Chapter 25: Program Income | Financial Module

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Chapter 25: Program Income

This Chapter provides procedures for adding, viewing, and editing Program Income Receipts and Program Income Accounts contained in the **Manage My Financials** module.

This Chapter describes actions for Grantee Users and HUD Users, and is divided into subsections. The following actions are covered in this Chapter:

Grantee Users

Menu Option	Subsection	Action
Create Receipt	C1	Add a new Program Income Receipt
Search/Edit Receipts	C2	Search, view, and edit Program Income Receipts
Search/Edit Receipts	C3	Associate Program Income Receipts
Add Program Income Account	D1	Add a new Program Income Account
Search/Edit PI Accounts	D2	Search, view, and edit Program Income Accounts

HUD Users

Menu Option	Section	Action
Search/View Receipts	C4	Search and view Program Income Receipts
Search/View PI Accounts	D3	Search and view Program Income Accounts

A. Program Income Summary

If a Grantee generates Program Income (PI), they must track program income sources and uses in DRGR. Grantees should consult with their CPD Representative regarding what constitutes "Program Income" and if certain thresholds exist for reporting purposes (e.g., if cumulative annual receipts are less than $35,000, the Grantee may not be required to report Program Income).

Program Income is managed in DRGR by:

- DRGR users with Draw Request or Draw Approve roles – see Chapter 24 Financial: Overview and Roles
- Budgeting Program Income at the Action Plan, Project, and Activity Level – see Chapters 10 – 14 of this User Manual
- Creating Program Income Receipts, typically against the activity that generated the PI – see Section C.2 below.
- Drawing Program Income on Vouchers against the activity that expended the PI – see Chapter 24 Financial: Obligations and Vouchers

- Optional: Creating Program Income Accounts and RLF Accounts – see Section C.2 below.

A1. Program Income Receipts Overview

Reporting Program Income in DRGR

Grantees report PI received by creating PI Receipts in DRGR. Grantees must report all PI received in DRGR, including when:

- The Grantee or any subgrantees or subrecipients generate PI; and
- Subrecipients or subgrantees are permitted to retain PI generated and offset future program funds reimbursement requests. For example, if a subrecipient generated $10,000 of PI, and has eligible expenditures totaling $50,000, the subrecipient would submit a reimbursement request for $40,000 of Program Funds. In this scenario, the Grantee must create a PI Receipt for $10,000 and create a Voucher with two-line items: one line item to draw $10,000 in Program Income, and another line item to draw the $40,000 in Program Funds.

Associating Program Income Receipts

Grantees also have the option of associating PI receipts for tracking purposes if, for example, a subrecipient is allowed to retain 90 percent of PI generated to expend on eligible expenditures, with the remaining 10 percent returned to the Grantee. Since the subrecipient is allowed to retain PI generated, a Program Income Account must be created (see Section D.1. below). In this scenario, a PI receipt for 90 percent of the funds would be created for the activity that generated the PI (within the PI account) and a receipt for 10 percent of the funds would be created for the Grantee's administration activity (outside the PI account). The two receipts can then be "associated," using the process described below, to show the relationship between the two receipts.

A2. Program Income Accounts Overview

Program Income Accounts are used to "wall off" PI generated by a particular Responsible Organization. If, for example, a Grantee permitted a Grantee to retain PI to expend on other eligible uses in the Subrecipient Agreement, a PI Account would allow the Grantee to track PI generated and expended for that subrecipient ("Responsible Organization" in DRGR) from all other activities carried-out by the Grantee and other subrecipients. Failure to create a PI Account for the subrecipient described in the example would result in the DRGR System requiring the Grantee to draw PI generated by the subrecipient on another subrecipient's expenses. This is due to the following DRGR math rules, which are designed to require Grantees to drawdown PI before drawing additional Program Funds.

TIP! Program Income Accounts are optional in DRGR. If a Grantee requires a subrecipient to return all PI generated, then a PI Account should not be established for this subrecipient.

DRGR Math Rules

Total **Program Funds** Available to Drawdown from an Activity =

Obligated Amount

– (Total Approved and Pending Amount Drawn (PF + PI)

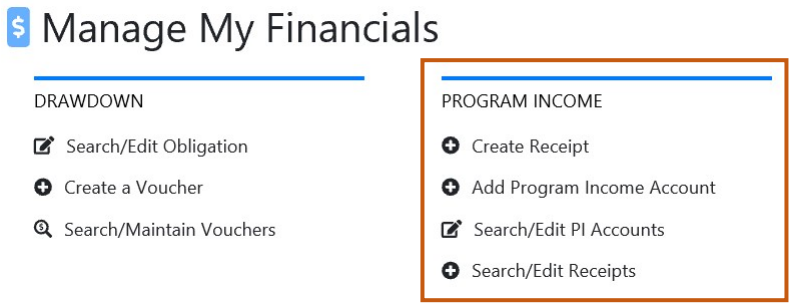
– PI Account Balance Available + Pending PI Draws for the PI Account

Drawdowns of PI generated by an activity in a PI Account can be created against the activity that generated the PI or other activities in the same PI Account. Any activities that are not assigned to a PI Account will remain in a "General PI Account." Regardless of whether an activity is assigned to a Grantee-created PI Account or whether the activity is in the General PI Account (unassigned), DRGR requires all PI received in each PI Account/General Account to be used before Program Funds are used.

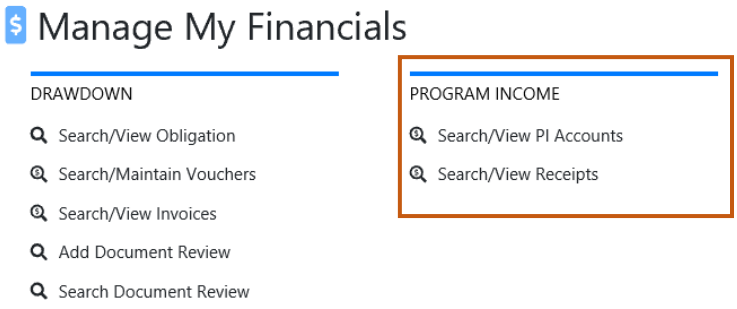
B. Manage My Financials Module Access

The **Manage My Financials** module contains all Program Income actions.

B1. Grantee | User Access

User Role: Grantee Drawdown Users	**Menu Option:** Financial Module
Purpose: Allow Grantee Users to access Program Income actions.	
Complete the following steps to acess the Manage My Financials Module:	
1 In the DRGR System, select the **Manage My Financials** module, or icon, located in the navigation bar.	
2 This opens the dropdown menu items for the **Manage My Financials** module. The System displays the relevant menu items based on user type and user roles. 	

