



## 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.

### Grantee Users

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	C3	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

### HUD Users

Menu Option	Section	Action
🔍 Search/View Receipts	C4	Search and view Program Income Receipts
🔍 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 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.

**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.



### DRGR Math Rules

$$\begin{aligned}
 &\text{Total Program Funds Available to Drawdown from an Activity} = \\
 &\text{Obligated Amount} \\
 &\quad - (\text{Total Approved and Pending Amount Drawn (PF + PI)}) \\
 &\quad - \text{PI Account Balance Available} + \text{Pending PI Draws for the PI Account}
 \end{aligned}$$

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

<b>User Role:</b> Grantee Drawdown Users	<b>Menu Option:</b> Financial Module
<b>Purpose:</b> Allow Grantee Users to access Program Income actions.	
<b>Complete the following steps to access the Manage My Financials Module:</b>	
<p>1 In the DRGR System, select the <b>Manage My Financials</b> module, or  icon, located in the navigation bar.</p>	
<p>2 This opens the dropdown menu items for the <b>Manage My Financials</b> module. The System displays the relevant menu items based on user type and user roles.</p>	



<b>User Role:</b> Grantee Drawdown Users	<b>Menu Option:</b> Financial Module
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### B2. HUD | User Access

<b>User Role:</b> HUD Users	<b>Menu Option:</b> Financial Module
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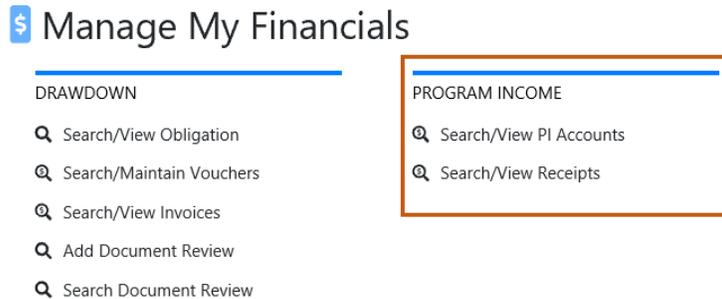
**Purpose:** Allow HUD Users to access Program Income actions.

Complete the following steps to access the Manage My Financials Module:

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



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



### C. Manage Program Income Receipts

#### C1. Grantee | Add Program Income Receipt

<b>User Role:</b> Draw Requester or Draw Approver	<b>Menu Option:</b> Create Receipt
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**Purpose:** Allow Grantee Drawdown Users to add a Program Income Receipt.

Complete the following steps to add a Program Income Receipt:

- 1 Navigate to the **Manage My Financials** module and locate the **Program Income** menu. See Step A1 above. Select **<Create Receipt>**. The “Create Receipt” page will load.



User Role: Draw Requester or Draw Approver

Menu Option: Create Receipt

2 The appropriation and Grant will default to the selected Grant in the Navigation Bar. On the “Create Receipt” page, complete all fields marked with an asterisk (\*).

The screenshot shows the 'Create Receipt' form in the Disaster Recovery Grant Reporting System. The form is titled 'RECEIPT Create Receipt'. It contains several fields: 'Receipt Created For' (Georgia), 'Grant Number' (B 08 DN 13 0001), 'Receipt Created By' (Jen Erdmann), '\*Activity:' (a dropdown menu with 'Select' selected), and '\*Receipt Date:' (09/02/2020). The fields for '\*Activity:' and '\*Receipt Date:' are highlighted with an orange box.

3 Select the desired “Activity” from the dropdown menu. Grantees may only select one “Activity” for each Program Income Receipt created.

The screenshot shows the 'Create Receipt' form. The '\*Activity:' dropdown menu is highlighted with an orange box. The other fields are the same as in the previous screenshot.

4 Enter a “Grantee Receipt #”. Grantees are encouraged to use a naming convention that is easily identifiable.

The screenshot shows the 'Create Receipt' form. The '\*Grantee Receipt #' field is highlighted with an orange box. The other fields are the same as in the previous screenshots.

5 Enter the “Amount” of Program Income that was generated.

The screenshot shows the 'Create Receipt' form. The '\*Amount:' field is highlighted with an orange box. The field contains '\$' and a text input area. Below it, there is a label 'Total Receipt Amount:'. The other fields are the same as in the previous screenshots.



