT		
B-09-CN-MN-0037 Department Department	Administration	NSP2AdminMinneapolis	NSP2MplsAdmin	Minneapolis NSP2 Administration	GENERAL ACCOUNT	2	2
B-09-CN-MN-0037 Department Department	Administration	NSP2AdminMinneapolis	NSP2MplsAdminCR	Minneapolis NSP2 Administration Civil Rights	GENERAL ACCOUNT	2	
BL09-CN-MN-0032 City of Minneapolis Community Planning and Economic Development	Administration	NSP2AdminMinneapolis	NSP2MplsAdminFinance	Minneapolis NSP2 Administration Finance	GENERAL ACCOUNT		
City of Minneapolis Community Planning and Economic Development	Administration	NSP2AdminMinneapolis	NSP2MplsAdminIGR	Minneapolis NSP2 Administration IGR	GENERAL ACCOUNT		
B-09-CN-MN-0037 Department B-09-CN-MN-0037 Department City of Minneapolis Community Planning and Economic Development	Clearance and Demolition	NSP2DemolitionMinneapolis	NSP2DemoMpls	NSP2 Demolition Minneapolis	GENERAL ACCOUNT		
The System returns the user to <b>Page 1 of 4 (Select Activities)</b> " activities. Double check the " (a) below.) The submission da up to 90 days in the future. It the date the voucher is submi If a line item was added in e column and then select <b><rem< b=""></rem<></b>	page populated w Requested Submi te defaults to toda cannot be in the tted to LOCCS (on- rror, the Grantee	vith the se ssion Date ay but can past. This ce approv User can	elected e" (See be set will be ed). check l	format.	sion da n a N	te mu /IM/DD	st be /YYYY
Select the <b><add activitie<="" b="" more=""> Review the list of activities ar (d) below.) The <b>"Drawdown -</b> (</add></b>	<b>es&gt;</b> link again to ac	onfirm the	ey are a	ccurate. Selec	t <b><cont< b=""></cont<></b>	inue>.	(See
Select the <b><add activitie<="" b="" more=""> Review the list of activities ar</add></b>	es> link again to ac ad fund types to co Create Voucher Pa	onfirm the	ey are a (Submit Gudde Activity # Th	ccurate. Selec )" page will lo	ad.	ogram Tacome Access	b Belief to Renov
Select the <b><add activities<="" b="" more=""> Review the list of activities and (d) below.) The <b>"Drawdown -</b> (d) DRAWDOWN Create Voucher - Page 1 of 4 (Select Activities) Create Voucher - Page 1 of 4 (S</add></b>	es> link again to ad d fund types to co Create Voucher Pa a a temp and Economic Development Department Address Youcher Page 2 of e for draws. You ca	h Type Project # Interfaction (JSP22dminHimmage 4 (Submit	Submit (Submit) (Subm	<pre>selection of the selection of the s</pre>	tt <b><cont< b=""> ad.</cont<></b>	egram Income Account HIERAL ACCOUNT HIERAL ACCOUNT	

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 t <Return to Create Voucher (Page1)> link to add ore activities.

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.

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.

Update Available Amount	Submit Voucher   R	eturn To Create	e Voucher (Page 1)	Cancel Vou	cher				
<b>/oucher #:</b> 88280	Requested Su 09/03/2020	bmission Date	:						
oucher Created For: inneapolis, MN	Created by: Kevin James K	nase						b	а
/oucher Items								<u>\</u>	
rant # -09-CN-	Responsible Organization f Brooklyn	Activity Type Administration	Project # NSP2AdminBrooklynPa	Grantee Activity # KNSP2BPAdmin	Activity Title Brooklyn Park NSP2 Admin	Fund Type PROGRAM INCOME	Program Income Account GENERAL ACCOUNT	Available Amount \$99,289.68	Drawdown Amount St
ل ب	<b>₩</b>								
Update Available Amount	Submit Voucher   R	eturn To Create	e Voucher (Page 1)	Cancel Vou	cher				
TIP! Errors m									
	entered an am rawdown amo							l to	
	attempted to							,	
Program	Income must atus column in	additior	n to the erro	or messa		op of th			



