

Chapter 25: Program Income | Financial Module

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Chapter 25: Program Income

This Chapter provides procedures for adding, viewing, and editing Program Income Receipts and Program Income Accounts contained in the **Manage My Financials** module.

This Chapter describes actions for Grantee Users and HUD Users, and is divided into subsections. The following actions are covered in this Chapter. Many awards, such as technical assistance awards, and many program designs allowable under HUD awards do not generate program income. This functionality is relevant only to awards and programs that generate program income.

Menu Option	Subsection	Action
• Create Receipt	C1	Add a new Program Income Receipt
• Search/Edit Receipts	C2	Search, view, and edit Program Income Receipts
• Search/Edit Receipts	СЗ	Associate Program Income Receipts
• Add Program Income Account	D1	Add a new Program Income Account
Search/Edit PI Accounts	D2	Search, view, and edit Program Income Accounts

Grantee Users

HUD Users

Menu Option	Section	Action
Q Search/View Receipts	C4	Search and view Program Income Receipts
Q Search/View PI Accounts	D3	Search and view Program Income Accounts

A. Program Income Summary

If a Grantee generates Program Income (PI), they must track program income sources and uses in DRGR. Grantees should consult with their CPD Representative regarding what constitutes "Program Income" and if certain thresholds exist for reporting purposes (e.g., if cumulative annual receipts are less than \$35,000, the Grantee may not be required to report Program Income).

Program Income is managed in DRGR by:

- DRGR users with Draw Request or Draw Approve roles see Chapter 24 Financial: Overview and Roles.
- Budgeting Program Income at the Action Plan, Project, and Activity Level see Chapters 10 14 of this User Manual.
- Creating Program Income Receipts, typically against the activity that generated the PI see Section C.2 below.



- Drawing Program Income on Vouchers against the activity that expended the PI see Chapter 24 Financial: Obligations and Vouchers.
- Optional: Creating Program Income Accounts and RLF Accounts see Section C.2 below.

A1. Program Income Receipts Overview

Reporting Program Income in DRGR

Grantees report PI received by creating PI Receipts in DRGR. Grantees must report all PI received in DRGR, including when:

- The Grantee, any subgrantees, or subrecipients generate PI; and
- Subrecipients or subgrantees are permitted to retain PI generated and offset future program funds reimbursement requests. For example, if a subrecipient generated \$10,000 of PI, and has eligible expenditures totaling \$50,000, the subrecipient would submit a reimbursement request for \$40,000 of Program Funds. In this scenario, the Grantee must create a PI Receipt for \$10,000 and create a Voucher with two-line items: one line item to draw \$10,000 in Program Income, and another line item to draw the \$40,000 in Program Funds.

Associating Program Income Receipts

Grantees also have the option of associating PI receipts for tracking purposes. For example, a subrecipient is allowed to retain 90 percent of PI generated to expend on eligible expenditures, with the remaining 10 percent returned to the Grantee. Since the subrecipient is allowed to retain PI generated, a Program Income Account must be created (see Section D.1. below). In this scenario, a PI receipt for 90 percent of the funds would be created for the activity that generated the PI (within the PI account) and a receipt for 10 percent of the funds would be created for the Grantee's administration activity (outside the PI account). The two receipts can then be "associated," using the process described below, to show the relationship between the two receipts.

A2. Program Income Accounts Overview

Program Income Accounts are used to "wall off" PI generated by a particular Responsible Organization. If, for example, a Grantee permitted a subrecipient to retain PI to expend on other eligible uses in the Subrecipient Agreement, a PI Account would allow the Grantee to track PI generated and expended for that subrecipient ("Responsible Organization" in DRGR) from all other activities carried-out by the Grantee and other subrecipients. Failure to create a PI Account for the subrecipient described in the example would result in the DRGR System

TIP! Program Income Accounts are optional in DRGR. If a Grantee requires a subrecipient to return all PI generated, then a PI Account should not be established for this subrecipient.

requiring the Grantee to draw PI generated by the subrecipient on another subrecipient's expenses. This is due to the following DRGR math rules, which are designed to require Grantees to drawdown PI before drawing additional Program Funds.



