

# DRGR Voucher Approval Data Upload

## Disaster Recovery Grant Reporting (DRGR) System: Fact Sheet

Please submit all questions about this Fact Sheet to the DRGR Ask-A-Question (AAQ) <https://www.hudexchange.info/program-support/my-question/>

### Overview

DRGR includes two new BATCH uploads to approve vouchers. These uploads also temporarily resolve the error with voucher approval in DRGR, as reported on September 5, 2019.

- **GranteeVoucherApproveRequest** - for Grantees (with drawdown approve privileges)
  - Upload Fields (Format)** - Voucher#, LineItem#, SubmissionDate, Comments
- **HUDVoucherApproveRequest** - for HUD users (with drawdown approve privileges and are members of the approve voucher user group with the workflows)
  - Upload Fields (Format)** - Voucher#, LineItem#, SubmissionDate, Comments

### Voucher Approval Data Uploads

To prepare the .CSV file for batch upload in to DRGR, complete the following steps.

- 1- Open Notepad or Microsoft (MS) Excel and add the elements in the screenshot below. Save the file as a .CSV format file or use the appropriate MS Excel upload template provided by HUD (recommended)
- 2- Log into DRGR application and navigate to the **Drawdown** screen that includes the vouchers and voucher line items that require approval.
- 3- Add to the .CSV file the voucher numbers and voucher line items that need approval. The voucher numbers and line items must match the information that appears in DRGR. Also add to the .CSV file the submission date for each item and any comments for each item.
  - The .CSV file can include multiple vouchers across different grants in DRGR.

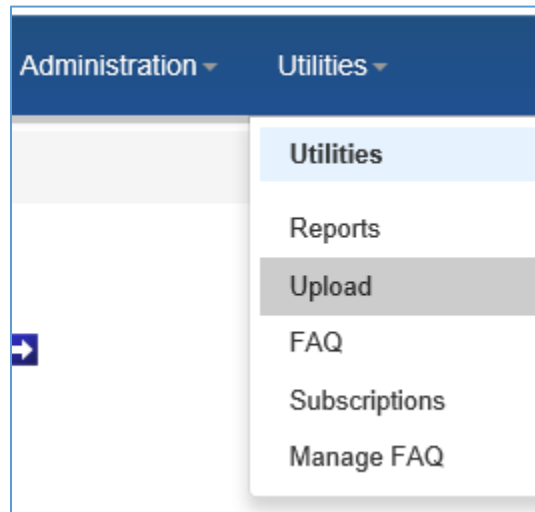
**Figure 0-1: Example .CSV file format using Excel**

	A	B	C	D	E
1	#PowerUpload;GranteeVoucherApproveRequest				
2	Voucher#	LineItem#	SubmissionDate	Comments	
3					
4					
5					
6					
7					

- 4- After all vouchers are added to the .CSV file, save and close the file.

- 5- In DRGR, navigate to **Utilities**, and select the **<Upload>** option.

**Figure 0-2: Upload Link**



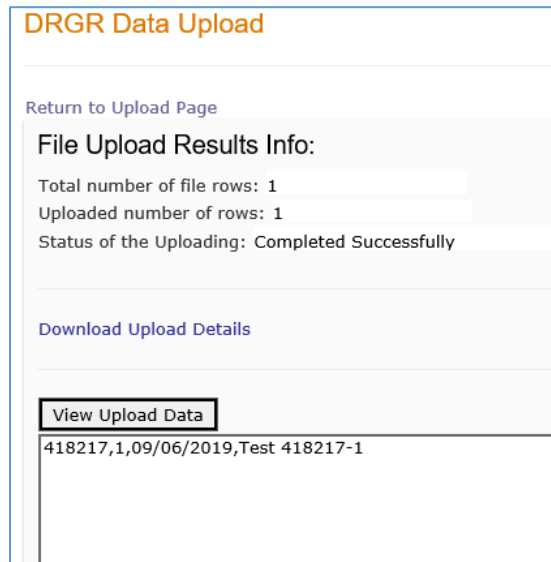
- 6- On the **DRGR Data Upload** screen:
- Select the **<BATCH>** option from the **Select Upload Type** field.
  - Click the **<Browse>** button. Locate and select the saved **.CSV** file to import.
  - Click the **<Upload>** button to import the data

**Figure 0-3: DRGR Data Upload screen**

 A screenshot of the "DRGR Data Upload" screen. The page title is "DRGR Data Upload". Below the title, there is a section titled "Please select the Upload Type" with a dropdown menu labeled "Select Upload Type" showing "Batch" selected. A red circle with the number "1" points to the "Batch" option. Below this, there is a link "Click here to view sample upload templates." and a button labeled "Supporting Info". The next section is titled "Please select the file to upload" with the instruction "Please select file in csv format and click the Upload File button". Below this, there is a file input field showing the path "C:\Users\mjuares\Docu" and a "Browse..." button. A red circle with the number "2" points to the "Browse..." button. Below the file input field, there is an "Upload" button. A red circle with the number "3" points to the "Upload" button.

