

# Chapter 15

## DRAWDOWNS

Drawdowns may be made for an HTF activity after it has been funded. The total amount drawn down cannot exceed the funded amount.

### ACCESSING THE DRAWDOWN FUNCTIONS

Click the Funding/Drawdown tab at the top of the page you are on to display the Search for Activities to Fund screen. On it, and all other Funding/Drawdown screens, links to the draw functions you are authorized to access are listed on the left:

The screenshot shows a web application interface with a top navigation bar containing tabs: Plans/Projects/Activities, Funding/Drawdown (selected), Grant, Grantee/PJ, Admin, and Reports. Below the navigation bar is a notification banner: "You have 1 HOME activities that have been flagged. Click on the number to go to the review page." The main content area is titled "Activity Funding" and "Search for Activities to Fund". It contains a search criteria form with the following fields: Program (dropdown menu with "All" selected), IDIS Project ID (text input), Activity Status (dropdown menu with "Select" selected), Activity Name (text input), IDIS Activity ID (text input), \*Activity Owner (dropdown menu with "HAWAII" selected), Program Year (dropdown menu with "All" selected), and Grantee/PJ Activity ID (text input). At the bottom of the form are "Search" and "Reset" buttons. On the left side, there is a sidebar menu with the following items: "User: Grantee, Role: Grantee, Organization: HAWAII" with sub-items "- Switch Profile" and "- Logout"; "Activity Funding" with sub-item "- Search"; "Drawdown" (highlighted with a blue callout box) with sub-items "- Create Voucher", "- Search Voucher", and "- Approve Voucher"; "Receipt" with sub-items "- Add", "- Search", and "- Search Accounts"; and "Section 108 Loan" with sub-item "- Search".

The three draw functions—Create Voucher, Search Voucher, and Approve Voucher—are discussed below.

## CREATE DRAWDOWN VOUCHERS

To create a draw for one or more activities, click the Drawdown [Create Voucher](#) link to display the first of five screens.

### CREATE VOUCHER - PAGE 1 OF 4 (SELECT ACTIVITIES)

On this screen you will specify the activities you are drawing funds for and, optionally, the date you want the voucher to be submitted to LOCCS:

**Drawdown**

Create Voucher - Page 1 of 4 (Select Activities)

---

---

**\* Indicates Required Field**

**\*Voucher Created For: (tip)** **Requested LOCCS Submission Date: (tip)**

HAWAII

(mm/dd/yyyy)

**Activity Owner: (tip)**

HAWAII

**\*IDIS Activity ID**


|

Field	Description
Voucher Created For	If drawing funds from a subgrant, select the organization that received the subgrant.
Activity Owner	If the name showing in this field is not the grantee who owns the activities that funds are being drawn for, select the correct organization from the dropdown.
Requested LOCCS Submission Date	<p>If you want this voucher to be submitted to LOCCS at a future date, enter that date here.</p> <p>If you leave the field blank, the request will be submitted to LOCCS the same day it is approved (unless the approver changes the submission date for one or more line items).</p>
IDIS Activity ID	<p>To identify the activities for which funds are to be drawn, you may either:</p> <ul style="list-style-type: none"> <li>Input the IDIS ACTIVITY ID(s) manually.</li> <li>Click the [Search for Activities] button, run a search, and select the activity or activities from the search results. To select an activity, click its Select box in the last column of the results table. When you have selected all the activities you want, click the [Add Selected Activities] button.</li> </ul> <p>Up to 60 activities may be input/selected.</p>



Field	Description
Recipient Name	The recipient of this funding source.
Program	The CPD program providing this funding.
Grant Year	The grant year of the funding source.
Fund Type	The type of this funding source. For HTF: <b>AD</b> Administration <b>EN</b> Entitlement <b>HB</b> Homebuyer <b>RO</b> Rental Operating Assistance and Reserves <b>SU</b> Subgrant
Source Name	For grantees, <b>HUD</b> ; for subgrantees, the organization that provided the subgrant.
Source Type	For HTF, the fourth and fifth characters of the HTF grant number: <b>SG</b> (State) or <b>ST</b> (Insular Area).
Prior Year	Currently not applicable to HTF draws.
Funded Amount	The amount committed to this activity from this funding source.
Available to Draw	The amount still available to draw from this funding source, equal to FUNDED AMOUNT minus the amount already drawn.
Drawdown Amount	Enter the amount to be drawn from this funding source for this activity.  Enter amounts as dollars and cents, with or without commas. If you input a whole dollar amount, IDIS will append the '.00'.
Progress by Activity ID	
Entered	Activities for which a draw amount has already been input.
Not Entered	Activities for which a draw amount has not yet been input.
Invalid	Activities for which you will not be allowed to input a draw amount. For a multi-activity draw, this is the only message notifying you that for some reason a draw request cannot be made for an activity.