DRGR Math Rules

Total **Program Funds** Available to Drawdown from an Activity = Obligated Amount – (Total Approved and Pending Amount Drawn (PF + PI) – PI Account Balance Available + Pending PI Draws for the PI Account

Drawdowns of PI generated by an activity in a PI Account can be created against the activity that generated the PI or other activities in the same PI Account. Any activities that are not assigned to a PI Account will remain in a "General PI Account." Regardless of whether an activity is assigned to a Grantee-created PI Account or whether the activity is in the General PI Account (unassigned), DRGR requires all PI received in each PI Account/General Account to be used before Program Funds are used.

B. Manage My Financials Module Access

The Manage My Financials module contains all Program Income actions.

B1. Grantee | User Access

User Role: Grantee Drawdown Users	Menu Option: S Financial Module						
Purpose: Allow Grantee Users to access Program Income actions.							
Complete the following steps to acess the Manage My Financials Module:							
1 In the DRGR System, select the Manage My Fina navigation bar.	incials module, or \$ icon, located in the						
CPD DRGR B-11-DN-13-0001	🔺 斧 宜·\$- ❹- 坐- L- Misner, Glen						
 2 This opens the dropdown menu items for the M the relevant menu items based on user type and S Manage My Financi 	 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. \$ Manage My Financials 						
DRAWDOWN	PROGRAM INCOME						
Search/Edit Obligation	• Create Receipt						
Create a Voucher	Add Program Income Account						
Q Search/Maintain Vouchers	Search/Edit PI Accounts						
	Search/Edit Receipts						



User Role: Grantee Drawdown Users	Menu Option: \$ Financial Module

B2. HUD | User Access

Us	er Role: HUD Users	Menu Option: 💲 Financial Module						
Pu	rpose: Allow HUD Users to access Program Incon	ne actions.						
ð	Complete the following steps to acess the Manage My Financials Module:							
1	In the DRGR System, select the Manage My Fina navigation bar.	Incials Module, or \$ icon, located in the						
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2	This opens up the dropdown menu items for displays the relevant menu items based on user	the Manage My Financials module. The System type and user roles.						
	💈 Manage My Financ	ials						
	DRAWDOWN	PROGRAM INCOME						
	Q Search/View Obligation	Search/View PI Accounts						
	Q Search/Maintain Vouchers	Q Search/View Receipts						
	Q Search/View Invoices							
	Q Add Document Review							
	Q Search Document Review							

C. Manage Program Income Receipts

C1. Grantee | Add Program Income Receipt

User Role: Draw Requester or Draw Approver	Menu Option: • Create Receipt
Purpose: Allow Grantee Drawdown Users to add a Pro	ogram Income Receipt.
Complete the following steps to add a Program	Income Receipt:
1 Navigate to the Manage My Financials module and above. Select <create receipt=""></create> . The "Create Rece	locate the Program Income menu. See Step A1 ipt" page will load.



