



## Chapter 29: Voucher Supporting Documents | Manage My Financials Module

- Chapter 29: Voucher Supporting Documents..... 1**
  - A. Manage My Financials Access ..... 1**
    - A1. Grantee | User Access ..... 1
    - A2. HUD | User Access..... 2
  - B. Grantee and HUD | Search for Vouchers with Supporting Documentation..... 3**
    - B1. Grantee and HUD | Search for Vouchers with Supporting Documentation ..... 3
  - C. Attach Supporting Documents ..... 4**
    - C1. Grantee | Attach Supporting Documents During Voucher Creation ..... 5
  - D. HUD Review Events and Requests for Supporting Documentation ..... 6**
    - D1. HUD | Add Review Events and Requests for Supporting Documents ..... 6
    - D2. HUD | Add Requests for Supporting Documents from “Maintain Voucher” Page..... 8
    - D3. HUD | Complete Supporting Document Requests..... 9
  - E. Grantee Submission of Supporting Documentation Following HUD Request..... 12**
    - E1. Grantee | Submission of Documentation Following HUD Request ..... 12



## Chapter 29: Voucher Supporting Documents

This Chapter provides instruction on voucher supporting documents in the **Manage My Financials** module, including how:

- Grantees can attach supporting documentation during voucher creation;
- HUD may request that supporting documentation be submitted following its review, and
- Grantees can attach supporting documentation after receiving a request from HUD.

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

Location	Subsection	Action
Search/Maintain Vouchers	B1	Search for Voucher with supporting documentation
Create a Voucher	C1	Create a Voucher with supporting documentation
Search/Maintain Vouchers	E1	Submit supporting documentation following HUD Request

### HUD Users

Location	Subsection	Action
Add Document Review	D1	Add a Document Review
Search Document Review	D3	Search for Document Review
Search/Maintain Vouchers	B1/D2	Search for a Voucher Line Item and request supporting documents.

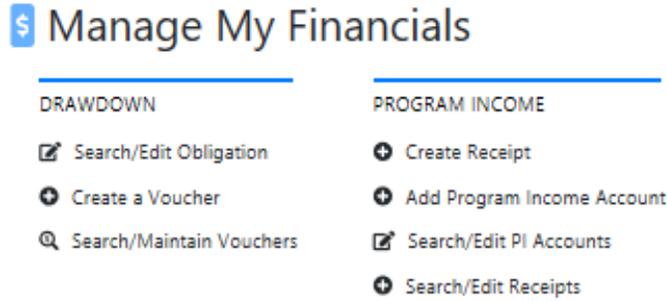
## A. Manage My Financials Access

### A1. Grantee | User Access

User Role: Draw Requester	Menu Option:  Manage My Financials
Purpose: Allow Grantee Users to access the <b>Manage My Financials</b> module.	
<input checked="" type="checkbox"/> Complete the following steps to access the Manage My Grants module:	
<ol style="list-style-type: none"> <li>In the DRGR System, select the <b>Manage My Financials</b> module, or  icon, located in the navigation menu.</li> </ol>	



- This opens the menu items for the **Manage My Financials** module. The System displays the menu items based on the user's type and roles. Below are the **Manage My Financials** menus for a Grantee Draw Request User.



## A2. HUD | User Access

User Role: HUD User

Menu Option: **\$** Manage My Financials

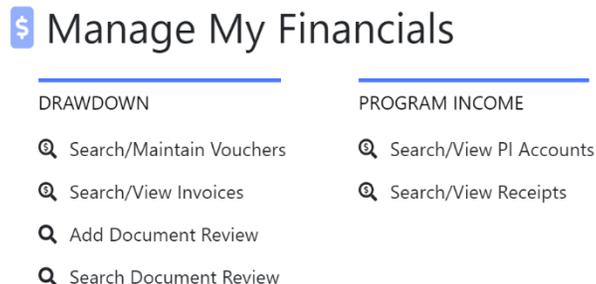
**Purpose:** Allow authorized HUD Users to access the **Manage My Financials** module.

Complete the following steps to access the **Manage My Financials** module:

- In the DRGR System, select the **Manage My Financials** module, or **\$** icon, located in the navigation menu.



- This opens the menu items for the **Manage My Financials** module. The System displays the relevant menu items based on user type and user roles. Below is the **Manage My Financials** menu for a HUD User with two sub-menus.





