

# Chapter 26: Return Funds to Line of Credit | Financial Module

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# Chapter 26: Return Funds to Line of Credit

This Chapter provides instruction for authorized Grantee Users to return Grant funds to the Line of Credit for the appropriate Grant 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:

### Grantee Users

Menu Option Subsection		Action				
Q Search/Maintain Vouchers	B1 – B2	Search and revise existing Vouchers				

#### HUD Users

Menu Option	Section	Action
<b>Q</b> Search/Maintain Vouchers	В3	Search and view existing Vouchers

### A. Financial Module Access

The Manage My Financials module contains all financial transaction-related functions.

### A1. Grantee | User Access

Us	er Role: Grante	e Users	Menu Option: 💲	Manage My Financials Module				
Pu	rpose: Allow Gr	rantee Users to access Collection \	Voucher actions.					
	Complete the following steps to acess the Manage My Financials Module:							
1	1 In the DRGR System, select the Manage My Financials module, or sicon, located in the navigation bar.							
		B-11-DN-13-0001	▲ 斧 重	\$- ∰- €- ¥- ≗- Misner, Gien 1101/GA				
2	This opens the displays the re	e dropdown menu items for the N elevant menu items based on user S Manage My Financia DRAWDOWN C Search/Edit Obligation Create a Voucher Search/Maintain Vouchers	Manage My Financia type and user roles. als PROGRAM INCOME Create Receipt Add Program Income Search/Edit PI Accou	I <b>s</b> module. The DRGR System				



User Role: Grantee Users	Menu Option: \$	Manage My Financials Module		

### A2. HUD | User Access

User Role: HUD Users	Menu Option: S Manage My Financials Module						
Purpose: Allow HUD Users to access View	Voucher actions.						
Complete the following steps to acess the Manage My Financials Module:							
1 In the DRGR System, select the <b>Manage My Financials</b> Module, or <b>\$</b> icon, located in the navigation bar.							
CPD DRGR B-11-DN-1	13-0001 🔺 🏠 🏦 🛠 重· 🛠 亚· 🕸 - 😍 - 🎍 - Milsner, Glen [TO17GA]						
<ul> <li>2 This opens the dropdown menu items for the Manage My Financials Module. The DRGR System displays the relevant menu items based on user type and user roles.</li> <li>\$ Manage My Financials</li> <li>DRAWDOWN</li> </ul>							
<ul> <li>Q Search/View Obligation</li> <li>Q Search/Maintain Vouchers</li> <li>Q Search/View Invoices</li> </ul>	<ul> <li>Search/View PI Accounts</li> <li>Search/View Receipts</li> </ul>						

# B. Return Funds to Line of Credit (Not a DRGR Function)

Grantees may need to wire funds back to LOCCS if, for example, monitoring or audit events revealed an activity did not conform to the program requirements or Grant funds were drawn for an ineligible cost. Funds returned to LOCCS appear in DRGR to "refund" the drawn amount that was returned to LOCCS. Before performing tasks in DRGR, Grantees must first wire the amount of funds that need to be returned to LOCCS using non-Federal sources. The following is an example Wire Transfer Instructions:



#### Wire Transfer Instructions

U.S. Department of Housing and Urban Development							
Abbreviated Wire-Transfer Instructions							
Bank Name:							
Bank Address:							
ABA Routing Number:							
Account Number:							
Account Holder.							
Memorandum or Third Party Information							
Please indicate the project, grant, or loan number that the funds should be applied to including the Budget Line Item (BLI), if applicable. Also, if the funds are to be returned to the U.S. Treasury as Interest or HOPE III Resale Proceeds, please annotate as such.							

The Grantee users of TA Providers are also allowed to wire funds through the <u>https://www.pay.gov</u> site.

After LOCCS processes the returned funds, a "Collection Voucher" will appear in DRGR with the status 'Completed (Needs Revision)'. Follow the steps below to complete the process.

#### B1. Grantee | Voucher Revision and Approval

User Role: Draw Requester	Menu Option: <b>Q</b> Search/Maintain Vouchers						
Purpose: Allow Draw Requesters to Revise Collection Vouchers.							
Complete the following steps to Revise a Collection Voucher:							
1 Navigate to the Manage My Financials module at <search maintain="" vouchers="">. The "Search for Vo</search>	nd locate the <b>Drawdown</b> menu. See Step A1 above. Select ouchers" page will load.						

