Chapter 26: Return Funds to Line of Credit | Financial Module

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Chapter 26: Return Funds to Line of Credit

This Chapter provides instruction for authorized Grantee Users to return Grant funds to the Line of Credit for the appropriate Grant 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
Search/Maintain Vouchers	B1 – B2	Search and revise existing Vouchers

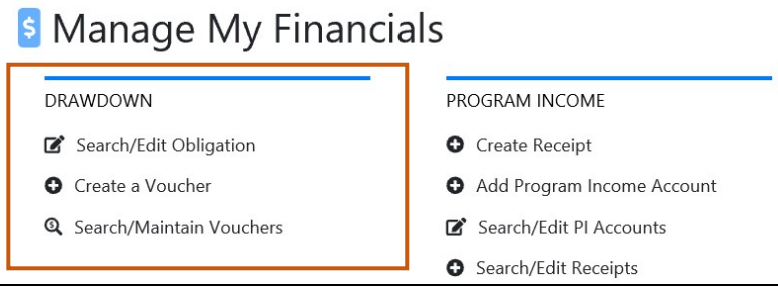
HUD Users

Menu Option	Section	Action
Search/Maintain Vouchers	B3	Search and view existing Vouchers

A. Financial Module Access

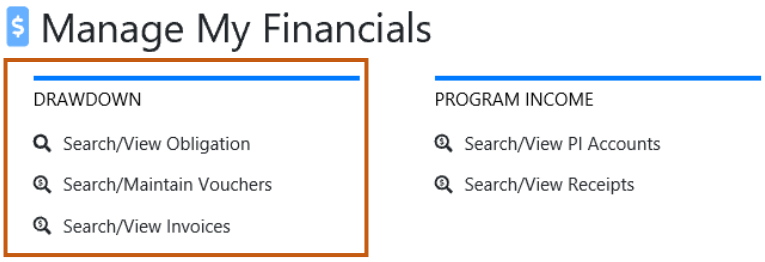
The **Manage My Financials** module contains all financial transaction-related functions.

A1. Grantee | User Access

User Role: Grantee Users	**Menu Option:** Manage My Financials Module
Purpose: Allow Grantee Users to access Collection Voucher 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 DRGR System displays the relevant menu items based on user type and user roles. 	

User Role: Grantee Users	**Menu Option:** Manage My Financials Module

A2. HUD | User Access

User Role: HUD Users	**Menu Option:** Manage My Financials Module
Purpose: Allow HUD Users to access View Voucher 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 DRGR System displays the relevant menu items based on user type and user roles. 	

B. Return Funds to Line of Credit (Not a DRGR Function)

Grantees may need to wire funds back to LOCCS if, for example, monitoring or audit events revealed an activity did not conform to the program requirements or Grant funds were drawn for an ineligible cost. Funds returned to LOCCS appear in DRGR to "refund" the drawn amount that was returned to LOCCS. Before performing tasks in DRGR, Grantees must first wire the amount of funds that need to be returned to LOCCS using non-Federal sources. The following is an example Wire Transfer Instructions:

Wire Transfer Instructions

U.S. Department of Housing and Urban Development
Abbreviated Wire-Transfer Instructions
Bank Name: Bank Address: ABA Routing Number: Account Number: Account Holder:
Memorandum or Third Party Information
Please indicate the project, grant, or loan number that the funds should be applied to including the Budget Line Item (BLI), if applicable. Also, if the funds are to be returned to the U.S. Treasury as Interest or HOPE III Resale Proceeds, please annotate as such.

The Grantee users of TA Providers are also allowed to wire funds through the https://ww.pay.gov site.

After LOCCS processes the returned funds, a "Collection Voucher" will appear in DRGR with the status 'Completed (Needs Revision)'. Follow the steps below to complete the process.