User Role: Draw Requester or Draw Approver

Menu Option: Create Receipt

- 6 Enter the “Receipt Date” using the following format: MM/DD/YYYY, which should equal the date the PI was generated. The “Receipt Date” defaults to today’s date. Any date prior to today’s date will automatically generate an email to the Grantee’s CPD Representative.

Disaster Recovery Grant Reporting System

RECEIPT  
Create Receipt

Receipt Created For: Georgia

Grant Number: 15 08 DN 13 0001

\*Grantee Receipt #:

\*Amount: \$ (ex: 999,999.99)

Receipt Created By: Jen Erdmann

\*Activity: Select

\*Receipt Date: 09/02/2020 (ex: MM/DD/YYYY)

Total Receipt Amount:

- 7 In the “Comment” field, enter a description of the Program Income generated (i.e. Sold 123 Main Street for \$100,000) for tracking and recordkeeping purposes. When complete, select **<Save Receipt>**.

Disaster Recovery Grant Reporting System

RECEIPT  
Create Receipt

Receipt Created For: Georgia

Grant Number: 15 08 DN 13 0001

\*Grantee Receipt #:

\*Amount: \$ (ex: 999,999.99)

Receipt Created By: Jen Erdmann

\*Activity: Select

\*Receipt Date: 09/02/2020 (ex: MM/DD/YYYY)

Total Receipt Amount:

Comment:

Receipt Status: Open

Save Receipt Cancel

- 8 If successful, the “Search/Edit Receipt” page will load and display the message “Receipt Created Successfully”.

Disaster Recovery Grant Reporting System

RECEIPT  
Search for Receipts

Receipt 'Test 1' Created Successfully

Grant Number: 15 08 DN 13 0001

Program Income Account Name:

Project Number:

Receipt Status: Select

Activity Number:

Grantee Receipt Number:

Earliest Receipt Date: Select Date

Search Reset



### C2. Grantee | Search and Edit Program Income Receipts

<b>User Role:</b> Draw Requester or Draw Approver	<b>Menu Option:</b> Search/Edit Receipts
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**Purpose:** Allow Grantee Drawdown Users to search and edit a Program Income Receipt.

Complete the following steps to search and edit a Program Income Receipt:

- 1 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.
- 2 From the **“Search for Receipts”** page, select the desired **“Grant Number”** from the dropdown menu. Complete the remaining search criteria fields to narrow the search results. When complete, select **<Search>**.

- 3 Select the **<Edit>** link under the **“Action”** column to edit the desired Program Income receipt. The **“Edit Receipt”** page will load.

Grant Receipt #	Receipt Date	Receipt Status	Grant Number	Program Income Account Name	Project #	Grantee Activity Number	Date Created	Receipt Amount	Action
5064-001-D-I Hall_Draw#90	2020-04-01	Open	D-08-DN-13-0001	5064 Hall PE	01-Acyl/Disp	5064-001-D-I Hall	2020-04-01	\$4,000.00	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">View Account</a>
5064-013-A-I Hall_Draw#90	2020-04-01	Open	D-08-DN-13-0001	5064 Hall PE	08-Finance	5064-013-A-I Hall	2020-04-01	\$18,750.00	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">View Account</a>
5064-14A-B-I Hall_Draw#90	2020-04-01	Open	D-08-DN-13-0001	5064 Hall PE	03-Reliab	5064-14A-B-I Hall	2020-04-01	\$19,917.00	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">View Account</a>
5064-21A-X Hall_Draw#90	2020-04-01	Open	D-08-DN-13-0001	5064 Hall PE	09-Admin	5064-21A-X Hall	2020-04-01	\$3,457.13	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">View Account</a>
5054-14A-D-H Atlanta_Draw#19	2016-08-01	Open	D-08-DN-13-0001	5054 Atlanta PI	03-Reliab	5054-14A-D-H Atlanta	2016-08-01	\$45,057.13	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">View Account</a>
5050-001-H-I Carrollton_Draw#25	2017-12-01	Open	D-08-DN-13-0001	5050 Carrollton PI	01-Acyl/Disp	5050-001-H-I Carrollton	2017-12-01	\$4,000.00	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">View Account</a>
5050-013-A-I Carrollton_Draw#25	2017-12-01	Open	D-08-DN-13-0001	5050 Carrollton PI	08-Finance	5050-013-A-I Carrollton	2017-12-01	\$8,900.00	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">View Account</a>
5050-14A-D-I Carrollton_Draw#25	2017-12-01	Open	D-08-DN-13-0001	5050 Carrollton PI	03-Reliab	5050-14A-D-I Carrollton	2017-12-01	\$1,903.64	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">View Account</a>
5050-21A-X Carrollton_Draw#25	2017-12-01	Open	D-08-DN-13-0001	5050 Carrollton PI	09-Admin	5050-21A-X Carrollton	2017-12-01	\$20,925.25	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">View Account</a>
5052-012-F-H NW GA RC	2017-12-01	Open	D-08-DN-13-0001	5052 NWGRRC PI	04-Contd	5052-012-F-H NW GA RC	2017-12-01	\$74,300.00	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">View Account</a>