## B. Grantee and HUD | Search for Vouchers with Supporting Documentation

Users can search for vouchers based on supporting documentation criteria.

### B1. Grantee and HUD | Search for Vouchers with Supporting Documentation

User Role: Grantee and HUD Users	Menu Item:  Search/Maintain Vouchers																		
<b>Purpose:</b> Allow Grantee and HUD Users to view a voucher line item supporting documentation.																			
<input checked="" type="checkbox"/> Complete the following steps to view a voucher line item																			
<ol style="list-style-type: none"> <li>Navigate to the <b>Manage My Financials</b> module. See Sections A1 and A2 above. Locate the <b>Drawdown</b> menu and select the <b>&lt;Search/Maintain Vouchers&gt;</b> link. The <b>“Drawdown – Search for Voucher”</b> page will load.</li> </ol>																			
<ol style="list-style-type: none"> <li>On the <b>“Drawdown - Search for Vouchers”</b> page, to search for vouchers with supporting documentation, select the dropdown for <b>“Supporting Document Status”</b> and choose from the following statuses: <b>“Requested,” “Submitted,” “Complete,”</b> or <b>“Incomplete.”</b>  Users can also select <b>“Display Supporting Document Details”</b> to review additional search fields related to supporting documents.  Select <b>&lt;Search&gt;</b>. The search results will load.</li> </ol>																			
<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p style="margin: 0;">DRAWDOWN Search for Vouchers</p> <p style="margin: 0;">Search Criteria</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border: none;"><b>Voucher #:</b> <input type="text"/></td> <td style="width: 25%; border: none;"><b>Grant # :</b> X-20-MJ-20-01 <input type="text"/></td> <td style="width: 25%; border: none;"><b>Line Item Status:</b> <input type="text" value="Select"/></td> <td style="width: 25%; border: none;"><b>Supporting Document Status:</b> <input type="text" value="Select"/></td> </tr> <tr> <td style="border: none;"><b>Earliest Creation Date:</b> <input type="text"/> <input type="button" value="Select Date"/></td> <td style="border: none;"><b>Grantee Activity #:</b> <input type="text"/></td> <td style="border: none;"><b>Fund Type:</b> <input type="text" value="Select"/></td> <td style="border: none;"><input checked="" type="checkbox"/> Display Supporting Document Details</td> </tr> <tr> <td colspan="4" style="border: none;"><b>Transaction Type:</b> <input type="text" value="Select"/></td> </tr> </table> <p style="margin: 5px 0;"><input type="button" value="Search"/> <input type="button" value="Reset"/></p> <hr/> <p style="margin: 0;"><input checked="" type="checkbox"/> Search Voucher Items by Supporting Documents</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><b>Requested By:</b> <input type="text"/></td> <td style="width: 50%; border: none;"><b>Last Updated By:</b> <input type="text"/></td> </tr> <tr> <td style="border: none;"><b>Requested Date:</b> <b>From:</b> <input type="text"/> <input type="button" value="Select Date"/></td> <td style="border: none;"><b>To:</b> <input type="text"/> <input type="button" value="Select Date"/></td> </tr> <tr> <td style="border: none;"><b>Last Updated Date:</b> <b>From:</b> <input type="text"/> <input type="button" value="Select Date"/></td> <td style="border: none;"><b>To:</b> <input type="text"/> <input type="button" value="Select Date"/></td> </tr> </table> <p style="margin: 5px 0;"><input type="button" value="Search"/> <input type="button" value="Reset"/></p> </div>		<b>Voucher #:</b> <input type="text"/>	<b>Grant # :</b> X-20-MJ-20-01 <input type="text"/>	<b>Line Item Status:</b> <input type="text" value="Select"/>	<b>Supporting Document Status:</b> <input type="text" value="Select"/>	<b>Earliest Creation Date:</b> <input type="text"/> <input type="button" value="Select Date"/>	<b>Grantee Activity #:</b> <input type="text"/>	<b>Fund Type:</b> <input type="text" value="Select"/>	<input checked="" type="checkbox"/> Display Supporting Document Details	<b>Transaction Type:</b> <input type="text" value="Select"/>				<b>Requested By:</b> <input type="text"/>	<b>Last Updated By:</b> <input type="text"/>	<b>Requested Date:</b> <b>From:</b> <input type="text"/> <input type="button" value="Select Date"/>	<b>To:</b> <input type="text"/> <input type="button" value="Select Date"/>	<b>Last Updated Date:</b> <b>From:</b> <input type="text"/> <input type="button" value="Select Date"/>	<b>To:</b> <input type="text"/> <input type="button" value="Select Date"/>
<b>Voucher #:</b> <input type="text"/>	<b>Grant # :</b> X-20-MJ-20-01 <input type="text"/>	<b>Line Item Status:</b> <input type="text" value="Select"/>	<b>Supporting Document Status:</b> <input type="text" value="Select"/>																
<b>Earliest Creation Date:</b> <input type="text"/> <input type="button" value="Select Date"/>	<b>Grantee Activity #:</b> <input type="text"/>	<b>Fund Type:</b> <input type="text" value="Select"/>	<input checked="" type="checkbox"/> Display Supporting Document Details																
<b>Transaction Type:</b> <input type="text" value="Select"/>																			
<b>Requested By:</b> <input type="text"/>	<b>Last Updated By:</b> <input type="text"/>																		
<b>Requested Date:</b> <b>From:</b> <input type="text"/> <input type="button" value="Select Date"/>	<b>To:</b> <input type="text"/> <input type="button" value="Select Date"/>																		
<b>Last Updated Date:</b> <b>From:</b> <input type="text"/> <input type="button" value="Select Date"/>	<b>To:</b> <input type="text"/> <input type="button" value="Select Date"/>																		