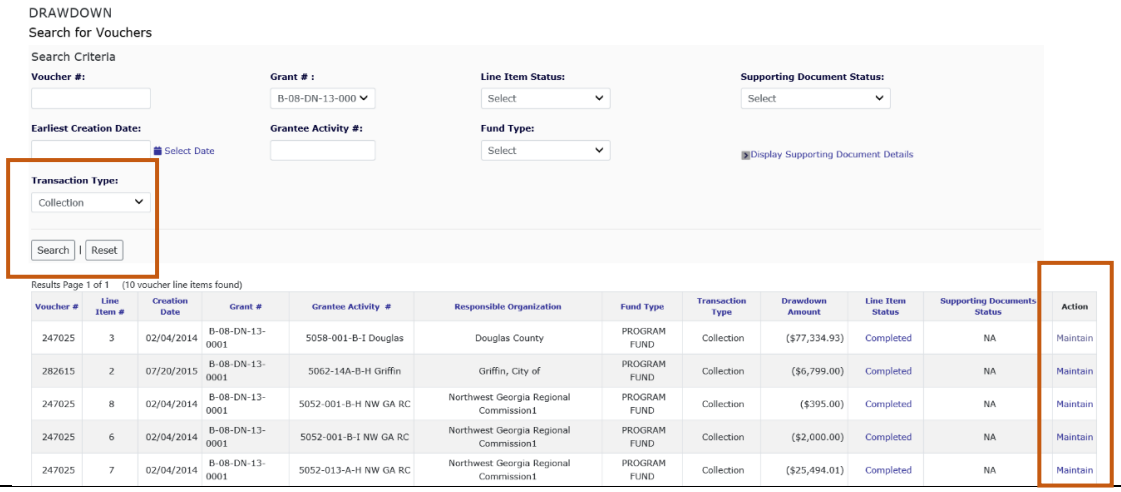
B1. Grantee | Voucher Revision

User Role: Draw Requester	**Menu Option:** Search/Maintain Vouchers
Purpose: Allow Draw Requesters to Revise Collection Vouchers.	
Complete the following steps to Revise a Collection Voucher:	
1 Navigate to the **Manage My Financials** module and locate the **Drawdown** menu. See Step A1 above. Select **<Search/Maintain Vouchers>**. The **"Search for Vouchers"** page will load.	

The remainder of this page intentionally left blank.

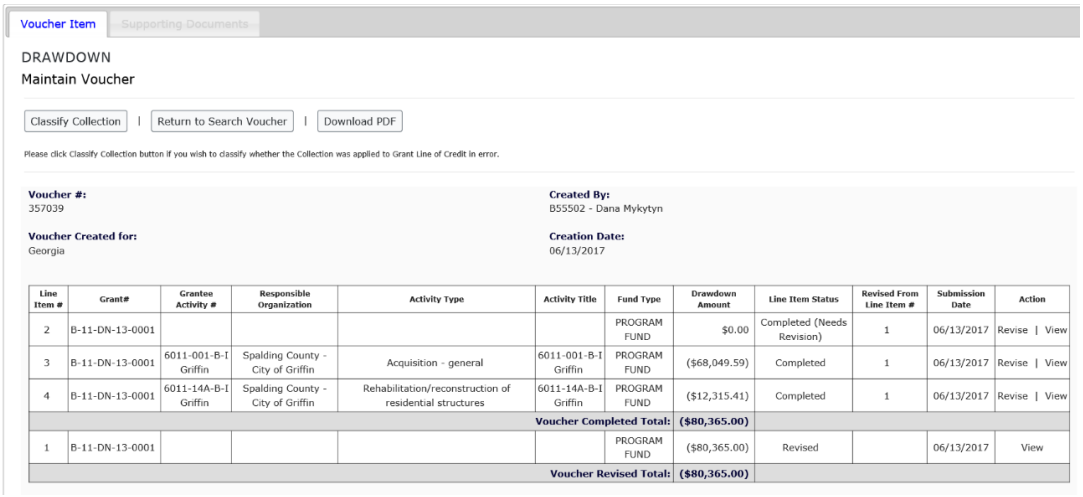
User Role: Draw Requester	**Menu Option:** Search/Maintain Vouchers

2 On the **"Search for Vouchers"** page, select **<Collection>** in the "Transaction Type" dropdown menu and select **<Search>**. Locate the desired "Collection Voucher" in the search results and select **<Maintain>** under the "Action" heading.



Voucher #	Line Item #	Creation Date	Grant #	Grantee Activity #	Responsible Organization	Fund Type	Transaction Type	Drawdown Amount	Line Item Status	Supporting Documents Status	Action
247025	3	02/04/2014	B-08-DN-13-0001	5058-001-B-I Douglas	Douglas County	PROGRAM FUND	Collection	($77,334.93)	Completed	NA	Maintain
282615	2	07/20/2015	B-08-DN-13-0001	5062-14A-B-H Griffin	Griffin, City of	PROGRAM FUND	Collection	($6,799.00)	Completed	NA	Maintain
247025	8	02/04/2014	B-08-DN-13-0001	5052-001-B-H NW GA RC	Northwest Georgia Regional Commission1	PROGRAM FUND	Collection	($395.00)	Completed	NA	Maintain
247025	6	02/04/2014	B-08-DN-13-0001	5052-001-B-I NW GA RC	Northwest Georgia Regional Commission1	PROGRAM FUND	Collection	($2,000.00)	Completed	NA	Maintain
247025	7	02/04/2014	B-08-DN-13-0001	5052-013-A-H NW GA RC	Northwest Georgia Regional Commission1	PROGRAM FUND	Collection	($25,494.01)	Completed	NA	Maintain

3 **The "Maintain Voucher"** page will load. Select **<Revise>** under the "Action" heading.