For multi-activity draws, use the [Next Activity] and [Previous Activity] buttons to page among the activities.

Once you have input and verified all draw amounts, click the [Confirm Voucher] button.

## CREATE VOUCHER - PAGE 3 OF 5 (HTF CERTIFICATION)

This screen is displayed only if the draw includes line items for EN funds. It lists five statements that the Grantee must certify as being true before confirming the voucher:

**Drawdown**  
Create Voucher - Page 3 of 5 (HTF Certification)

**HTF Drawdown Certification**

By requesting the disbursement of Federal funds, the Housing Trust Fund (HTF) grantee using this system certifies that he/she is authorized to execute the certifications set forth herein, and, on behalf of the HTF grantee, further certifies that, in accordance with the applicable statutory requirements (Section 1338 of the Federal Housing Enterprises Financial Safety and Soundness Act of 1992, 12 U.S.C. 4501 et seq.) and HUD's implementing regulations codified at 24 CFR Part 93:

- (i) the HTF grantee has no funds in its HTF local account that constitute program income, recaptured funds, or repayments;
- (ii) the HTF grantee has not drawn and will not draw HTF funds until after all program income has been expended;
- (iii) the HTF grantee has complied with and will comply with all of the financial reporting responsibilities required by HUD's regulations and the applicable uniform administrative requirements at 2 CFR Part 200;
- (iv) the HTF grantee has not drawn and will not draw funds from its HTF Treasury Account that exceed its remaining line of credit;
- (v) the funds that HTF grantee has drawn and will draw shall be used pursuant to HTF grantee's approved housing strategy and shall be used in compliance with all applicable statutory requirements (Section 1338 of the Federal Housing Enterprises Financial Safety and Soundness Act of 1992, 12 U.S.C. 4501 et seq.) and HUD's implementing regulations (24 CFR part 93); and (vi) all of the statements and claims, financial and otherwise, made herein are true and correct. Pursuant to 18 USC § 1001, 31 USC § 3729, et seq., and 24 CFR Part 28, a person who makes false or fraudulent statements and claims is subject to up to 5 years imprisonment and civil penalties of not less than \$5,000 and not more than \$10,000 plus up to 3 times the amount of damages sustained by the Government because of the act of that person.

**This certification applies to the following HTF Drawdown Line Item:**

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount
1	600	Single Site Rental	HTF	2016	EN	HUD	SG	HAWAII	N/A	\$35,000.00
Total										\$35,000.00

If you agree with the statements, click the [I agree] button to execute the certification and continue with voucher processing.

If you do not agree and all the line items are EN draws, click the [Cancel Voucher] button. If the voucher includes draws of other fund types, you can click the [I disagree...] button to continue processing all but the EN line items, or you can cancel the entire voucher.

## CREATE VOUCHER – VOUCHERS DRAWING BOTH HOME AND HTF FUNDS

In cases of a Voucher for an activity jointly drawing from both HOME EN funds and HTF EN funds, you will need to respond to certifications for each program. The existing HOME drawdown certification page will appear first in this instance and you will have the following options:

- If you agree with the HOME certification statements, click the [I agree] button to execute the certification and continue to the HTF Certification page.
- If you do not agree, you can click the [I disagree...] button to continue processing all but the HOME EN line items and continue to the HTF Certification page.
- Click the [Cancel Voucher] button to cancel the entire voucher.

## CREATE VOUCHER - PAGE 4 OF 5 (CONFIRMATION)

This screen displays the draw amounts by funding source for each activity. You can choose either to generate or cancel the voucher:

**Drawdown**

Create Voucher - Page 4 of 5 (Confirmation)

- Click "Generate Voucher" to complete voucher creation

---

|

---

**Voucher Created For:**  
 HAWAII

**Requested LOCCS Submission Date:**  
   
(mm/dd/yyyy)

**Activity Owner:**  
 HAWAII

**Voucher Line Items**

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount
1	600	Single Site Rental	HTF	2016	EN	HUD	SG	HAWAII	N/A	\$35,000.00
<b>Total</b>										\$35,000.00