**TIP!** This search is NOT locked by the Grant selected in the top navigation bar. Be sure to search in the correct Grant. (See (b) below.)





**DRAWDOWN**  
Search for Vouchers

Search Criteria

Voucher #:

Grant #: X-20-MJ-20-01

Line Item Status: Select

Supporting Document Status: Select

Earliest Creation Date:  Select Date

Grantee Activity #:

Fund Type: Select

Display Supporting Document Details

Transaction Type: Select

Results Page 1 of 1 (5 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
470914	1	05/15/2020	X-20-MJ-20-0001	001	1026 Constance, LLC	PROGRAM INCOME	Payment	\$1.00	Open	NA	Maintain
470915	1	05/15/2020	X-20-MJ-20-0001	001	1026 Constance, LLC	PROGRAM INCOME	Payment	\$101.00	Approved	NA	Maintain
470935	1	05/18/2020	X-20-MJ-20-0001	001	1026 Constance, LLC	PROGRAM FUND	Payment	\$101.00	Approved Pending HQ	NA	Maintain

### C. Attach Supporting Documents

As explained in Chapter 24, Section C1, Step 6, DRGR allows Grantees to attach voucher level supporting documents during the voucher creation process. The supporting documentation is tied directly to the voucher, as applicable, according to appropriation. Some appropriations only require supporting documents on vouchers over a certain threshold amount. If the user proceeds past this step without adding the supporting documentation, then they will no longer be able to attach them without the HUD request. To review the entire voucher creation process, see Chapter 24. This section reviews the step for attaching supporting documents only.

**TIP!** This step is a Grantee’s ONLY chance to attach supporting documents to the voucher unless HUD requests that the documentation be attached. See Section D below for HUD requests for supporting documentation.

The remainder of this page intentionally left blank.



### C1. Grantee | Attach Supporting Documents During Voucher Creation

<b>User Role:</b> Draw Requestor	<b>Menu Option:</b> Create a Voucher
----------------------------------	--------------------------------------

