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## 4 Running Reports

This section first describes how to run a report that does not require input parameters, and then describes how to run a report that does require input parameters; also you will learn how to retrieve reports from your History List.

Before running a report, you should know:

- A daily refresh of data is done at night—so if you make any changes to the data in the IDIS Online application, those changes will not appear in the report until the next day.
- Many of the reports consist of more than one part.
- Each report part must be run separately.
- Reports may take longer to execute initially in MicroStrategy compared to IDIS Legacy, however, all further manipulation and formatting of the report will be easier and quicker for the user in the new IDIS using MicroStrategy functionality.
- One of the many improved features MicroStrategy report execution has to offer is that the report execution combines the multiple separate steps a user must complete in the IDIS Legacy application. For example, in IDIS Legacy, a user must run the report, download the report from a separate FTP site, and format the report.

### 4.1 Running a Report without Input Parameters

1. Log in to the IDIS Online application window as described in *Section 2, accessing the IDIS Online Application*.

2. Click the **Reports** link in the menu bar.

**Note:** Not all reports require parameters.

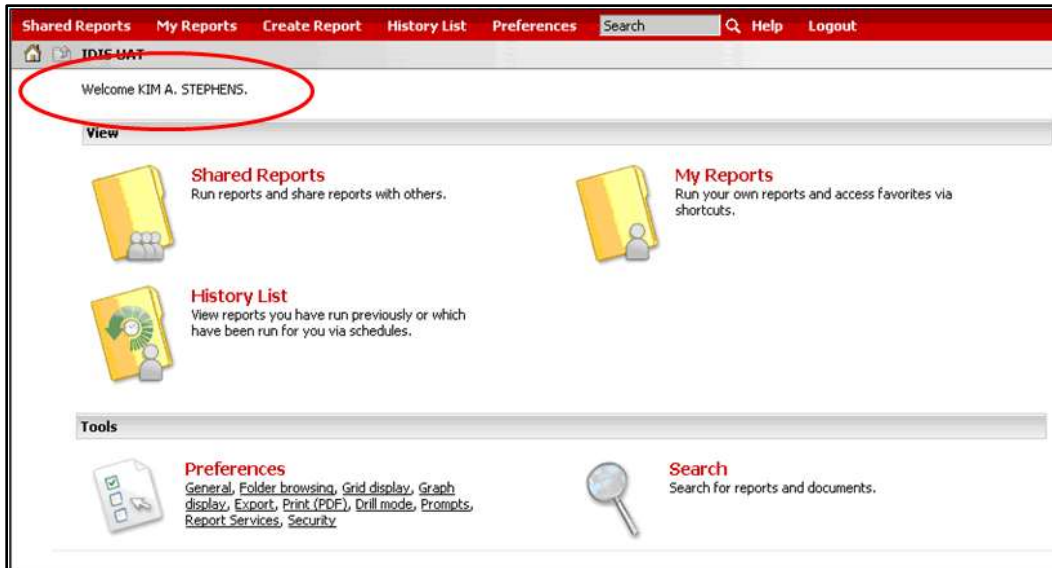
- For **Grantees** only, the **Report Parameters** page is displayed:
- For Headquarter (HQ) and Field Office (FO) users, the **Report Parameters** page is NOT displayed. Instead, the window shown following Step 3 appears.

3. Click **View Reports** in the left menu.



4. Select the IDIS file name or icon.

- The **IDIS Reports** main page is displayed.
- Your name will appear in the greeting directly below the menu bar. If your name does not appear or an incorrect name is displayed, contact your IDIS system administrator.



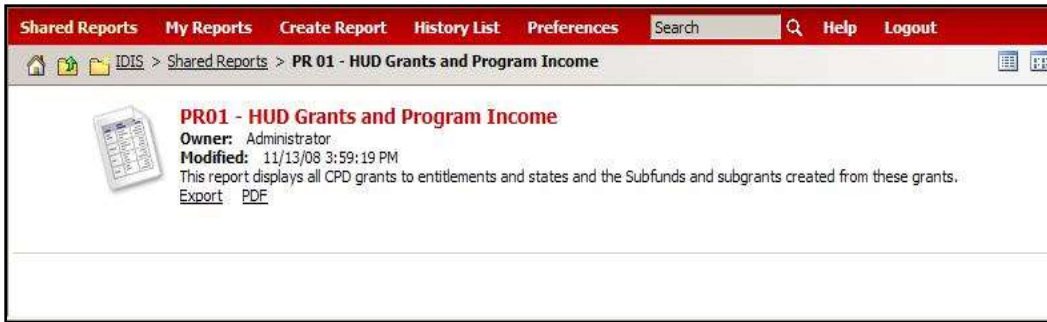
5. Click the **Shared Reports** name or icon.

