

## Instructions for IDIS Cash on Hand Quarterly Report

With IDIS release 11.18, a new screen has been developed to require CDBG grantees to enter cash on hand items that were previously collected through Federal Financial Report (FFR)/Standard Form 425 (SF-425). The Entitlement Communities, Insular Areas, and non-Entitlement Counties in Hawaii under the Community Development Block Grant (CDBG) program were required to submit SF-425 report to HUD each quarter. The new IDIS Cash on Hand Quarterly Report will replace the SF-425 report, and the submission of the SF-425 report will be eliminated. This document provides guidance to CDBG grantees on reporting requirements for the Cash on Hand Quarterly Report.

Starting in Federal fiscal year 2020 (FY 2020), the Entitlement Communities, Insular Areas, and non-Entitlement Counties in Hawaii are required to complete the Cash on Hand Quarterly Report and submit it to grantee's HUD local field office through IDIS. The field offices will review report's completeness and accuracy. The reporting frequency is the same as previously required of the SF-425, quarterly. The Quarterly Cash on Hand report must be submitted to the respective field office within 30 days after the end of the reporting period. The following Federal fiscal year quarter reporting periods will be used for all quarterly reports.

Reporting Period	Due Date of Report
Quarter 1: 10/1 – 12/31	1/30
Quarter 2: 1/1 – 3/31	4/30
Quarter 3: 4/1 – 6/30	7/30
Quarter 4: 7/1 – 9/30	10/30

### Accessing the Cash on Hand View/Edit Screen

CDBG grantee users who have rights to request or approve drawdowns may access the “view/submit Cash on Hand” screen by clicking on “Grant” > “Cash on Hand”. A user may click View/Submit link under the “CDBG Cash on Hand” in the left menu. A red badge on the Grant tab also shows a number for the number of CDBG Cash on Hand reports that are due but have not been submitted.

The screenshot displays the IDIS system interface. At the top, there are navigation tabs: "Plans/Projects/Activities", "Funding/Drawdown", and "Grant". The "Grant" tab is selected and highlighted with a red circle. Below the tabs, a notification banner states: "You have 42 CDBG and 3 HOME activities that have been flagged. Click on the number to go to the review page." Below this, the "Grant" section is visible, including a "Search Grants" area with search criteria for "Program" (set to "All"), "State/Territory" (set to "MA"), and "Grant #:" (set to "(Up)"). A "Search" button and a "Reset" button are also present. On the left side, a vertical menu contains several options: "Grant", "Subfund", "Subgrant", "Subfund Program Income", and "Subgrant Program Income". The "CDBG Cash on Hand" option is highlighted with a red box and has a red badge next to it, indicating a notification.

The following table provides a line-by-line instruction of each component of the Cash on Hand Quarterly Report.

Line Number	Reporting Item	Instructions
<b>Federal Cash (Grant Funds)</b>		
1	Cash on hand at the beginning of the reporting period	Enter cash (EN) funds on hand at the beginning of the reporting period.
2	Cash (grant funds) received through IDIS drawdowns from the beginning of the reporting period through the end date of the reporting period	Enter total amount of grant (EN) funds received through IDIS drawdowns from the beginning date of the reporting period through the end date of the reporting period.
3	Cash (LA funds) returned to the local program account during the reporting period	Enter total amount of grant funds returned to the local program account (LA funds) from the beginning date of the reporting period through the end date of the reporting period.
4	Cash (grant funds) disbursed during the reporting period	Enter the cumulative amount of grant (EN) funds disbursed (such as cash or checks) from the beginning date of the reporting period through the end date of the reporting period.
5	Cash (LA funds) disbursed during the reporting period	Enter the cumulative amount of LA funds disbursed (such as cash or checks) from the beginning date of the reporting period through the end date of the reporting period.
6	Cash on Hand (sum of lines 1-3 minus lines 4 & 5) at the end of the reporting period	IDIS auto calculated field.
<b>Program Income</b>		
7	Program income (PI funds) on hand at the beginning of the reporting period	Enter program income (PI) on hand at the beginning date of the reporting period.
8	Program income (PI funds) received during the reporting period	Enter total amount of PI received by grantee and subrecipients from the beginning date of the reporting period through the end date of the reporting period.
9	Program income (PI funds) returned for ineligible costs etc. during the reporting period	Enter PI returned for ineligible costs or unused funds etc. from the beginning date of the reporting period through the end date of the reporting period.
10	Program income (PI funds) disbursed during the reporting period	Enter the cumulative amount of PI disbursed (such as cash or checks) from the beginning of date the reporting period through the end date of the reporting period.
11	Program income Cash on Hand (sum of lines 7-9 minus line 10) at the end of the reporting period	IDIS auto calculated field.
<b>Revolving Funds</b>		
12	Revolving funds (RL funds) cash on hand at the beginning of the reporting period	Enter revolving loan fund (RL) program income on hand at the beginning date of the reporting period.

