



Chapter 28: Financial - HUD Voucher Approval | Manage My Financials Module

Chapter 28: Financial - HUD Voucher Approval	1
A. Manage My Financials Module Access	1
A1. HUD User Access.....	1
B. HUD Voucher Review	2
B1. HUD Search for a Voucher	2
B2. HUD Approve/Reject or Revoke a Voucher Line Item	4
Appendix 1: View Voucher Line Item – Description of Information	9



Chapter 28: Financial - HUD Voucher Approval

This Chapter provides guidance for HUD Users on the voucher functions in the **Manage My Financials** module.

HUD Users

Location	Subsection	Action
Search/Maintain Vouchers	B1	Search for a Voucher Line Item
Search/Maintain Vouchers	B2	Approve/Reject a Voucher Line Item

A. Manage My Financials Module Access

The **Manage My Financials** module contains the main functions to search for and take actions on vouchers.

A1. HUD | User Access

User Role: HUD User	Menu Option: Manage My Financials
Purpose: Allow HUD Users to access the Manage My Financials module.	
<input checked="" type="checkbox"/> Complete the following steps to access the Manage My Financials module:	
1	<p>In the DRGR System, select the Manage My Financials module, or icon, located in the navigation menu.</p>
2	<p>This opens the menu items for the Manage My Financials module. The System displays the menu items based on the user's type and roles. Below is the Manage My Financials menu for a HUD User.</p>



B. HUD Voucher Review

B1. HUD | Search for a Voucher

User Role: HUD User	Menu Option: Search/Maintain Vouchers
Purpose: Allow HUD users to search for a voucher line item and the associated voucher	
<input checked="" type="checkbox"/> Complete the following steps to search for a voucher line item	
<ol style="list-style-type: none"> Navigate to the Manage My Financials module. See Sections A1 above. Locate the Drawdown menu and select the <Search/Maintain Vouchers> link. The “Drawdown – Search for Voucher” page will load. 	
<ol style="list-style-type: none"> On the “Drawdown - Search for Vouchers” page, Grantee and HUD users can search for voucher line items. Note, each result is an individual voucher line item associated with a specific activity and fund type. Most vouchers contain more than one-line item, so the voucher numbers in the results may repeat as different voucher line items from the same voucher are displayed. <div style="float: right; background-color: #8e44ad; color: white; padding: 10px; border-radius: 10px; width: 200px; margin-top: 10px;"> <p>TIP! This search is NOT locked by the Grant selected in the top navigation bar. Be sure to search in the correct Grant. (See (b) below.)</p> </div> <p>Users may enter search criteria to refine a search or perform a blank search by entering no criteria and selecting <Search>. (See (a) below.)</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>DRAWDOWN Search for Vouchers</p> <p>Search Criteria</p> <p>Voucher #: <input type="text"/></p> <p>Grant #: X-20-MJ-20-01 b</p> <p>Earliest Creation Date: <input type="text"/> <small>Select Date</small></p> <p>Grantee Activity #: <input type="text"/></p> <p>Line Item Status: Select c</p> <p>Fund Type: Select d</p> <p>Supporting Document Status: Select</p> <p><input type="checkbox"/> Display Supporting Document Details</p> <p>Line Item Type: Select</p> <p>Search Reset</p> </div> <p>On the “Drawdown-Search for Vouchers” page, a particularly useful search constraint is to search by “Line Item Status” (See (c) above.) One easy way to find vouchers ready for HUD approval is to search vouchers with an ‘Approved Pending HQ’ Line Item Status.</p> <div style="float: right; background-color: #8e44ad; color: white; padding: 10px; border-radius: 10px; width: 200px; margin-top: 10px;"> <p>TIP! For better search results use the <Reset> link between searches.</p> </div> <p>Another common constraint is the “Fund Type” (PF/PI) (See (d) below.)</p> <p>To maintain or view an individual voucher, select <Maintain> on the right-hand side. The “Maintain Voucher” page will load.</p> 	



DRAWDOWN
Search for Vouchers

Search Criteria

Voucher #: Grant #: X-20-MJ-20-01 Line Item Status: Select Supporting Document Status: Select

Earliest Creation Date: Select Date Grantee Activity #: Fund Type: Select Display Supporting Document Details