The **Shared Reports** folder displays a folder for each of the predefined reports.



6. Select the **folder name or icon** for the report you wish to run.

The following example shows the **PR01 – HUD Grants and Program Income** folder.



The selected folder opens and lists the available reports. Based on the nature of the report, a report may be broken down into multiple parts.

- In the above example, the report shown, PR01, only has one part.
- If a report has multiple parts, each part is listed here as a separate report.
- Each report part must be run separately.

7. Select the desired report part to run.

You may see the following message indicating to “Please wait...” while the system is Processing Request. In the image below you will notice there is also a Cancel button to stop the report from running.

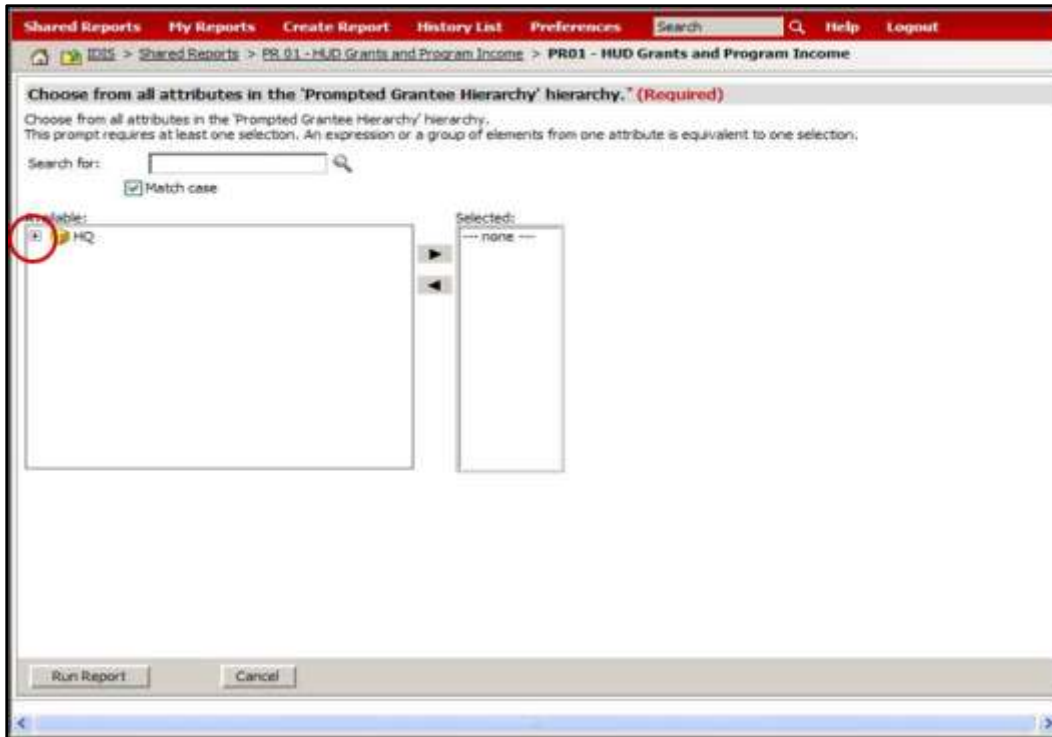


The **Prompt** page is displayed. It allows you to select the entity for which you want to run the report.

#### 4.1.1 Scenario 1 – Headquarter (HQ) Users

The example described below assumes the user has logged in as a Headquarter (HQ) user. HQ users may run a report for any Field Office (FO) and/or any Grantee.

1. Select the plus symbol in front of the HQ box shown in the screen below.



A prompt will appear with the text **All**.

2. Select the plus symbol for the **All** prompt.

A prompt will appear with the text **Field Office**.