User Role: Draw Requester or Draw A	pprover Menu Option: O Create Receipt	
2 The appropriation and Grant will d Receipt" page, complete all fields	efault to the selected Grant in the Navigation Bar. marked with an asterisk (*).	On the "Create
Disaster Recovery Grant Reporting System	Laading 😤 🏛- \$-	- ∰- &- ₩- ≜- Enternant Jan
RECEIPT		
Create Receipt	Bereint Freated Byn	
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B 08 DN 13 0001 •Granter Research #:	Select *Receipt Date:	V
	09/02/2020 Select Dist (ext mm/d40yyy)	
3 Select the desired "Activity" from		ne "Activity" for
each Program Income Receipt cre	ated.	ie notivity for
Disaster Recovery Grant Reporting System	Loading. 谷道-\$	• 🐠 • 🚯 • 🛣 • 🛓 • 🕅 🖏 • • •
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Georgia		
Georgia Grant Number: B 08 DN 13 0001	*Activity: Select	\checkmark
Georgia Grant Number: B 08 DN 13 0001 *Granter Receipt ₽:	Activity: Select Select Receipt Date: constraints	Ŭ
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6	Enter the "Receipt Date" using the following form the PI was generated. The "Receipt Date" defaults will automatically generate an email to the Grante	nat: MM/DD/YYYY, which should equal the date s to today's date. Any date prior to today's date e's CPD Representative.
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7	In the "Comment" field, enter a description of the Street for \$100,000) for tracking and recordkee Receipt> .	Program Income generated (i.e. Sold 123 Main eping purposes. When complete, select <save< b=""></save<>
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	Save Receipt Cancel	
8	If successful, the "Search/Edit Receipt " page will Successfully".	load and display the message "Receipt Created
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	Activity Number: Grantee Receipt Number: Ear	iest Receipt Date
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C2. Grantee | Search and Edit Program Income Receipts

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rpos	se: Allow Grant	ee Drav	vdowi	n Users to	search and	edit a P	rogram Inc	ome Re	eceipt.	
5 0	Complete the fo	ollowing	g steps	s to search	n and edit a	Prograr	n Income R	eceipt:		
Navigate to the Manage My Financials module and locate the Drawdown menu. See Step A1 above. Select <search edit="" receipts="">. The "Search for Receipts" page will load.</search>										
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Us	er Role: Draw Requester or Draw Approver	Menu Option: • Search/Edit Receipts
4	Edit the desired fields. It is important to note that a Gr if some, or all, of the PI has been drawn on a vouche Status" to Cancel in order to remove the PI Receipt. Wh will return the user to the "Search/Edit Receipt" page.	antee cannot reduce or cancel the receipt r. Grantees may also change the "Receipt en complete, select <save receipt="">.</save> DRGR
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	Associated Receipts	
	Associate New	
	Same Receipt Cancel	

C3. Grantee | Associate Program Income Receipts

Us	er Role: Draw Requester o	or Draw Approver		Menu Option: • Search/Edit Receipts					
Pu	Purpose: Allow Grantee Drawdown Users to associate Program Income Receipts.								
ð	Complete the followir	ng steps to associate Pro	ogram In	ncome Receipts:					
1	Navigate to the Manag above. Select <search b="" e<=""></search>	e My Financials module Edit Receipts>. The "Sea	e and loo rch for R	ocate the Drawdown menu. See Step A1 Receipts" page will load.					
2	From the "Search for R menu. Complete the ren select the <search></search> butt	. eceipts" page, select tl naining search criteria fie con.	he desire elds to n	red "Grant Number" from the dropdown narrow the search results. When complete,					
	🔥 Disaster Recovery Grant Reporting System 🔒 🎓 章・ 🖗・ 🐏・ 🔹・ 勝純 🕫								
	Search tor Receipts								
	B-11-DN-13-0001	·		Select					
	Activity Number:	Grantee Receipt Number:	Earliest Receipt Date:	8					
	Search	Reset		■ Select Date					