13	Revolving funds (RL funds) received during the reporting period	Enter total amount of RL funds received by the grantee and subrecipients from the beginning of date the reporting period through the end date of the reporting period.
14	Revolving funds returned for ineligible costs etc. during the reporting period	Enter RL funds returned for ineligible costs or unused funds etc. from the beginning date of the reporting period through the end date of the reporting period.
15	Revolving funds (RL funds) disbursed during the reporting period	Enter the cumulative amount of RL funds disbursed (such as cash or checks) from the beginning date of the reporting period through the end date of the reporting period.
17	<b>Total Cash on hand (line 6 + line 11 + line16)</b>	IDIS auto calculated field.
18	Remarks	Enter and explain any other cash received, such as denoting amounts of interest earned on grant advance or revolving funds. Explain any excess cash on hand as stated in line 6 or 11.

All the values entered by users are captured on the Cash on Hand Quarterly Report. Grantee users are responsible for confirming that the data is correct and complete.

**Two PR29 Reports**

Effective August 2019, IDIS offers two PR29 reports: PR29 – Cash on Hand Quarterly Report and PR29 – Summary of Submission of Cash on Hand Report.



PR29 – Cash on Hand Quarterly Report. It documents information relevant to the cash-on-hand, program income, and revolving funds submitted by a grantee. The user has an option to run this report for a single quarter or multiple quarters.

PR29 – Summary of Submission of Cash on Hand Report. It documents the submission status of the Cash on Hand Quarterly Report for every quarter.

**Accessing the PR29 - Cash on Hand Quarterly Report**

IDIS users can access the PR29 - Cash on Hand Quarterly Report by clicking on “reports” in main navigation bar. Microstrategy will load in a new window. Users can navigate Microstrategy to access the Cash on Hand Quarterly Report by Selecting the following report folders in Microstrategy:

IDIS>Shared Reports>PR29-Cash on Hand Quarterly Report. After selecting the “PR29 - Cash on Hand Quarterly Report”, the system displays the Cash on Hand Quarterly Report prompt screen shown below.

The user will need to click the arrow on the left side of the “All” prompt. A list of field offices will appear. To run a report for a field office, the user should click on the field office name in the left box and use the “>” button to move the selected field office to the right side of the selection box. To run a report for a specific grantee, click the arrow next to the field office name; a list of grantees will appear. Select the desired grantee name and click on “>” button to move the selected grantee to the right side of the selection box.

The user will also need to enter the report start date and report end date. Users may enter the start and end date for a single quarter e.g. 1/1/2020 to 3/31/2020, or multiple quarters e.g. 1/1/2020 to 12/31/2020.

After desired dates are entered, click on “Run Document”. The system will return all the submitted reports for the requested start and end dates. Details on reviewing the cash on report quarterly report are described below.

### Reviewing the Cash on Hand Quarterly Report

To export the report, click on the Excel or the PDF icon under the Tools Menu. Grantee users should confirm the data is accurate and export/download the report for their records.

Cash on Hand Quarterly Report		
Grantee: ACD COLLEGE		
Report Start Date: 01/01/2018	Report End Date: 06/30/2018	
ACD COLLEGE		
Summary for 3 Quarters		
Federal Cash (Grant Funds)		
1	Cash on hand at the beginning of the reporting period	\$ 2,000,000.00
2	Cash (grant funds) received through IDIS draw downs from the beginning of the reporting period through the end date of the reporting period	\$ 110,000.00
3	Cash (A funds) returned to the local program account during the reporting period	\$ 110,000.00
4	Cash (grant funds) disbursed during the reporting period	\$ 70,000.00
5	Cash (A funds) disbursed during the reporting period	\$ 8,000.00
6	Cash on hand (sum of lines 1-5 minus lines 4 & 5) at the end of the reporting period	\$ 2,140,000.00
Program Income		
7	Program income (PI funds) on hand at the beginning of the reporting period	\$ 12,000.00
8	Program income (PI funds) received during the reporting period	\$ 5,000.00
9	Program income (PI funds) returned for ineligible costs etc. during the reporting period	\$ 6,000.00
10	Program income (PI funds) disbursed during the reporting period	\$ 1,200.00
11	Program income Cash on Hand (sum of lines 7-10 minus line 10) at the end of the reporting period	\$ 21,800.00
Resolving Funds		
12	Resolving funds (R. funds) cash on hand at the beginning of the reporting period	\$ 4,000.00
13	Resolving funds (R. funds) received during the reporting period	\$ 200.00
14	Resolving funds returned for ineligible costs etc. during the reporting period	\$ -
15	Resolving funds (R. funds) disbursed during the reporting period	\$ 2,200.00
16	Resolving funds Cash on Hand (sum of lines 12-15 minus line 15) at the end of the reporting period	\$ 1,800.00
17	Total Cash on hand (line 6 + line 11 + line 16)	\$ 2,160,700.00
ACD COLLEGE		
Quarter Start Date: 10/1/2018		
Quarter End Date: 12/31/2018		
Submitted on: 1/20/2019 8:02:48 PM by: C21846 John Smith		
Federal Cash (Grant Funds)		
1	Cash on hand at the beginning of the reporting period	\$ 2,000,000.00
2	Cash (grant funds) received through IDIS draw downs from the beginning of the reporting period through the end date of the reporting period	\$ 110,000.00
3	Cash (A funds) returned to the local program account during the reporting period	\$ 110,000.00
4	Cash (grant funds) disbursed during the reporting period	\$ 70,000.00
5	Cash (A funds) disbursed during the reporting period	\$ 8,000.00
6	Cash on hand (sum of lines 1-5 minus lines 4 & 5) at the end of the reporting period	\$ 2,140,000.00
Program Income		
7	Program income (PI funds) on hand at the beginning of the reporting period	\$ 12,000.00
8	Program income (PI funds) received during the reporting period	\$ 5,000.00
9	Program income (PI funds) returned for ineligible costs etc. during the reporting period	\$ 6,000.00
10	Program income (PI funds) disbursed during the reporting period	\$ 1,200.00
11	Program income Cash on Hand (sum of lines 7-10 minus line 10) at the end of the reporting period	\$ 21,800.00
Resolving Funds		
12	Resolving funds (R. funds) cash on hand at the beginning of the reporting period	\$ 4,000.00
13	Resolving funds (R. funds) received during the reporting period	\$ 200.00
14	Resolving funds returned for ineligible costs etc. during the reporting period	\$ -
15	Resolving funds (R. funds) disbursed during the reporting period	\$ 2,200.00
16	Resolving funds Cash on Hand (sum of lines 12-15 minus line 15) at the end of the reporting period	\$ 1,800.00
17	Total Cash on hand (line 6 + line 11 + line 16)	\$ 2,160,700.00
ADAMS COLLEGE		
Quarter Start Date: 1/1/2018		
Quarter End Date: 3/31/2018		
Submitted on: 1/20/2019 8:02:48 PM by: C51806 ERIC CARLTON		
Federal Cash (Grant Funds)		
1	Cash on hand at the beginning of the reporting period	