3. Select the plus symbol for **Field Office**.

The Hierarchy will display the list of all the Field Offices.

4. For those reports which are designed to produce a field office version, select the desired Field Office and select the arrow pointing right. Only one field office at a time should be selected and run.

Your selection will appear in the **Selected:** box to the right.

For those reports that have built-in reporting by Field Office, (example: PR80, PR85), the Run Report selection will produce report data for the Field Office selected in the **Selected** box to the right.

5. HQ users also have the ability to run a report for a single Grantee.

Select the plus symbol next to the desired Field Office name.

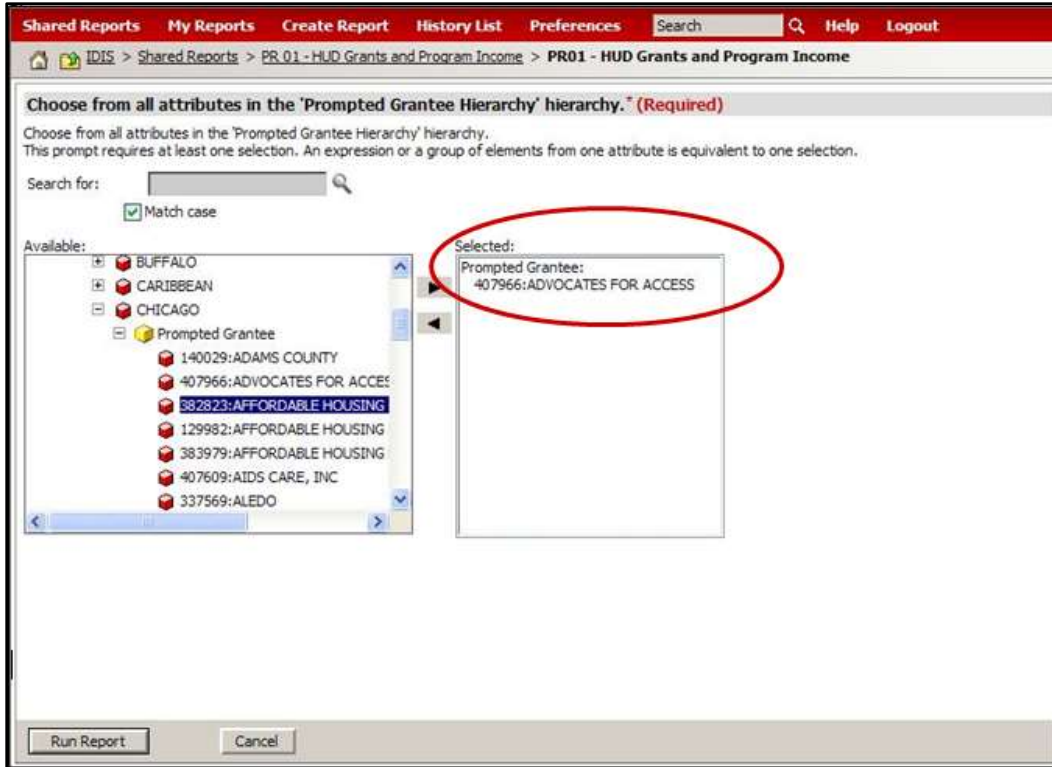
A prompt will appear with the text **Prompted Grantees**.

6. Select the plus symbol for **Prompted Grantees**.

The Hierarchy will display the list of all the Grantees in that Field Office.

7. Select the desired Grantee name and select the arrow pointing right.

Your selection appears in the **Selected** box to the right as shown below.



The **Run Report** selection will produce report data for the selected Grantee in the **Selected** box to the right.

**Hint:** Since there are many grantees to a single field office, you can also use the “Search for” feature at the top of the prompt screen to look for a specific grantee. Enter all or part of the grantee’s name. Uncheck the “Match Case” check box. Click on the “magnifying glass” icon. The system will return a list of all grantees within the field office that match the search criteria you entered.

#### 4.1.2 Scenario 2 – Field Office (FO) Users

The example described below assumes the user has logged in as Field Office (FO) user. FO users are limited to selecting only Grantees which fall under the purview of their Field Office.

The HQ box will still appear even though you are logged in as a Field Office.