create voucher - Page	2 of 4 (Submit)						Help?			
Drawdown Errors: Plea	se see the status on Vo	ucher Items to view the errors								
Submit Voucher   Return To Create Voucher (Page 1)   Cancel Voucher										
Voucher #: Requested Submission										
169888	Date: 59888 01/10/2012									
Voucher Created For: Denver01, CO	Created T001GR									
	T001GR -						Program			
Denver01, CO				<u>Grantee</u> Activity #	Activity Title	<u>Fund</u> Туре	Program Income Account	Available Amount	Drawdown Amount	Sta
Denver01, CO Voucher Items	T001GR <sup>-</sup> Responsible	Activity Type	NSP1-Admin N	Activity #	Activity Title Admin		Income		Amount	Sta
Denver01, CO Voucher Items Grant #	T001GR <sup>-</sup> Responsible Organization City and County	Activity Type	NSP1-Admin M NSP1-B- Acq/Rehab S	Activity # NSP1- Admin NSP1-B A/R SF DAH		Type PROGRAM FUND PROGRAM	Income Account City of Denver - PI	Amount \$1,000,000,000 \$400,000,000 Use PI	Amount	
Denver01, CO Voucher Items Grant # B-08-MN-99-0103	T001GR Responsible Organization City and County of Denver-BHS Denver Affordable	Activity Type Administration Rehabilitation/reconstruction of residential structures Rehabilitation/reconstruction of residential structures	NSP1-Admin N NSP1-B- Acq/Rehab S L NSP1-B- Acq/Rehab S	Activity # NSP1- Admin NSP1-B A/R 5F DAH LH25 NSP1-B A/R 5F DAH LH25	Admin Acq/Rehab Single-Family LH25 Acq/Rehab Single-Family LH25	Type PROGRAM FUND PROGRAM	Income Account City of Denver - PI Account DAH - PI	Amount \$1,000,000,000 \$400,000 Use PI \$100,00	Amount \$ 10000 \$ 10000 Account and/or R \$ 50000	
Denver01, CO Voucher Items Grant # 8-08-MN-99-0103 8-08-MN-99-0103	T001GR <sup>1</sup> Responsible Organization City and County of Denver-BHS Denver Affordable Housing Denver Affordable	Activity Type Administration Rehabilitation/reconstruction of residential structures Rehabilitation/reconstruction of	NSP1-Admin N Acq/Rehab S NSP1-B- Acq/Rehab S NSP1-B- Acq/Rehab S NSP1-B- Acq/Rehab S	Activity # NSP1- Admin NSP1-B A/R SF DAH LH25 NSP1-B A/R NSP1-B A/R MF DHH LH25	Admin Acq/Rehab Single-Family LH25 Acq/Rehab Single-Family	Type PROGRAM FUND PROGRAM FUND PROGRAM	Income Account City of Denver - PI Account DAH - PI Account DAH - PI	Amount \$1,000,000,00 \$400,00 Use PI Use Pi	Amount \$ 10000 \$ 10000 Account and/or R \$ 50000	

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.