Transaction Type: Select

Search | Reset

Results Page 1 of 1 (5 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
470914	1	05/15/2020	X-20-MJ-20-0001	001	1026 Constance, LLC	PROGRAM INCOME	Payment	\$1.00	Open	NA	Maintain
470915	1	05/15/2020	X-20-MJ-20-0001	001	1026 Constance, LLC	PROGRAM INCOME	Payment	\$101.00	Approved	NA	Maintain
470935	1	05/18/2020	X-20-MJ-20-0001	001	1026 Constance, LLC	PROGRAM FUND	Payment	\$101.00	Approved Pending HQ	NA	Maintain

3 On the “Maintain Voucher” page, the entire voucher is displayed, not just the chosen voucher line item.

From this page the user can select a number of actions, designated by active links in the “Action” column. These links are dependent upon the status of the Voucher Line Item, and the user’s drawdown rights. HUD users can:

- (a) **approve, reject** and **view individual** voucher line items;
- (b) **download** vouchers;
- (c) **download** supporting documents; and
- (d) **edit** a review checklist, for certain Grants.

HUD Users can also **approve/reject** and **revoke** one or more selected vouchers in certain situations (covered in this Chapter). Further, HUD Users can also select the <Return to Search Voucher> link to go back to the search they just ran.

Voucher Item | Supporting Documents | Voucher Item Comments

DRAWDOWN
Maintain Voucher

Return to Search Voucher | Download PDF ← **b**

Voucher #: 531545 Created By: T008GR - Alessandra Budnik
Voucher Created for: Louisiana Creation Date: 07/01/2021

Select (AB)	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
<input type="checkbox"/>	1	X-21-DHI-MJ-0001	MJ TEST 1	4321 Associates, LLC	Rehabilitation/reconstruction of residential structures	MJ TEST ACTIVITY 1	PROGRAM FUND	\$15,643.56	Approved Pending HQ		07/01/2021 (mm/dd/yyyy)	Approve Reject View

Voucher Approved Pending HQ Total: \$15,643.56

HUD Approver Comments:

Approve Selected | Reject Selected | Submission Date

a



Review Checklist

Instruction: Select 'Edit' or 'View' to view voucher checklist.

Section One **Edit** d

Display Supporting Documents by

Line Item View

Documents View

Download All Supporting Documents c

Grantee Requester Comment:

This **<View>** link opens the “**View Voucher Line Item**” page. This page displays detailed information about the selected voucher line item, including the status of the batch in which the line item was packaged and sent to LOCCS. Additional information regarding the “**View Voucher Line Item**” page is provided in Appendix 1.

B2. HUD | Approve/Reject or Revoke a Voucher Line Item

User Role: HUD Draw Approver	Menu Option: Search/Maintain Vouchers
Purpose: Allow HUD Drawdown Approver User to approve/reject a voucher line items as appropriate. Voucher line item revocations will also be covered.	
<input checked="" type="checkbox"/> Complete the following steps to approve/reject a voucher line item	
<ol style="list-style-type: none"> 1. Navigate to the Manage My Financials module. See Sections A1 above. Locate the Drawdown menu and select the <Search/Maintain Vouchers> link. The “Drawdown – Search for Voucher” page will load. Search for the voucher that needs to be approved as described in Section B1 above. Select <Maintain>. 	
<ol style="list-style-type: none"> 2. The “Maintain Voucher” page will load. The entire voucher is displayed on this page, not just the chosen voucher line item. HUD Users take the following steps to approve or reject a Grantee voucher. <ol style="list-style-type: none"> a) Download and review the supporting documents attached to the voucher and review the comments from the Grantee Draw Approver. b) If available, select and complete the Review Checklist, using the <Edit> link. This opens a separate window. After <Save> button is selected on checklist, users should wait until the DRGR System confirms that the data saved successfully before closing the checklist window to return to “Maintain Voucher” page. c) (optional) Go to the Voucher Item Comments Tab and enter comments on each Voucher Line Item. d) Return to the Voucher Item tab and enter a comment in the “HUD Approver Comments” field. e) Change the submission date for the voucher line item, if necessary. The submission date specifies when the voucher will be submitted to LOCCS. The date can be entered manually 	<p>TIP! HUD Users approving TA Provider vouchers are able to link to the activity/work plan details.</p>



- in a MM/DD/YYYY format or selected using the pop-up calendar. The date cannot be after the activity block drawdown date, if applicable, see Chapter 14 regarding activity blocks.
- f) Select the checkbox next to the line item(s) to be approved or rejected and select **<Approve Selected>** or the **<Reject Selected>** button.