1. Select the plus symbol in front of the **HQ** box shown in the screen above.  
A prompt will appear with the text **All**.
2. Select the plus symbol for the **All** prompt.  
A prompt will appear with the text **Field Office**.
3. Select the plus symbol for **Field Office**.

The Hierarchy will **ONLY** display the Field Office for the user logged into IDIS Online.

4. Select the plus symbol next to the user's Field Office name.

A prompt will appear with the text **Prompted Grantees**.

5. Select the plus symbol for **Prompted Grantees**.

The Hierarchy will ONLY display the list of Grantees in that Field Office.

6. Select the desired Grantee name and select the arrow pointing right.

The user's selection will appear in the **Selected** box to the right.

The Run Report selection will produce report data for the selected Grantee in the **Selected** box to the right.

**Hint:** Since there are many grantees to a single field office, you can also use the "Search for" feature at the top of the prompt screen to look for a specific grantee. Enter all or part of the grantee's name. Uncheck the "Match Case" check box. Click on the "magnifying glass" icon. The system will return a list of all grantees within the field office that match the search criteria you entered.

#### 4.1.3 Scenario 3 – Grantee Users

The example described below assumes the user has logged in as a Grantee user. Grantees are limited to select only their own Grantee name to run report data.

The HQ box will still appear even though you are logged in as a Grantee.

1. Select the plus symbol in front of the **HQ** box shown in the screen above.

A prompt will appear with the text **All**.

2. Select the plus symbol for the **All** prompt.

A prompt will appear with the text **Field Office**.

3. Select the plus symbol for the **Field Office**.

The Hierarchy will display ONLY the Field Office for the Grantee logged into IDIS Online.

4. Select the plus symbol next to the **Field Office** name.

A prompt will appear with the text **Prompted Grantees**.

5. Select the plus symbol for **Prompted Grantees**.

The Hierarchy will display ONLY the name of the Grantee logged in.

6. Select the Grantee name and select the arrow pointing right.

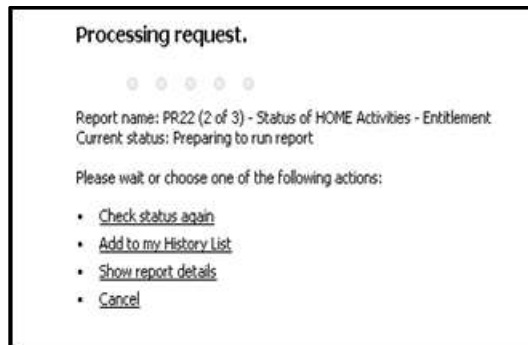
The user's selection will appear in the **Selected** box to the right.

The Run Report selection will produce report data for the selected Grantee in the **Selected** box to the right.

7. Once you have made your selection, it will appear in the **Selected** box to the right.

8. Click the **Run Report** button.

You may see the following message:



The report results are displayed.

**Hint:** If a report is taking a while to run and you want to leave MicroStrategy and work on something else, you can click on “Add to my History List”. The report will continue running while you are away. When you return, the report can be retrieved from your History List as described in Section 3.3.