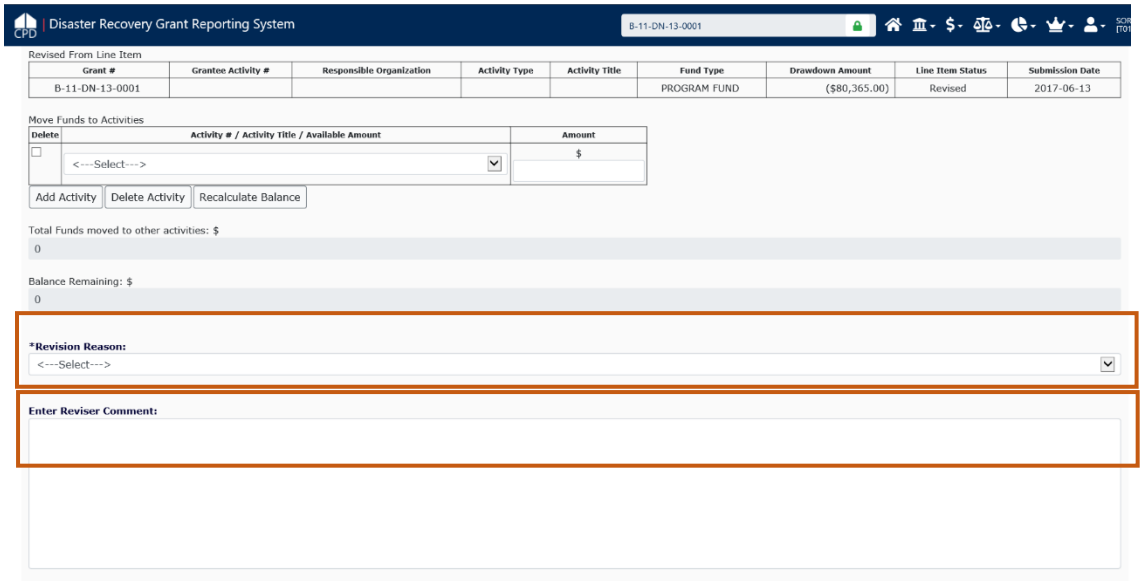


Line Item #	Grant#	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Revised From Line Item #	Submission Date	Action
2	B-11-DN-13-0001					PROGRAM FUND	$0.00	Completed (Needs Revision)	1	06/13/2017	Revise | View
3	B-11-DN-13-0001	6011-001-B-I Griffin	Spalding County - City of Griffin	Acquisition - general	6011-001-B-I Griffin	PROGRAM FUND	($68,049.59)	Completed	1	06/13/2017	Revise | View
4	B-11-DN-13-0001	6011-14A-B-I Griffin	Spalding County - City of Griffin	Rehabilitation/reconstruction of residential structures	6011-14A-B-I Griffin	PROGRAM FUND	($12,315.41)	Completed	1	06/13/2017	Revise | View
						Voucher Completed Total:	**($80,365.00)**				
1	B-11-DN-13-0001					PROGRAM FUND	($80,365.00)	Revised		06/13/2017	View
						Voucher Revised Total:	**($80,365.00)**				

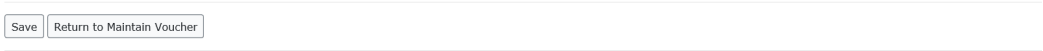
4 The **"Revise Voucher"** page will load. Notice the "Drawdown Amounts" are a negative number, meaning once revised, the revision will reduce the drawn amount for an activity as opposed to increasing the drawn amount through the regular voucher creation/approval process. Select the activity that resulted in the funds being returned to LOCCS. If the "Collection Voucher" represents returned funds from more than one activity, select multiple activities by selecting **<Add Activity>**.