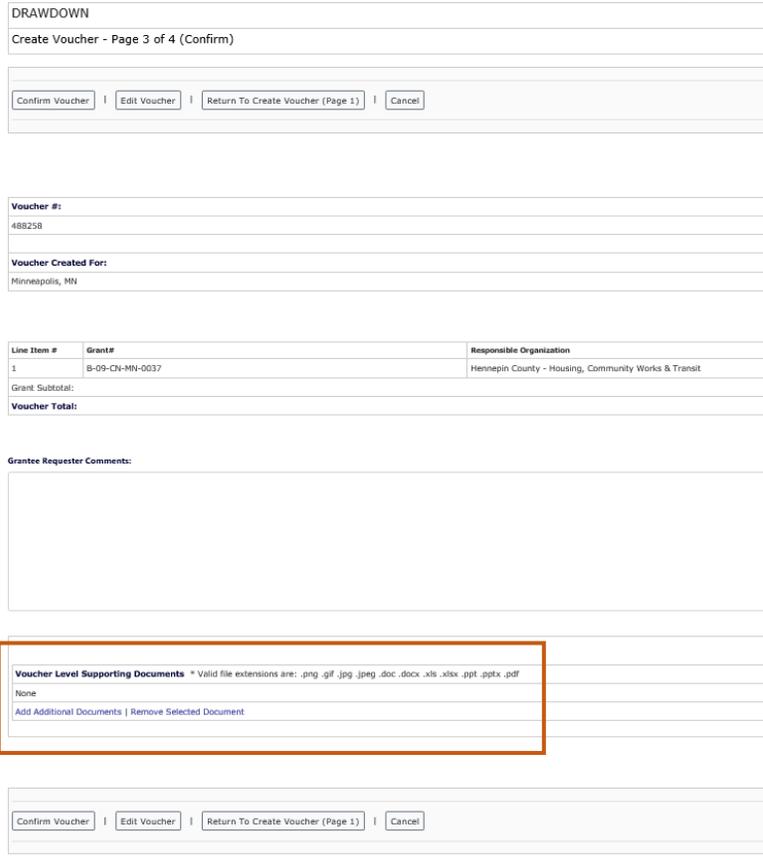
**Purpose:** Allow Grantee Users to attach supporting documentation during voucher creation. Users must have the “Submit Supporting Docs to HUD” User role. See Chapter 5 – User Management and Certifications for more information on roles.

Complete the following steps to attach supporting documentation to a voucher prior to HUD submission:

- 1 Follow Section C1 of Chapter 24 to begin the voucher creation process. On **“Create Voucher - Page 3 of 4 (Confirm)”** of the voucher creation process, users can attach supporting documentation as shown below. Multiple files may be attached by selecting **<Add Additional Documents>**. Files may be removed by selecting **<Removed Selected Documents>**.

**TIPS!**

- Ensure the user has the “Submit Supporting Docs to HUD” user role.
- When attaching supporting documentation, do not use special characters in file names as the files may not attach.





## D. HUD Review Events and Requests for Supporting Documentation

### D1. HUD | Add Review Events and Requests for Supporting Documents

If a Grantee User has not submitted complete or accurate voucher supporting documentation when its required, the DRGR System allows HUD Users to create review events and request supporting documents from the **Manage My Financials** module. Supporting documentation can be requested through the **“Supporting Documents Review”** page (See Section D1) or from the **“Supporting Documents”** tab on the **“Maintain Voucher”** page.

<b>User Role:</b> HUD User	<b>Menu Option:</b> Add Document Review										
<b>Purpose:</b> Allow HUD Users to add and manage a document review event and request supporting documentation.											
<b>Complete the following steps to request supporting documents during document review:</b>											
1 Access the <b>Manage My Financials</b> module and navigate to the Drawdown menu. See Section A2 of this Chapter. Select <b>&lt;Add Document Review&gt;</b> . The <b>“Supporting Documents Review”</b> page will load.											
<p><b>\$ Manage My Financials</b></p> <table><tr><td><b>DRAWDOWN</b></td><td><b>PROGRAM INCOME</b></td></tr><tr><td> Search/Maintain Vouchers</td><td> Search/View PI Accounts</td></tr><tr><td> Search/View Invoices</td><td> Search/View Receipts</td></tr><tr><td> <b>Add Document Review</b></td><td></td></tr><tr><td> Search Document Review</td><td></td></tr></table>		<b>DRAWDOWN</b>	<b>PROGRAM INCOME</b>	Search/Maintain Vouchers	Search/View PI Accounts	Search/View Invoices	Search/View Receipts	<b>Add Document Review</b>		Search Document Review	
<b>DRAWDOWN</b>	<b>PROGRAM INCOME</b>										
Search/Maintain Vouchers	Search/View PI Accounts										
Search/View Invoices	Search/View Receipts										
<b>Add Document Review</b>											
Search Document Review											
2 On the <b>“Supporting Documents Review”</b> page, the HUD User creates the review event by selecting a group of vouchers items to include in the review for auditing purposes. To begin:  Select <b>&lt;Add Vouchers to Event&gt;</b> . The <b>“Search Vouchers for Review Event”</b> page will load.											