Program	Fund Type	Grant Number	Authorized Amount	Suballocated Amount	Amount Committed to Activities	Net Drawn Amount	Available to Commit	Available to Draw
CDBG	EN	B88MC350001	\$3,578,000.00	\$0.00	\$3,578,000.00	\$3,578,000.00	\$0.00	\$0.00
		B89MC350001	\$3,725,000.00	\$0.00	\$3,725,000.00	\$3,725,000.00	\$0.00	\$0.00
		B90MC350001	\$3,565,000.00	\$0.00	\$3,565,000.00	\$3,565,000.00	\$0.00	\$0.00
		B91MC350001	\$3,884,000.00	\$0.00	\$3,884,000.00	\$3,884,000.00	\$0.00	\$0.00
		B92MC350001	\$4,206,000.00	\$0.00	\$4,206,000.00	\$4,206,000.00	\$0.00	\$0.00
		B93MC350001	\$5,112,000.00	\$0.00	\$5,112,000.00	\$5,112,000.00	\$0.00	\$0.00
		B94MC350001	\$5,561,000.00	\$0.00	\$5,561,000.00	\$5,561,000.00	\$0.00	\$0.00
		B95MC350001	\$5,714,000.00	\$0.00	\$5,714,000.00	\$5,714,000.00	\$0.00	\$0.00
		B96MC350001	\$5,565,000.00	\$0.00	\$5,565,000.00	\$5,565,000.00	\$0.00	\$0.00
		B97MC350001	\$5,481,000.00	\$0.00	\$5,481,000.00	\$5,481,000.00	\$0.00	\$0.00
		B98MC350001	\$5,311,000.00	\$0.00	\$5,311,000.00	\$5,311,000.00	\$0.00	\$0.00
		B99MC350001	\$5,343,000.00	\$0.00	\$5,343,000.00	\$5,343,000.00	\$0.00	\$0.00
		B00MC350001	\$5,308,000.00	\$0.00	\$5,308,000.00	\$5,308,000.00	\$0.00	\$0.00
		B01MC350001	\$5,486,000.00	\$0.00	\$5,486,000.00	\$5,486,000.00	\$0.00	\$0.00
		B02MC350001	\$5,428,000.00	\$0.00	\$5,428,000.00	\$5,428,000.00	\$0.00	\$0.00
		B03MC350001	\$5,366,000.00	\$0.00	\$5,366,000.00	\$5,366,000.00	\$0.00	\$0.00
		B04MC350001	\$5,248,000.00	\$0.00	\$5,248,000.00	\$5,248,000.00	\$0.00	\$0.00
		B05MC350001	\$4,981,454.00	\$0.00	\$4,981,454.00	\$4,981,454.00	\$0.00	\$0.00
		B06MC350001	\$4,497,495.00	\$0.00	\$4,497,495.00	\$4,497,495.00	\$0.00	\$0.00
B07MC350001	\$4,499,368.00	\$0.00	\$4,499,368.00	\$4,499,368.00	\$0.00	\$0.00		
B08MC350001	\$4,301,525.00	\$0.00	\$4,301,525.00	\$2,567,735.95	\$0.00	\$1,793,789.05		
B09MC350001	\$4,423,936.00	\$0.00	\$588,305.13	\$0.00	\$3,835,630.87	\$4,423,936.00		
			<b>\$106,735,779.00</b>	<b>\$0.00</b>	<b>\$102,990,147.13</b>	<b>\$190,518,052.95</b>	<b>\$3,835,630.87</b>	<b>\$6,217,725.05</b>
PI	PI	B97MC350001	\$1,314,546.57	\$0.00	\$1,314,546.07	\$1,314,546.07	\$0.00	\$0.00
		B98MC350001	\$1,439,953.40	\$0.00	\$1,439,953.40	\$1,439,953.40	\$0.00	\$0.00
		B99MC350001	\$1,277,212.74	\$0.00	\$1,277,212.74	\$1,277,212.74	\$0.00	\$0.00
		B00MC350001	\$2,895,523.27	\$0.00	\$2,895,523.27	\$2,895,523.27	\$0.00	\$0.00
		B01MC350001	\$1,142,317.45	\$0.00	\$1,142,317.45	\$1,142,317.45	\$0.00	\$0.00
		B02MC350001	\$675,332.25	\$0.00	\$675,332.25	\$675,332.25	\$0.00	\$0.00
		B03MC350001	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		B04MC350001	\$226,282.56	\$0.00	\$226,282.56	\$226,282.56	\$0.00	\$0.00
		B05MC350001	\$932,632.50	\$0.00	\$932,632.50	\$932,632.50	\$0.00	\$0.00
		B06MC350001	\$645,805.67	\$0.00	\$645,805.67	\$645,805.67	\$0.00	\$0.00
B07MC350001	\$638,914.36	\$0.00	\$638,914.36	\$638,914.36	\$0.00	\$0.00		
B08MC350001	\$336,261.72	\$0.00	\$336,261.72	\$336,261.72	\$0.00	\$0.00		
B09MC350001	\$347,101.92	\$0.00	\$347,101.92	\$314,242.13	\$0.00	\$32,859.79		
			<b>\$11,873,623.91</b>	<b>\$0.00</b>	<b>\$11,873,623.91</b>	<b>\$11,846,964.12</b>	<b>\$0.00</b>	<b>\$32,859.79</b>
RL		B99MC350001	\$153,102.19	\$0.00	\$153,102.19	\$153,102.19	\$0.00	\$0.00

You can save or export the report results. See **Section 6** for details about saving a report and **Section 7** for details about exporting a report.