**User Role:** Draw Requester or Draw Approver      **Menu Option:** + Search/Edit Receipts

4 Edit the desired fields. It is important to note that a Grantee cannot reduce or cancel the receipt if some, or all, of the PI has been drawn on a voucher. Grantees may also change the “Receipt Status” to Cancel in order to remove the PI Receipt. When complete, select **<Save Receipt>**. DRGR will return the user to the “**Search/Edit Receipt**” page.

### C3. Grantee | Associate Program Income Receipts

**User Role:** Draw Requester or Draw Approver      **Menu Option:** + Search/Edit Receipts

**Purpose:** Allow Grantee Drawdown Users to associate Program Income Receipts.

Complete the following steps to associate Program Income Receipts:

- 1 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.

- 2 From the “**Search for Receipts**” page, select the desired “Grant Number” from the dropdown menu. Complete the remaining search criteria fields to narrow the search results. When complete, select the **<Search>** button.



User Role: Draw Requester or Draw Approver

Menu Option: Search/Edit Receipts

- 3 Select the <Edit> link under the “Action” column to edit the desired Program Income receipt. The “Edit Receipt” page will load.

RECEIPT

Search for Receipts

Grant Number: 8-08-DN-13-0001 Program Income Account Name: Project Number: Receipt Status: Select

Activity Number: Grantee Receipt Number: Earliest Receipt Date: Select Date

Search Reset

Results Page 1 of 110 (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-D-1-Hall_Draw#290	2020-04-01	Open	D-08-DN-13-0001	5064 Hall PI	01-Act/Disp	5064-001-D-1-Hall	2020-04-01	\$4,000.00	Edit   View   View Account
5064-013-A-1-Hall_Draw#290	2020-04-01	Open	D-08-DN-13-0001	5064 Hall PI	08-Finance	5064-013-A-1-Hall	2020-04-01	\$16,750.00	Edit   View   View Account
5064-14A-B-1-Hall_Draw#290	2020-04-01	Open	D-08-DN-13-0001	5064 Hall PI	01-Rehab	5064-14A-B-1-Hall	2020-04-01	\$19,917.00	Edit   View   View Account
5064-21A-X-1-Hall_Draw#290	2020-04-01	Open	D-08-DN-13-0001	5064 Hall PI	09-Admin	5064-21A-X-1-Hall	2020-04-01	\$3,457.13	Edit   View   View Account
5054-14A-D-II-Allaria_Draw#19	2016-08-01	Open	D-08-DN-13-0001	5054 Allaria PI	03-Rehab	5054-14A-B-II-Allaria	2016-08-01	\$45,957.13	Edit   View   View Account
5050-001-H-I-Carrollton_Draw#25	2017-12-01	Open	D-08-DN-13-0001	5050 Carrollton PI	01-Act/Disp	5050-001-H-I-Carrollton	2017-12-01	\$4,000.00	Edit   View   View Account
5050-013-A-I-Carrollton_Draw#25	2017-12-01	Open	D-08-DN-13-0001	5050 Carrollton PI	08-Finance	5050-013-A-I-Carrollton	2017-12-01	\$8,000.00	Edit   View   View Account
5050-14A-D-I-Carrollton_Draw#25	2017-12-01	Open	D-08-DN-13-0001	5050 Carrollton PI	03-Rehab	5050-14A-D-I-Carrollton	2017-12-01	\$1,803.64	Edit   View   View Account
5050-21A-X-Carrollton_Draw#25	2017-12-01	Open	D-08-DN-13-0001	5050 Carrollton PI	09-Admin	5050-21A-X-Carrollton	2017-12-01	\$49,952.25	Edit   View   View Account

- 4 Select <Associate New> to load the “Associate Receipts” page.