Vector II 553543 Vector Crated For		Veecher Tatal \$2,231.36 Oranted for:		Reposted Submission Date: 01/01/2022		
Minnapolis, MV		Austine Stevens		03/07/3823		
Line (here #         Grant#           1         0-09-Ox+99-0037           Grant Substate:         -	Responder (organization Hermoph Caurby - Housing, Community Works & Transit	Adhivity have Project.# Administration MSR2AdminiferrerpicCounty	Genetice Astring # Astring Tale NSF2HCAchrin NSF2 Henrepin County Administration	Find Train PEDGRAPH INCOME	Program Encome Account Analable Amount GENERAL ACCOUNT \$20,000.00	Brandourt Ameunt 52,211,36 52,211,36
The last features						
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						_ <b>^</b>
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Add Additional Documents   Kernove Selected Document						
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email to alert ot have Approve D only confirmatic Page 3 does not	own - Create Vouche hers that the vouch rawdown privileges on page. Any line ite appear on this pag lload a printable PE	her was created. Df s to notify them tha em that had a \$0 do re. Check for a succ	GR sends an e t a voucher has ollar value in th ess message at	email to all been crea e Drawdo t the top o	Grantee us ated. This is wn Amount f the page.	ers th a rea field o
have Approve D only confirmatic Page 3 does not	hers that the vouch rawdown privileges on page. Any line ite appear on this pag load a printable PE	her was created. Df s to notify them tha em that had a \$0 do re. Check for a succ	GR sends an e t a voucher has ollar value in th ess message at	email to all been crea e Drawdo t the top o	Grantee us ated. This is wn Amount f the page.	ers th a rea field o
email to alert ot have Approve D only confirmatic Page 3 does not Users can down page. Create Email • Voucher Created Succe • Indicates Required Field	hers that the vouch rawdown privileges on page. Any line ite appear on this pag load a printable PE	her was created. Df s to notify them tha em that had a \$0 do e. Check for a succ DF of successfully c	GR sends an e t a voucher has ollar value in th ess message at	email to all been crea e Drawdo t the top o	Grantee us ated. This is wn Amount f the page.	ers th a rea field o
email to alert ot have Approve D only confirmatic Page 3 does not Users can down page. Create Email • Voucher Created Succe • Indicates Required Field	hers that the vouch rawdown privileges on page. Any line ite appear on this pag load a printable PE	her was created. Df s to notify them tha em that had a \$0 do e. Check for a succ DF of successfully c	GR sends an e t a voucher has ollar value in th ess message at	email to all been crea e Drawdo t the top o	Grantee us ated. This is wn Amount f the page.	ers th a rea field o
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email to alert ot have Approve D only confirmatic Page 3 does not Users can down page. Create Email • Voucher Created Succe • Indicates Required Field Note: Multiple email addresses • To :	hers that the vouch rawdown privileges on page. Any line ite appear on this pag load a printable PE	her was created. Df s to notify them tha em that had a \$0 do e. Check for a succ DF of successfully c	GR sends an e t a voucher has ollar value in th ess message at	email to all been crea e Drawdo t the top o	Grantee us ated. This is wn Amount f the page.	ers th a rea field o
email to alert ot have Approve D only confirmatic Page 3 does not Users can down page. Create Email • Voucher Created Succe • Indicates Required Field Note: Multiple email addresses • To : 	hers that the vouch rawdown privileges on page. Any line ite appear on this pag load a printable PE	her was created. Df s to notify them tha em that had a \$0 do e. Check for a succ DF of successfully c	GR sends an e t a voucher has ollar value in th ess message at	email to all been crea e Drawdo t the top o	Grantee us ated. This is wn Amount f the page.	ers th a rea field o
email to alert ot have Approve D only confirmatic Page 3 does not Users can down page. Create Email • Voucher Created Succe • Indicates Required Field Note: Multiple email addresses • To :	hers that the vouch rawdown privileges on page. Any line ite appear on this pag load a printable PE	her was created. Df s to notify them tha em that had a \$0 do e. Check for a succ DF of successfully c	GR sends an e t a voucher has ollar value in th ess message at	email to all been crea e Drawdo t the top o	Grantee us ated. This is wn Amount f the page.	ers th a rea field o
email to alert ot have Approve D only confirmatic Page 3 does not Users can down page. Create Email • Voucher Created Succe • Indicates Required Field Note: Multiple email addresses • To : 	hers that the vouch rawdown privileges on page. Any line ite appear on this pag load a printable PE	her was created. Df s to notify them tha em that had a \$0 do e. Check for a succ DF of successfully c	GR sends an e t a voucher has ollar value in th ess message at	email to all been crea e Drawdo t the top o	Grantee us ated. This is wn Amount f the page.	ers th a rea field o
email to alert ot have Approve D only confirmatic Page 3 does not Users can down page. Create Email • Voucher Created Succe *Indicates Required Field Note: Multiple email addresses * To : cc : sunil.rekhi@hud.gov	hers that the vouch rawdown privileges on page. Any line ite appear on this pag load a printable PE	her was created. Df s to notify them tha em that had a \$0 do e. Check for a succ DF of successfully c	GR sends an e t a voucher has ollar value in th ess message at	email to all been crea e Drawdo t the top o	Grantee us ated. This is wn Amount f the page.	ers th a rea field o
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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 th	e associated voucher
Complete the following steps to view a voucher li	ne item
1 To search for a voucher to view, follow the steps in 9 will load. On the <b>"Maintain Voucher"</b> page, the er voucher line item.	
From this page the user can select several actions, d These links are dependent upon the status of the Vo	
<ul> <li>Draw requesters will be able to cancel or reference.</li> <li>Draw approvers will be able to reject/approvers.</li> <li>Both types of Grantee users, and HUD user (a) <u>view</u> voucher line items,</li> <li>(b) <u>download vouchers</u>, and</li> <li>(c) <u>download supporting documents</u>.</li> </ul>	eve or revoke voucher line items. s will be able to:
Return to Search Voucher Voucher Level Supporting Documents The <b><view></view></b> link opens the <b>"View Voucher Line Item"</b> about the selected voucher line item. An example of the "View Voucher Line Item" and a	