Note that from this page, the HUD User can request supporting documents using the Supporting Documents tab at the top of the page. See Chapter 29 – Voucher Supporting Documents for more information. HUD Users can also access the Review Checklist from this page.

Note: A new Voucher Item Comments tab has been added that displays all the grantee and HUD Approver / HUD Reviewer Comments per line item.

The screenshot shows the 'Maintain Voucher' page. At the top, there are tabs for 'Voucher Item', 'Supporting Documents', and 'Voucher Item Comments'. Callout 'c' points to the 'Voucher Item Comments' tab. Below the tabs, there are buttons for 'Return to Search Voucher' and 'Download PDF'. A section for 'Created By' and 'Creation Date' is visible. Callout 'e' points to the 'Creation Date' field. A table of voucher items is shown with columns for 'Line Item #', 'Grant #', 'Grantee Activity #', 'Responsible Organization', 'Activity Type', 'Activity Title', 'Fund Type', 'Drawdown Amount', 'Line Item Status', 'Revised From Line Item #', 'Submission Date', and 'Action'. Callout 'f' points to the checkbox in the 'Action' column for the first row. Below the table, there is a 'HUD Approver Comments' section with a text area and callout 'd'. At the bottom of this section are buttons for 'Approve Selected', 'Reject Selected', and 'Submission Date'. Below this is a 'Review Checklist' section with an instruction and callout 'b'. Further down, there are sections for 'Display Supporting Documents by' with radio buttons for 'Line Item View' and 'Documents View', and a 'Download All Supporting Documents' button with callout 'a'. At the bottom, there is a 'Grantee Requester Comment' section.

This action refreshes the “Maintain Voucher” page with a message confirming the approval or rejection appears at the top of the page (see (d) below).

Maintain Voucher

The screenshot shows the 'Maintain Voucher' page after an action. A message box at the top states: '• Voucher line item(s) approved successfully. Voucher approved total: \$150,000.00.' Callout 'd' points to this message. Below the message are buttons for 'Return to Search Voucher' and 'Download PDF'.

The status of the line items is updated as appropriate. The line items appear in the group of line items with the same status. The submission date and any comments are now read-only.



Return to Search Voucher

Voucher #: 100198
Created By: DGRAHAM
Voucher Created for: State of Virginia
Creation Date: 10/23/2008

Select (All)	Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
<input type="checkbox"/>	1	8-05-DJ-S1-0001	JAMES CITY COUNTY 05-DRP-04: #14A	James City County.	Rehabilitation/reconstruction of residential structures	JAMES CITY COUNTY 05-DRP-04: #14A	PROGRAM FUND	\$899.00	\$100.00	Approved by HQ	11/27/2008	Revoke View
									Voucher Approved by HQ Total: \$100.00			
	3	8-05-DJ-S1-0001	JAMES CITY COUNTY 05-DRP-04: #21A	James City County.	Administration	JAMES CITY COUNTY 05-DRP-04: #21A	PROGRAM FUND	\$704.50	\$200.00	Open	10/23/2008	View
	4	8-05-DJ-S1-0001	YORK 05-DRP-07: #14A	York County	Rehabilitation/reconstruction of residential structures	YORK 05-DRP-07: #14A	PROGRAM FUND	\$3,070.00	\$50.00	Open	10/23/2008	View
									Voucher Open Total: \$250.00			
	5	8-05-DJ-S1-0001	JAMES CITY COUNTY 05-DRP-04: #14A	James City County.	Administration	JAMES CITY COUNTY 05-DRP-04: #14A	PROGRAM FUND	\$704.50	\$250.00	Revised	10/23/2008	View

Group subtotals are updated

Status is updated

3 From the “Maintain Voucher” page HUD Drawdown Approvers can also revoke approvals on voucher line items. If a voucher line item was approved in error, the HUD Draw Approver can revoke the approval if the line item has not yet been submitted to LOCCS. Only line items with a line item status of ‘Approved by HQ’ can have their approval revoked. After approval is revoked, the line item returns to a status of Approved Pending HQ. After approval is revoked, the line item returns to the previous status of Open.