	Grant No.	or Receipts									
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		N 13 0001							Select		
		aumor.			pr rumor:			Select Date			
	Search			Reset							
	Results Pag	e 1 of 118 (1,180 receipts found) Grantee Receipt #	Receipt Date	Receipt Status	Grant Number	Program Income Account	Name Project #	Grantee Activity Number	Date Created	Receipt Amount	Action
		5064-001-B-I Hall_Draw490	2020-04-01	Open	B-08-DN-13-0001	5064 Hall PE	01-Acu/Disp	5064-001-B-I Hall	2020-04-01	\$4,000.00	Edit View View Account
		5064-013-A-I Hall_Draw#90	2020-04-01	Open	B-08-DN-13-0001	5064 Hall PI	08-Finance	5064-013-A-I+Hall	2020-04-01	\$16,750.00	Edit View View Account
		5064-14A-B-I Hall_Draw#90 5064-21&-X Hall_Draw#90	2020-04-01	Open	B-08-DN-13-0001 B-08-DN-13-0001	5064 Hall PI	03-Robab	5064-14A-B-1 Hall 5064-21A-X Hall	2020-04-01	\$19,917.00	Edit View View Account
	5	054-14A-D-H-Atlanta_Draw#19	2016-08-01	Open	B-08-DN-13-0001	5054 Atlanta PI	03-Rehab	5054-14A-B-H Atlanta	2016-08-01	\$45,957.13	Edit View View Account
	50	50-001-8-I-Carrollton Draw#25	2017-12-01	Open	B-08-DN-13-0001	5050 Carrollton PI	01-Acq/Disp	5050-001-8-1 Carrollton	2017-12-01	\$4,000.00	Edit View View Account
	50	50-013-A-I-Carrollton_Draw425	2017-12-01	Open	B-08-DN-13-0001	5050 Carrollton PI	08-Finance	5050-013-A-1 Carrollton	2017-12-01	\$8,900.00	Edit View View Account
Select <associate new=""> to load the "Associate Receipts" page.</associate>	20	050-21A-X-Carroliton_Draw#25	2017-12-01	Open	B-08-DN-13-0001	5050 Carroliton PI	09-Admin	5050-21A-X Carroliton	2017-12-01	\$1,903.04	Edit View View Account
Image: Control of the search criteria to locate the desired receipt. When complete, select <search>. Image: Control for Receipts Image: Control for Receipts Image: Control for Receipts</search>	*Grantee Ro 5064-14A-8 *Amount: \$ 330.00 (ex: 999,999/	colpt #: -H-Hall_Draw#57 89)					- 	Receipt Date: 12/01/2017 Accuse (at: imt/Myyy) otal Receipt Amount: 330			
Associated Receipts	PI applied	to Hall County NSP1 Draw #67	-LJ 12/1/2017								
Laucodate Herei Use the search criteria to locate the desired receipt. When complete, select <search></search> . Desire Recovery Grant Reporting System Image: Desire Recovery Grant Reporting System Image: Desire Receipts RECEIPT Associate Receipts Search for Receipts	Open Associated Reco	tipts									<u> </u>
Use the search criteria to locate the desired receipt. When complete, select <search></search> .	Associate N	tt ev									
Disaster Recovery Grant Reporting System Disaster Recovery Grant Recover	 Use tł	ne search cri	iteria to	locat	e the desir	red receip	ot. When	complete, s	elect <	Search	>.
Associate Receipts Search for Receipts Search for Receipts		Recovery Grant Reporting System						8-08-DN-13-0001	a	骨 査-\$-4	∰- €- ⊻ - ≗- ^{Branan}
Search for Receipts											
	RECEIPT Associate Re	ceipts									
2001 CICIN	RECEIPT Associate Re Search for I	ceipts Receipts									
Grain Number: Project Number: Project Number: Receipt Status 0.08 DN 13 0001 South Status	RECEIPT Associate Re Search for I Search Criteri	ceipts Receipts a								_	
Grantee Receipt Number: Earliest Receipt Oute:	RECEIPT Associate Re Search for I Search Criteri Grant Number: B 08 DW 13 0	ceipts Receipts a		Progr	am Income Account Name:		Project	Number:		Re	eceipt Status:
Grantee Activity Number: Earliest Receipt Number: Earliest Receipt Date:	RECEIPT Associate Re Search for I Search Criters Grant Number B 08 DN 13 (C	ceipts Receipts a 5		Progr	am Income Account Name:		Project	Number:		R	eceipt Status: Select
Grantee Activity Number: Earliest Receipt Date:	RECEIPT Associate Re Search for I Search Criteri Grant Number B 08 DN 13 C	ceipts Receipts a 		Progr	am Income Account Name:		Project	Numbers		R	eceipt Statum



