



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
Search/Maintain Vouchers	B1 – B2	Search and revise existing Vouchers

HUD Users

Menu Option	Section	Action
Search/Maintain Vouchers	B3	Search and view existing Vouchers

A. Financial Module Access

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

A1. Grantee | User Access

User Role: Grantee Users	Menu Option: Manage My Financials Module
Purpose: Allow Grantee Users to access Collection Voucher 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 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.	



User Role: Grantee Users	Menu Option: Manage My Financials Module
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A2. HUD | User Access

User Role: HUD Users	Menu Option: Manage My Financials Module
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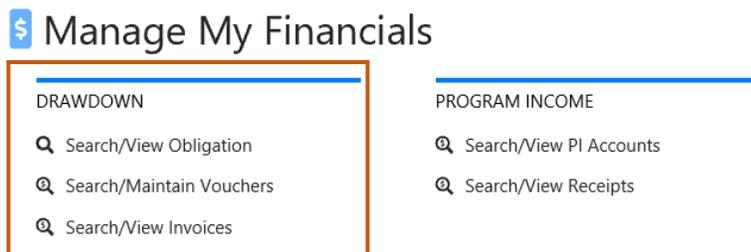
Purpose: Allow HUD Users to access View Voucher actions.

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 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.



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 <https://www.pay.gov> 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: Search/Maintain Vouchers
Purpose: Allow Draw Requesters to Revise Collection Vouchers.	
<input checked="" type="checkbox"/> Complete the following steps to Revise a Collection Voucher:	
1. Navigate to the Manage My Financials module and locate the Drawdown menu. See Step A1 above. Select <Search/Maintain Vouchers> . The “Search for Vouchers” page will load.	

The remainder of this page intentionally left blank.



User Role: Draw Requester

Menu Option: Search/Maintain Vouchers

- On the “Search for Vouchers” page, select <Collection> in the “Transaction Type” dropdown menu and select <Search>. Locate the desired “Collection Voucher” in the search results and select <Maintain> under the “Action” heading.

DRAWDOWN
Search for Vouchers

Search Criteria

Voucher #:

Grant #: B-08-DN-13-000

Line Item Status: Select

Supporting Document Status: Select

Earliest Creation Date: Select Date

Grantee Activity #:

Fund Type: Select

Display Supporting Document Details

Transaction Type:
Collection

Search | Reset

Results Page 1 of 1 (10 voucher line items found)

Voucher #	Line Item #	Creation Date	Grant #	Grantee Activity #	Responsible Organization	Fund Type	Transaction Type	Drawdown Amount	Line Item Status	Supporting Documents Status	Action
247025	3	02/04/2014	B-08-DN-13-0001	5058-001-B-I Douglas	Douglas County	PROGRAM FUND	Collection	(\$77,334.93)	Completed	NA	Maintain
282615	2	07/20/2015	B-08-DN-13-0001	5062-14A-B-H Griffin	Griffin, City of	PROGRAM FUND	Collection	(\$6,799.00)	Completed	NA	Maintain
247025	8	02/04/2014	B-08-DN-13-0001	5052-001-B-H NW GA RC	Northwest Georgia Regional Commission1	PROGRAM FUND	Collection	(\$395.00)	Completed	NA	Maintain
247025	6	02/04/2014	B-08-DN-13-0001	5052-001-B-I NW GA RC	Northwest Georgia Regional Commission1	PROGRAM FUND	Collection	(\$2,000.00)	Completed	NA	Maintain
247025	7	02/04/2014	B-08-DN-13-0001	5052-013-A-H NW GA RC	Northwest Georgia Regional Commission1	PROGRAM FUND	Collection	(\$25,494.01)	Completed	NA	Maintain

- The “Maintain Voucher” page will load. Select <Revise> under the “Action” heading.

Voucher Item | Supporting Documents | Voucher Item Comments

DRAWDOWN
Maintain Voucher

Classify Collection | Return to Search Voucher | Download PDF

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 - Dana Mykytyn

Voucher Created for: Georgia

Creation Date: 06/13/2017

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/reconstruction of residential structures	6011-14A-B-I Griffin	PROGRAM FUND	(\$12,315.41)	Completed	1	06/13/2017	Revise View
Voucher Completed Total:							(\$80,365.00)				
1	B-11-DN-13-0001					PROGRAM FUND	(\$80,365.00)	Revised		06/13/2017	View
Voucher Revised Total:							(\$80,365.00)				

- The “Revise Voucher” page will load. Notice the “Drawdown Amounts” are a negative number, meaning once revised, the revision will reduce the drawn amount for an activity as opposed to increasing the 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>.