Only the HUD Draw Approver who originally approved a voucher can revoke its approval. The links shown in the “Action” column will only display the <Revoke> link if the user has Draw Approver rights and approved the line item.

Select the <Revoke> link in the “Action” column next to the line item for which you want to revoke approval.

The remainder of this page intentionally left blank.



Drawdown

Maintain Voucher

[Return to Search Voucher](#)

Voucher #: 100198

Created By: DGRAHAM

Voucher Created for: State of Virginia

Creation Date: 10/23/2008

Select (All)	Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
<input type="checkbox"/>	1	B-05-DJ-S1-0001	JAMES CITY COUNTY 05-DRP-04: #14A	James City County.	Rehabilitation/reconstruction of residential structures	JAMES CITY COUNTY 05-DRP-04: #14A	PROGRAM FUND	\$899.00	\$100.00	Approved by HQ	11/27/2008	Revoke View
Voucher Approved by HQ Total:									\$100.00			
	3	B-05-DJ-S1-0001	JAMES CITY COUNTY 05-DRP-04: #21A	James City County.	Administration	JAMES CITY COUNTY 05-DRP-04: #21A	PROGRAM FUND	\$704.50	\$200.00	Open	10/23/2008	View
	4	B-05-DJ-S1-0001	YORK 05-DRP-07: #14A	York County	Rehabilitation/reconstruction of residential structures	YORK 05-DRP-07: #14A	PROGRAM FUND	\$3,070.00	\$50.00	Open	10/23/2008	View
Voucher Open Total:									\$250.00			
		B-05-	JAMES CITY			JAMES CITY						

This action refreshes the “Maintain Voucher” page, with a message confirming the revocation at the top of the page (see (a) below). The status of the line item has been updated to ‘Open’ and the line item appears in the group of line items with the ‘Open’ status. The submission date and comments are now editable.

The remainder of this page is intentionally left blank.



Chapter 28: Financial – HUD Voucher Approval | Manage My Financials Module

Drawdown

Maintain Voucher

- Voucher item revoked successfully

[Return to Search Voucher](#)

Voucher #: 100198 Created By: GRAHAM
Voucher Created for: State of Virginia Creation Date: 10/23/2008

Select (All)	Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action	
<input type="checkbox"/>	1	B-05-03-S1-0001	JAMES CITY COUNTY 05-099-04: #14A	James City County	Rehabilitation/reconstruction of residential structures	JAMES CITY COUNTY PROGRAM 05-099-04: #14A	FUND	\$899.00	\$100.00	Approved Pending HQ	10/27/2008	Approve Reject View	
									Voucher Approved Pending HQ Total:	\$100.00			
	3	B-05-03-S1-0001	JAMES CITY COUNTY 05-099-04: #21A	James City County	Administration	JAMES CITY COUNTY PROGRAM 05-099-04: #21A	FUND	\$704.50	\$200.00	Open	10/23/2008		
	4	B-05-03-S1-0001	YORK 05-099-07: #14A	York County	Rehabilitation/reconstruction of residential structures	YORK 05-099-07: #14A	PROGRAM FUND	\$3,070.00	\$50.00	Open	10/23/2008		
									Voucher Open Total:	\$250.00			

Note: The 'Approved Pending HQ' status in the first row is circled in red, with an arrow pointing to a red box labeled 'Status is updated'. The 'Voucher Approved Pending HQ Total: \$100.00' row is also circled in red, with an arrow pointing to a red box labeled 'Group subtotals are updated'. A red box labeled 'Status is updated' also points to the 'Approved Pending HQ' status. A red box labeled 'Group subtotals are updated' also points to the 'Voucher Approved Pending HQ Total' row. A red box labeled 'Status is updated' also points to the 'Approved Pending HQ' status. A red box labeled 'Group subtotals are updated' also points to the 'Voucher Approved Pending HQ Total' row. A red box labeled 'Status is updated' also points to the 'Approved Pending HQ' status. A red box labeled 'Group subtotals are updated' also points to the 'Voucher Approved Pending HQ Total' row.

The remainder of this page intentionally left blank.