B2. HUD | User Access

User Role: HUD Users	**Menu Option:** Financial Module
Purpose: Allow HUD Users to access Program Income actions.	
Complete the following steps to acess the Manage My Financials Module:	
1 In the DRGR System, select the **Manage My Financials** Module, or icon, located in the navigation bar.	
2 This opens up the dropdown menu items for the **Manage My Financials** module. The System displays the relevant menu items based on user type and user roles. 	

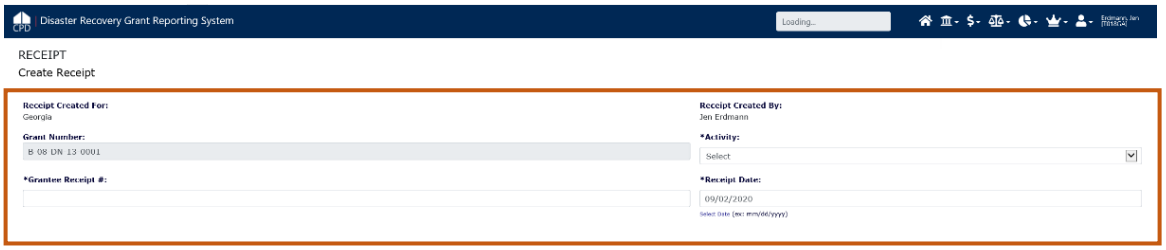
C. Manage Program Income Receipts

C1. Grantee | Add Program Income Receipt

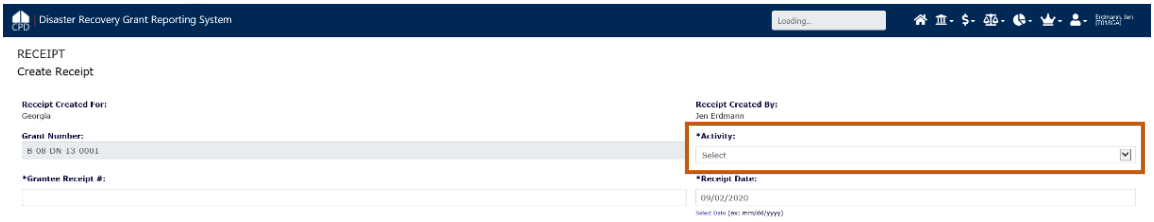
User Role: Draw Requester or Draw Approver	**Menu Option:** Create Receipt
Purpose: Allow Grantee Drawdown Users to add a Program Income Receipt.	
Complete the following steps to add a Program Income Receipt:	
1 Navigate to the **Manage My Financials** module and locate the **Drawdown** menu. See Step A1 above. Select **<Create Receipt>**. The "Create Receipt" page will load.	

User Role: Draw Requester or Draw Approver	**Menu Option:** Create Receipt

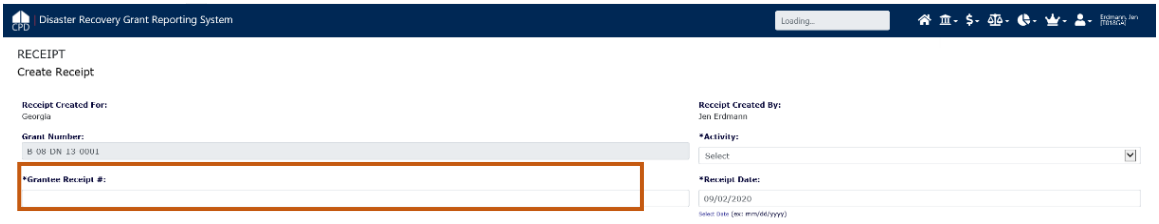
2 The appropriation and Grant will default to the selected Grant in the Navigation Bar. On the **"Create Receipt"** page, complete all fields marked with an asterisk (*).



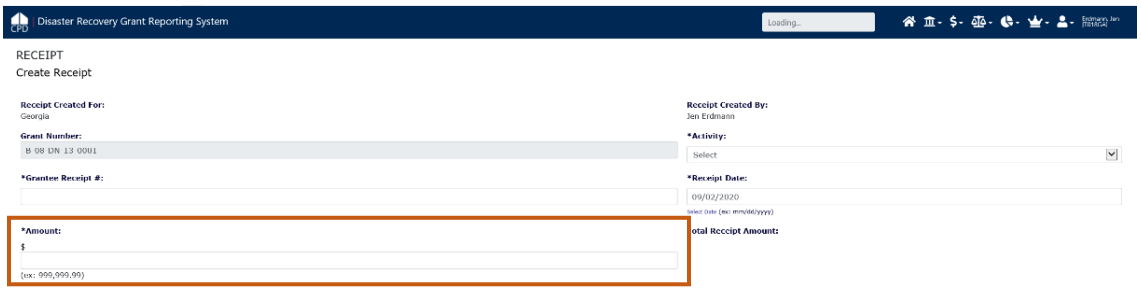
3 Select the desired "Activity" from the dropdown menu. Grantees may only select one "Activity" for each Program Income Receipt created.