# C3. Grantee | Cancel a Voucher Line Item

User Role: Draw Requester	Menu Item: 🔍 Search/Maintain Vouchers	
---------------------------	---------------------------------------	--



<b>Pu</b> err	•	e: Allow G	rantee d	raw requ	uester to cance	l a vouch	ner lin	e item	that wa	as erro	oneous	or made in
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 <b>"Maintain Voucher"</b> page, the entire voucher is displayed, not just the chosen voucher line item.											
	revi revi a st HQ, vou how	se voucher se voucher atus of Op then the I cher line it	r line item rs.) If a vo en, Appr Drawdow em has b status is	ns. (See S oucher lir oved, Ap n Reque een cano "Cancell	equester role wi Section C5 of thi ne item was crea oproved Pendin ester can cancel celled, it still app ed", and no fu	is Chapte ated in e g HQ or the vou pears on	r for s rror, a Appro cher. the vo	teps to and has aved by After a bucher;	TIP! vou have the mus use	cher li e to be one w	ne item the san ho crea Draw f	celling the does not ne user as ted it but Requester
	Drawo Mainta	down ain Voucher							Help?	-	line item	
		Return to Search Vouc	her							Approv	ed Pendi	Approved, ing HQ, or
	Vouci	her #: 1				Created By T001GR	<b>/</b> :		(	Appro	oved by H cancelle	_
		h <b>er Created for:</b> Ir1, CO				Creation D 08/23/2011						
	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	Cancel   View
	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	<u>Revise</u>   <u>Cancel</u> <u>View</u>
	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	Cancel   <u>View</u>
						Vo	ucher App	roved Total:	\$30,000.00			
		Return to Search Vouc	her									
	То с	cancel this	item, sele	ect the <b>&lt;</b>	Cancel> link in t	the right	"Actic	on" colu	umn. Cl	neck t	o 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.

Us	ser Role: Draw Approver Menu Item: Q Search/Maintain Vouchers							
	<b>Irpose:</b> Allow Grantee draw approver to appro le item revocations will also be covered.	ove/reject a voucher line item as appropriate. Voucher						
1	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.							
		pre approving or rejecting it, select the <b><view></view></b> link in item; after viewing it, select the <b><return b="" maintain<="" to=""></return></b>						
	<ul> <li>(c) Change the submission date for the specifies when the voucher will be su</li> </ul>	comment in the "Grantee Approver Comments" field. voucher line item if necessary. The submission date bmitted to LOCCS. The date can be entered manually using the pop-up calendar. The date cannot be after						



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.)