User Role: Draw Requester

Menu Option: Search/Maintain Vouchers

Enter the amount of funds per activity until the full amount of the “Collection Voucher” is set to be revised to one or more activities.

The screenshot shows the 'Disaster Recovery Grant Reporting System' interface. At the top, there is a navigation bar with the system name and a user ID 'B-11-DN-13-0001'. Below this is a table titled 'Revised From Line Item' with columns: Grant #, Grantee Activity #, Responsible Organization, Activity Type, Activity Title, Fund Type, Drawdown Amount, Line Item Status, and Submission Date. The table contains one row with the following data: Grant # B-11-DN-13-0001, Fund Type PROGRAM FUND, Drawdown Amount (\$80,365.00), Line Item Status Revised, and Submission Date 2017-06-13.

Below the table is a section titled 'Move Funds to Activities' which contains a table with columns: Delete, Activity # / Activity Title / Available Amount, and Amount. The table has one row with a checkbox in the 'Delete' column, a dropdown menu in the 'Activity # / Activity Title / Available Amount' column, and a '\$' symbol in the 'Amount' column. Below the table are buttons for 'Add Activity', 'Delete Activity', and 'Recalculate Balance'.

Below the 'Move Funds to Activities' section, there are two summary rows: 'Total Funds moved to other activities: \$' with a value of '0', and 'Balance Remaining: \$' with a value of '0'.

Below the summary rows, there is a section for '*Revision Reason:' with a dropdown menu showing '<---Select--->'. Below this is a section for 'Enter Reviser Comment:' with a large text area.

Select <Save> when all required fields are complete.

The screenshot shows two buttons: 'Save' and 'Return to Maintain Voucher'.

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



User Role: Draw Requester

Menu Option: Search/Maintain Vouchers

- 5 The “Maintain Voucher” 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.

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
3	B-11-DN-13-0001	6011-001-B-1 Griffin	Spalding County - City of Griffin	Acquisition - general	6011-001-B-1 Griffin	PROGRAM FUND	(\$68,049.59)	Completed	1	06/13/2017	Revise View
4	B-11-DN-13-0001	6011-14A-B-1 Griffin	Spalding County - City of Griffin	Rehabilitation/reconstruction of residential structures	6011-14A-B-1 Griffin	PROGRAM FUND	(\$12,315.41)	Completed	1	06/13/2017	Revise View
Voucher Completed Total:							(\$80,365.00)				
1	B-11-DN-13-0001					PROGRAM FUND	(\$80,365.00)	Revised		06/13/2017	View
2	B-11-DN-13-0001					PROGRAM FUND	\$0.00	Revised	1	06/13/2017	View
Voucher Revised Total:							(\$80,365.00)				

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

- (a) To view the details of a line item before approving or rejecting it, select the <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.

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: Search/Maintain Vouchers

Purpose: Allow Drawdown Users to Classify Collection Vouchers as errors.

Complete the following steps to Classify Collection Vouchers as errors:



User Role: Draw Requestor Menu Option: Search/Maintain Vouchers

- 1 Navigate to the **Manage My Financials** module and locate the **Drawdown** menu. See Step A1 above. Select **<Search/Maintain Vouchers>**. The **“Search for Vouchers”** page will load.
- 2 Select **<Collection>** in the “Transaction Type” dropdown menu and select **<Search>**. Locate the desired Collection Voucher in the search results and select **<Maintain>** under the “Action” heading.