4 Enter a "Grantee Receipt #". Grantees are encouraged to use a naming convention that is easily identifiable.

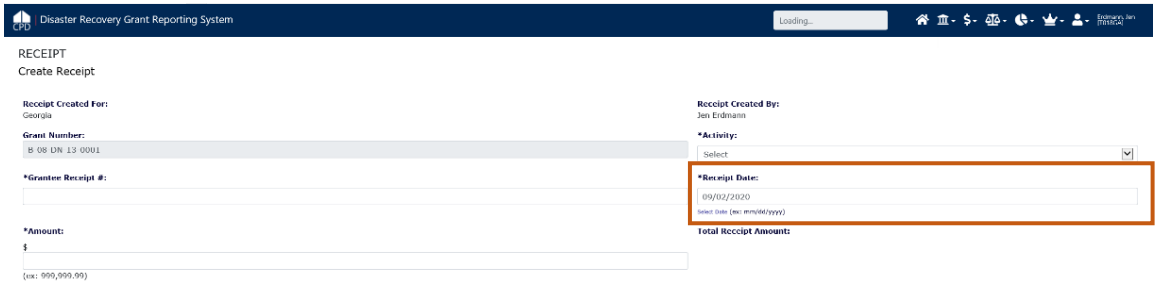


5 Enter the "Amount" of Program Income that was generated.

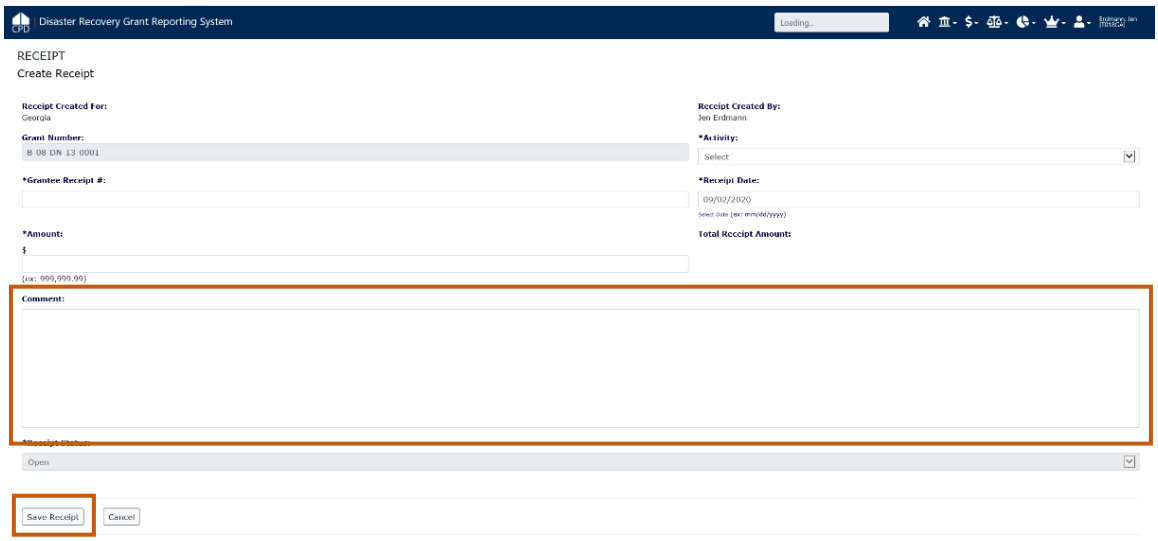


User Role: Draw Requester or Draw Approver	**Menu Option:** Create Receipt

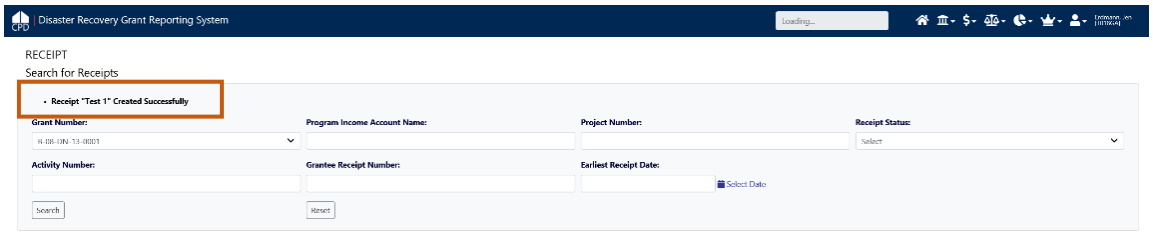
6 Enter the "Receipt Date" using the following format: MM/DD/YYYY, which should equal the date the PI was generated. The "Receipt Date" defaults to today's date. Any date prior to today's date will automatically generate an email to the Grantee's CPD Representative.



7 In the "Comment" field, enter a description of the Program Income generated (i.e. Sold 123 Main Street for $100,000) for tracking and recordkeeping purposes. When complete, select **<Save Receipt>**.



8 If successful, the **"Search/Edit Receipt"** page will load and display the message "Receipt Created Successfully".



C2. Grantee | Search and Edit Program Income Receipts

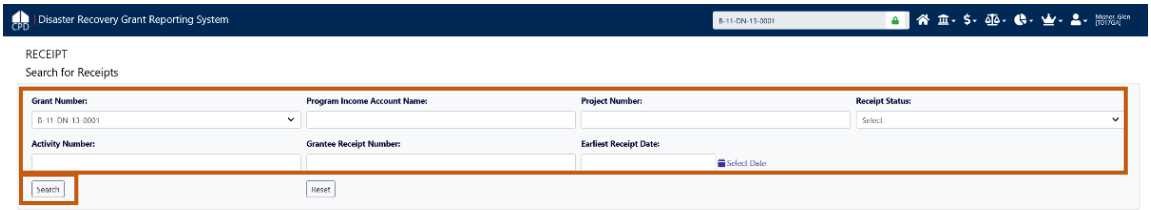
User Role: Draw Requester or Draw Approver	**Menu Option:** Search/Edit Receipts

Purpose: Allow Grantee Drawdown Users to search and edit a Program Income Receipt.

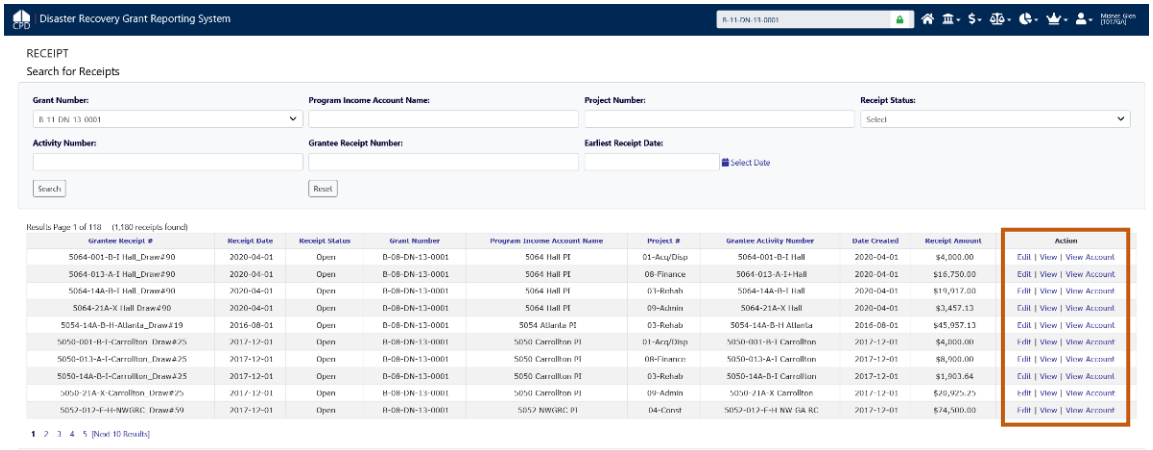
Complete the following steps to search and edit a Program Income Receipt:

1 Navigate to the **Manage My Financials** module and locate the **Drawdown** menu. See Step A1 above. Select **<Search/Edit Receipts>**. The **"Search for Receipts"** page will load.

2 From the **"Search for Receipts"** page, select the desired "Grant Number" from the dropdown menu. Complete the remaining search criteria fields to narrow the search results. When complete, select **<Search>**.