#### The remainder of this page intentionally left blank.



Use	er Role: Draw Requester						Menu Option: Q Search/Maintain Vouchers							
2	On the select • the "Ae	e <b>"Sear</b> < <b>Searc</b>	<b>ch f</b> <b>h&gt;</b> . I head	<b>for Vo</b> Locate ding.	u <b>chers"</b> pa the desire	age, select <b><co< b=""> ed "Collection V</co<></b>	l <b>lecti</b> /ouch	<b>on&gt;</b> ir Ier" in	n the " the se	Transact arch res	ion Type' ults and so	' dropo elect <b><l< b=""></l<></b>	down m <b>Maintai</b>	nenu and <b>n&gt;</b> under
	DRAW	DOWN for Vouchers	•											
	Search Cri vouchers Search Criteria Voucher #: Earliest Creation Date: Transaction Type:			Date	Grant # : B-08-DN-13-000 V Grantee Activity #:	Line Item Statu Select Fund Type: Select	tus: Supporting Document Status: Select   Display Supporting Document Details							
	Collect	ion 🗸	]											
	Search	Reset											_	
	Results Pa	ge 1 of 1 (10 vo Line Item #	ucher line i Creation Date	tems found) Grant #	Grantee Activity	# Responsible Organization	n	Fund Type	Transaction Type	Drawdown	Line Item Suppor Status	ting Documents Status	Action	
	24702	5 3 (	02/04/201	4 B-08-DN-13- 0001	5058-001-B-I Dou	glas Douglas County		PROGRAM FUND	Collection	(\$77,334.93)	Completed	NA	Maintain	
	28261	5 2 0	07/20/201	5 B-08-DN-13- 0001	5062-14A-B-H Gri	ffin Griffin, City of		PROGRAM FUND	Collection	(\$6,799.00)	Completed	NA	Maintain	
	24702	5 8 0	02/04/201	4 B-08-DN-13- 0001	5052-001-B-H NW G	GA RC Northwest Georgia Regio Commission1	nal	PROGRAM FUND	Collection	(\$395.00)	Completed	NA	Maintain	
	24702	5 6 0	02/04/201	4 B-08-DN-13- 0001	5052-001-B-I NW G	A RC Northwest Georgia Regio Commission1	nal	PROGRAM FUND	Collection	(\$2,000.00)	Completed	NA	Maintain	
	24702	5 7 (	02/04/201	4 B-08-DN-13- 0001	5052-013-A-H NW 0	5A RC Northwest Georgia Regio Commission1	nal	PROGRAM FUND	Collection	(\$25,494.01)	Completed	NA	Maintain	
	DRAW Mainta Classif	DOWN In Vouche y Collection	er	Return to Se	earch Voucher	Download PDF	dit in error.							
	Vouche 357039	er #:						Created B55502 -	<b>3y:</b> Dana Mykytyr	n				
	<b>Vouch</b> Georgia	er Created fo	or:					Creation 06/13/20	<b>Date:</b> .7					
	Line Item #	Grant#		Grantee Activity #	Responsible Organization	Activity Type	,	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Revised From Line Item #	Submission Date	Action
	2	B-11-DN-13	-0001						PROGRAM FUND	\$0.00	Completed (Needs Revision)	1	06/13/2017	Revise   View
	3	B-11-DN-13	-0001	6011-001- B-I Griffin	Spalding County - City of Griffin	Acquisition - general		6011-001- B-I Griffin	PROGRAM FUND	(\$68,049.59)	Completed	1	06/13/2017	Revise   View
	4	B-11-DN-13	-0001	6011-14A- B-I Griffin	Spalding County - City of Griffin	Rehabilitation/reconstructi residential structures	ion of	6011-14A- B-I Griffin	PROGRAM FUND	(\$12,315.41)	Completed	1	06/13/2017	Revise   View
		D 11 DN 13	0001				Vou	cher Comp	PROGRAM	(\$80,365.00)	Deviced		06/10/0017	) (i mu
	1	5 11 DN-13	5001				1	/oucher Re	FUND	(\$80,365.00)	Neviseu		50/15/201/	A1C14
									insed rotain	(\$00,505,00)				
4	The <b>"R</b> once re	evise \ evised,	<b>/ou</b> the	cher"   revisio	bage will lo on will red	oad. Notice the uce the drawn	e "Dra amoi	awdov unt fo	vn Am <sup>r</sup> an act	ounts" a tivity as o	re a nega opposed t	ative nu o incre	umber, asing tl	meaning ne drawn

amount through the regular voucher creation/approval process. Select the activity that resulted in the funds being returned to LOCCS. If the "Collection Voucher" represents returned funds from more than one activity, select multiple activities by selecting **<Add Activity>**.