## 4.2 Running a Report with Input Parameters

If you want to run a report that requires input parameters, you must enter the parameters on the Parameter screen that is located in IDIS Online. This section describes how to run that report.

1. If you are in the **Report** window, return to the IDIS application window.
 

**Note:** You do not have to close the Report window before returning to the IDIS application window.
2. In the IDIS Online application window, click the **Reports** link in the menu bar.

The **Report** page is displayed.



3. Click the **Add-Edit** link next to the report name of the report you want to run. The **Add Parameters** page or **Edit Parameters** page is displayed.
4. This section describes how to edit parameters to the **CDBG Financial Summary Report**. The following figure shows the **Edit Parameters** page for the **CDBG Financial Summary Report**.

The screenshot displays the 'CDBG Financial Summary Report' interface. At the top, it identifies the user as 'User ID: C02044' and the organization as 'CHICAGO, IL'. The report parameters are set for the program year '2009'. A table lists various financial parameters with their corresponding values. The table has two columns: 'Line Number/Parameter' and 'Value (\$)'. The values are displayed in input fields, some of which contain numerical data.

Line Number/Parameter	Value (\$)
01. Unexpended CDBG funds at end of previous reporting period	38638516.00
02. Surplus Urban Renewal	0.00
04. Section 108 Guaranteed Loan Fund	0.00
07. Adjustment to compute total available	143104.70
10. Adjustment to compute total amount subject to low/mod benefit	-280604.84
14. Adjust to compute total expenditures	285493.56
17. Expended for low/mod housing in special areas	0.00
18. Expended for low/mod multi-unit housing	0.00
20. Adjustment to compute total low/mod credit	0.00
23. Program years (PY) covered in certification	PY: <input type="text"/> <input type="text"/> <input type="text"/>
24. Cumulative net exp subject to low/mod benefit calculation	0.00
25. Cumulative expenditures benefiting low/mod persons	0.00
28. PS unliquidated obligations at end of current PY	-291083.9
29. PS unliquidated obligations at end of previous PY	584801.44
30. Adjustment to compute total PS obligations	0.00
34. Adjustment to compute total subject to PS cap	-217372.08
38. PA unliquidated obligations at end of current PY	0.00
39. PA unliquidated obligations at end of previous PY	0.00
40. Adjustment to compute total planning/admin obligation	285493.56
44. Adjustment to compute total subject to planning/admin cap	143104.70

i) Enter a program year in the **Report Parameters for program year** field.

If a year has already been entered, you can add another year to the report by clicking the **Add Another Year**, and then entering the new year. Users may also change the parameters for a previously entered year, save those changes and re-run the report.

ii) Enter values in for the desired parameters.

You do not have to enter a value for every parameter.

iii) Click **Save**. (Go to step 7 in this section)

5. This section describes how to add parameters to the **CDBG State PER Report**.

The following figure shows the **Add Parameters** page for the **CDBG State PER Report**.

The screenshot shows the 'Add Parameters' page for a 'CDBG State PER Report'. The page includes a header with the U.S. Department of Housing and Urban Development logo and the IDIS system name. The user is logged in as 'CHICAGO'. The main section is titled 'CDBG State PER Report' and includes a 'Gantee Name' field set to 'CHICAGO, IL' and a '\* Report Parameters for Grant Year' field. Below this is a table with 30 rows of parameters, each with a 'Value (ea.)' input field. The parameters include adjustments for program income, loan funds, obligations, and disbursements. At the bottom, there are 'Save' and 'Return' buttons.