RECEIPT

Edit Receipt

Receipt Created For: Georgia

Grant Number: 8-08-DN-13-0001

\*Grantee Receipt #: 5064-14A-B-1-Hall\_Draw#290

\*Amount: \$ 330.00 (ex: 999,999.99)

Comments: PI applied to Hall County NSP1 Draw #67 - LJ 12/1/2017

\*Receipt Status: Open

Receipt Created By: Jon Erzenans

\*Activity: 5064-14A-B-H-Hall

\*Receipt Date: 12/01/2017

Total Receipt Amount: \$330

Associate Receipts

Associate New

- 5 Use the search criteria to locate the desired receipt. When complete, select <Search>.

RECEIPT

Associate Receipts

Search for Receipts

Search Criteria

Grant Number: 8-08-DN-13-0001 Program Income Account Name: Project Number: Receipt Status: Select

Grantee Activity Number: Grantee Receipt Number: Earliest Receipt Date: Select Date

Search Reset Return



User Role: Draw Requester or Draw Approver

Menu Option: Search/Edit Receipts

- 6 The “Associate Receipts” page will refresh and display the search results. Users can select one or more Program Income receipts to associate with the receipt being edited. Once complete, select the <Save Association> button.

Disaster Recovery Grant Reporting System

RECEIPT  
Associate Receipts

Receipt #: 5054-001-E-1-Hall\_Draw#90

1177 Receipt(s) Displaying 1 through 10

Receipt	Receipt Date	Status	Grant#	PIA Name	Project#	Activity#	Date Created	Amount	Action
5054-13-01-E-1-Hall_Draw#90	06/29/2020	Open	B-00-01-13-0001	General Account	09-Admin	9999-21-A-GEORGIA	06/29/2020	4233.92	Edit   View   View Account
5054-01-13-0001-E-1-Hall_Draw#90	08/07/2018	Open	B-00-01-13-0001	5050 Swinwick PI	03-Sublet	5050-14-0-2 Overhead	08/07/2018	36801.28	Edit   View   View Account
5054-21A-X-Workforce_Draw#16	08/07/2018	Open	B-00-01-13-0001	5050 Swinwick PI	03-Admin	5050-21A-X-Workforce	08/07/2018	35.43	Edit   View   View Account
5054-001-E-1-Carrollton_Draw#14	07/19/2013	Open	B-00-01-13-0001	5050 Carrollton PI	01-Acq/Exec	5050-001-E-1-Carrollton	07/19/2013	294793	Edit   View   View Account
5054-001-E-1-Carrollton_Draw#14	07/19/2013	Open	B-00-01-13-0001	5050 Carrollton PI	01-Acq/Exec	5050-001-E-1-Carrollton	07/19/2013	4000	Edit   View   View Account
5054-001-E-1-Carrollton_Draw#16	04/19/2013	Cancelled	B-00-01-13-0001	5050 Carrollton PI	01-Acq/Exec	5050-001-E-1-Carrollton	04/19/2013	16.13	Edit   View   View Account
5054-001-E-1-Carrollton_Draw#17	08/22/2013	Open	B-00-01-13-0001	5050 Carrollton PI	01-Acq/Exec	5050-001-E-1-Carrollton	08/22/2013	54834.94	Edit   View   View Account
5054-001-E-1-Carrollton_Draw#19	04/10/2014	Open	B-00-01-13-0001	5050 Carrollton PI	01-Acq/Exec	5050-001-E-1-Carrollton	04/10/2014	38176.73	Edit   View   View Account
5054-001-E-1-Carrollton_Draw#20	07/28/2014	Open	B-00-01-13-0001	5050 Carrollton PI	01-Acq/Exec	5050-001-E-1-Carrollton	07/28/2014	4000	Edit   View   View Account

Save Association Cancel

- 7 If successful, the “Edit Receipt” page will load and display the following message: “Selected receipts have been associated successfully.” The associated receipts will also be shown under the “Associated Receipts” heading.