Jser Role: Draw Requester	Menu Option: <b>Q</b> Search/Maintain Vouchers						
Enter the amount of funds per activity until the to one or more activities.	full amount of the "Collection Voucher" is set to be revised						
PD Disaster Recovery Grant Reporting System	B-11-DN-13-0001 🔐 🏠 🏛 💲 🙅 🐇 🚽 🕹 🕅						
Grout #         Grant #         Grant et #         Responsible Organization         Activity Type         A           B-11-DN-13-0001               A             A               A <t< td=""><td>Clivity Title         Fund Type         Drawdown Amount         Line Item Status         Submission Date           PROGRAM FUND         (\$80,365.00)         Revised         2017-06-13</td></t<>	Clivity Title         Fund Type         Drawdown Amount         Line Item Status         Submission Date           PROGRAM FUND         (\$80,365.00)         Revised         2017-06-13						
Move Funds to Activities           Delete         Activity # / Activity Title / Available Amount         An <select>             Add 8-thicks:         Delete 8-thicks:         Reserved</select>	nount \$						
Total Funds moved to other activities: \$							
0 Balance Remaining: \$							
0							
*Revision Reason: <select></select>							
Enter Reviser Comment:							
Select <b><save></save></b> when all required fields are comp	lete.						
Save Return to Maintain Voucher							
IP! All voucher revisions must be approved by a u section for instructions on approving revisions.	Iser with the draw approval role. See step 5 of this						



Us	er Role: Draw Requester	Menu Option: Q Search/Maintain Vouchers							
5	5 The <b>"Maintain Voucher"</b> page will load with a message "Voucher line item revised successfully." The drawn balance for the selected activities should now be reduced by the respective "Voucher Line Item" amounts, thereby allowing Grantees to draw those funds for the same or other activities.								
	Disaster Recovery Grant Reporting System	B-	11-DN-13-0001		۵	脅 査-\$	- 46- 🗘	- ≝- ≛-	
	Voucher Item Supporting Documents DRAWDOWN Maintain Voucher • Voucher line item revised successfully Classfy Collection   Return to Search Voucher   Download PDE								
	Please click Classify Collection button if you wish to classify whether the Collection was applied to Grant Line of Credit in error.								
	Voucher #: 357039	Created By: B55502 - Dar	na Mykytyn						
	Voucher Created for: Georgia	Creation Da 06/13/2017	te:						
	Line Line Grant# Grante Activity Responsible Organization Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Revised From Line Item #	Submission Date	Action	
	3 B-11-DN-13-0001 6011-001-B-1 Spalding County - Griffin City of Griffin Acquisition - general	6011-001-B-I Griffin	PROGRAM FUND	(\$68,049.59)	Completed	1	06/13/2017	Revise   View	
	4 B-11-DN-13-0001 6011-14A-B-1 Spalding County - Rehabilitation/reconstruction of Griffin City of Griffin residential structures	6011-14A-B-I Griffin	PROGRAM FUND	(\$12,315.41)	Completed	1	06/13/2017	Revise   View	
		Voucher Com	pleted Total:	(\$80,365.00)					
	1 B-11-DN-13-0001		FUND	(\$80,365.00)	Revised		06/13/2017	View	
	2 B-11-DN-13-0001	Novel an D	FUND	\$0.00	Revised	1	06/13/2017	View	
5	<ul> <li>5 After voucher revisions are submitted by the Drawdown Requestor, the revisions must be approved by a user with the drawdown approval role. To approve voucher revisions, the Draw Approver searches the "Maintain Voucher" page. The entire voucher is displayed, not just the revised voucher line item. Grantee Users with Draw Approver rights may take the following steps when approving voucher revisions.</li> <li>(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 maintain="" to="" voucher="">.</return></view></li> <li>(b) Select the <approve> or <reject> link in the "Action" column next to the 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=""> are desired for the line items and select <approve selected=""></approve></approve></reject></approve></li> </ul>								
	or < <b>Reject Selected&gt;</b> .		,phi Q		leu-				

## B2. Grantee | Classification of Returned Funds

If funds were returned to LOCCS in error if, for example, the returned amount was incorrect or credited to the wrong Grant, DRGR users must "Classify the Collection Voucher in Error."

User Role: Draw Requestor Menu Option: Q Search/Maintain Vouchers						
Purpose: Allow Drawdown Users to Classify Collection Vouchers as errors.						
Complete the following steps to Classify Collection Vouchers as errors:						