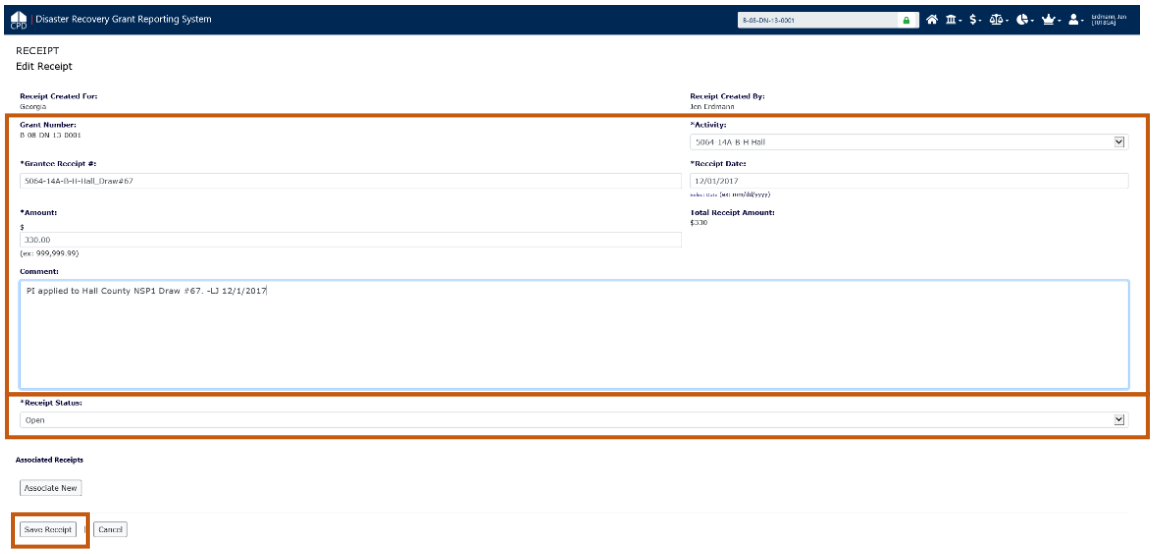


3 Select the **<Edit>** link under the "Action" column to edit the desired Program Income receipt. The **"Edit Receipt"** page will load.



User Role: Draw Requester or Draw Approver	**Menu Option:** Search/Edit Receipts

4 Edit the desired fields. It is important to note that a Grantee cannot reduce or cancel the receipt if some, or all, of the PI has been drawn on a voucher. Grantees may also change the "Receipt Status" to Cancel in order to remove the PI Receipt. When complete, select **<Save Receipt>.** DRGR will return the user to the **"Search/Edit Receipt"** page.



C3. Grantee | Associate Program Income Receipts

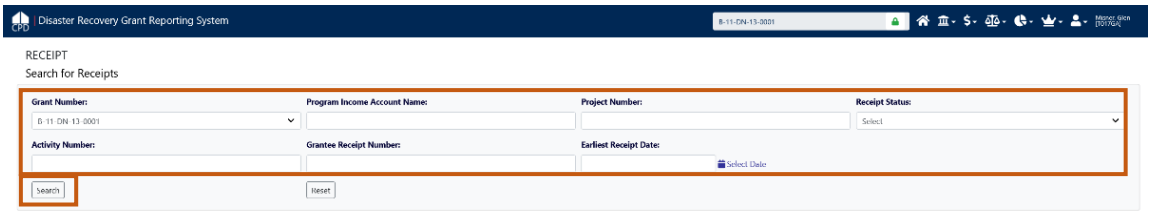
User Role: Draw Requester or Draw Approver	**Menu Option:** Search/Edit Receipts

Purpose: Allow Grantee Drawdown Users to associate Program Income Receipts.

Complete the following steps to associate Program Income Receipts:

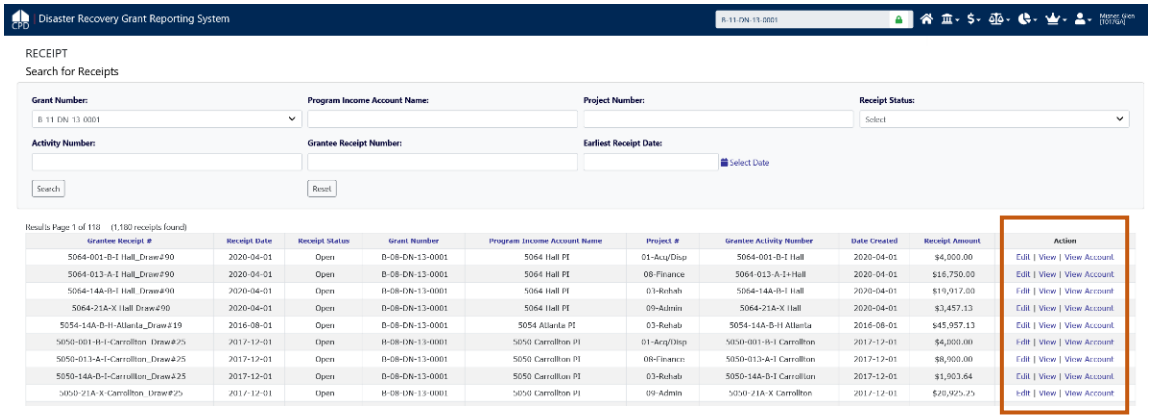
1 Navigate to the **Manage My Financials** module and locate the **Drawdown** menu. See Step A1 above. Select **<Search/Edit Receipts>**. The **"Search for Receipts"** page will load.

2 From the **"Search for Receipts"** page, select the desired "Grant Number" from the dropdown menu. Complete the remaining search criteria fields to narrow the search results. When complete, select the **<Search>** button.