Appendix 1: View Voucher Line Item – Description of Information

An example of a “View Voucher Line Item” page and a table with descriptions of the “View Voucher Line Item” page fields is included in this Appendix.

Screenshot: “View Voucher Line Item” page

DRAWDOWN
View Voucher Line Item

Return to Search Voucher Return to Maintain Voucher

Voucher Created For: Louisiana	Voucher # / Line Item #: 470914 / 1	Grant # : X-20-MJ-20-0001	Transaction Type: Payment
--	---	-------------------------------------	-------------------------------------

Created By:
T024GR - Dana Henry

Creation Date:
05/15/2020

Grantee Requester Comments:

Voucher Level Supporting Documents

None

LOCCS Confirmation

DRGR Status: Open

Batch #:

Batch Date:

LOCCS Control #:

LOCCS Status: Blank

LOCCS Pay Code Description:

Batch Updated By: T024GR

Date Updated: 2020-05-15 11:00:15.0

Special Remarks:

Confirm Batch #:

Confirm Batch Date:

Confirmation Code:

Pay Method:

Payment Date:

Schedule #:

Reschedule:

Effective Date:

Line Item

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Submission Date
X-20-MJ-20-0001	001	1026 Constance, LLC	Acquisition - general	Act 001	PROGRAM INCOME	\$1.00	Open	2020-05-15

Supporting Documents

File Name
user reset query.txt

Revision Reason History:

Revision Comment History:

Grantee Approver Comments:
(None)

HQ Approver Comments:
(None)

Supporting Documentation History

Date:	Modification Type:	Modification:	Modified By:
05/15/2020	Document Added	user reset query.txt	T024GR Henry Dana

Return to Search Voucher Return to Maintain Voucher



Field Descriptions for “View Voucher Line Item” Page

Area	Field	Description
DRGR Information	DRGR Status	The status of this voucher item:
		Open Initial status
		Approved Voucher approved
		Pending Voucher pending receipt by LOCCS
		Canceled The Grantee canceled an Open voucher
		Completed Voucher paid through LOCCS
		Revoked Grantee revoked voucher approval
		Revised Grantee revised HUD Activity Number drawing the funds from this voucher
	Batch #	The LOCCS batch number in which this line item was processed. If this field displays all zeroes, the drawdown request has not yet been sent to LOCCS.
	Batch Date	The date that the batch was sent to LOCCS.
	LOCCS Control #	A LOCCS-assigned number used to identify the voucher line item after being processed by LOCCS.
	LOCCS Status	The status of this voucher in LOCCS: Voucher line item confirmation file currently processing (Open) Voucher line item pending confirmation by LOCCS Voucher line item approved by LOCCS Voucher line item rejected by LOCCS Voucher line item rejected by Treasury On hold Cancelled by LOCCS Voucher line item rescheduled by LOCCS
LOCCS Update	Batch Updated By	Identifies LOCCS as the batch processor.
	Date Updated	The date that the batch processing results were received from LOCCS.
	Special Remarks	LOCCS-generated comments about voucher line items that needed special processing.



Area	Field	Description
LOCCS Confirmation Information	Confirm Batch #	The LOCCS batch number in which this voucher line item was processed after it was received from the DRGR batch.
	Confirm Batch Date	The LOCCS batch date in which this voucher line item was processed after it was received from the DRGR batch.
	Confirmation Code	The LOCCS confirmation code for this batch: P00 Processed R01 Rejected, bad batch header R02 Rejected, batch count off R03 Rejected, batch total off R03 Rejected, RCD-BCH-NO does not equal batch R05 Rejected, out of sequence on RCD-NO R50 Rejected, invalid Grantee/Grant/program R51 Rejected, insufficient funds R52 Rejected, detail total does not equal voucher total R53 Rejected, out of sequence on voucher line number R54 Rejected, duplicate voucher number R55 Rejected, failed conversion edits R59 Rejected, other voucher lines failed edits R99 Rejected, missing required information H01 Held, missing payment information H02 Held, suspension H03 Held, funding problem
	Pay Method	Identifies method of payment (check or direct deposit).
	Payment Date	Date that the payment issued.
	Schedule #	Number used to identify payment.
	Reschedule	Identifies whether the payment was rescheduled.
	Effective Date	Identifies reschedule date.