Us	er Role: Draw Requestor	Me	Menu Option: Q Search/Maintain Vouchers										
1	Navigate to the <b>Manage My Financials</b> module and locate the <b>Drawdown</b> menu. See Step A1 above. Select <b><search maintain="" vouchers=""></search></b> . The <b>"Search for Vouchers"</b> page will load.												
2	Select <collection> in the ' desired Collection Voucher is DRAWDOWN Search for Vouchers Search Criteria Voucher #: B-08-DN Earliest Creation Date: Grant # : B-08-DN Earliest Creation Date: Transaction Type: Collection Search   Reset Results Page 1 of 1 (10 voucher line items found) Voucher # Unit Object Date: Search   Reset Results Page 1 of 1 (10 voucher line items found) Voucher # Unit Object   B-08-DN-13- Social 247025 8 02/04/2014 B-08-DN-13- Social 247025 6 02/04/2014 B-08-DN-13- Social 247025 6 02/04/2014 B-08-DN-13- Social 247025 7 7 02/04/2</collection>	"Transaction Type" dr         in the search results ar         in the search results ar         select         the search results         select         select	PROGRAM PROGRAM PROGRAM PROGRAM PROGRAM PROGRAM PROGRAM PROGRAM Collection PROGRAM Collection PROGRAM Collection PROGRAM Collection Collection PROGRAM Collection C	and selection           and selection           supporting Document Statt           selection           gDapplay Supporting Document           g           C(\$77,334.93)           (\$6,6,799.00)           (\$6,6,799.00)           (\$2,6,09.00)           (\$2,2,00.00)           (\$2,2,04.01)	et <b><search></search></b> . I er the "Action states Action with Details ompleted NA completed NA completed NA completed NA	Locate the " heading. " heading. " heading. " heading. " heading."							
3	The "Maintain Voucher" page Disaster Recovery Grant Reporting System Voucher Item Supporting Documents DRAWDOWN Maintain Voucher Classify Collection 1 Return to Search Voucher 1 Classify Collection 1 Return to Search Voucher 1 Voucher Created for: Georgia <u>Voucher Created for:</u> Georgia <u>Voucher Created for:</u> Georgia <u>Voucher Created for:</u> Classify Discourt 1 <u>Voucher Created for:</u> <u>Classify Discourt 1</u> <u>Voucher Created for:</u> <u>Classify Discourt 1</u> <u>Classify Disc</u>	ge will load. Select <cl Download PDF tion was applied to Grant Line of Credit in arror. County Acquisition - general orgin Regional Acquisition - general orgin Regional Acquisition - general</cl 	Iassify Collectic           b-06-DN-13-0001           b-06-DN-14-14           b-06-DN-15-14           b-06-DN-15-15           B-06-DN-15-14           b-07-DN-15-14	Drawdown Ameunt (\$77,334.93) (\$77,334.93) Completed (\$2000.00) Completed (\$2000.00) Completed	Iter/sed Frem         Submission         Act           1         01/30/2014         Vi           2         01/30/2014         Vi								
	TW GA RC         Commit           7         8-08-DN-13-0001         S052-013-AH         Northwest Gec           4         8-08-DN-13-0001         S052-013-A-I         Northwest Gec           W GA RC         Commit         NW GA RC         Commit	orgia Regional Homeownership Assistance to low- and sion1 moderate-income orgia Regional Homeownership Assistance to low- and sion1 moderate-income	AWK GA RC         FUND           5052-013-A-H         PROGRAM           NW GA RC         FUND           5052-013-A-I         PROGRAM           NW GA RC         FUND	(\$25,494.01) Completed (\$10,000.00) Completed	2 01/30/2014 Vi 2 01/30/2014 Vi	297							



er Role: Draw Requestor					Menu Option: <b>Q</b> Search/Maintain Vouchers								
The <b>"Classify Collection"</b> page will load. Select the checkbox to "Classify the Collection in Error," enter comments and select <b><save></save></b> .													
CPD   Dis	aster Recovery Gra	ant Reporting S	System		8-08-DN-	<b>a</b> 1	🔒 斧 血- \$- 亟- &- 🖕						
DRAW Classify	OOWN Collection												
*Indicates R	equired Field												
Vouche	r #:			Created	By:								
Vouche Georgia	r Created for:			Creation 01/30/20	Dana Mykytyn Date: 14								
*Comme	elect checkbox if you	wish to classify wh	retrier the collection was appl	ieu to Grant Line of Credit in error.									
The "I the "C the Diss	Maintain Sollection	Voucher Vouche nt Reporting Sy rting Document	<b>r"</b> page will lo r" was classi <sup>Istem</sup>	oad and a symbo fied as an error.	will apea 8-08-DN-13-00	ar next	to the	"Vouc	cher #" ≞- इ- ब	' indica ⊶	atir		
The "I the "C the "C	Maintain S Collection ster Recovery Gra er Item Suppo WDOWN tain Voucher	Voucher Vouche nt Reporting Sy rting Document	<b>r"</b> page will le r" was classi <sup>stem</sup>	oad and a symbo fied as an error.	will apea B-08-DN-13-00	ar next	to the	"Vouc	cher #" ≞- \$- এ	' indica ३- <b>९- प्र</b>	atir		
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# B3. HUD | Search and View Vouchers

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Voucher #:         Created By:           247025         B55502 - Dana Mykytyn														
		247025         B55502 - Dana Mykytyn           Voucher Created for:         Creation Date:           Georgia         01/30/2014												
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