User Role: Draw Requester or Draw Approver	Menu Option: • Search/Edit Receipts
6 The "Associate Receipts" page will refresh and display more Program Income receipts to associate with the rettine <save association=""></save> button.	the search results. Users can select one or eceipt being edited. Once complete, select
Industrier Recovery Grant Reporting System RECEIPT Associate Receipts Receipt 5: 3094 (0) II /I Hull, Dourt03 1175 Receipt 2: 3495 (/ 89 10) Next Last Inter March 1: 1176 Receipt	Action Calif Uner Narount: Calif Uner Narount:
Story 14A Story 14A <t< th=""><th>Land Land Voles (Voles Account Table Voles (Voles Account</th></t<>	Land Land Voles (Voles Account Table Voles (Voles Account
7 If successful, the "Edit Receipt" page will load and receipts have been associated successfully." The assoc "Associated Receipts" heading.	display the following message: "Selected iated receipts will also be shown under the
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United States	Incide Constant Nay San Selection Source of the Selection of the Selection of Se



er Role: Draw Requester or Draw Approver	Menu Option: • Search/Edit R	Receipts
Users can disassociate receipts by selecting the desselecting the <disassociate selected=""></disassociate> button. A associated using the <associate new=""></associate> button.	sired receipt using the checkboxes dditional Program Income rece	s followed by ipts may be
Disaster Recovery Grant Reporting System	B (10 LW 13 (00)1 🔒 🏠 🏦 - \$	- 🕸 - 🔃 - 🖆 - 🏝 - Entrang Inn
RECEIPT Edit Receipt - Selected receipts have been associated successfully		
Receipt Created For:	Receipt Created By: her Enfrance	
Grant Number:	*Activity:	
B-08-DN-13-0001	5061-001-B-I Hall	×
*Granteo Receipt #:	*Receipt Date:	
5064-001-D-T-Hall_Draw#90	04/01/2020	
*Amount:	Lotal Receipt Amount:	
\$	\$6,233.92	
(ar: 999,999,99)		
Comment:		
*Receipt Status:		V
Associated Receipts Extended Receipts Baseling Status Status Genery File Status Inspect 2 Activity Bits Status Activity Bits Activ		

C4. HUD | Search and View Program Income Receipts

Us	er Role: HUD User		Menu Opti	on: 🔍 Search/View Receipts
Pu	rpose: Allow HUD Users t	to search and view Progra	am Income Receip	ts.
M	Complete the followir	ng steps to search and vie	w Program Incom	e Receipts:
1	Navigate to the Manag above. Select <search b="" e<=""></search>	e My Financials module dit Receipts>. The "Searc	and locate the D i h for Receipts" pa	r awdown menu. See Step A1 Ige will load.
2	From the "Search for R menu. Complete the ren select the <search></search> butt	eceipts" page, select the naining search criteria fiel con.	e desired "Grant ds to narrow the s	Number" from the dropdown earch results. When complete,
	RECEIPT Search for Receipts			
	Grant Number:	Program Income Account Name: Pr	oject Number:	Receipt Status:
	6-11-0N-13-0001	Grantee Receipt Number: E	rliest Receipt Date:	Select V
	[searer]	[Reset]		
3	Select the <view></view> link ur "View Receipt " page will	nder the "Action" column Hoad.	to view the desire	d Program Income receipt. The