User Role: HUD User

Menu Option: Add Document Review

SUPPORTING DOCUMENTS REVIEW

Add Supporting Documents:

Reference Id:  
RVW-EVNT-1077

Description:

Start Date\*:  End Date\*:  Status:  Close Date:

Grantees:  Grants:

SELECTED VOUCHERS:

Select	Voucher #	Voucher Item #	Grantee Name	Grant #	Grantee Activity #	Create Time #	Responsible Organization	Fund Type	Transaction Type	Drawdown Amount	Line Item Status	Supporting Documents Status
Next From: 1	To: 10	Increment: 10	Total:	Current Page: 0	of Total Pages: 0							

ADD DOCUMENTS IN SUPPORT OF REVIEW

**Supporting Documents** \* Valid file extensions are: .png .gif .jpg .jpeg .doc .docx .xls .xlsx .ppt .pptx .pdf

None

Add Additional Documents | Remove Selected Document

- a) On the "Search Vouchers for Review Event" page, search for vouchers using the search criteria. Select <Search>.

SEARCH VOUCHERS FOR REVIEW EVENTS

Reference Id:  
RVW-EVNT-1077

Description:

Start Date\*:  End Date\*:  Status:  Close Date:

Search for Vouchers

Voucher #:  Grant #:  Grantee Name #:

Grantee Activity #:  Fund Type:  Transaction Type:

Creation Date From:  Supporting Document Status:

Creation Date To:  Line Item Status:

Results Page:

Select	Voucher #	Voucher Item #	Grantee Name	Grant #	Grantee Activity #	Create Time #	Responsible Organization	Fund Type	Transaction Type	Drawdown Amount	Line Item Status	Supporting Documents Status
Next From: 1	To: 10	Increment: 10	Total:	Current Page: 0	of Total Pages: 0							

- b) From the search results, select the applicable vouchers and <Add to Review and Return>.



**User Role:** HUD User **Menu Option:** Add Document Review

---

**SEARCH VOUCHERS FOR REVIEW EVENTS**

Reference ID:

Description:

Start Date\*:  End Date\*:  Status:  Close Date:

**Search for Vouchers**

Voucher #:  Grant #:  Grantee Name #:

Grantee Activity #:  Fund Type:  Transaction Type:

Creation Date From:  Selection:  Supporting Document Status:

Creation Date To:  Selection:  Line Item Status:

Select	Voucher #	Voucher Item #	Grantee Name	Grant #	Grantee Activity #	Create Time #	Responsible Organization	Fund Type	Transaction Type	Drawdown Amount	Line Item Status	Supports
<input type="checkbox"/>	201217	1	AFD Urban Planning & Management, LI	F-12-NN-12-0014	AFD000 Birmingham	8/5/2014	AFD Urban Planning and Management, LLC	PROGRAM FUND	Payment	\$11,240.49	Completed	NA
<input type="checkbox"/>	201094	1	AFD Urban Planning & Management, LI	F-12-NN-12-0014	AFD0011 BFL	11/20/2013	AFD Urban Planning and Management, LLC	PROGRAM FUND	Payment	\$16,182.26	Completed	NA
<input checked="" type="checkbox"/>	201217	2	AFD Urban Planning & Management, LI	F-12-NN-12-0014	F-12-NN-12-0014 - AFD000	8/5/2014	AFD Urban Planning and Management, LLC	PROGRAM FUND	Payment	\$223.50	Completed	NA
<input type="checkbox"/>	201099	1	AFD Urban Planning & Management, LI	F-12-NN-12-0014	F-12-NN-12-0014 - AFD002	11/5/2013	AFD Urban Planning and Management, LLC	PROGRAM FUND	Payment	\$2,792.29	Completed	NA
<input type="checkbox"/>	201217	3	AFD Urban Planning & Management, LI	F-12-NN-12-0014	F-12-NN-12-0014 - AFD002	8/5/2014	AFD Urban Planning and Management, LLC	PROGRAM FUND	Payment	\$506.00	Completed	NA
<input type="checkbox"/>	201099	2	AFD Urban Planning & Management, LI	F-12-NN-12-0014	F-12-NN-12-0014 - AFD010	11/5/2013	AFD Urban Planning and Management, LLC	PROGRAM FUND	Payment	\$304.16	Completed	NA
<input type="checkbox"/>	201099	3	AFD Urban Planning & Management, LI	F-12-NN-12-0014	F-12-NN-12-0014 - AFD011	11/5/2013	AFD Urban Planning and Management, LLC	PROGRAM FUND	Payment	\$175.00	Completed	NA
<input type="checkbox"/>	201099	4	AFD Urban Planning & Management, LI	F-12-NN-12-0014	F-12-NN-12-0014 - AFD015	11/5/2013	AFD Urban Planning and Management, LLC	PROGRAM FUND	Payment	\$1,262.06	Completed	NA
<input type="checkbox"/>	201099	5	AFD Urban Planning & Management, LI	F-12-NN-12-0014	F-12-NN-12-0014 - AFD016	11/5/2013	AFD Urban Planning and Management, LLC	PROGRAM FUND	Payment	\$144.54	Completed	NA
<input type="checkbox"/>	201095	1	AMI Associates Inc.	HI-12-FA-HA-1001	HI-12-FA-HA-1001 - 01	5/20/2014	AMI Associates Inc.	PROGRAM FUND	Payment	\$7,346.33	Completed	NA

