

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.

- Approve Vouchers: 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.

IDIS Voucher #		Line Item #	Creation Date	IDIS Actv ID	Activity Name	Line Item Status	Drawdown Amount	Action
5425744		1	06/11/2012	4103	2012 TRAVELERS AID ADMINISTRATION	Open	\$5,000.00	Maintain-Approve View

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:

The screenshot shows the 'Search Grants' interface. On the left, there is a sidebar with navigation options: '- Logout', 'Grant - Search', 'Subfund - Add - Search' (with a blue arrow pointing to 'Add'), and 'Subgrant - Add - Search'. The main content area is titled 'Search Grants' and contains a 'Search Criteria' section with the following fields: 'Grant Year: (tip)' with a dropdown menu showing 'Select', 'State/Territory:' with a dropdown menu showing 'TX', 'Program:' with a dropdown menu showing 'All', and 'Grant #: (tip)' with an empty text input field. At the bottom of the search criteria section are 'Search' and 'Reset' buttons.

- 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.

The screenshot shows the 'Add Subfunds' interface. The left sidebar is partially visible. The main content area is titled 'Subfund Add Subfunds' and contains a 'Search Criteria' section with the following fields: 'Program:' with a dropdown menu showing 'HOPWA-C', 'Fund Type: (tip)' with a dropdown menu showing 'AD', 'Grant Year: (tip)' with a dropdown menu showing '2012', and 'Grant #: (tip)' with an empty text input field. At the bottom of the search criteria section are 'Search' and 'Reset' buttons.


- 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**.

Results Page 1 of 1

Program	Grant Year	Grant #	Fund Type	Action
HOPWA-C	2012	Your Grant Number	AD	Add Fund Type

- 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**.

Source Fund: EN	
Available to Subfund	\$853,905.30
Add Subfund: AD	
Range for Authorized Amount (including program income)	
Minimum	\$0.00
Maximum	\$853,905.30
*Authorized Amount for this Subfund (tip)	\$ <input type="text"/>




2. 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.

OR

- ii. 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**.

Available Funds								
Recipient Name	Program	Fund Type	Source Name	Source Type	Available for Funding	Funded Amount	Drawn Amount	Action
ATLANTA, GA	HOPWA-C	AD	HUD	HH	\$5,600.00	\$0.00	\$0.00	Add-Edit View
ATLANTA, GA	HOPWA-C	EN	HUD	HH	\$8,940,191.76	\$0.00	\$0.00	Add-Edit View




- 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.

Funding Source							
Program	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Drawn Amount	Funded Amount
HOPWA-C	AD	HUD	HH	ATLANTA, GA	\$5,600.00	\$0.00	\$0.00

Current Funding for This Source		
Grant Year (tip)	Funded Amount	Drawn Amount
2012	\$ 2000	\$0.00

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- 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.