Disaster Recovery Grant Reporting System

RECEIPT  
EDIT RECEIPT

Selected receipts have been associated successfully

Receipt Created For:  
Georgia

Grant Number:  
B-00-01-13-0001

Associated Receipt #:  
5054-001-E-1-Hall\_Draw#90

Amount:  
4,600.00  
(or: 000,000.00)

Comment:  
PI applied to Hall County NSIP 1 Drawdown #90, 4/11/2020 LR

Receipt Status:  
Open

Associated Receipts

Select Receipt	Receipt Date	Status	Grant#	PIA Name	Project#	Activity#	Date Created	Amount	Action	
<input type="checkbox"/>	08-05-1688-206	06/29/2020	Open	B-00-01-13-0001	General Account	09-Admin	9999-21-A-GEORGIA	06/29/2020	4233.92	Edit   View   View Account
<input type="checkbox"/>	5054-001-E-1-Hall_Draw#90	06/29/2020	Open	B-00-01-13-0001	5050 Swinwick PI	03-Sublet	5050-14-0-2 Overhead	08/07/2018	36801.28	Edit   View   View Account

Unassociate Selected Associate New



**User Role:** Draw Requester or Draw Approver      **Menu Option:** Search/Edit Receipts

8 Users can disassociate receipts by selecting the desired receipt using the checkboxes followed by selecting the **<Disassociate Selected>** button. Additional Program Income receipts may be associated using the **<Associate New>** button.

### C4. HUD | Search and View Program Income Receipts

**User Role:** HUD User      **Menu Option:** Search/View Receipts

**Purpose:** Allow HUD Users to search and view Program Income Receipts.

Complete the following steps to search and view Program Income Receipts:

- 1 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.
- 2 From the **“Search for Receipts”** page, select the desired **“Grant Number”** from the dropdown menu. Complete the remaining search criteria fields to narrow the search results. When complete, select the **<Search>** button.

- 3 Select the **<View>** link under the **“Action”** column to view the desired Program Income receipt. The **“View Receipt”** page will load.



**User Role:** HUD User **Menu Option:** Search/View Receipts

Grantee Number	Receipt Date	Receipt Status	Grant Number	Program Income Account Name	Project #	Grantee Activity Number	Date Entered	Receipt Amount	Action
180908.02.04701.1.01	2011-04-01	Open	8-08-UN-08-0001	General Account	NE7005.001	NE7008.03	2012-03-03	1138,548.00	View   View Account
0904011001-4	2012-04-01	Open	8-08-MH-13-0001	General Account	2008-NSPI-46D	25210408.110.220131844 (SHH) 1425	2012-05-27	\$66.66	View   View Account
0904011002-4	2012-04-01	Open	8-08-MH-13-0001	General Account	2008-NSPI-46D	25210408.110.220131844 (SHH) 1426	2012-05-27	\$600.71	View   View Account
100810003	2012-04-01	Open	8-08-MH-13-0001	General Account	2008-NSPI-46D	25210408.109.220131844 (SHH) 1425	2012-05-27	\$5,710.02	View   View Account
1004011001-4	2012-04-01	Open	8-08-MH-13-0001	General Account	2008-NSPI-46D	25210408.110.220131844 (SHH) 1425	2012-05-27	\$188.33	View   View Account
1004011003-4	2012-04-01	Open	8-08-MH-13-0001	General Account	2008-NSPI-46D	25210408.110.220131844 (SHH) 1425	2012-05-27	\$75.00	View   View Account
27033 Mallard	2012-01-01	Open	8-09-MH-29-0009	General Account	R-01-122%	r=01-120	2012-06-19	\$62,990.62	View   View Account
JCS-08	2012-04-01	Open	8-09-CH-1X-0042	PS-EPC	AKQ	AKQRS LRMI	2012-06-28	\$94,169.60	View   View Account
JCS-09	2012-01-01	Open	8-09-CH-1X-0042	PS-EPC	AKQ	AKQRS LRMI	2012-06-28	\$71,715.61	View   View Account
1100 22nd Street	2012-09-01	Open	8-09-MH-12-0030	General Account		2.2	2013-04-01	\$316.09	View   View Account

### 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 Income Account.

Complete the following steps to add a Program Income Account:

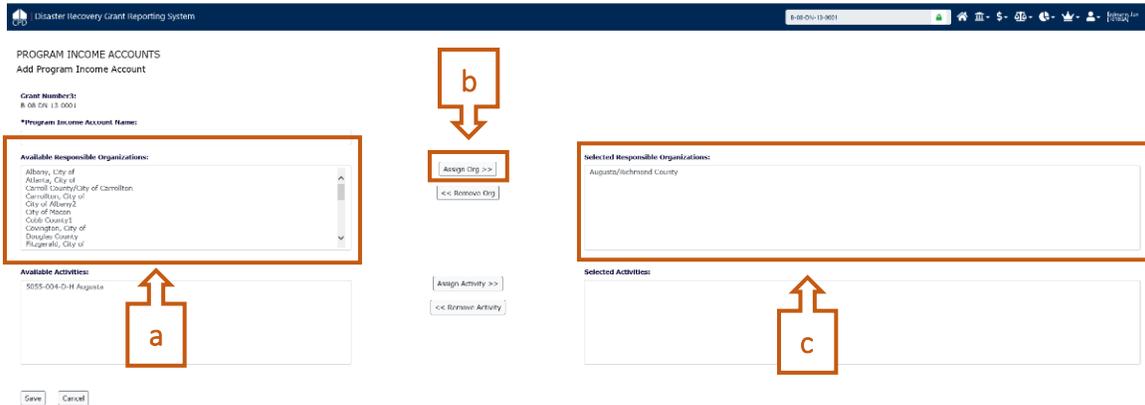
1. Navigate to the **Manage My Financials** module and locate the **Drawdown** menu. See Step A1 above. Select **<Add Program Income Account>**. The **“Add Program Income Account”** page will load.
2. The appropriation and Grant will default to the selected Grant in the Navigation Bar. On the **“Add Program Income Account,”** enter a **“Program Income Account Name”** field.



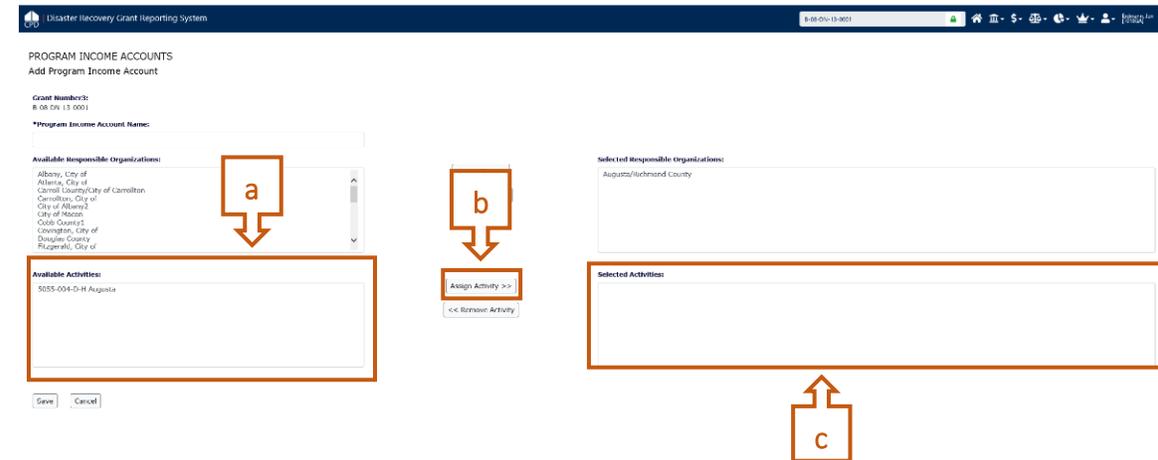
User Role: Draw Requestor and Draw Approver

Menu Option: Add Program Income Account

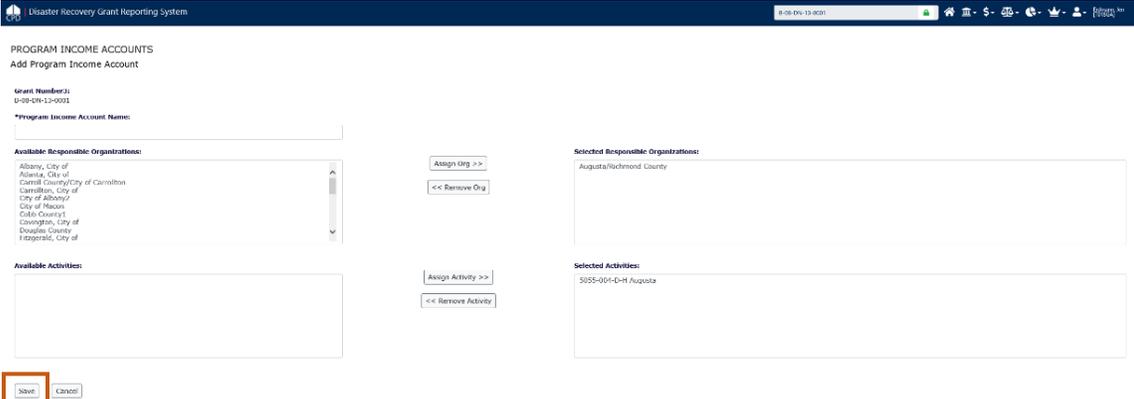
- 3 Select the desired Responsible Organization from the “Available Responsible Organizations” field (see (a) below) and select **<Assign Org>** (see (b) below). The “Selected Responsible Organization” (see (c) below) and “Available Activities” fields will refresh. To remove a Responsible Organization, select **<Remove Org>**.