---

|

Field	Description
Voucher Created For	The organization for which the draw is being made.
Activity Owner	The name of the Grantee whose Action Plan project the activity is set up under.
Requested LOCCS Submission Date	If a submission date was entered on Page 1, it is displayed here and may be changed. If the field is left blank, the voucher will be submitted to LOCCS the same day it is approved (unless the approver changes the submission date for one or more line items).
Voucher Details	
Line Item #	A voucher is made up of one or more line items. The number of line items in a voucher is determined by IDIS, and depends on the number of activities that draws have been requested for, the number of funding sources for each activity, and the number of grants used to satisfy the draw amounts.
IDIS Actv ID	The ID of the activity for which the draw is being made.
Activity Name	The name of the activity for which the draw is being made.
Program	The CPD program whose grant funds are being drawn.
Grant Year	The year of the grant (the second and third characters of a HTF grant number) from which the DRAWDOWN AMOUNT will be taken.
Fund Type	The type of funds from which the DRAWDOWN AMOUNT will be taken (see page 15-4 for a list of HTF fund types).
Source Name	For grantees, <b>HUD</b> ; for subgrantees, the organization that provided the subgrant.

---

<b>Field</b>	<b>Description</b>
Source Type	For HTF, the fourth and fifth characters of the HTF grant number (see page 15-4 for a list).
Recipient Name	The recipient of this funding source.
Prior Program Year	Currently not applicable to HTF draws.
Drawdown Amount	The amount that will be drawn down from this funding source.

If an activity number, funding source, or draw amount is not as you want it, click the [Cancel Voucher] button. The Page 1 create voucher screen is displayed.

Otherwise, click the [Generate Voucher] button to display the final screen.

## CREATE VOUCHER - PAGE 5 OF 5 (VIEW)

The last create voucher screen is read-only:

**Drawdown**

Create Voucher - Page 5 of 5 (View)

- Voucher created successfully

---

[Return to Create Voucher](#)

---

<b>Voucher Created For:</b> HAWAII	<b>IDIS Voucher #:</b> 5971790
<b>Activity Owner:</b> HAWAII	<b>Created By:</b> C56960
<b>Requested LOCCS Submission Date:</b>	<b>Creation Date:</b> 02/01/2017

**Voucher Details**

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Grant #	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount
1	600	Single Site Rental	HTF	2016	F16SG150100	EN	HUD	SG	HAWAII	N/A	\$40,000.00
Total											\$40,000.00

---

[Return to Create Voucher](#)

Field	Description
Voucher Created For <i>through</i> Requested LOCCS Submission Date	Same as Page 4 voucher screen.
IDIS Voucher #	The voucher number is system-generated.
Created By	The IDIS user ID of the person who generated the voucher.
Creation Date	The date the voucher was generated. A voucher must be approved and submitted within 90 days of its CREATION DATE or it will be canceled automatically.
Voucher Details fields	Same as Page 4 voucher screen.
Total	The total amount of the voucher.

## APPROVE VOUCHERS

Three security rules are applied to the approval of all vouchers in IDIS:

1. Only grantee users with draw approval can approve draws.
2. The user who creates a draw cannot also approve it.
3. All HTF grants are State grants and all draws on State grants must be approved by a State user.

Note, too, that a drawdown must be approved within 90 days of its creation date or it will be canceled by the system.

To access the approval function, click the Drawdown [Approve Vouchers](#) link on any Funding/Drawdown tab screen to display the Search Vouchers for Approval screen.

## SEARCH VOUCHERS FOR APPROVAL SCREEN

Specify as many or as few search criteria as you wish to retrieve the vouchers to be approved:

Field	Description
IDIS Voucher #	Enter a voucher number to limit the results to one voucher (searches on partial voucher numbers are not allowed).
Earliest Creation Date	Enter a date to limit the results to vouchers created on or after that date.
IDIS Activity ID	Enter an IDIS Activity ID to limit the results to vouchers with draws for that activity.
Line Item Status	Read-only. Since only line items with a status of <b>Open</b> can be approved, searches on this screen are limited to vouchers with open line items.
Activity Owner	Choose the grantee who owns the activities for which funds were drawn.

Click the [Search] button to run the search and display the vouchers that meet the criteria you specified:

**Drawdown**

Search Vouchers For Approval

**Search Criteria**

**IDIS Voucher #:** 
**IDIS Activity ID:** 
**Activity Owner:**

**Earliest Creation Date:** 
**Line Item Status:**

(mm/dd/yyyy)

|

**Results Page 1 of 1 (4 voucher line items found)**

IDIS Voucher #	Line Item #	Creation Date	IDIS Actv ID	Grant Number	Activity Name	Line Item Status	Drawdown Amount	Action
5971691	1	12/09/2016	596	F16SG150100	Rental Operating Assistance	Open	\$500.00	Maintain-Approve   View
5971692	1	12/09/2016	596	F16SG150100	Rental Operating Assistance	Open	\$500.00	Maintain-Approve   View
5971693	1	12/09/2016	596	F16SG150100	Rental Operating Assistance	Open	\$1,000.00	Maintain-Approve   View
5971711	1	12/14/2016	596	F16SG150100	Rental Operating Assistance	Open	\$1,000.00	Maintain-Approve   View