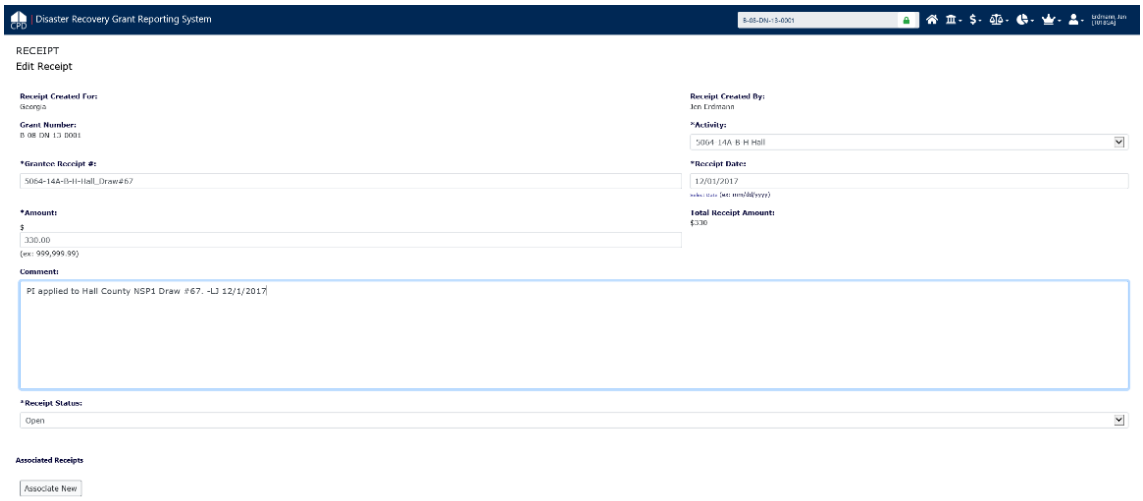


User Role: Draw Requester or Draw Approver	**Menu Option:** Search/Edit Receipts

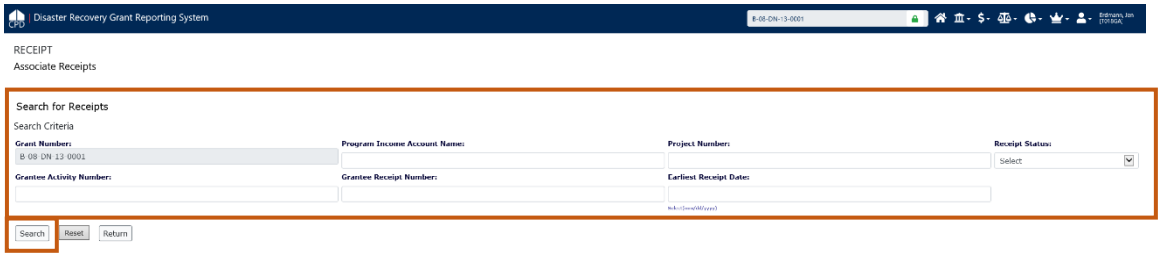
3 Select the **<Edit>** link under the "Action" column to edit the desired Program Income receipt. The **"Edit Receipt"** page will load.



4 Select **<Associate New>** to load the **"Associate Receipts"** page.

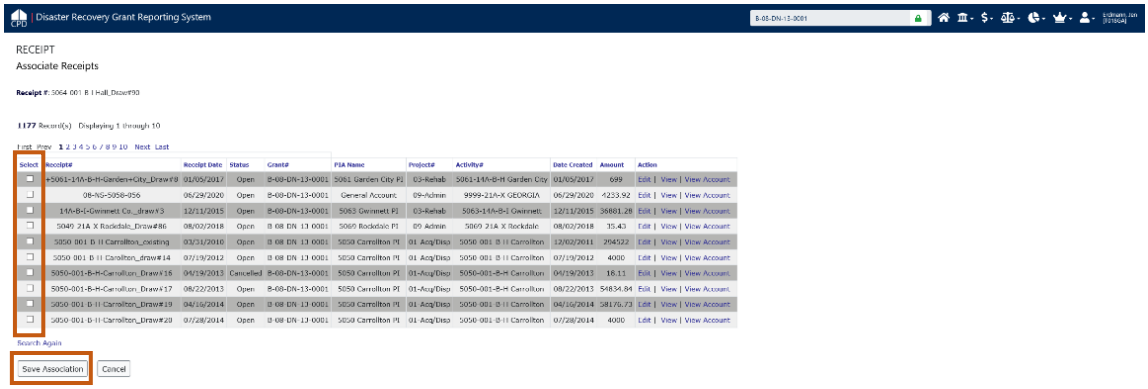


5 Use the search criteria to locate the desired receipt. When complete, select **<Search>.**

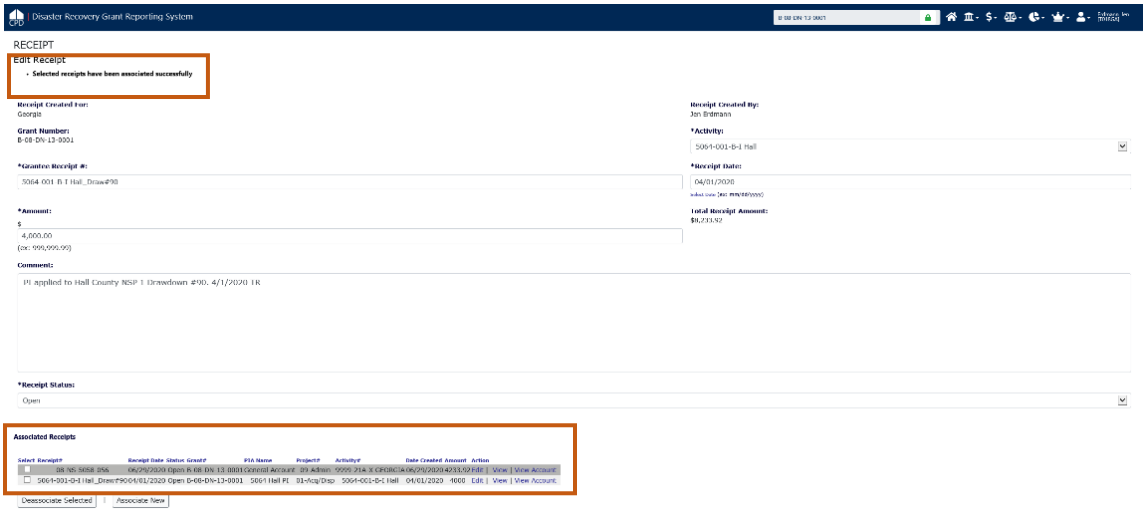


User Role: Draw Requester or Draw Approver	**Menu Option:** Search/Edit Receipts

6 The **"Associate Receipts"** page will refresh and display the search results. Users can select one or more Program Income receipts to associate with the receipt being edited. Once complete, select the **<Save Association>** button.