r Role: HU	D User					Menu Option:	Q Search	n/View Rec	eipts
Disaster Recovery Grant Rec	porting System					forma	•	a% π. s. a‰.	C. J. States
5						acores	-	н <u>т</u> . у. т .	 Image: Image of the second seco
RECEIPT									
Search for Receipts									
Grant Number:			Program income Account Nam	e	Project Number:		Receipt Status		
							Select		~
A set for Mount on			Control Resident Manakara		Fording Results Party				
Activity Number:			Grantee Receipt Number:		Earliest Receipt Date:	🚔 Salact Units			
						Scheel Lane			
HUD Office:			State/Tenttory:		Grantee Name:				
Scient Option		```	* Select Option		×				
Search			Reset						
Results Page 1 of 5,455 (54,555 receip	ots found)								
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09NH11001-4	2012-04-01	Open	B-08-MN-13-0001	General Account	2008-NSP1-ARD	25210408.110.220131844 (RHB) LH25	2012-09-27	\$66.55	View View Account
09NH11002 4	2012 04 01	Open	B 08 MN 13 0001	General Account	2008 NSPL ARD	25210408.110.220131844 (RHB) LMMT	2012 09 27	\$600.71	View View Account
10NH10903	2012-04-01	Open	B-08-MN-13-0001	General Account	2008-NSP1-ARD	25210408.109.220131844 (RHB) UH25	2012-09-27	\$9,710.02	View View Account
10NH11201 4	2012 04 01	Open	B 08 MN 13 0001	Concrete Account	2008 NSP1 ARD	25210408.110.220131844 (RHB) 1H25	2012 09 27	\$158.33	View View Account
10NH11003-4	2012-04-01	Open	B-08-MN-13-0001	General Account	2008-NSP1-ARD	25210408.110.220131844 (RHB) LH25	2012-09-27	\$75.00	View View Account
27101 Mailard	2012-04-01	Open	D-09-MN-39-0009	General Account	R-51-120%	r-51-120	2012-06-19	\$62,990.62	View View Account
JKS-08	2012-04-01	Open	8-09-CN-TX-0042	PI-EPC	AAcq	AQUKS UMMI	2012-06-28	\$54,169.60	View View Account
JKS-09	2012-04-01	Open	B-09+CN-TX-0042	PD-LPC	AAcq	AQUKS LMMI	2012-06-28	\$71,714.61	View View Account
1010 22nd Street	2013-04-01	Open	B-08-MN-12-0030	General Account	2	2.2	2013-64-01	\$345.09	View View Account
1 2 3 4 5 (Next 10 Results)									
· · · · · · · · ///// // //////									

D. Managing Program Income Accounts

D1. Grantee | Add Program Income Accounts

User Role: Draw Requestor and Draw Approver	Menu Option: • Add Program Income Account
Purpose: Allow Grantee Drawdown Users to add a Program	n Income Account.
Complete the following steps to add a Program Inco	me Account:
 Navigate to the Manage My Financials module and locat Select <add account="" income="" program="">. The "Add Prog</add> 	te the Drawdown menu. See Step A1 above. ram Income Account" page will load.
2 The appropriation and Grant will default to the selected Program Income Account," enter a "Program Income A	d Grant in the Navigation Bar. On the "Add account Name" field.
Sarve Gancot	



Us	er Role: Draw Requestor and Draw Approver	Menu Option: • Add Program Income Account
3	Select the desired Responsible Organization from the (see (a) below) and select <assign org=""></assign> (see (b) below (see (c) below) and "Available Activities" fields will refr select <remove org=""></remove> .	"Available Responsible Organizations" field (). The "Selected Responsible Organization" esh. To remove a Responsible Organization,
	Distanter lecovery craint linpointing system PROGRAM INCOME ACCOUNTS	<u>₹0000-19461</u> ▲ エ・2・49・47・24・1982/**
	Add Program Income Account	
	Available Responsible Organizations: Adverge Corg >> Allering, Corg of Allering, Corg of Carrel County? Carrel County? Assign: Corg >> Carrel County? Carrel County? Carrel County? August?//uc/monts County County? County? County? County? County? County? County? County? County? County? County? County?	A Organizations:
	Ridgenell, City of Available City of Selected Activities:	<u>^</u>
	SUBS-UH-U-II Adjusta	^ر ک ^ر
	a	С
	Seve Carol	
4	Select the desired activity from the "Available Activit Activity> (see (b) below). The "Selected Activities" field	es" field (see (a) below) and select <assign< b=""> will refresh.</assign<>
	Elisaster Necovery Craint Reporting System	8-000-1-000 ▲ 金・S・母・C・生・品・PROD ¹⁰⁰
	PROGRAM INCOME ACCOUNTS Add Program Income Account	
	Grant Numberks B on Div 1.5 0001	
	Available Responsible Organizations	alike Organizations
	Alterin, Civit of Camiltan Camil Caung View City of Alterna City of Alterna Constant, City of City of Alterna Constant, City of Regentio, City of Regentio, City of	
	Available Activities: 5555-004-0-H Argentia <	SI
	Serve Cancel	
		С