Field	Description
IDIS Voucher #	The system-assigned voucher number.
Line Item #	The system-assigned line item number. The number of line items in a voucher is determined by IDIS, and depends on the number of activities that draws have been requested for, the number of funding sources for each activity, and the number of grants used to satisfy the draw amounts.
Creation Date	The date the voucher was generated in IDIS.
IDIS Actv ID	The ID of the activity for which the draw is being made.
Grant Number	The HTF grant number for the account from which the draw will be taken.
Activity Name	The name of that activity.
Line Item Status	<b>Open</b> for line items that can be approved. See page 15-14 for other LINE ITEM STATUS values.
Drawdown Amount	The amount of the draw request for this line item.

Click the [Maintain-Approve](#) link for a line item to display the Maintain and Approve Voucher screen.

## MAINTAIN AND APPROVE VOUCHER SCREEN

This screen provides access to the Approve, Revoke, Revise, Cancel, and View functions for draws. The Approve Draw function is explained below. The other functions are covered starting on page 15-18.

**Drawdown**

Maintain and Approve Voucher

---

[Return to Search Vouchers](#)

---

<b>Voucher Created For:</b> HAWAII	<b>IDIS Voucher #:</b> 5971730
<b>Activity Owner:</b> HAWAII	<b>Created By:</b> C56960
<b>Creation Date:</b> 12/21/2016	

**Voucher Details**

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Grant #	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date	Action
1	600	Single Site Rental	HTF	2016	F16SG150100	EN	HUD	SG	HAWAII	N/A	\$35,000.00	Open	12/21/2016	Approve   Revise Cancel   View

---

[Return to Search Vouchers](#)

Field	Description
Voucher Created for	The organization for which the draw is being made.
Activity Owner	The name of the Grantee whose Action Plan project the activity is set up under.
IDIS Voucher #	The system-generated voucher number.
Created By	The IDIS user ID of the person who generated the voucher.
Creation Date	The date the voucher was generated.
Voucher Details	
Line Item #	The system-assigned line item number.
IDIS Actv ID	The ID of the activity for which the draw has been requested.
Activity Name	The name of that activity.
Program	The CPD program whose grant funds are being drawn.
Grant Year	The year of the grant (the second and third characters of a HTF grant number) from which the DRAWDOWN AMOUNT will be taken.
Fund Type	The type of funds from which the DRAWDOWN AMOUNT will be taken. For HTF: <ul style="list-style-type: none"> <li><b>AD</b> Administration</li> <li><b>EN</b> Entitlement</li> <li><b>HB</b> Homebuyer</li> <li><b>RO</b> Rental Operating Assistance and Reserves</li> <li><b>SU</b> Subgrant</li> </ul>

Field	Description
Source Name	For grantees, <b>HUD</b> ; for subgrantees, the organization that provided the subgrant.
Source Type	For HTF, the fourth and fifth characters of the HTF grant number: <b>SG</b> (State) or <b>ST</b> (Insular Area).
Recipient Name	The recipient of this funding source.
Prior Program Year	Currently not applicable to HTF draws.
Drawdown Amount	The amount that will be drawn down from this funding source.
Line Item Status	<b>Open</b> for line items that can be approved. See page 15-14 for other LINE ITEM STATUS values.
Submission Date	This will be today's date, unless the person who created the draw input a different one.
Action	If you are authorized to approve draws, the <u>Approve</u> link is shown for vouchers you did not create.  For the other ACTION links, see page 15-17.
Set all submission dates to <i>and</i> [Approve all Line Items]	Displayed only if you have draw approval authority and there are two or more line items with a status of <b>Open</b> .

### **Approving All Line Items at Once**

To approve all the line items at once:

- If you like, specify a submission date in the SET ALL SUBMISSION DATES TO field. If you leave it blank, it will be set to today's date for all line items.
- Click the [Approve All Line Items] button next to it.
- A message asking "Are you sure you want to approve all line items?" is displayed. Click [OK] or [Cancel], as appropriate.

When you click [OK], the Maintain and Approve Voucher screen is redisplayed. Notice that the LINE ITEM STATUS has been updated to **Approved** and the available links in the ACTION column have changed. Clicking the Revoke link will revoke the approval and set the status of the line item back to **Open**.