User Role: Draw Requester	**Menu Option:** Search/Maintain Vouchers

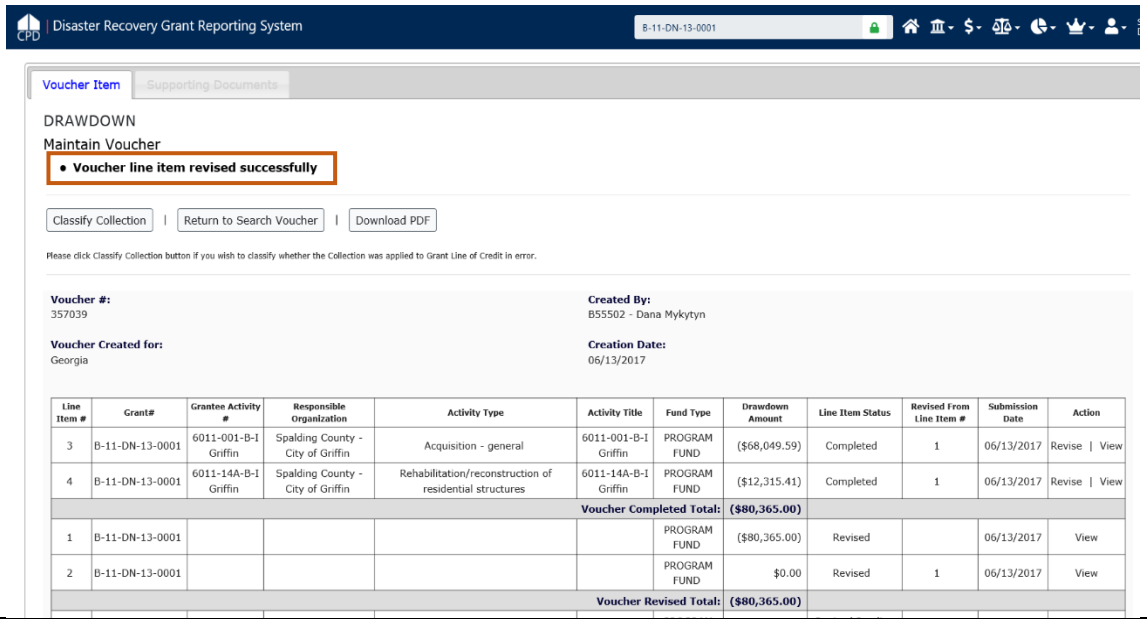
Enter the amount of funds per activity until the full amount of the "Collection Voucher" is set to be revised to one or more activities.



Select **<Save>** when all required fields are complete.



5 The **"Maintain Voucher"** page will load with a message "Voucher line item revised successfully." The drawn balance for the selected activities should now be reduced by the respective "Voucher Line Item" amounts, thereby allowing Grantees to draw those funds for the same or other activities.



B2. Grantee | Classification of Returned Funds

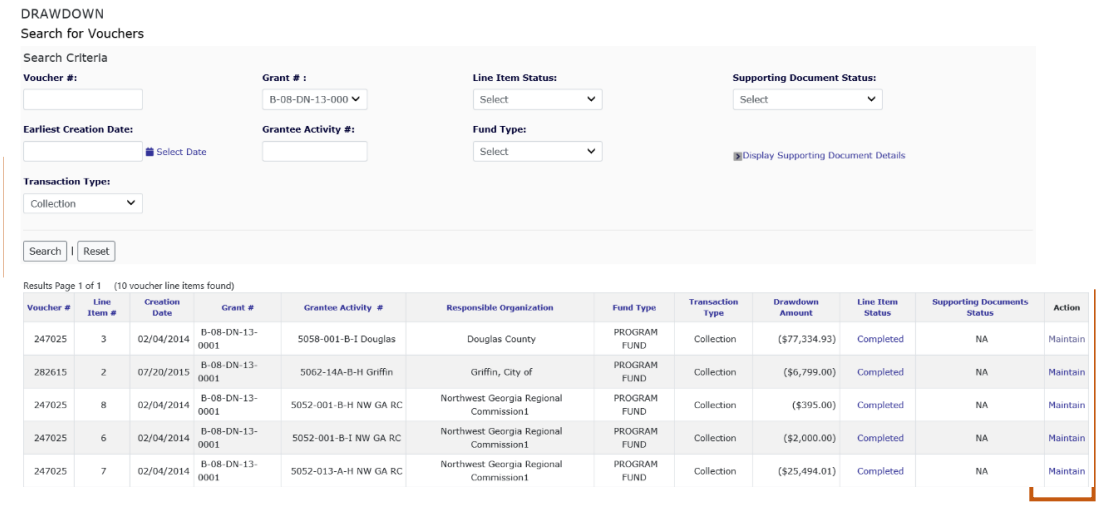
If funds were returned to LOCCS in error if, for example, the returned amount was incorrect or credited to the wrong Grant, DRGR users must "Classify the Collection Voucher in Error."

User Role: Draw Requestor	**Menu Option:** Search/Maintain Vouchers
Purpose: Allow Drawdown Users to Classify Collection Vouchers as errors.	