User Role: Draw Requestor and D	raw Approver	Menu Option: • Add Program Income Account
5 Once complete, select <save< b=""> display the following message</save<>	>. The "Search for Prog "Program Income Account "Program Income Account"	ram Income Accounts" page will load and int Created Successfully.
bisaster Recovery Grant Reporting System		808 09-13 0001 🔒 🐴 重- \$- 强- 修- 量- 1 (1823) ⁵⁰
PROGRAM INCOME ACCOUNTS Add Program Income Account Generative Account Person Income Account Reme - Acatalot Responsible Organizations Acatalot Responsible Organizations Control County Control Counting Control County Control Counting Count County Control Counting Count County Counting Count County of County County of County County of County County of County County of County County of County of County of County County County County County County County County County County County County County County County County County County	Anago Org >> Acquita Nich << Remove Org	wildle bryanizations: Innd Carety
Available Activities:	Assign Artholy >> SISS-000-D-	ies Inagota
Save		

D2. Grantee | Search and Edit Program Income Accounts

Us	er Role: Draw Requestor and Draw Approver	Menu Option: 🖻 Search/Edit PI Accounts
Pu	rpose: Allow Grantee Drawdown Users to search and e	dit a Program Income Account.
V	Complete the following steps to search and edit a P	rogram Income Account:
1	Navigate to the Manage My Financials module and above. Select <search account="" edit="" pi=""></search> . The "Search f	ocate the Drawdown menu. See Step A1 or Program Income Account" page will load.
2	Once on the "Search for Program Income Account" pa the dropdown menu. Complete the remaining search When complete, select the <search></search> button.	ge, select the desired "Grant Number" from criteria fields to narrow the search results.
	Disaster Necovery Grant Reporting System	1-01-00-11-001 🔒 🌴 🏛 - \$- 🚯 - \$- 🖕 - \$- [0102] ***
	PROGRAM INCOME ACCOUNTS Search for Program Income Accounts Search foileste Bed 6th 13 4061	Grantee Activity Mandher.