### **Approving a Single Line Item**

Click the Approve link in the ACTION column of the line item you want to approve. The Confirm Voucher Line Item screen is displayed.

### **CONFIRM VOUCHER LINE ITEM APPROVAL SCREEN**

The Confirm Voucher Line Item Approval screen looks like this:

**Drawdown**

Confirm Voucher Line Item Approval

Approve This Voucher Line Item | Return to Maintain and Approve Voucher

Voucher Created For: HAWAII      IDIS Voucher # / Line Item #: 5971730/1      Grant #: F-16-SG-15-0100      Transaction Type: Payment

Activity Owner: HAWAII      Created By: C56960      Approved By:      Pay To: HAWAII

Creation Date: 12/21/2016      Approval Date:

**IDIS Information**

IDIS Status: Open

Batch #:      Batch Date:      LOCCS Control #:      LOCCS Status: Blank

**Voucher Update**

Voucher Updated By: C56960      Date Updated: 12/21/2016

**LOCCS Confirmation Information**

Confirm Batch #:      Confirm Batch Date:      Confirmation Code:      Pay Method:      Payment Date:      Schedule #:      Reschedule:      Effective Date:

Line Item											
IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date
600	Single Site Rental	HTF	2016	EN	HUD	SG	HAWAII	N/A	\$35,000.00	Open	12/21/2016  (mm/dd/yyyy)

Approve This Voucher Line Item | Return to Maintain and Approve Voucher

To approve the line item, change the SUBMISSION DATE if you like and then click the [Approve This Line Item] button. To exit without approving the item, click the [Return to maintain and Approve Voucher] button. For descriptions of other fields on this screen, see pages 15-23 through 15-25.

When you click the approve button, the Maintain and Approve Voucher screen is redisplayed. Notice that the LINE ITEM STATUS has been updated to **Approved** and the available links in the ACTION column have changed. Clicking the Revoke link will revoke the approval and set the status of the line item back to **Open**.

## EDIT/VIEW VOUCHERS

To edit or view a voucher, you must first conduct a search to retrieve it. Click the Drawdown [Search Voucher](#) link on any Funding/Drawdown tab screen to display the Search Vouchers screen.

### SEARCH VOUCHERS SCREEN

Specify as many or as few search criteria as you wish to retrieve the voucher(s) to be updated or viewed:

This screen and the Search Vouchers for Approval screen shown on page 15-9 are identical except that here you can search by LINE ITEM STATUS:

Status	Definition
Open	The initial status of a voucher, assigned when it is created.
Pending HQ Approval	Applies only to CDBG Section 108 loan repayment vouchers.
Approved	Approved for submission to LOCCS.
Completed	Processed to completion by LOCCS.
Revised	All or a portion of the drawn amount has been allotted to another activity.
Rejected	Rejected by LOCCS.
Pending	Awaiting a response from LOCCS.
Canceled	An Open or Approved voucher/line item canceled by the PJ before submission to LOCCS.
Converted	An approved voucher created by the IDIS conversion process.
L-Canceled	Approved in IDIS and later canceled by LOCCS.
On Hold	Sent to LOCCS and being held in LOCCS for resubmission to Treasury.
Rescheduled	Sent to LOCCS, will be either approved or rejected at a later date.

Click the [Search] button to run the search and display the vouchers that meet the criteria you specified:

**Drawdown**

Search Vouchers

**Search Criteria**

\*Indicates Required Field

**IDIS Voucher #:** 
**IDIS Activity ID:** 
**Line Item Status:**

**Grant #:** 
**Earliest Creation Date:** 
**\*Activity Owner:**

(mm/dd/yyyy)

|

**Results Page 1 of 1 (5 voucher line items found)**

IDIS Voucher #	Line Item #	Creation Date	IDIS Actv ID	Grant Number	Activity Name	Line Item Status	Drawdown Amount	Action
5971691	1	12/09/2016	596	F16SG150100	Rental Operating Assistance	Open	\$500.00	Maintain-Approve   View
5971692	1	12/09/2016	596	F16SG150100	Rental Operating Assistance	Open	\$500.00	Maintain-Approve   View
5971693	1	12/09/2016	596	F16SG150100	Rental Operating Assistance	Open	\$1,000.00	Maintain-Approve   View
5971711	1	12/14/2016	596	F16SG150100	Rental Operating Assistance	Open	\$1,000.00	Maintain-Approve   View
5971730	1	12/21/2016	600	F16SG150100	Single Site Rental	Open	\$35,000.00	Maintain-Approve   View

On initial display, the results are sorted by IDIS VOUCHER # and LINE ITEM #. You can change the sort field and the sort order (ascending or descending) by clicking on any column header that is in blue and underlined.