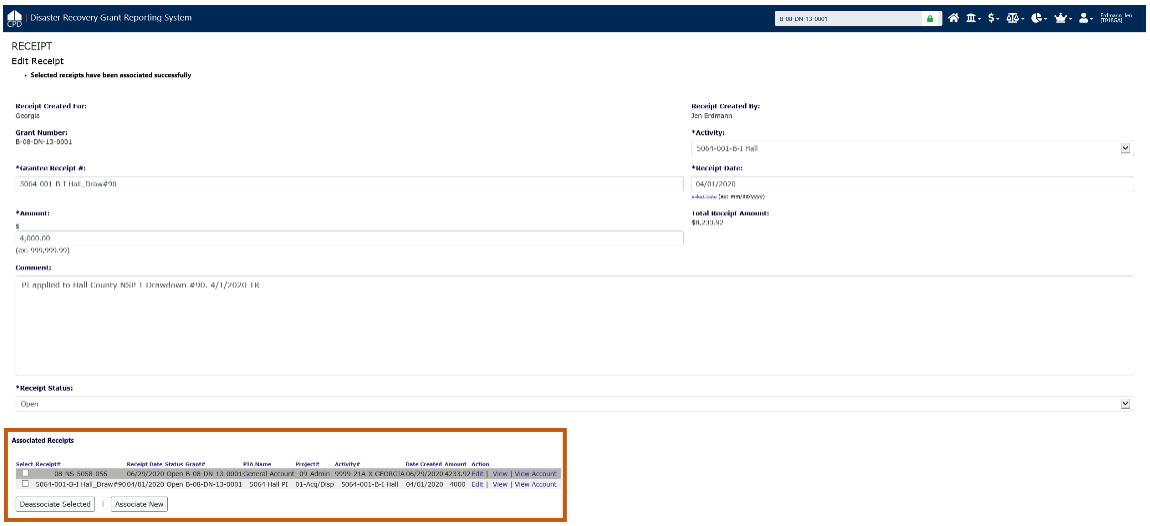


7 If successful, the **"Edit Receipt"** page will load and display the following message: "Selected receipts have been associated successfully." The associated receipts will also be shown under the "Associated Receipts" heading.



User Role: Draw Requester or Draw Approver	**Menu Option:** Search/Edit Receipts

8 Users can disassociate receipts by selecting the desired receipt using the checkboxes followed by selecting the **<Disassociate Selected>** button. Additional Program Income receipts may be associated using the **<Associate New>** button.



C4. HUD | Search and View Program Income Receipts

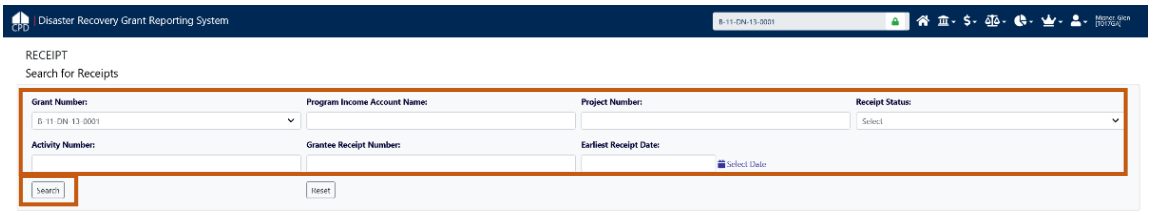
User Role: HUD User	**Menu Option:** Search/View Receipts

Purpose: Allow HUD Users to search and view Program Income Receipts.

Complete the following steps to search and view Program Income Receipts:

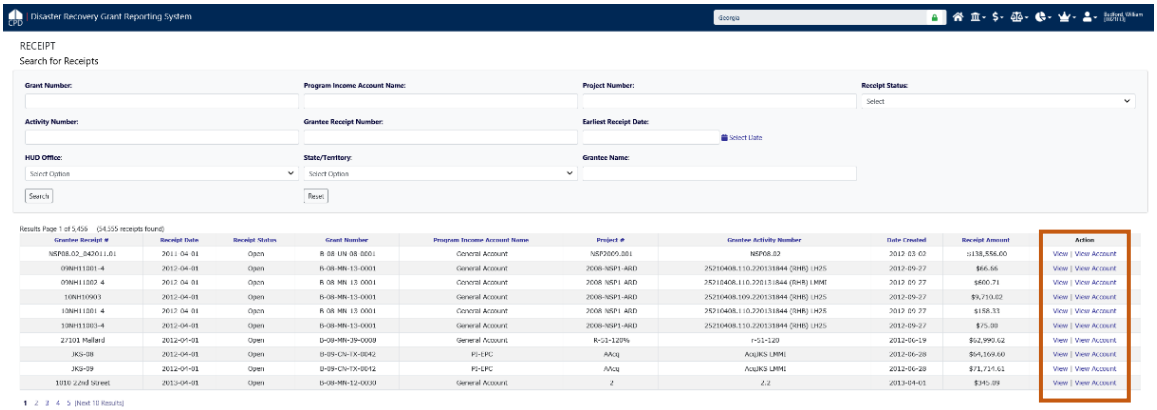
1 Navigate to the **Manage My Financials** module and locate the **Drawdown** menu. See Step A1 above. Select **<Search/Edit Receipts>**. The **"Search for Receipts"** page will load.

2 From the **"Search for Receipts"** page, select the desired "Grant Number" from the dropdown menu. Complete the remaining search criteria fields to narrow the search results. When complete, select the **<Search>** button.



3 Select the **<View>** link under the "Action" column to view the desired Program Income receipt. The **"View Receipt"** page will load.

User Role: HUD User	**Menu Option:** Search/View Receipts



D. Managing Program Income Accounts

D1. Grantee | Add Program Income Accounts

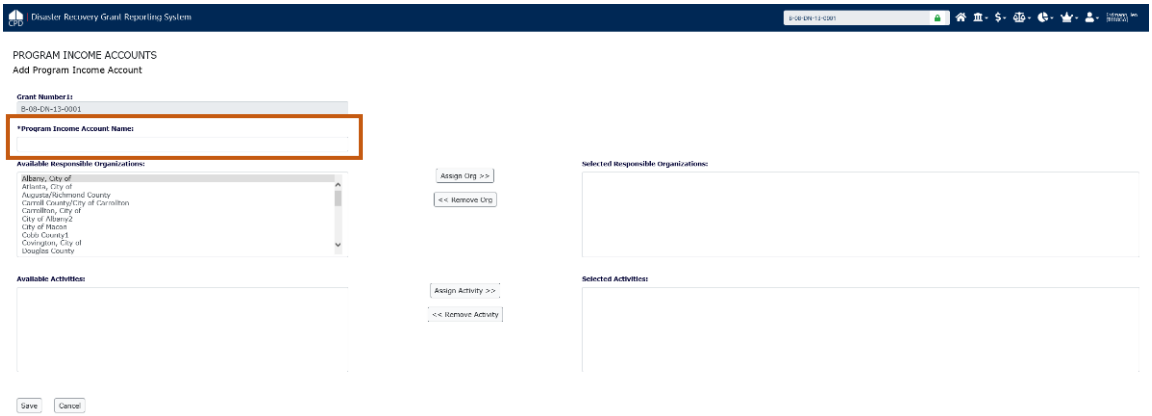
User Role: Draw Requestor and Draw Approver	**Menu Option:** Add Program Income Account

Purpose: Allow Grantee Drawdown Users to add a Program Income Account.