Complete the following steps to Classify Collection Vouchers as errors:

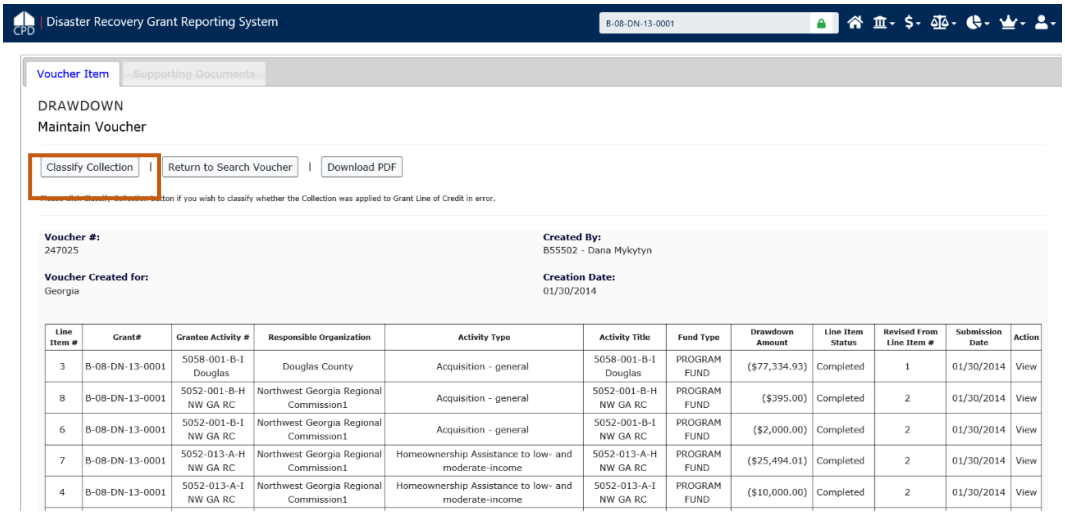
1 Navigate to the **Manage My Financials** module and locate the **Drawdown** menu. See Step A1 above. Select **<Search/Maintain Vouchers>**. The **"Search for Vouchers"** page will load.

2 Select **<Collection>** in the "Transaction Type" dropdown menu and select **<Search>**. Locate the desired Collection Voucher in the search results and select **<Maintain>** under the "Action" heading.



Voucher #	Line Item #	Creation Date	Grant #	Grantee Activity #	Responsible Organization	Fund Type	Transaction Type	Drawdown Amount	Line Item Status	Supporting Documents Status	Action
247025	3	02/04/2014	B-08-DN-13-0001	5058-001-B-I Douglas	Douglas County	PROGRAM FUND	Collection	($77,334.93)	Completed	NA	Maintain
282615	2	07/20/2015	B-08-DN-13-0001	5062-14A-B-H Griffin	Griffin, City of	PROGRAM FUND	Collection	($6,799.00)	Completed	NA	Maintain
247025	8	02/04/2014	B-08-DN-13-0001	5052-001-B-H NW GA RC	Northwest Georgia Regional Commission1	PROGRAM FUND	Collection	($395.00)	Completed	NA	Maintain
247025	6	02/04/2014	B-08-DN-13-0001	5052-001-B-I NW GA RC	Northwest Georgia Regional Commission1	PROGRAM FUND	Collection	($2,000.00)	Completed	NA	Maintain
247025	7	02/04/2014	B-08-DN-13-0001	5052-013-A-H NW GA RC	Northwest Georgia Regional Commission1	PROGRAM FUND	Collection	($25,494.01)	Completed	NA	Maintain