Us	er Role: Draw Req	uestor and Draw Approver	Menu Option: 🖻	Search/Edit PI Accounts
3	Select the <edit></edit> "Edit Program In d	link under the "Action" colur come Account" page will load	nn to edit the desired Progra d.	m Income Account. The
	CPD Disaster Recovery Grant Reporting System		8-08-01%-13-0001	🔒 💣 亩 - \$ - 亞 - 🎨 🖕 🖕 🌲 🐘
	PROGRAM INCOME ACCOUNTS Search for Program Income Accounts Search Criteria			
	Grant Number: 8-08-DN-13-0001	Program Income Account:	Grantee Activity Number:	
	Search Reset			
	Results Page 1 of 1 [23 Program Income Accounts found (1 acti	Ning		
	Grant Number B-08-DN-13-0001 B-08-DN-13-0001	Program Income Account 5050 Carrollton PI 5050 Carrollton PI	Grantee Activity Number 5055-001-B-H Carroliton 5055-214-X Carroliton	Action Edit View Fritt View
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	D-09-DN-13-0001	SOSO Carrollton PI	5050-001-0-1 Carrollion	Edit View
	B-09-DN-13-0001 B-09-DN-13-0001	Sign Communication SOUL Public Pl	5051-001-04 Future	Edit View
	D-00-044-13-0001	3031 10000191	363796299310868	COL WEY
	the PI receipted a complete, select Accounts" page a	and drawn does not affect th the <save></save> button. DRGR wi nd display the following mess	ne DRGR Math Rules describe Il return the user to the "Sea age "Program Income Accoun	ed in Section B.2. When rch for Program Income t Updated Successfully."
	Disaster Recovery Grant Reporting System		E 00 STN 18 3601	🔺 🎓 🏛 - \$- 🤷 🛠 🛨 - 🏝 - 🕅
	PROGRAM INCOME ACCOUNTS			
	Grant Number3:			
	*Program Income Account Names			
	5050 Carrollton PI			
	Available Responsible Organizations: Albany, City of Albany, City of	Assign Org >>	Selected Responsible Organizations: Carrollton, City of	
	Atlanta, City of Augusta/Richmond County Carroll County/City of Carrollton	<< Remove Org		
	City of Macon Colb County 1			
	Dougles County Fitzgerald, City of	×		
	Available Activities:		Selected Activities	
		Anaign Activity >> << Remove Activity	990-001-84 Carvillon 9590-001-84 Carvillon 9590-001-84 Carvillon 9590-01-84 Carvillon 9595-940-84 Carvillon 9595-940-84 Carvillon 9595-940-84 Carvillon	
	Save Cancel			

D3. HUD | Search and View Program Income Accounts

User Role: HUD User	Menu Option: ^(C) Search/View PI Accounts
Purpose: Allow HUD Users to search and view a Program I	ncome Accounts.
Complete the following steps to search and view a P	rogram Income Accounts:
1 Navigate to the Manage My Financials module and la above. Select <search account="" pi="" view="">. The "Searc load.</search>	ocate the Drawdown menu. See Step A1 h for Program Income Account" page will



se	r Role: H	UD User				Men	u Option:	Q Search/View PI Acco	unts
	Once on the drop When co	the "Searc down men omplete, se	h for Progr a nu. Complet elect the <se< b=""></se<>	am Income Acc the remainin earch> button.	o unt" pag ng search c	e, sele criteri	ect the des a fields to	ired "Grant Numb narrow the search	er" fron results
	CPD Disaster Recove	ery Grant Reporting System					8-08-01-13-000	🔹 🖌 🏦 - \$- 亞- 🕻	• * • 2 • 1882*
	PROGRAM INCO Search for Program	ME ACCOUNTS im Income Accounts							
	Search Criteria Grant Number: B-08-DN-13-00D1		Program Ince	me Account:			Grantee Activity Number:		
	Search Reset								
	Select th	e <view></view>	link under t	he "Action" co	lumn to vi	iew tł	he desired	Program Income A	Account
	Select th The "Vie	e <view></view> w Program	link under t I Income Ac	he "Action" co : count" page w	lumn to vi ill load.	iew tł	he desired	Program Income A ه ۱۰۰۰ ۵۰ ۵۰ ۴۰	Account ≝- ≛- №%
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	Select th The "Vie Program Search for Program Search for Program Search for Program Search for Program Search for Program Search Chefa Search Chefa Search Chefa Search Chefa Search Chefa Search Chefa Search Chefa	ne <view> w Program crart Reporting System EACCOUNTS Income Accounts Income Accounts</view>	link under t n Income Ac n Income Come n Income Ac n n Income Ac n n n n n n n n n n n n n n n n n n n	the "Action" co count" page w "regent incent Accents state/Intelling Seles. Option 9 090404000 9 0904000 9 0904000 9 0904000 9 0904000 9 09040000 9 0904000 9 09040000 9 09040000 9 090400000 9 090400000 9 090400000 9 0904000000 9 0904000000 9 09040000000000	Read Gate IN.	iew th • • • • • • • • • • • • •	he desired	Program Income A ه شد ه به دوم ه شد به به دوم می به شده با می می می به می به به م	
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