Complete the following steps to add a Program Income Account:

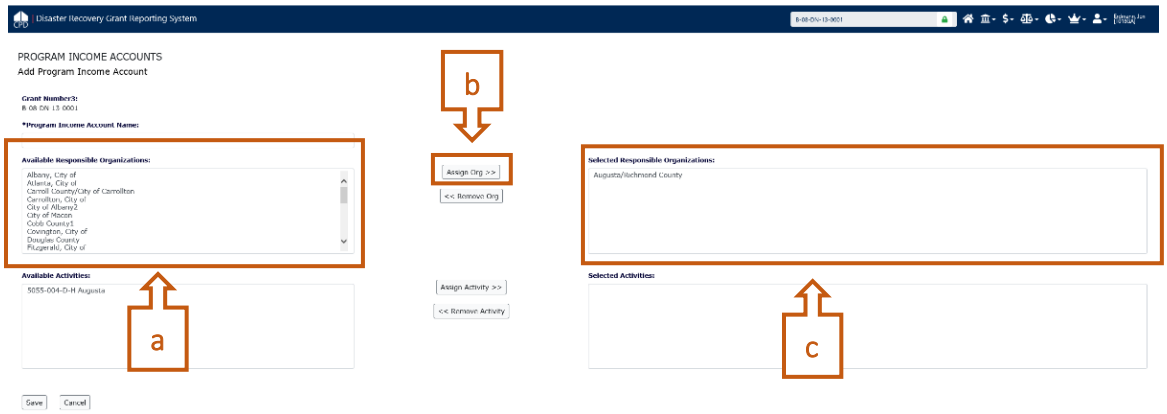
1 Navigate to the **Manage My Financials** module and locate the **Drawdown** menu. See Step A1 above. Select **<Add Program Income Account>**. The **"Add Program Income Account"** page will load.

2 The appropriation and Grant will default to the selected Grant in the Navigation Bar. On the "Add Program Income Account," enter a "Program Income Account Name" field.

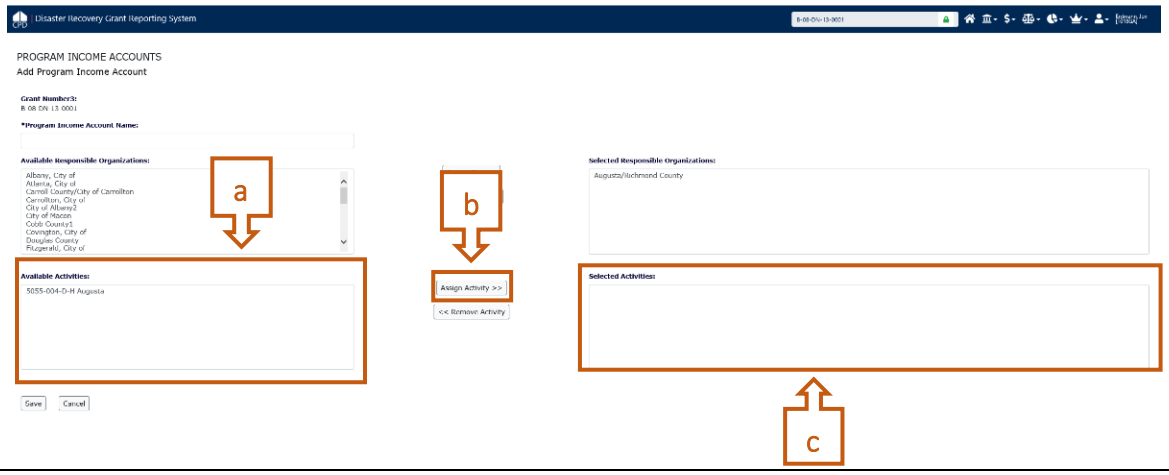


User Role: Draw Requestor and Draw Approver	**Menu Option:** Add Program Income Account

3 Select the desired Responsible Organization from the "Available Responsible Organizations" field (see (a) below) and select **<Assign Org>** (see (b) below). The "Selected Responsible Organization" (see (c) below) and "Available Activities" fields will refresh. To remove a Responsible Organization, select **<Remove Org>**.

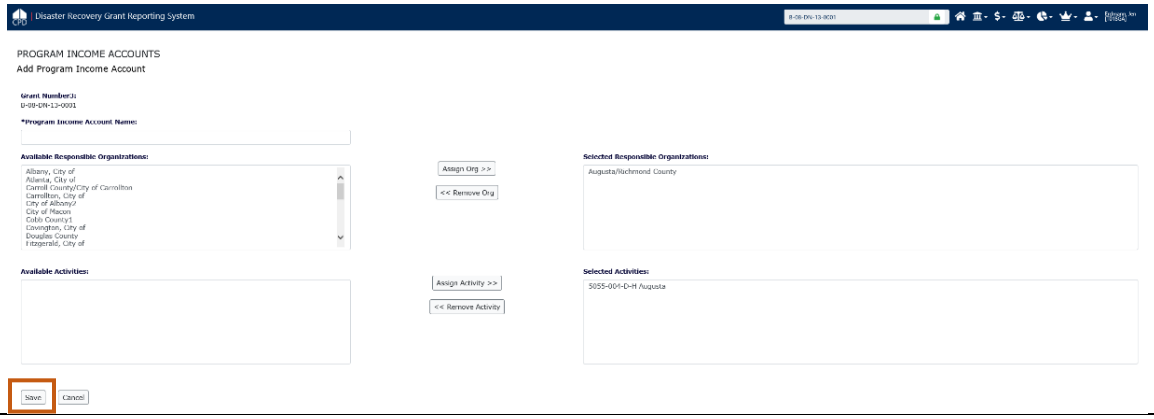


4 Select the desired activity from the "Available Activities" field (see (a) below) and select **<Assign Activity>** (see (b) below). The "Selected Activities" field will refresh.



User Role: Draw Requestor and Draw Approver	**Menu Option:** Add Program Income Account

5 Once complete, select **<Save>**. The **"Search for Program Income Accounts"** page will load and display the following message "Program Income Account Created Successfully.



D2. Grantee | Search and Edit Program Income Accounts

User Role: Draw Requestor and Draw Approver	**Menu Option:** Search/Edit PI Accounts

Purpose: Allow Grantee Drawdown Users to search and edit a Program Income Account.