Field	Description
IDIS Voucher #	The system-assigned voucher number.
Line Item #	The system-assigned line item number. The number of line items in a voucher is determined by IDIS, and depends on the number of activities that draws have been requested for, the number of funding sources for each activity, and the number of grants used to satisfy the draw amounts.
Creation Date	The date the voucher was generated in IDIS.
IDIS Actv ID	The ID of the activity for which a draw has been requested.
Grant Number	The HTF grant number for the account from which the draw will be taken.
Activity Name	The name of that activity.
Line Item Status	See the entry for LINE ITEM STATUS on the previous page.
Drawdown Amount	The amount of the draw request for this line item.

Select any line item from the voucher you want to process by clicking the Maintain-Approve link in the last column. The voucher maintenance screens are explained starting on the next page.

If you choose the View link, only two screens are shown (see next page and page 15-23).

## MAINTAIN AND APPROVE VOUCHER SCREEN

This screen provides access to the Approve, Revoke, Revise, Cancel, and View functions for drawdowns:

**Drawdown**

Maintain and Approve Voucher

---

[Return to Search Vouchers](#)

---

<b>Voucher Created For:</b> HAWAII	<b>IDIS Voucher #:</b> 5971730
<b>Activity Owner:</b> HAWAII	<b>Created By:</b> C56960
	<b>Creation Date:</b> 12/21/2016

**Voucher Details**

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Grant #	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date	Action
1	600	Single Site Rental	HTF	2016	F16SG150100	EN	HUD	SG	HAWAII	N/A	\$35,000.00	Open	12/21/2016	Approve   Revise Cancel   View

---

[Return to Search Vouchers](#)

Field	Description
Voucher Created for <i>through</i> Drawdown Amount	See pages 15-11 and 15-12.
Line Item Status	See the entry for this field on this page and information on 15-17.
Submission Date	The date the voucher was submitted to LOCCS. If the LINE ITEM STATUS is Open, this will be today's date unless the person who created the draw input a different one.

Field	Description
Action	<p>The links in the ACTION column for a line item depend on:</p> <ul style="list-style-type: none"> <li>• The drawdown privileges (request, approve, and/or view) assigned to your user ID. If, for example, you are only authorized to view draws, then the only Action displayed will be <u>View</u>.</li> <li>• Whether you created the voucher. Because the user who creates a voucher cannot also approve it, the <u>Approve</u> and <u>Revoke</u> links will not be displayed for the vouchers you create.</li> <li>• The Line Item Status displayed in the third-to-last column. Examples: the <u>Approve</u> link won't be displayed if the line item has already been approved. For most completed line items, the only links shown will be <u>Revise</u> and <u>View</u> (the <u>Cancel</u> link is also available for PI only, provided the status of the activity the PI was drawn for is <b>Open</b>).</li> <li>• The <u>Revise</u> link is not displayed for some line items that have been processed as a set. Examples include a collection paired with a manual payment and certain manually adjusted draws. These voucher items, referred to as "sticky" draws, must remain associated with the activities for which they were created.</li> <li>• If you clicked the <u>View</u> link on the previous screen, only the <u>View</u> link is listed.</li> </ul>
Set all submission dates to <i>and</i> [Approve all Line Items]	Displayed only if you have draw approval authority and there are two or more line items with a status of <b>Open</b> .

The Approve function is explained starting on page 15-11. Details about the Revoke, Cancel, Revise, and View functions follow.

## REVOKE APPROVAL SCREEN

Click the Revoke link for a line item to display this screen:

**Drawdown**

**Confirm Voucher Line Item Revocation**

Are you sure you want to revoke the selected voucher line item?

---

|

---

Click the [Revoke This Line Item] button to revoke approval or the [Return] button to exit without making the change.

Currently, approval must be revoked line item by line item.

## CANCEL LINE ITEM SCREEN

Click the [Cancel](#) link for a line item to display this screen:

**Drawdown**

**Confirm Voucher Line Item Cancellation**

Are you sure you want to cancel the selected voucher line item?

---

|

---

Click the [Cancel This Line Item] button to perform the cancellation or the [Return] button to exit without making the change.

Currently, the line items in a voucher have to be canceled one at a time.

## REVISE VOUCHER LINE ITEM SCREEN

On this screen, you can update the submission date of an open or approved line item or assign all or part of an open, approved, or completed draw to a different activity.