Prev Results | Next Results

3 When the vouchers are added to the review event, the HUD User can send requests for supporting documentation notifications to the review event’s Grantee by selecting **<Request Documents>**. Grantee will receive an email and a “To Do” item will be displayed on the Grantee’s “Home” page.

**SUPPORTING DOCUMENTS REVIEW**

**Add Supporting Documents:**

Reference ID:

Description:

Start Date\*:  End Date\*:  Status:  Close Date:

Grantees:  Grants:

**SELECTED VOUCHERS:**

Select	Voucher #	Voucher Item #	Grantee Name	Grant #	Grantee Activity #	Create Time #	Responsible Organization	Fund Type	Transaction Type	Drawdown Amount	Line Item Status	Supporting Documents Status
Next From: 1	To: 10	Increment: 10	Total:	Current Page: 0	of Total Pages: 0							

---

**ADD DOCUMENTS IN SUPPORT OF REVIEW**

**Supporting Documents** \* Valid file extensions are: .png .gif .jpg .jpeg .doc .docx .xls .xlsx .ppt .pptx .pdf

None

**D2. HUD | Add Requests for Supporting Documents from “Maintain Voucher” Page**

**User Role:** HUD User **Menu Option:** Search/Maintain Vouchers

---

**Purpose:** Allow HUD Users to request supporting documentation from the “Maintain Voucher” page.



<b>User Role:</b> HUD User	<b>Menu Option:</b> Search/Maintain Vouchers
Complete the following steps to request supporting documents from the “Maintain Voucher” page:	
1 Search for a voucher using the steps in Section B1 above. Use search criteria to refine the search.	
2 After selecting the appropriate voucher, the “Maintain Voucher” page will load. Select the “Supporting Documents” tab. The HUD User can add comments in the “HUD Request for Supporting Documents” field, select the applicable line item, and then select <Request Supporting Documents>. Grantee will receive an email and a “To Do” item will be displayed on the Grantee’s “Home” page.	

### D3. HUD | Complete Supporting Document Requests

After the Grantee submits the requested documentation following the steps in Section E below, HUD Users can mark the supporting document request as “Approved” (Completed) or “Rejected” (Incomplete). To review the supporting documentation, users have two options described below.

<b>User Role:</b> HUD User	<b>Menu Option:</b> Search Document Review
1 <b>Option 1</b> – Retrieve each individual voucher and review the voucher directly.	
a) Search for vouchers using the steps in Section B1 above. On the “Search for Vouchers” page, search for the voucher line items with a ‘Submitted’ status in the Supporting Documentation Status criteria dropdown.	



User Role: HUD User	Menu Option:  Search Document Review
---------------------	--------------------------------------

- b) When the results of the selected search load, select the voucher to review using the <Maintain> link in the Action column.

Action

Maintain

- c) On the “Maintain Voucher” page, select the “Supporting Documents” tab.