iter	prove all ms at or		T0 Cr	<b>eated By:</b> 01GR					
iter									
			01,	Approve, Reject, or View per line item					
	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Submission Date	Action
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)	Approve   Reject View
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)	Approve   Reject View
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 🗞	Approve   Reject View
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	C 12 🗞	Approve   Reject View
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)	Approve   Reject
				Voucher Op	en Total:	\$170,000.00			
er Comments:	d d					*			
	ct Selected	i Sub	mission Date						
								*	
rch Voucher									
	08-MN-99-0103 08-MN-99-0103 08-MN-99-0103 08-MN-99-0103 er Comments: ted   Reje	08-MN-99-0103         A/R SF           08-MN-99-0103         NSP1-8           08-MN-99-0103         A/R SF           08-MN-99-0103         NSP1-8           08-MN-99-0103         A/R MF           08-MN-99-0103         NSP1-8           08-MN-99-0103         A/R MF           08-MN-99-0103         A/R MF           08-MN-99-0103         LH25           er Comments:         d           ited         Reject Selected           ints:         A/R MF	08-MN-99-0103     A/R SF DAH LH25     Denver Affordable Housing       08-MN-99-0103     A/R SF DAH LH25     Denver Affordable Housing       08-MN-99-0103     NSP1-8 A/R MF DAH LH25     Greater Denver Housing Help       08-MN-99-0103     NSP1-8 A/R MF DHH LH25     Greater Denver Housing Help       08-MN-99-0103     A/R MF DHH LH25     Greater Housing Help       1     State     Sub	08-MN-99-0103     A/R SF DAH LH25     Denver Affordable Housing     Rehabilitation/reconstruction of residential structures       08-MN-99-0103     NSP1-B DAH LH25     Denver Affordable Housing     Rehabilitation/reconstruction of residential structures       08-MN-99-0103     NSP1-B DAH LH25     Greater Denver Housing Help     Rehabilitation/reconstruction of residential structures       08-MN-99-0103     NSP1-B A/R MF DHH LH25     Greater Denver Housing Help     Rehabilitation/reconstruction of residential structures       08-MN-99-0103     A/R MF DHH LH25     Greater Denver Housing Help     Rehabilitation/reconstruction of residential structures	08-MN-99-0103     A/R SF DAH LH25     Denver Affordable Housing     Rehabilitation/reconstruction of residential structures     Single- Family LH25       08-MN-99-0103     NSP1-8 DAH LH25     Denver Affordable Housing     Rehabilitation/reconstruction of residential structures     Acq/Rehab Single- Family LH25       08-MN-99-0103     NSP1-8 DAH LH25     Greater Denver Housing Help     Rehabilitation/reconstruction of residential structures     Acq/Rehab Multifamily LH25       08-MN-99-0103     NSP1-8 DHH LH25     Greater Denver Housing Help     Rehabilitation/reconstruction of residential structures     Acq/Rehab Multifamily LH25       08-MN-99-0103     MF DHH DHH LH25     Greater Denver Housing Help     Rehabilitation/reconstruction of residential structures     Acq/Rehab Multifamily LH25       08-MN-99-0103     MF DHH DHH DHH LH25     Greater Denver Housing Help     Rehabilitation/reconstruction of residential structures     Acq/Rehab Multifamily LH25       er Comments:     U     Submission Date     Housing Help	08-MN-99-0103     A/R SF DAH L425     Denver Affordable Housing     Rehabilitation/reconstruction of residential structures     Single- Family LH25     PROGRAM FUND       08-MN-99-0103     MSP1-8 DAH H425     Denver DAH H425     Rehabilitation/reconstruction of residential structures     Acq/Rehab Multifamily LH25     PROGRAM FORCARM       08-MN-99-0103     NSP1-8 DAH H25     Greater Denver Housing Help     Rehabilitation/reconstruction of residential structures     Acq/Rehab Multifamily LH25     PROGRAM FORCARM       08-MN-99-0103     NSP1-8 DH H LH25     Greater Denver Housing Help     Rehabilitation/reconstruction of residential structures     Acq/Rehab Multifamily LH25     PROGRAM FUND       08-MN-99-0103     A/R MF DH HL25     Greater Denver Housing Help     Rehabilitation/reconstruction of residential structures     Acq/Rehab Multifamily IH25     PROGRAM FUND       treater Denver Housing Help     Submission Date       treater Submission Date	08-MN-99-0103     A/R SF AFfordable Huusing     Deriver Affordable Huusing     Rehabilitation/reconstruction of residential structures     Single- Family LH25     PROGRAM FUND     \$25,000.00       08-MN-99-0103     DAH A/R SF DAH LH25     Deriver Affordable Housing     Rehabilitation/reconstruction of residential structures     Acq/Rehab Multifamily LH25     PROGRAM FUND     \$100,000.00       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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.



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٥	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)	Approve   Reject
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### 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.

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! 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.

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.

User Role: Draw Requester	Menu Item: 🍳 Search/Maintain Vouchers
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**Purpose:** Allow Grantee draw requester to revise a voucher line item by moving funds into one or more other line items.

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

- 1 Follow the steps to search for vouchers in Section A3 above. The **"Drawdown Search for Vouchers"** page will load.
- 2 On the **"Maintain Voucher"** 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 **"Maintain Voucher"** page for the desired line item. The **"Revise Voucher Line Item"** page loads.



