

### **Zeroing Out Draws and Defunding Activities in IDIS**

*Once funds have been returned to a grantee's Line of Credit and appear in Activity #2 in IDIS, the following steps should be taken to zero out and defund activity:*

- 1) Select the **Funding/Drawdown** Tab
- 2) Click **Search Voucher** link on the left side under **Drawdown**
- 3) The **Search Vouchers** page will appear
- 4) Enter the IDIS Activity Number in the **IDIS Activity ID** field for the CPD formula program that received the returned funds (Activity number 2 is for CDBG)
- 5) Click the **Search** button
- 6) The search results will appear
- 7) Click **Maintain-Approve** link under the **Action** column for the voucher line that reflects the returned funds (funds will show as a negative amount)
- 8) The **Maintain and Approve Voucher** page will appear
- 9) Click the **Revise** link under the **Action** column
- 10) The **Revise Voucher Line Item** page will appear
- 11) Under the **Revise Funds to Another Activity** section, enter the IDIS Activity ID for which the funds were originally drawn and the new dollar amount to be associated with the activity, preceded by a negative sign
- 12) Click the **Save** button
- 13) **Voucher revised successfully** message will appear
- 14) Once the Voucher(s) has been revised, it is necessary to de-fund the activity from which the funds were returned.
- 15) Repeat these steps for each return of funds to ensure the returned funds are available to be used for other eligible activities.