Voucher Item
Supporting Documents

DRAWDOWN  
Maintain Supporting Documents

---

Return to Search Voucher

Download PDF

---

Voucher #:
Created By:

- d) To view the supporting documentation (“voucher cover sheets”) attached to the voucher line items, go to the “Supporting Documents” tab. The views display the line item number and the document file name attached to the voucher line item.
- e) Select the line item to “Complete” or “Reject.” Select <Complete Supporting Document> or <Incomplete Supporting Documents> as applicable.

Voucher Item
Supporting Documents

DRAWDOWN  
Maintain Supporting Documents

---

Return to Search Voucher

Download PDF

---

Voucher #:  
41195
Created By:  
TJ23GR - Tami User1

Voucher Created for:  
Louisiana
Creation Date:  
08/03/2020

Select All	Line Item #	Grant#	Grant# Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Revised From Line Item #	Supporting Documents Status	Submission Date
<input type="checkbox"/>	1	X-20-R-F-18032	Activity 4	1028 CONSULTING, LLC	Administration	ACTIVITY 4	PROGRAM FUND	\$49,999.00	Approved Funding HQ		Submitted	08/20/2020

Request Supporting Documents
Complete Supporting Documents
Incomplete Supporting Documents
Revert Status

**Review Checklist**

**Display Supporting Documents by:**

Line Item View

Item Number: 1    File Name: docvoucher1.pdf

Documents View

HUD Request for Supporting Document Comments:

Submit Supporting Documents to HUD Comments:

Voucher Items: 1

Comments: Test Submit



User Role: HUD User

Menu Option: Search Document Review

2 Option 2 – Retrieve the review event and access the voucher from the voucher line items section.

- a) Search for Document Reviews using the <Search Document Review> function in the Drawdown menu of the Manage My Financials module. The “Search for Document Review” page will load.

## Manage My Financials

### DRAWDOWN

Search/Maintain Vouchers

Search/View Invoices

Add Document Review

Search Document Review

### PROGRAM INCOME

Search/View PI Accounts

Search/View Receipts

- b) On the “Search for Document Reviews” page, enter search criteria and select <Search> or perform a blank search to return results for all reviews.

#### DRAWDOWNS

#### Search for Document Reviews

Review Event Id:

Review Event Status:

Grant Number:

Grantee Name:

Search

Reset

- c) Select <View/Edit> in the Action column of the search results for the desired review. The “Supporting Documents Review” page will load.

#### Action

Summary

- d) Select the hyperlinked <Voucher Number> on the review event page to open the voucher.



**User Role:** HUD User

**Menu Option:** Search Document Review

Review Event Summary

**SUPPORTING DOCUMENTS REVIEW**

**Edit/View Supporting Documents:**

Reference Id:

Description

Test... PF creating Review Event -- try to sample vouchers from Texas-GLO submitted during September 2019. (previous attempt had the Parent Grant number... no vouchers came up in search.) trying again with the B-17-DM-48-0001 grant.

Start Date\*:  End Date\*:  Status:  Close Date:

Grantees:  Grants:

Select	Voucher #	Voucher Item #	Grantee Name	Grant #	Grantee Activity #	Create Time #	Responsible Organization	Fund Type	Transaction Type	Drawdown Amount	Line Item Status	Supporting Documents Status
<input type="checkbox"/>	443323	1	Texas - GLO	B-17-DM-48-0001	ADMINISTRATION	9/6/2019	Texas General Land Office	PROGRAM FUND	Payment	\$16,740.00	Complete	NA
<input type="checkbox"/>	443500	1	Texas - GLO	B-17-DM-48-0001	ADMINISTRATION	9/10/2019	Texas General Land Office	PROGRAM FUND	Payment	\$24,299.21	Complete	NA

Next From: 0 To: 2 Increment: 10 Total: 2 Current Page: 0 of Total Pages: 1

[Prev Results](#) | [Next Results](#)

---

**ADD DOCUMENTS IN SUPPORT OF REVIEW**

Supporting Documents \* Valid file extensions are: .png .gif .jpg .jpeg .doc .docx .xls .xlsx .ppt .pptx .pdf

Select Document

Voucher 450261 Line 1 \$96584.22.xlsx

Voucher 412535 Line 2 \$52120.xlsx

[Add Additional Documents](#) | [Remove Selected Document](#)

Follow steps in Option 1 beginning at Step (d) to complete the process.