- 7- After the Upload process is completed, a File Upload Results Information screen appears with the summary of the upload process.
  - If the upload is not successfully, in whole or part, use the “Download Upload Details” link to access the error report.
  - A list of errors is included on pages 4 and 5 (below). Use the list to understand and fix the error. If the error persists, contact DRGR AAQ.

**Figure 0-4: File Upload Results Info**



- 8- Navigate to the Search/Maintain Voucher screen from Financial menu. Search for the voucher and verify that the voucher status is correct.
  - Grantee Voucher Approval: voucher status updates to "Approved" or “Approved Pending HQ” (dependent upon voucher threshold amount established by HUD)
  - HUD Voucher Approval: voucher status updates to “Approved by HQ.”

**Figure 5: Search for Vouchers**

**Drawdown**

Search for Vouchers

Search Criteria

Voucher #: 418217

Grant #: X-19-R718-20233

Line Item Status: Select

Supporting Document Status: Select

Earliest Creation Date: Select Date

Grantee Activity #:

Fund Type: Select

Transaction Type: Select

Display Supporting Document Details

Search | Reset

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

Voucher #	Line Item #	Creation Date	Grant #	Grantee Activity #	Responsible Organization	Fund Type	Transaction Type	Drawdown Amount	Line Item Status	Supporting Documents Status	Action
418217	1	02/04/2019	B-08-DI-22-0001	17WEDU7001 - LSU AgCenter	Louisiana State University	PROGRAM INCOME	Payment	\$30,472.63	Approved	N/A	Maintain

## Error Message – GranteeVoucherApproveRequest

Error #	Error	Resolution
1	Error: Data Input does not match correct syntax: Voucher#;LineItem#;SubmissionDate;Comments	Please use the format as documented in this document.
2	Error: Entered voucher number is missing. Please enter a valid voucher number.	Voucher# is required.
3	Error: Voucher number is not present in DRGR system. Please enter a valid voucher number.	Voucher# must be a valid voucher number. Please verify from the DRGR application "Search/Maintain Voucher" pages that the voucher number is valid.
4	Error: Voucher item number is missing. Please enter a valid voucher item number.	LineItem# is required.
5	Error: Voucher item number for the associated voucher number does not exist in DRGR system. Please enter a valid voucher item number for the associated voucher number.	Voucher# and Line Item # must be a valid voucher number and line item. Please verify from the DRGR application search voucher pages that the voucher number and line item number is valid.
6	Error: User does not have drawdown approve privileges for this voucher item. The user either does not have drawdown approval role privileges.	User must have drawdown approval role for the grantee that has created the voucher. Please confirm from your "My profile" page that you have the approval role.
7	Error: Voucher item submission date is not between sysdate and 90 days from sysdate and/or the date falls to be a weekend date. Please enter a valid voucher item submission date.	Confirm that the submission date provided is matching the rules.
8	Error: User does not have access to the grant associated with the voucher. Contact your administrator to get access to the grant.	User must have access to the grant. Please verify from the DRGR application that you can view this grant.
9	Error: Voucher item number is not in open status	Only open voucher items can be approved. Please verify from the DRGR application "Search/Maintain Voucher" pages that the voucher item status is open.

## Error Message – HUDVoucherApproveRequest

Error #	Error	Resolution
1	Error: Data Input does not match correct syntax: Voucher#;LineItem#;SubmissionDate;Comments	Please use the format as documented in this document.
2	Error: Voucher number is missing. Please enter a valid voucher number.	Voucher# is required.
3	Error: Voucher number is not present in DRGR system. Please enter a valid voucher number.	Voucher# must be a valid voucher number. Please verify from the DRGR application "Search/Maintain Voucher" pages that the voucher number is valid.
4	Error: Voucher item number is missing. Please enter a valid voucher item number.	LineItem# is required.
5	Error: Voucher item number for the associated voucher number does not exist in DRGR system. Please enter a valid voucher item number for the associated voucher number.	Voucher# and Line Item # must be a valid voucher number and line item. Please verify from the DRGR application search voucher pages that the voucher number and line item number is valid.
6	Error: User does not have drawdown approve privileges for this voucher item. The user either does not have drawdown approval role privileges or user is not a member of voucher approval group.	User must have drawdown approval role and must be in the voucher approval group. Please confirm from your "My profile" page that you have the approval role. Also verify from the "Search/Maintain Voucher" page that you are in the approval workflow. You can confirm by selecting the status of the voucher item which displays a page listing all users that can perform the approval.
7	Error: Voucher item submission date is not between sysdate and 90 days from sysdate and/or the date falls to be a weekend date. Please enter a valid voucher item submission date.	Confirm that the submission date provided is matching the rules.
8	Error: Voucher item number is not in hq pending approval status	Only Approved Pending HQ voucher items can be approved. Please verify from the DRGR application "Search/Maintain Voucher" pages that the voucher item status is Approved Pending HQ.