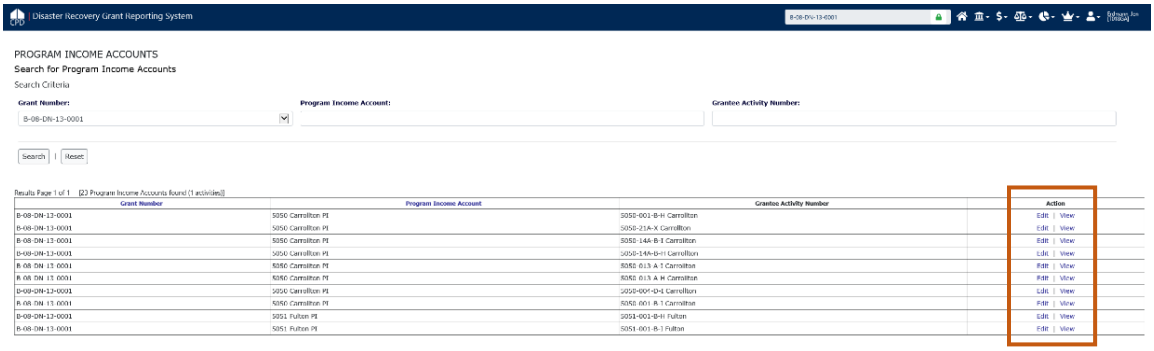
Complete the following steps to search and edit a Program Income Account:

1 Navigate to the **Manage My Financials** module and locate the **Drawdown** menu. See Step A1 above. Select **<Search/Edit PI Account>**. The **"Search for Program Income Account"** page will load.

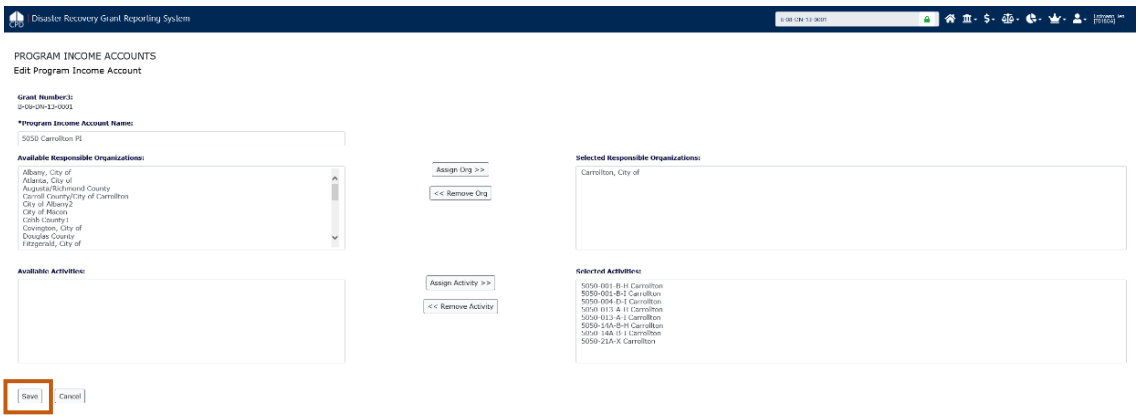
2 Once on the **"Search for Program Income Account"** page, select the desired "Grant Number" from the dropdown menu. Complete the remaining search criteria fields to narrow the search results. When complete, select the **<Search>** button.

User Role: Draw Requestor and Draw Approver	**Menu Option:** Search/Edit PI Accounts

3 Select the **<Edit>** link under the "Action" column to edit the desired Program Income Account. The **"Edit Program Income Account"** page will load.



4 Edit the desired fields, keeping in mind that an activity cannot be removed from a PI Account unless the PI receipted and drawn does not affect the DRGR Math Rules described in Section B.2. When complete, select the **<Save>** button. DRGR will return the user to the **"Search for Program Income Accounts"** page and display the following message "Program Income Account Updated Successfully."



D3. HUD | Search and View Program Income Accounts

User Role: HUD User	**Menu Option:** Search/View PI Accounts

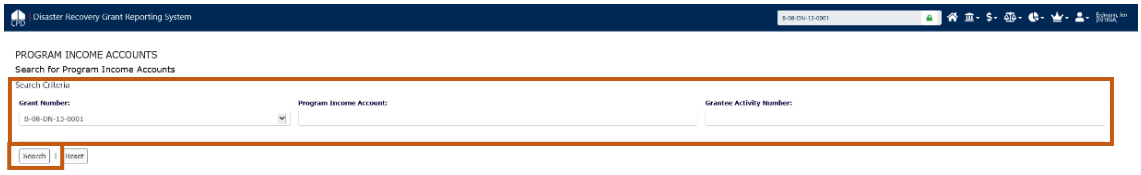
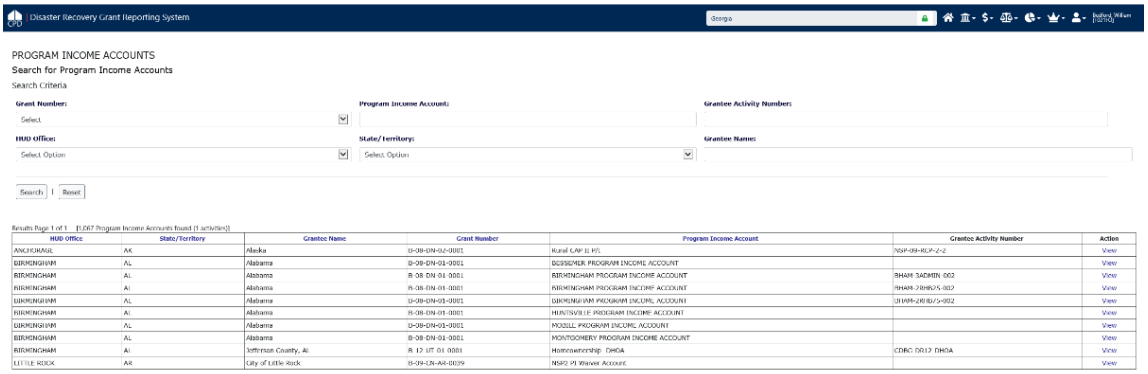
Purpose: Allow HUD Users to search and view a Program Income Accounts.

Complete the following steps to search and view a Program Income Accounts:

1 Navigate to the **Manage My Financials** module and locate the **Drawdown** menu. See Step A1 above. Select **<Search/View PI Account>**. The **"Search for Program Income Account"** page will load.

User Role: HUD User	**Menu Option:** Search/View PI Accounts

2 Once on the **"Search for Program Income Account"** page, select the desired "Grant Number" from the dropdown menu. Complete the remaining search criteria fields to narrow the search results. When complete, select the **<Search>** button.



3 Select the **<View>** link under the "Action" column to view the desired Program Income Account. The **"View Program Income Account"** page will load.