- 4 Select the desired activity from the “Available Activities” field (see (a) below) and select **<Assign Activity>** (see (b) below). The “Selected Activities” field will refresh.





<b>User Role:</b> Draw Requestor and Draw Approver	<b>Menu Option:</b> Add Program Income Account
<p>5 Once complete, select <b>&lt;Save&gt;</b>. The <b>“Search for Program Income Accounts”</b> page will load and display the following message <b>“Program Income Account Created Successfully.”</b></p> 	

## D2. Grantee | Search and Edit Program Income Accounts

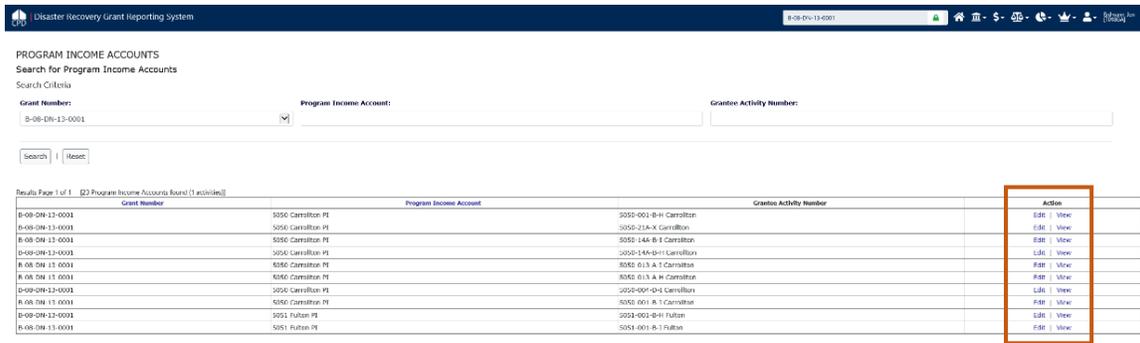
<b>User Role:</b> Draw Requestor and Draw Approver	<b>Menu Option:</b> Search/Edit PI Accounts
<p><b>Purpose:</b> Allow Grantee Drawdown Users to search and edit a Program Income Account.</p>	
<p> Complete the following steps to search and edit a Program Income Account:</p>	
<p>1 Navigate to the <b>Manage My Financials</b> module and locate the <b>Drawdown</b> menu. See Step A1 above. Select <b>&lt;Search/Edit PI Account&gt;</b>. The <b>“Search for Program Income Account”</b> page will load.</p>	
<p>2 Once on the <b>“Search for Program Income Account”</b> page, select the desired <b>“Grant Number”</b> from the dropdown menu. Complete the remaining search criteria fields to narrow the search results. When complete, select the <b>&lt;Search&gt;</b> button.</p>	
	



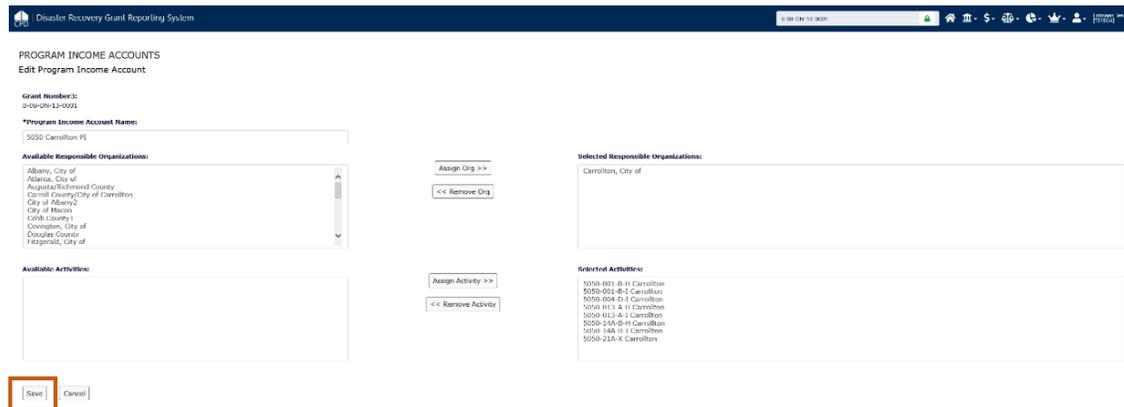
User Role: Draw Requestor and Draw Approver