**Important Note:** Grantees should contact their local HUD Field Office prior to revising vouchers. The procedure described below is not to be used to revise completed vouchers from ineligible activities to eligible activities. Instead, the HUD Field Office will most likely advise the Grantee to repay the ineligible expenditures to their HTF local account and receipt the funds in IDIS.

HUD permits Grantees to revise HTF draws to other activities only for the following reasons:

1. Apply repayments to ineligible activities;
2. Reconcile expenditures after HTF funds are drawn for the wrong activities; and
3. Consolidate vouchers under a single activity when Grantees mistakenly setup 2 or more activities for a single HTF project.

Please note, HTF grantees are required to convert homebuyer activities to rental in order to comply with 93.304(J). However, grantees will be unable to revise vouchers themselves to comply with this requirement. To convert a homebuyer activity to rental, grantees should contact their local HUD Field Office for guidance.

On the Maintain and Approve Voucher screen, click the line item's [Revise](#) link to display the Revise Voucher Line Item screen:

**Drawdown**

Revise Voucher Line Item

---

Save | Return to Maintain and Approve Voucher

---

**Voucher Created For:** HAWAII      **IDIS Voucher # / Line Item #:** 5971693/1      **Grant #:** F-16-SG-15-0100      **Transaction Type:** Payment

**Activity Owner:** HAWAII      **Created By:** H50422      **Approved By:**      **Pay To:** HAWAII

**Creation Date:** 12/09/2016      **Approval Date:**

**IDIS Information**

**IDIS Status:** Open

**Batch #:**

**Batch Date:**

**LOCCS Control #:**

**LOCCS Status:** Blank

**Voucher Update**

**Voucher Updated By:** H50422

**Date Updated:** 12/09/2016

**LOCCS Confirmation Information**

**Confirm Batch #:**

**Confirm Batch Date:**

**Confirmation Code:**

**Pay Method:**

**Payment Date:**

**Schedule #:**

**Reschedule:**

**Effective Date:**

**Line Item**

IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date
596	Rental Operating Assistance	HTF	2016	RO	HUD	SG	HAWAII	N/A	\$1,000.00	Open	12/09/2016 <small>(mm/dd/yyyy)</small>

**Revise Funds to Another Activity**

IDIS Actv ID	Amount
<input type="text"/>	\$ <input type="text"/>

**Required Justification\*:**

---

Save | Return to Maintain and Approve Voucher

The upper section of the screen displays the same information shown on the View Voucher Line Item screen (see page 15-23).

Field	Description
Submission Date	This date can be changed If the LINE ITEM STATUS is open or approved.

Field	Description
Revise Funds to Another Activity	<p>A draw can be revised provided both activities involved in the revision have an ACTIVITY STATUS of <b>Open</b>.</p> <p>The activity the draw is being revised to must be funded from the same source in an amount sufficient to cover the revised amount:</p> <ul style="list-style-type: none"> <li>• “Same source” means having the same source organization, recipient organization, fund type, and grant year.</li> </ul> <p>If the funding source is not the same, you cannot revise the draw online. When this type of revision is necessary, please contact HUD Exchange <a href="#">Ask A Question</a>.</p>
IDIS Actv ID	Enter the ID of the activity you want to apply the draw to.
Amount	Input the amount of the draw to be revised (no commas). It cannot exceed the amount of the original draw shown in DRAWDOWN AMOUNT.
Required Justification	Explain why the draw is being revised.

Click the [Save] button to make the revision.

The Maintain and Approve Voucher screen now shows a new line item for the draw that was revised and one or two new line items for the activity the draw was revised to. The original line item is shown with a status **Revised** the next time you display the voucher.

## VIEW VOUCHER LINE ITEM SCREEN

Clicking the View link for a line item on the Maintain and Approve Voucher screen displays this read-only screen:

**Drawdown**

View Voucher Line Item

[Return to Search Vouchers](#) | [Return to View Voucher](#)

<b>Voucher Created For:</b> HAWAII	<b>IDIS Voucher # / Line Item #:</b> 5979462/1	<b>Grant #:</b> F-16-SG-15-0100	<b>Transaction Type:</b> Payment
<b>Activity Owner:</b> HAWAII	<b>Created By:</b> B52873	<b>Approved By:</b> C17699	<b>Pay To:</b> HAWAII
	<b>Creation Date:</b> 11/01/2016	<b>Approval Date:</b> 11/16/2016	

**IDIS Information**

**IDIS Status:** Approved  
**Batch #:** 1909  
**Batch Date:** 11/16/2016  
**LOCCS Control #:** 900000000049640  
**LOCCS Status:** Completed