DRAWDOWN
Search for Vouchers

Search Criteria

Voucher #:

Grant #: B-08-DN-13-000

Line Item Status: Select

Supporting Document Status: Select

Earliest Creation Date: Select Date

Grantee Activity #:

Fund Type: Select

Display Supporting Document Details

Transaction Type: Collection

Search | Reset

Results Page 1 of 1 (10 voucher line items found)

Voucher #	Line Item #	Creation Date	Grant #	Grantee Activity #	Responsible Organization	Fund Type	Transaction Type	Drawdown Amount	Line Item Status	Supporting Documents	Action
247025	3	02/04/2014	B-08-DN-13-0001	5058-001-B-I Douglas	Douglas County	PROGRAM FUND	Collection	(\$77,334.93)	Completed	NA	Maintain
282615	2	07/20/2015	B-08-DN-13-0001	5062-14A-B-H Griffin	Griffin, City of	PROGRAM FUND	Collection	(\$6,799.00)	Completed	NA	Maintain
247025	8	02/04/2014	B-08-DN-13-0001	5052-001-B-H NW GA RC	Northwest Georgia Regional Commission1	PROGRAM FUND	Collection	(\$395.00)	Completed	NA	Maintain
247025	6	02/04/2014	B-08-DN-13-0001	5052-001-B-I NW GA RC	Northwest Georgia Regional Commission1	PROGRAM FUND	Collection	(\$2,000.00)	Completed	NA	Maintain
247025	7	02/04/2014	B-08-DN-13-0001	5052-013-A-H NW GA RC	Northwest Georgia Regional Commission1	PROGRAM FUND	Collection	(\$25,494.01)	Completed	NA	Maintain

- 3 The **“Maintain Voucher”** page will load. Select **<Classify Collection>**.

Disaster Recovery Grant Reporting System B-08-DN-13-0001

Voucher Item Supporting Documents

DRAWDOWN
Maintain Voucher

Classify Collection | Return to Search Voucher | Download PDF

tion if you wish to classify whether the Collection was applied to Grant Line of Credit in error.

Voucher #: 247025 Created By: B55502 - Dana Mykytyn

Voucher Created for: Georgia Creation Date: 01/30/2014

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
3	B-08-DN-13-0001	5058-001-B-I Douglas	Douglas County	Acquisition - general	S058-001-B-I Douglas	PROGRAM FUND	(\$77,334.93)	Completed	1	01/30/2014	View
8	B-08-DN-13-0001	5052-001-B-H NW GA RC	Northwest Georgia Regional Commission1	Acquisition - general	S052-001-B-H NW GA RC	PROGRAM FUND	(\$395.00)	Completed	2	01/30/2014	View
6	B-08-DN-13-0001	5052-001-B-I NW GA RC	Northwest Georgia Regional Commission1	Acquisition - general	S052-001-B-I NW GA RC	PROGRAM FUND	(\$2,000.00)	Completed	2	01/30/2014	View
7	B-08-DN-13-0001	5052-013-A-H NW GA RC	Northwest Georgia Regional Commission1	Homeownership Assistance to low- and moderate-income	S052-013-A-H NW GA RC	PROGRAM FUND	(\$25,494.01)	Completed	2	01/30/2014	View
4	B-08-DN-13-0001	5052-013-A-I NW GA RC	Northwest Georgia Regional Commission1	Homeownership Assistance to low- and moderate-income	S052-013-A-I NW GA RC	PROGRAM FUND	(\$10,000.00)	Completed	2	01/30/2014	View



User Role: Draw Requestor

Menu Option: Search/Maintain Vouchers

- The “Classify Collection” page will load. Select the checkbox to “Classify the Collection in Error,” enter comments and select <Save>.

- The “Maintain Voucher” page will load and a symbol will appear next to the “Voucher #” indicating the “Collection Voucher” was classified as an error.

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
3	B-08-DN-13-0001	5058-001-B-I Douglas	Douglas County	Acquisition - general	5058-001-B-I Douglas	PROGRAM FUND	(\$77,334.93)	Completed	1	01/30/2014	View
8	B-08-DN-13-0001	5052-001-B-H NW GA RC	Northwest Georgia Regional Commission1	Acquisition - general	5052-001-B-H NW GA RC	PROGRAM FUND	(\$395.00)	Completed	2	01/30/2014	View
6	B-08-DN-13-0001	5052-001-B-I NW GA RC	Northwest Georgia Regional Commission1	Acquisition - general	5052-001-B-I NW GA RC	PROGRAM FUND	(\$2,000.00)	Completed	2	01/30/2014	View
7	B-08-DN-13-0001	5052-013-A-H NW GA RC	Northwest Georgia Regional Commission1	Homeownership Assistance to low- and moderate-income	5052-013-A-H NW GA RC	PROGRAM FUND	(\$25,494.01)	Completed	2	01/30/2014	View
4	B-08-DN-13-0001	5052-013-A-I NW GA RC	Northwest Georgia Regional Commission1	Homeownership Assistance to low- and moderate-income	5052-013-A-I NW GA RC	PROGRAM FUND	(\$10,000.00)	Completed	2	01/30/2014	View
5	B-08-DN-13-0001	5052-14A-B-I NW GA RC	Northwest Georgia Regional Commission1	Rehabilitation/reconstruction of residential structures	5052-14A-B-I NW GA RC	PROGRAM FUND	(\$1,306.47)	Completed	2	01/30/2014	View
Voucher Completed Total:							(\$116,530.41)				



