HANDOUT 3: Steps to Addressing Technical Glitches in IDIS July 18, 2012

Currently there are two glitches in IDIS in the HOPWA-C pathway that will affect your ability to complete two common functions in IDIS.

- <u>Approve Vouchers:</u> The HOPWA manual instructs Grantees to go to the
 Funding/Drawdown tab at the top of the IDIS screen and click on Approve Voucher
 in order to approve a pending voucher. Unfortunately at this time, the Approve
 Voucher button is not working.
- Encumber Funds for Administration Activities: Currently the HOPWA-C pathway is requiring users to set up an Administration (AD) Subfund in order to encumber funds for administrative activities. A **Subfund** is a way for the grantee to set aside funds for a specific purpose in order to better track and manage funding streams. At this time, HOPWA-C users can only encumber funds for Administration Activities by setting up an AD Subfund.

Corrective actions have been requested. However, until this action has been assigned to a future release of IDIS (TBD), please use this memo which outlines steps the user can take to work around these glitches in order to complete these functions.

Approve Vouchers

Use the following steps to approve vouchers:

- 1. Log into IDIS.
- 2. Click on the **Funding/Drawdown** tab at the top of your screen.
- 3. Instead of clicking on Approve Voucher button on the left side of the screen, click on Search Voucher. After searching for the Activity voucher you want to approve, you should see the table in the screen shot below. Click on Maintain-Approve voucher in the column labeled Action. The system will re-direct you to the Maintain-Approve Voucher Screen.



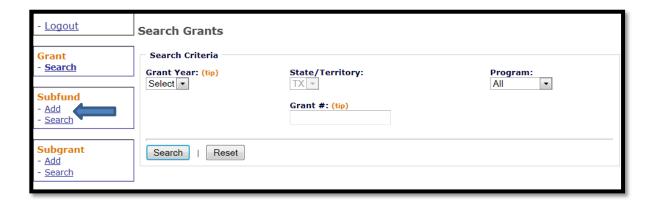
4. Click on **Approve** in the **Action** column (or the **Approve All Line Items** if desired for multiple line vouchers). Once the voucher is approved, IDIS will forward the

draw request to LOCCS at the end of the day. The funds are typically wire transferred within two or three days of the drawdown approval.

Encumber Funds for Administration Activities

In order to move funds into the AD Subfund use the following steps:

- 1. Set up the AD Subfund.
 - a. Log into IDIS.
 - b. Click on the **Grant** tab at the top of your screen.
 - c. On the left side of the screen click **Add Subfund**. See screen shot below:



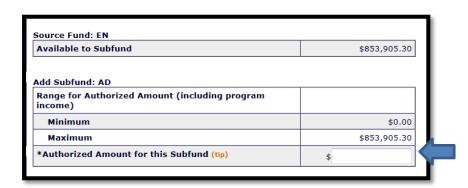
d. In the Add Subfunds screen (screen shot below), locate the grant to be subfunded by entering HOPWA-C under Program, AD under Fund Type and either the Grant # or the Grant Year (in this case 2012) of the grant for which you want to set up the AD Subfund.



e. Once your grant appears, confirm that the **Program** says **HOPWA-C**, **Grant Year** says **2012**, the **Grant #** is correct and that the **Fund Type** listed is **AD**, then click **Add Fund Type** in the column labeled **Action**.



f. In the Row entitled **Authorized Amount for this Subfund**, enter the amount of HOPWA funds to be moved from the total grant award (EN fund type) to the AD Subfund for administration activities. This should include all the funds allocated for grantee administration as well as all project sponsor administration activities. Remember that HOPWA regulations limit grantee administration costs to 3% of the total grant costs and project sponsor administration costs to 7% of the total grant costs. Click **Save**.



- Now that the AD Subfund is set up you can encumber funds to Administration activities. To encumber funds from the AD Subfund to Administration activities complete the following steps:
 - Navigate to the Edit Activity Funding screen by one of the following methods:
 - Click on the Funding/Drawdown tab at the top of the screen. On the left side of the screen under Activity Funding, click Search and complete the steps to search for the activity for which funding will be added.

- From the Activity Common Screen for the activity to be funded, click Activity Funding
- b. The system will display the Edit Activity Funding screen for the selected Activity. Two Fund Types should appear: the bulk of the grant will appear under the fund type EN (entitlement) and the Subfund set up in Step 1 will appear as fund type AD. Next to the Row for the AD Subfund (see screenshot below), click Add-Edit.



c. Complete the Add-Edit Funding Line Item screen by entering the Grant Year (2012) from which the activity will be funded and the Funded Amount to be encumbered to the activity. The system will not allow the user to encumber more funds than is available in the AD Subfund.



d. Click **Save**. If successful, an "Activity funded successfully" message will appear near the top of the screen. The Grantee may now draw HOPWA funds for activity services rendered.