Line Number/Parameter	Value (ea.)
04. Adjustment to compute total program income	0.00
06. Section 108 Loan Funds	0.00
10. Adjustment to compute total obligated to recipients	0.00
13. Adjustment to compute total set aside for State Administration	0.00
16. Adjustment to compute total set aside for Technical Assistance	0.00
18. State funds set aside for State Administration match	0.00
21. Adjustment to compute total redistributed	0.00
24. Adjustment to compute total not yet redistributed	0.00
27. Adjustment to compute total retained	0.00
30. Adjustment to amount drawn for State Administration	0.00
33. Adjustment to amount drawn for Technical Assistance	0.00
36. Adjustment to amount drawn for Section 108 Repayments	0.00
39. Adjustment to amount drawn for all other activities	0.00
42. Adjustment to compute total disbursed for PS	0.00
47. Adjustment to compute total subject to PS cap	0.00
51. Adjustment to compute total disbursed for P/A	0.00
56. Adjustment to compute total subject to P/A Cap	0.00
59. Period specified for benefit: grant years	-
60. Final PER for compliance with the overall benefit test	Yes No
62. Benefit LMI, 108 activities	Grant Year 1 Grant Year 2 Grant Year 3
63. Benefit LMI, other adjustments	
66. Prevent Slum/Blight, 108 activities	
69. Meet Urgent Needs, 108 activities	

i) You can enter another Grant Year to the report by filling the blank box **\*Report Parameters for Grant Year**, and then entering the Grant Year. Users may also change the parameters values, save those changes and re-run the report

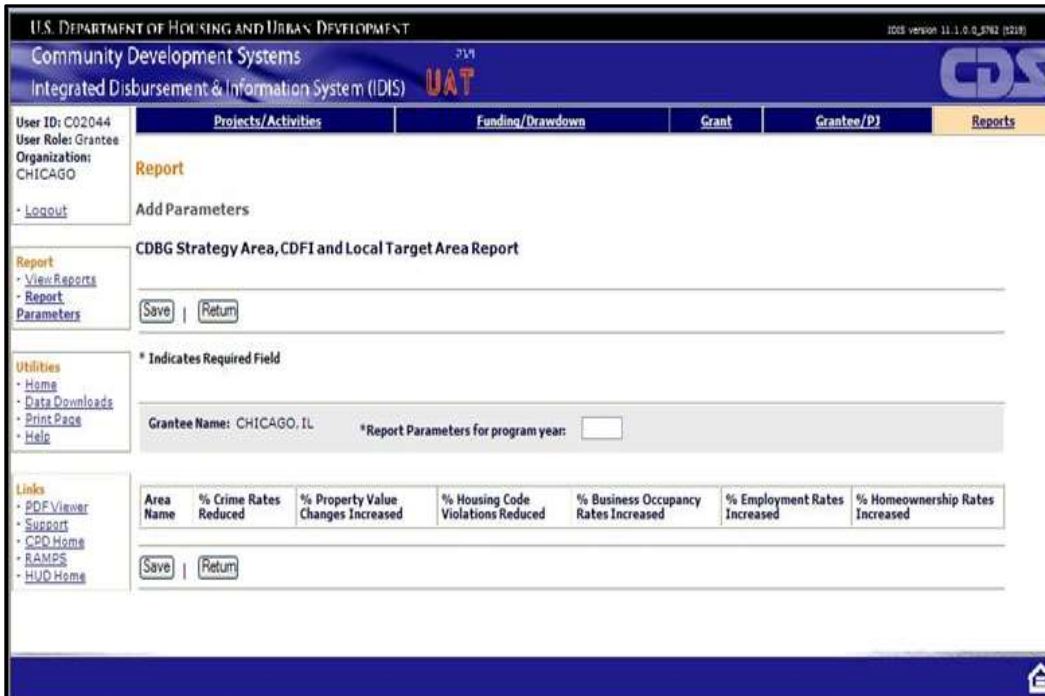
ii) Enter values in for the desired parameters.

You do not have to enter a value for every parameter.

iii) Click **Save**. (Go to step 7 in this section)

6. This section describes how to add parameters to the **CDBG Strategy Area, CDFI and Local Target Area Report**.

The following figure shows the **Add Parameters** page for the **CDBG Strategy Area, CDFI and Local Target Area Report**.