B3. HUD | Search and View Vouchers

User Role: HUD User	Menu Option: Search/Maintain Vouchers
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Purpose: Allow HUD Users to search and view vouchers.

Complete the following steps to Search and View Vouchers:

1 Navigate to the **Manage My Financials** module and locate the **Drawdown** menu. See Step A1 above. Select **<Search/Maintain Vouchers>**. The **“Search for Vouchers”** page will load.

1 Select **<Collection>** in the **“Transaction Type”** dropdown menu and select **<Search>**. Locate the desired Collection Voucher in the search results and select **<Maintain>** under the **“Action”** heading.

Results Page 1 of 1 (10 voucher line items found)

Voucher #	Line Item #	Creation Date	Grant #	Grantee Activity #	Responsible Organization	Fund Type	Transaction Type	Drawdown Amount	Line Item Status	Supporting Documents Status	Action
247025	3	02/04/2014	B-08-DN-13-0001	5058-001-B-I Douglas	Douglas County	PROGRAM FUND	Collection	(\$77,334.93)	Completed	NA	Maintain
282615	2	07/20/2015	B-08-DN-13-0001	5062-14A-B-H Griffin	Griffin, City of	PROGRAM FUND	Collection	(\$6,799.00)	Completed	NA	Maintain
247025	8	02/04/2014	B-08-DN-13-0001	5052-001-B-H NW GA RC	Northwest Georgia Regional Commission1	PROGRAM FUND	Collection	(\$395.00)	Completed	NA	Maintain
247025	6	02/04/2014	B-08-DN-13-0001	5052-001-B-I NW GA RC	Northwest Georgia Regional Commission1	PROGRAM FUND	Collection	(\$2,000.00)	Completed	NA	Maintain
247025	7	02/04/2014	B-08-DN-13-0001	5052-013-A-H NW GA RC	Northwest Georgia Regional Commission1	PROGRAM FUND	Collection	(\$25,494.01)	Completed	NA	Maintain

2 The **“Maintain Voucher”** page will load. Select **<View>** under the **“Action”** heading.

Classify Collection | **Return to Search Voucher** | **Download PDF**

Please click **Classify Collection** button if you wish to classify whether the Collection was applied to Grant Line of Credit in error.

Voucher #: 247025
Created By: B55502 - Dana Mykytyn

Voucher Created for: Georgia
Creation Date: 01/30/2014

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
3	B-08-DN-13-0001	5058-001-B-I Douglas	Douglas County	Acquisition - general	5058-001-B-I Douglas	PROGRAM FUND	(\$77,334.93)	Completed	1	01/30/2014	View
8	B-08-DN-13-0001	5052-001-B-H NW GA RC	Northwest Georgia Regional Commission1	Acquisition - general	5052-001-B-H NW GA RC	PROGRAM FUND	(\$395.00)	Completed	2	01/30/2014	View
6	B-08-DN-13-0001	5052-001-B-I NW GA RC	Northwest Georgia Regional Commission1	Acquisition - general	5052-001-B-I NW GA RC	PROGRAM FUND	(\$2,000.00)	Completed	2	01/30/2014	View
7	B-08-DN-13-0001	5052-013-A-H NW GA RC	Northwest Georgia Regional Commission1	Homeownership Assistance to low- and moderate-income	5052-013-A-H NW GA RC	PROGRAM FUND	(\$25,494.01)	Completed	2	01/30/2014	View
4	B-08-DN-13-0001	5052-013-A-I NW GA RC	Northwest Georgia Regional Commission1	Homeownership Assistance to low- and moderate-income	5052-013-A-I NW GA RC	PROGRAM FUND	(\$10,000.00)	Completed	2	01/30/2014	View