Menu Option: Search/Edit PI Accounts

- 3 Select the **<Edit>** link under the “Action” column to edit the desired Program Income Account. The “Edit Program Income Account” page will load.



- 4 Edit the desired fields, keeping in mind that an activity cannot be removed from a PI Account unless the PI receipted and drawn does not affect the DRGR Math Rules described in Section B.2. When complete, select the **<Save>** button. DRGR will return the user to the “Search for Program Income Accounts” page and display the following message “Program Income Account Updated Successfully.”



### D3. HUD | Search and View Program Income Accounts

User Role: HUD User

Menu Option: Search/View PI Accounts

Purpose: Allow HUD Users to search and view a Program Income Accounts.

Complete the following steps to search and view a Program Income Accounts:

- 1 Navigate to the **Manage My Financials** module and locate the **Drawdown** menu. See Step A1 above. Select **<Search/View PI Account>**. The “Search for Program Income Account” page will load.



User Role: HUD User

Menu Option: Search/View PI Accounts

- Once on the “**Search for Program Income Account**” page, select the desired “Grant Number” from the dropdown menu. Complete the remaining search criteria fields to narrow the search results. When complete, select the **<Search>** button.

- Select the **<View>** link under the “Action” column to view the desired Program Income Account. The “**View Program Income Account**” page will load.

HUD Office	State/Territory	Grantee Name	Grant Number	Program Income Account	Grantee Activity Number	Action
AKUFRANZG	AK	Alaska	0-08-DN-02-0001	Rural CAP II FY...	NSP-09-RCP-2-2	<a href="#">View</a>
BIRMINGHAM	AL	Alabama	0-08-DN-03-0001	BIRMINGHAM PROGRAM INCOME ACCOUNT		<a href="#">View</a>
BIRMINGHAM	AL	Alabama	0-08-DN-01-0001	BIRMINGHAM PROGRAM INCOME ACCOUNT	SHAR SACHIN 002	<a href="#">View</a>
BIRMINGHAM	AL	Alabama	0-08-DN-01-0001	BIRMINGHAM PROGRAM INCOME ACCOUNT	SHAR SACHIN 002	<a href="#">View</a>
BIRMINGHAM	AL	Alabama	0-08-DN-03-0001	BIRMINGHAM PROGRAM INCOME ACCOUNT	SHAR SACHIN 002	<a href="#">View</a>
BIRMINGHAM	AL	Alabama	0-08-DN-01-0001	BIRMINGHAM PROGRAM INCOME ACCOUNT	SHAR SACHIN 002	<a href="#">View</a>
BIRMINGHAM	AL	Alabama	0-08-DN-02-0001	BIRMINGHAM PROGRAM INCOME ACCOUNT	SHAR SACHIN 002	<a href="#">View</a>
BIRMINGHAM	AL	Alabama	0-08-DN-03-0001	BIRMINGHAM PROGRAM INCOME ACCOUNT	SHAR SACHIN 002	<a href="#">View</a>
BIRMINGHAM	AL	Alabama	0-08-DN-01-0001	BIRMINGHAM PROGRAM INCOME ACCOUNT	SHAR SACHIN 002	<a href="#">View</a>
BIRMINGHAM	AL	Alabama	0-08-DN-01-0001	BIRMINGHAM PROGRAM INCOME ACCOUNT	SHAR SACHIN 002	<a href="#">View</a>
BIRMINGHAM	AL	Alabama	0-08-DN-03-0001	BIRMINGHAM PROGRAM INCOME ACCOUNT	SHAR SACHIN 002	<a href="#">View</a>
BIRMINGHAM	AL	Jefferson County, AL	R 12 LIT 01 0001	Housing/SHIP TMSA	CNBC D113 D10A	<a href="#">View</a>
LITTLE ROCK	AR	City of Little Rock	0-08-DN-AR-0009	RMSF PI Waiver Account		<a href="#">View</a>