Return	Return to Search Voucher   Download PDF											
<b>Vouche</b> 470914	r#:					reated By: 024GR - Dana H	Henry					
	r Created for:			T024GR - Dana Henry <b>Creation Date:</b> 05/15/2020								
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OUCH	Der Created for: BURST CONSULTING	GROUP					Creat 02/25	tion Date /2013						
Line Item	Award#	Grantee Work Plan #	Responsible Organization	Work Plan Type	Work Plan Title	Fund Type	Drawdown Amount	Line Iterr 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	<u>C-10-TA-MD-0003 - 1082-100 - 2013 - 1</u>	Submitted	View	
					Voucher Revi	sed Total:								
2	C-10-TA-MD-0003	1082- 100	Cloudburst Consulting Group, Inc	Administration	Administration	PROGRAM FUND		Revised Pending Approva	1	02/28/2013			View	
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 Pendiro Approva	1	02/28/2013			View	
			Ve	oucher Revised	Pending Appro	val Total:				1				

- 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 **<View>** link in the "Action" column next to the line item. After viewing it, select **<Return to** Maintain Voucher>.
  - (b) Select the <Approve> or <Reject> 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 <Approve Selected> or <Reject Selected>.

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



# 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:

/iew Voucher Line	e Item							
Return to Search Vox	ucher Return to M	faintain Voucher						
Voucher Created For Louisiana	n	Voucher # / Line Ite 470914 /1 Created By: T024GR - Dana Henry Creation Date: 05/15/2020		Grant # : (-20-MJ-20-000	4	Transaction Payment	Type:	
Grantee Requester C	Comments:							
Voucher Level Supp	orting Documents							
None								
LOCCS Confirma	ation							
DRGR Status: Batch #: Batch Date: LOCCS Control #: LOCCS Status: LOCCS Pay Code Des Batch Updated By:	T024GR							
Date Updated: Special Remarks: Confirm Batch #1 Confirm Batch Date: Confirmation Code: Pay Method: Payment Date: Schedule #: Reschedule: Effective Date:		15 11:00:15.0						
Special Remarks: Confirm Batch #1 Confirm Batch Date: Confirm Batch Date: Pay Method: Payment Date: Schedule #1 Reschedule: Effective Date: Line Item								
Special Remarks: Confirm Batch #: Confirm Batch Date: Confirmation Code: Pay Method: Payment Date: Schedule #: Reschedule: Effective Date:		Responsible Organization 1026 Constance, LLC	Activity Type Acquisition - general	Activity Tale Act 001	Fund Type PROGRAM INCOME	Grawdown Anteunt \$1.00	Line Item Status Open	Submission Date 2020-05-15
Special Remarks: Confirm Batch #1 Confirm Batch #1 Confirm Batch Date: Confirmation Code: Paymethod: Paymethod: Reschedule: Effective Date: Line Item Grant # X-20-MI-20-0001 WSupporting Docum File Name user reset query.txt Revision Reason Hist Revision Comment H Grantee Approver Co (None) HQ Approver Comment (None)	Grantee Activity # 001 sents tory: tistory: amments: ants:	Responsible Organization 1026 Constance, LLC					and the second of an end of a factor of the	and the second se
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Return to Search Voucher Return to Maintain Voucher



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 #	processed. If	batch number in which this line item was this field displays all zeroes, the drawdown not yet been sent to LOCCS.				
	Batch Date	The date that	t 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	The status of	this voucher in LOCCS:				
		Voucher line (Open)	e item confirmation file currently processing				
		Voucher line	item pending confirmation by LOCCS				
		Voucher line	item approved by LOCCS				
		Voucher line	item rejected by LOCCS				
		Voucher line	item rejected by Treasury				
		On hold					
		Cancelled by LOCCS					
		Voucher line	item rescheduled by LOCCS				
LOCCS Update	Batch Updated By	Identifies LO	CCS as the batch processor.				
	Date Updated	The date that from LOCCS.	at the batch processing results were received				
	Special Remarks	-	ated comments about voucher line items that ial processing.				

### View Voucher Line Item Field Descriptions



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

Area	Field	Description
LOCCS Confirmation	Confirm Batch #	The LOCCS batch number in which this voucher line item was processed after it was received from the DRGR batch.
Information	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.