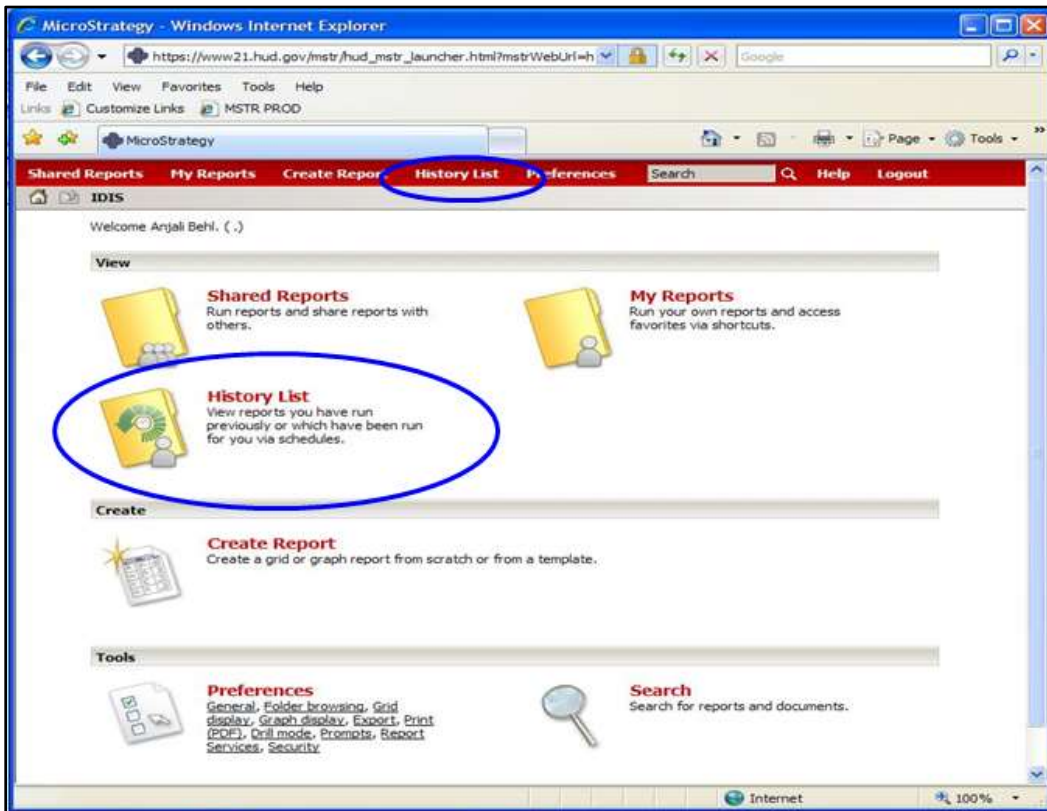
- i) You can enter another Program Year to the report by filling the blank box at the top right **\*Report Parameters for program year**, and then entering the Program Year, save those changes and re-run the report.
  - ii) Click **Save**. (Go to step 7 in this section)
7. The following screen is displayed with a message showing that your Parameters have been saved successfully.



To run the reports, continue by following the steps described in Section 3.1, beginning with Step 2.

### 4.3 Retrieving Reports from History List

If you selected “Add to my History List” after you started a report you can return to retrieve the report later. Click on the “History List” link at the top of the MicroStrategy window or the History List icon when you next login to MicroStrategy.



Once a report has executed it will be available in the History List. Multiple reports can be stored in the History List. Completed reports which have not been opened will have the Status “Ready” in bold. Reports can be retrieved and saved in the same manner as described in this manual.

Name	Status	Message Creation Time	Remove
<b>PR 03 - CDBG Activity Summary Report</b>	<b>Ready</b>	4/12/10 4:43:15 PM	   <input type="checkbox"/>
<b>PR01 - HUD Grants and Program Income</b>	<b>Ready</b>	4/12/10 4:42:18 PM	   <input type="checkbox"/>
PR 22 (2 of 3) - Status of HOME Activities - Enrollment	Ready [mark as 'unread']	4/12/10 3:21:55 PM	   <input type="checkbox"/>
<b>PR 02 - HOPWA Units/Households and Funds Expended Report</b>	<b>Ready</b>	4/9/10 2:38:59 PM	   <input type="checkbox"/>
<b>PR 28 - PER Financial Summary</b>	<b>Ready</b>	4/9/10 12:37:30 PM	   <input type="checkbox"/>

**Note:** MicroStrategy will display the list of reports previously run and saved to your history list. These reports will be available during the week you run them, at the end of the week they will be removed from your History List.