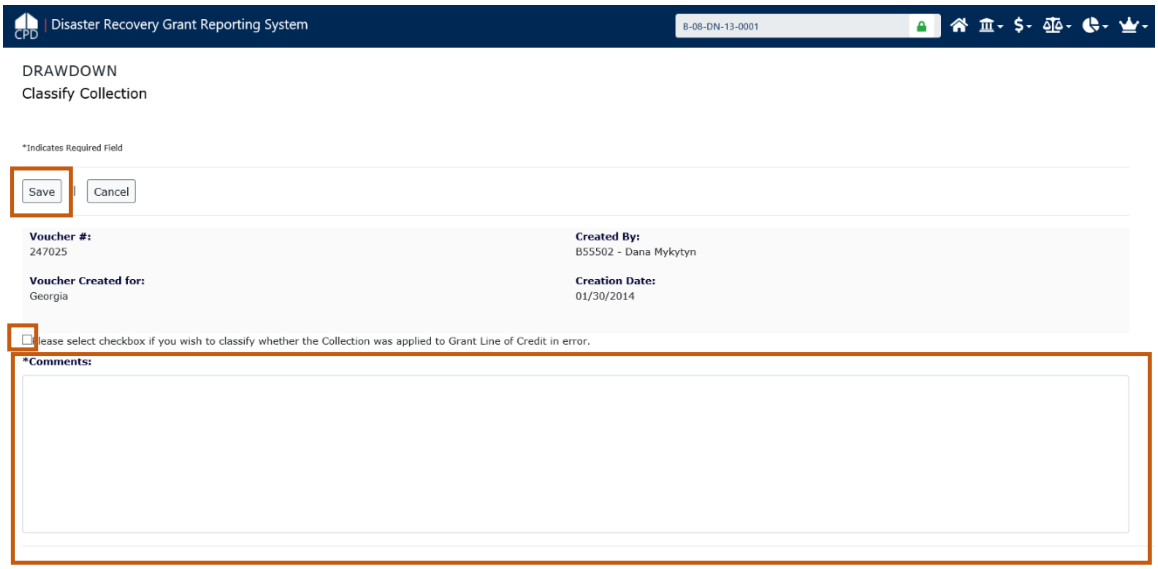
3 The **"Maintain Voucher"** page will load. Select **<Classify Collection>**.



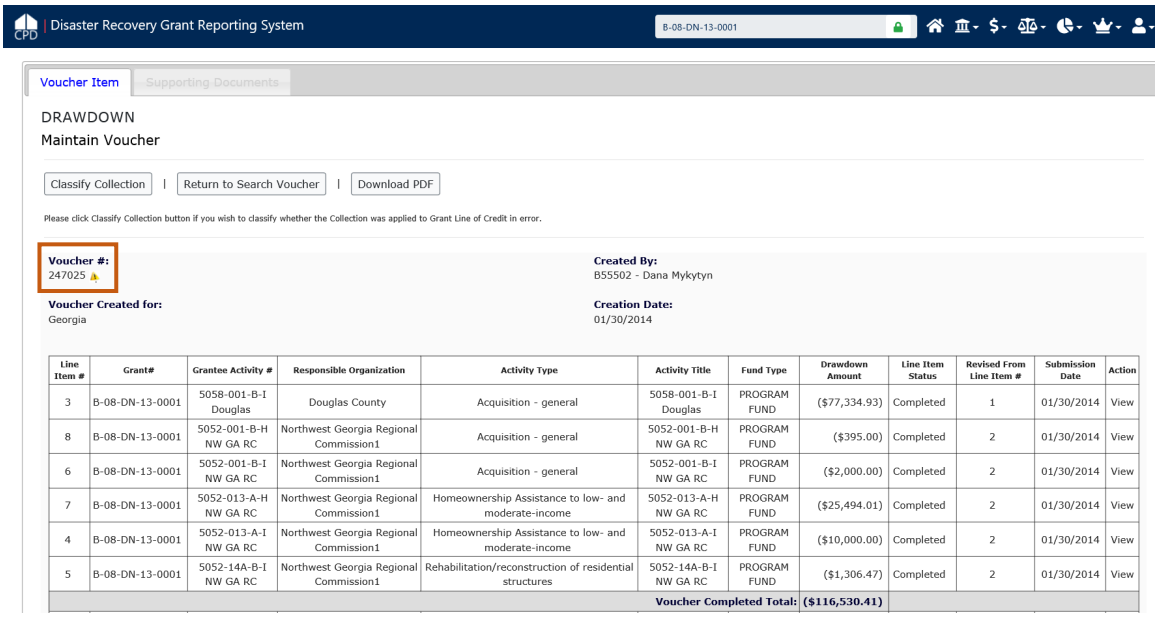
Line Item #	Grant#	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Revised From Line Item #	Submission Date	Action
3	B-08-DN-13-0001	5058-001-B-I Douglas	Douglas County	Acquisition - general	5058-001-B-I Douglas	PROGRAM FUND	($77,334.93)	Completed	1	01/30/2014	View
8	B-08-DN-13-0001	5052-001-B-H NW GA RC	Northwest Georgia Regional Commission1	Acquisition - general	5052-001-B-H NW GA RC	PROGRAM FUND	($395.00)	Completed	2	01/30/2014	View
6	B-08-DN-13-0001	5052-001-B-I NW GA RC	Northwest Georgia Regional Commission1	Acquisition - general	5052-001-B-I NW GA RC	PROGRAM FUND	($2,000.00)	Completed	2	01/30/2014	View
7	B-08-DN-13-0001	5052-013-A-H NW GA RC	Northwest Georgia Regional Commission1	Homeownership Assistance to low- and moderate-income	5052-013-A-H NW GA RC	PROGRAM FUND	($25,494.01)	Completed	2	01/30/2014	View
4	B-08-DN-13-0001	5052-013-A-I NW GA RC	Northwest Georgia Regional Commission1	Homeownership Assistance to low- and moderate-income	5052-013-A-I NW GA RC	PROGRAM FUND	($10,000.00)	Completed	2	01/30/2014	View

User Role: Draw Requestor	**Menu Option:** Search/Maintain Vouchers

4 The **"Classify Collection"** page will load. Select the checkbox to "Classify the Collection in Error," enter comments and select **<Save>**.