Above is a snip of the Cash on Hand quarterly report. The report consists of two sections. The top section is the summary (sum) of all submitted quarterly reports for the requested reporting period. This section is followed by the individual report submitted for each quarter included in the requested reporting period. For example, a user entered 1/1/2020 and 6/30/2020 as the report start and end dates. The grantee submitted two quarterly reports for the selected period. The top section is the summary (sum) of the two reports and is followed by two individual reports submitted for the quarter ending 3/31/2020 and the quarter ending 6/30/2020.

**Accessing and Reviewing PR29 - Summary of Submission of Cash on Hand Report**

IDIS users can access the PR29 – Summary of Submissions of Cash on Hand Report by clicking on “reports” in the main navigation bar. Microstrategy will load in a new window. Users can navigate Microstrategy to access the Summary of Submissions by Selecting the following report folders in Microstrategy:

IDIS>Shared Reports>PR29-Cash on Hand Quarterly report. After selecting the “PR29 – Summary of Submissions of Cash on Hand Report”, the system displays the PR29 – Summary of Submissions of Cash on Hand Report prompt screen shown below.



The user will need to click the arrow on the left side of the “All” prompt. A list of field offices will appear. To run a report for a field office, the user should click on the field office name in the left box and use the “>” button to move the selected field office to the right side of selection box. To run a report for a specific grantee, click the arrow next to the field office name; a list of grantees will appear. Select the desired grantee name and click on the “>” button to move the selected grantee to the right side of the selection box.

The user will also need to enter the report start date and report end date. Users may enter the start and end date for a single quarter e.g. 1/1/2020 to 3/31/2020, or multiple quarters e.g. 1/1/2020 to 12/31/2020. After desired dates are entered, click on “Run Document”. The system will return all the submitted reports for the requested report start and end dates.

Below is a snip of Summary of Submission of Cash on Hand report. The report lists the required federal fiscal quarter reporting periods and display the report submission status for each quarter. For the quarterly reports that have been submitted, the report also includes the user’s name who submitted the report.

PR29 - Summary of Submissions of Cash on Hand Report											
Field Office	Grantee	State	Quarter Start Date	Quarter End Date	Status	Certify User Login ID	Certify User Name	Insert User Login ID	Insert User Name	Last Update User Login ID	Last Update User Name
ALBUQUERQUE	ALBUQUERQUE	New Mexico	1/1/2019	3/31/2019	Submitted	C12345	ERIC	C12345	ERIC	C12345	ERIC
ALBUQUERQUE	ALBUQUERQUE	New Mexico	10/1/2018	12/31/2018	Submitted	C12345	ERIC	C12345	ERIC	C12345	ERIC
ALBUQUERQUE	FARMINGTON	New Mexico	1/1/2019	3/31/2019	Not Submitted						
ALBUQUERQUE	FARMINGTON	New Mexico	10/1/2018	12/31/2018	Not Submitted						

To export the report, click on the Excel or the PDF icon under the Tools Menu.