**Voucher Update**

**Voucher Updated By:** LOCCS  
**Date Updated:** 11/17/2016

**LOCCS Confirmation Information**

**Confirm Batch #:** 1916  
**Confirm Batch Date:** 11/17/2016  
**Confirmation Code:** Ok  
**Pay Method:** A  
**Payment Date:** 11/17/2016  
**Schedule #:** LH5210  
**Reschedule:** N  
**Effective Date:**

IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date
597	HTF 2016 - HHFDC Admin	HTF	2016	AD	HUD	SG	HAWAII	N/A	\$4,464.43	Completed	11/16/2016

[Return to Search Vouchers](#) | [Return to View Voucher](#)

Field	Description
Voucher Created for	The organization for which the draw was made.
Activity Owner	The name of the Grantee whose Action Plan project the activity is set up under.
IDIS Voucher # / Line Item #	The system-generated voucher number and line item number.
Created By	The IDIS user ID of the person who created this voucher.
Creation Date	The date the voucher was generated.
Grant #	The grant from which the funds for this line item were drawn.
Approved By	The IDIS user ID of the person who approved this line item.
Approval Date	The date the line item was approved in IDIS.
Transaction Type	Adjustment, Collection, Manual Payment, or Payment.
Pay To	The organization that receives the wire transfer of funds drawn down from this grant.
IDIS Information	

Field	Description
IDIS Status	<p>The current status of the line item in IDIS. The statuses are:</p> <p><b>Open</b> – The initial status of a voucher, assigned when it is created.</p> <p><b>Pending HQ Approval</b> – Applies only to CDBG Section 108 Loan repayment vouchers.</p> <p><b>Approved</b> – Approved for submission to LOCCS.</p> <p><b>Canceled</b> – Canceled by grantee.</p> <p><b>Pending</b> – Awaiting approval by LOCCS.</p> <p><b>Revised</b> – All or a portion of the drawn amount has been revised to another activity.</p>
Batch Number	The number of the IDIS file containing the line item. If this field is blank, the drawdown request has not yet been sent to LOCCS.
Batch Date	The date the file was sent to LOCCS. If this field is blank, the line item has not yet been sent to LOCCS.
LOCCS Control #	A process control number assigned by IDIS.
LOCCS Status	<p>The current status of this line item in LOCCS:</p> <p><b>Completed</b> – Paid through LOCCS.</p> <p><b>Rejected</b> – Rejected by LOCCS.</p> <p><b>Rescheduled</b> - Sent to LOCCS, will be either approved or rejected at a later date.</p> <p><b>On Hold</b> - Sent to LOCCS and being held in LOCCS for resubmission to Treasury.</p> <p><b>L-Canceled</b> - Approved in IDIS and later canceled by LOCCS.</p>
Voucher Update	
Voucher Updated by	The IDIS user ID of the person or the process (e.g., LOCCS) that last updated this line item.
Date Updated	The date the voucher was last updated.
Special Remarks	System-populated, and usually blank.
LOCCS Confirmation Information	
Confirm Batch # Confirm Batch Date Confirmation Code	Details about receipt of the IDIS drawdown file by LOCCS.
Pay Method	Definition not available.
Payment Date	The date the voucher was sent to the Treasury.

<b>Field</b>	<b>Description</b>
Schedule #	The number of the Treasury schedule on which the voucher appears, assigned by LOCCS.
Reschedule	This field is (Yes) if LOCCS resubmits a voucher to the Treasury.
Effective Date	Definition not available.
Line Item	
IDIS Actv ID	The ID of the activity for which the draw was made.
Activity Name	The name of the activity for which the draw was made.
Program	The CPD program whose grant funds were drawn.
Grant Year	The year of the grant or receipt account from which the DRAWDOWN AMOUNT was taken.
Fund Type	The type of funds from which the DRAWDOWN AMOUNT was taken. For HTF:  <b>EN</b> Entitlement <b>AD</b> Administration <b>HB</b> Homebuyer <b>RO</b> Rental Operating Assistance and Reserves <b>SU</b> Subgrant
Source Name	For grantees, <b>HUD</b> ; for subgrantees, the organization that provided the subgrant.
Source Type	For HTF, the fourth and fifth characters of the HTF grant number: <b>SG</b> (State) or <b>ST</b> (Insular Area).
Recipient Name	The recipient of this funding source.
Prior Year	Currently not applicable to HTF draws.
Drawdown Amount	The amount drawn down from this funding source.
Line Item Status	The latest status of the line item. See the entries for IDIS STATUS and LOCCS STATUS on page 15-24.
Submission Date	The date the line item was submitted to LOCCS.