4 The **"Maintain Voucher"** page will load and a symbol will apear next to the "Voucher #" indicating the "Collection Voucher" was classified as an error.



Line Item #	Grant#	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Revised From Line Item #	Submission Date	Action
3	B-08-DN-13-0001	5058-001-B-I Douglas	Douglas County	Acquisition - general	5058-001-B-I Douglas	PROGRAM FUND	($77,334.93)	Completed	1	01/30/2014	View
8	B-08-DN-13-0001	5052-001-B-H NW GA RC	Northwest Georgia Regional Commission1	Acquisition - general	5052-001-B-H NW GA RC	PROGRAM FUND	($395.00)	Completed	2	01/30/2014	View
6	B-08-DN-13-0001	5052-001-B-I NW GA RC	Northwest Georgia Regional Commission1	Acquisition - general	5052-001-B-I NW GA RC	PROGRAM FUND	($2,000.00)	Completed	2	01/30/2014	View
7	B-08-DN-13-0001	5052-013-A-H NW GA RC	Northwest Georgia Regional Commission1	Homeownership Assistance to low- and moderate-income	5052-013-A-H NW GA RC	PROGRAM FUND	($25,494.01)	Completed	2	01/30/2014	View
4	B-08-DN-13-0001	5052-013-A-I NW GA RC	Northwest Georgia Regional Commission1	Homeownership Assistance to low- and moderate-income	5052-013-A-I NW GA RC	PROGRAM FUND	($10,000.00)	Completed	2	01/30/2014	View
5	B-08-DN-13-0001	5052-14A-B-I NW GA RC	Northwest Georgia Regional Commission1	Rehabilitation/reconstruction of residential structures	5052-14A-B-I NW GA RC	PROGRAM FUND	($1,306.47)	Completed	2	01/30/2014	View
						Voucher Completed Total:	**($116,530.41)**				

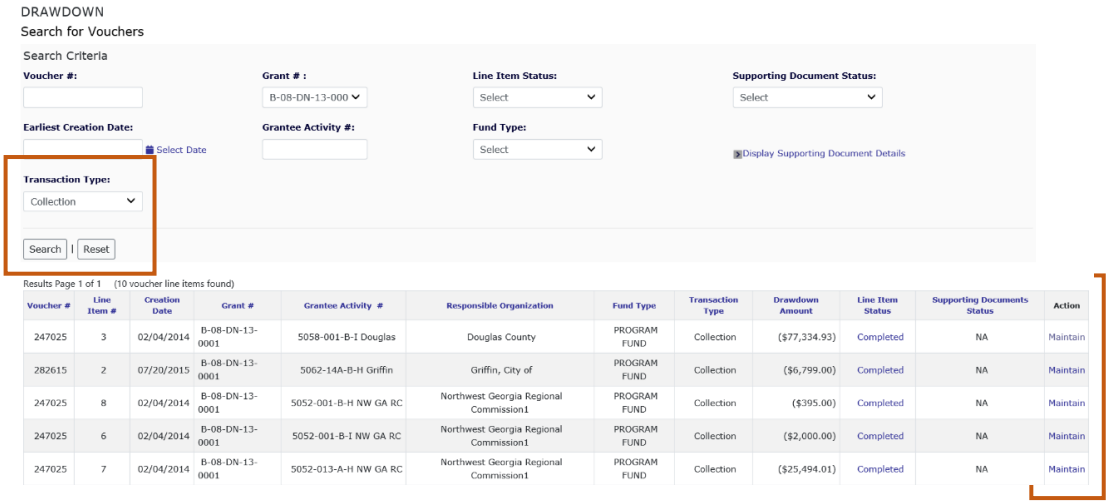
B3. HUD | Search and View Vouchers

User Role: HUD User	**Menu Option:** Search/Maintain Vouchers
Purpose: Allow HUD Users to search and view vouchers.	

Complete the following steps to Search and View Vouchers:

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

1 Select **<Collection>** in the "Transaction Type" dropdown menu and select **<Search>**. Locate the desired Collection Voucher in the search results and select **<Maintain>** under the "Action" heading.