- To close a review event, HUD Users change the status of the review to “Close” on the “**Edit/View Supporting Documents**” page. When closing a review event, DRGR will automatically populate the closed date field on the review.

**Edit/View Supporting Documents:**

Reference Id:

Description

Start Date\*:  End Date\*:  Status:  Close Date:

Grantees:  Grants:

**E. Grantee Submission of Supporting Documentation Following HUD Request**

Following a request from HUD for supporting documents, Grantees will need to access the voucher with the request and submit the supporting documents to HUD.

**E1. Grantee | Submission of Documentation Following HUD Request**

**User Role:** Draw Requestor

**Menu Option:** Search/Maintain Vouchers

**Purpose:** Allow Grantee Users to attach supporting documentation following a HUD request for documentation.



User Role: Draw Requestor

Menu Option: Search/Maintain Vouchers

Complete the following steps to attach supporting documentation in response to a HUD request:

- When HUD requests supporting documentation for a voucher line item (See Section D1 and D2 above), the Grantee User will receive an email and a To-Do item will display on the “Home” page. Users may select the edit icon in the “Action” column to be directed to the voucher requiring supporting documentation. The user may also use the search function described in Section B1 above and search for vouchers with a “Supporting Document Status” of “Requested.”

Home

**Active Flags 443**

**Flags**

443
-----

**Grantee Draw Approval 4**

Grantee	Grant	Voucher	Submission Date	Days Pending	Action
Florida	B-17-DM-12-0001	470581	04/07/2020	212	
Florida	B-17-DM-12-0001	470594	04/07/2020	212	
Florida	B-17-DM-12-0001	470596	04/07/2020	212	
Florida	B-17-DM-12-0001	470741	04/08/2020	211	

**Grantee Draw Revision Approval 2**

Grantee	Grant	Voucher	Item Num	Submission Date	Days Pending	Action
Florida	B-08-DN-12-0001	163223	2	03/28/2018	3387	
Florida	B-08-DN-12-0001	253487	1	10/07/2016	2395	

**Grantee users pending Certifications 12**

**Certifications**

12

**Voucher Supporting Document Grantee Action 2**

Grant Number	Voucher Number	Item Num	Status	Update Date	Days Pending	Action
B-17-DM-12-0001	460355	1	Requested	11/05/2020	0	
B-17-DM-12-0001	460435	1	Requested	07/20/2020	108	

- In the search criteria, choose “Requested” from the dropdown for “Supporting Document Status.”

- On the “Maintain Voucher” page, select the “Supporting Documents” tab.

**Supporting Documents**

**DRAWDOWN**

Maintain Supporting Documents

Return to Search Voucher | Download PDF

**Voucher #:** \_\_\_\_\_ **Created By:** \_\_\_\_\_

- On the “Supporting Documents” tab, comments can be entered in the “Submit Supporting Document to HUD Comments” field. Select **<Attach>** and attach the required documentation. After all document files are attached to the voucher line items, Grantees can submit the documentation request back to HUD Users by selecting the item and **<Submit Supporting Documents>**.



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

Multiple documents can be attached to the same line item. Also, the same document file can be attached to multiple voucher line items.

DRAWDOWN  
Maintain Supporting Documents

[Return to Search Voucher](#) | [Download PDF](#)

<b>Voucher #:</b> 460355				<b>Created By:</b> T065GR - Bradley Fannon								
<b>Voucher Created for:</b> Florida				<b>Creation Date:</b> 01/06/2020								
<input type="checkbox"/> Select All	Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Revised From Line Item #	Supporting Documents Status	Submission Date
<input type="checkbox"/>	1	B-17-DM-12-0001	101-SF-LMI	Department of Economic Opportunity	Rehabilitation/reconstruction of residential structures	DEO-HRP-REHAB-SF-LMI	PROGRAM FUND	\$54,611.17	Completed		Requested	01/09/2020
<a href="#">Attach</a>   <a href="#">Submit Supporting Documents</a>   <a href="#">Undo Submit</a>   <a href="#">Save Supporting Documents</a>												

Display Supporting Documents by:

Line Item View

Item Number      File Name  
1                    20200106\_460355\_DRH18.pdf x  
                      Ducky 460355.pdf x

Documents View

Submit Supporting Documents to HUD Comments:

The remainder of this page is intentionally left blank.