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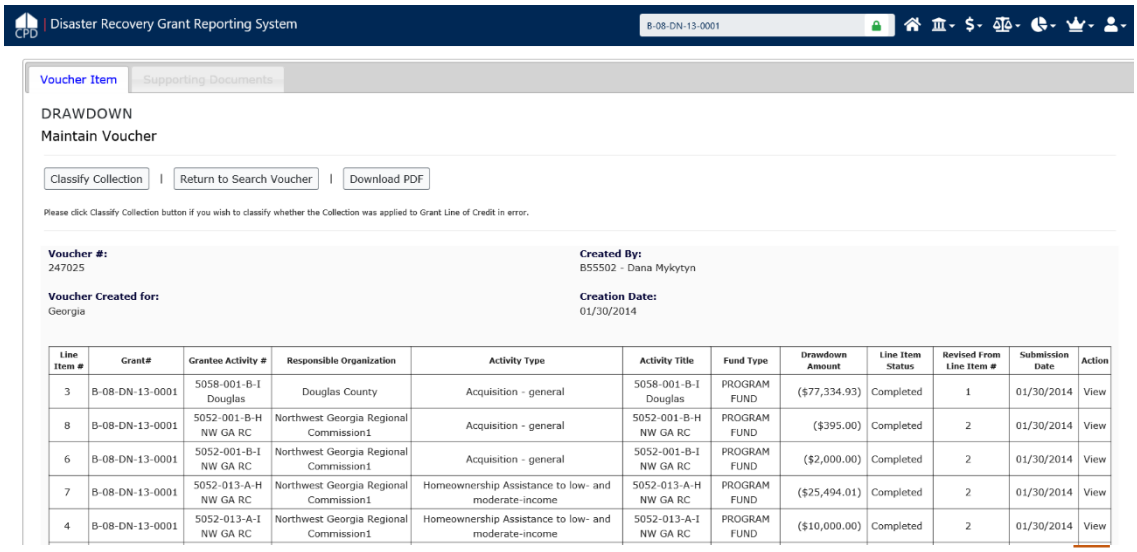
247025	3	02/04/2014	B-08-DN-13-0001	5058-001-B-I Douglas	Douglas County	PROGRAM FUND	Collection	($77,334.93)	Completed	NA	Maintain
282615	2	07/20/2015	B-08-DN-13-0001	5062-14A-B-H Griffin	Griffin, City of	PROGRAM FUND	Collection	($6,799.00)	Completed	NA	Maintain
247025	8	02/04/2014	B-08-DN-13-0001	5052-001-B-H NW GA RC	Northwest Georgia Regional Commission1	PROGRAM FUND	Collection	($395.00)	Completed	NA	Maintain
247025	6	02/04/2014	B-08-DN-13-0001	5052-001-B-I NW GA RC	Northwest Georgia Regional Commission1	PROGRAM FUND	Collection	($2,000.00)	Completed	NA	Maintain
247025	7	02/04/2014	B-08-DN-13-0001	5052-013-A-H NW GA RC	Northwest Georgia Regional Commission1	PROGRAM FUND	Collection	($25,494.01)	Completed	NA	Maintain

2 The **"Maintain Voucher"** page will load. Select **<View>** under the "Action" heading.



Line Item #	Grant#	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Revised From Line Item #	Submission Date	Action
3	B-08-DN-13-0001	5058-001-B-I Douglas	Douglas County	Acquisition - general	5058-001-B-I Douglas	PROGRAM FUND	($77,334.93)	Completed	1	01/30/2014	View
8	B-08-DN-13-0001	5052-001-B-H NW GA RC	Northwest Georgia Regional Commission1	Acquisition - general	5052-001-B-H NW GA RC	PROGRAM FUND	($395.00)	Completed	2	01/30/2014	View
6	B-08-DN-13-0001	5052-001-B-I NW GA RC	Northwest Georgia Regional Commission1	Acquisition - general	5052-001-B-I NW GA RC	PROGRAM FUND	($2,000.00)	Completed	2	01/30/2014	View
7	B-08-DN-13-0001	5052-013-A-H NW GA RC	Northwest Georgia Regional Commission1	Homeownership Assistance to low- and moderate-income	5052-013-A-H NW GA RC	PROGRAM FUND	($25,494.01)	Completed	2	01/30/2014	View
4	B-08-DN-13-0001	5052-013-A-I NW GA RC	Northwest Georgia Regional Commission1	Homeownership Assistance to low- and moderate-income	5052-013-A-I NW GA RC	PROGRAM FUND	($10,000.00)	Completed	2	01/30/2014	View