

Chapter 7

RECEIPTS

This chapter explains how to receipt CDBG program income (PI), income from revolving loan funds (RL), repayments of grant funds to local accounts (LA), and Section 108 loan income (SI). The PI, RL, LA, and SI you receipt here is committed to activities and drawn down (i.e., a voucher is created to record in IDIS the expenditure of funds from your local accounts).

Additionally, for FY 2014 and earlier grants, CDBG entitlement grantees can track program income that is used for administrative purposes: the AD subfund for an FY 2014 or earlier grant can be increased above the 20% regulatory maximum by an amount of up to 20% of the PI and RL receipted for a given year (see Appendix K-4).

ACCESSING THE RECEIPT FUNCTIONS

Click the Funding/Drawdown tab at the top of the page you are on to display the Search for Activities to Fund screen. On it and all other Funding/Drawdown screens, links to the receipt functions you are authorized to access are listed on the left:

The screenshot displays the IDIS web application interface. At the top, there are navigation tabs: 'Plans/Projects/Activities', 'Funding/Drawdown' (highlighted), 'Grant', 'Grantee/PJ', and 'Admin'. Below the tabs, a notification bar states: 'You have 8 CDBG and 10 HOME activities that have been flagged. Click on the number to go to the review page.' The main content area is titled 'Activity Funding' and 'Search for Activities to Fund'. The search criteria section includes: 'Program:' (dropdown menu set to 'All'), 'Activity Name:' (text input field), 'Program Year:' (dropdown menu set to 'All'), 'IDIS Project ID:' (text input field), 'IDIS Activity ID:' (text input field), 'Grantee/PJ Activity ID:' (text input field), 'Activity Status:' (dropdown menu set to 'Select'), and '*Activity Owner:' (dropdown menu set to 'UTICA, NY'). At the bottom of the search criteria section are 'Search' and 'Reset' buttons. On the left sidebar, the 'Receipt' menu item is highlighted with a blue bracket, showing sub-options: 'Add', 'Search', and 'Search Accounts'. Other menu items include 'Activity Funding - Search', 'Drawdown - Create Voucher, Search Voucher, Approve Voucher', and 'Section 108 Loan - Search'. The top left corner shows user information: 'User: C00063', 'Role: Grantee', 'Organization: UTICA', and links for '- Switch Profile' and '- Logout'.

Each receipt function—Add, Search, and Search Accounts—is discussed below.

ADD RECEIPTS

Click the Receipt Add link on any Funding/Drawdown screen to display the Add Receipt menu:

Plans/Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin
User: C00063 Role: Grantee Organization: UTICA - Switch Profile - Logout				
Activity Funding - Search				
Drawdown - Create Voucher - Search Voucher - Approve Voucher				
Receipt - Add - Search - Search Accounts				
Section 108 Loan - Search				
You have 8 CDBG and 10 HOME activities that have been flagged. Click on the number to go to the review page.				
Receipt				
Add Receipt				
Select Receipt Type				
Formula Grant Receipt				
Competitive Grant Receipt				
Receipt from Subgrant (Retained Income)				
Receipt from Section 108 Loan				

Choose:

- The first option, "Formula Grant Receipt," to receipt program income, income from revolving loans, and grant funds that have been returned to your local account.
- The fourth option, "Receipt from Section 108 Loan," to receipt Section 108 loan income (SI).

The "Competitive Grant Receipt" option is used only by the HOPWA program. The "Receipt from Subgrant (Retained Income)" is used only by recipients of HOME subgrants.

The add screen for a formula grant receipt is shown on the next page. The "Receipt from Section 108 Loan" screen is explained on page 7-7.

ADD FORMULA GRANT RECEIPT SCREEN

Selecting the Formula Grant Receipt option on the Add Receipt menu displays this screen for adding Program Income (PI), Revolving Loan (RL), and Grant-Specific Repayment to Local Account (LA) receipts:

Receipt

Add Receipt

| |

*Indicates Required Field

Receipt Created For: UTICA **Receipt Status:** Original

Formula Receipt

***Program:**

***Program Year of Receipt:**

***Source Type:**

***Fund Type:**

IDIS Activity ID:

Receipt Type:

Description:

Grantee Receipt #:

Total Amount: \$

Comments:

|

Receipting PI and RL

Field	Description
Receipt Created For	A read-only field, and always the entitlement grantee.
Receipt Status	This read-only field is always Original on the add screen.
Program	Select CDBG .
Program Year of Receipt	Defaults to your current program year. It may be changed to your prior program year provided the receipt is created within the first 90 days of the current program year. The PI/RL will be associated with the CDBG grant having the same GRANT YEAR as the PROGRAM YEAR OF RECEIPT input here.
Source Type	Select the source type of your CDBG grant for the PROGRAM YEAR OF RECEIPT you input above. For CDBG entitlements, it will be either MC or UC .
Fund Type	Select PI or RL , as appropriate.

Field	Description
Receipt Type	N/A to CDBG receipts.
Description	N/A to CDBG receipts.
Grantee Receipt #	Optional.
Total Amount	Enter the amount, in dollars and cents, to be receipted. If you enter a whole-dollar amount, IDIS appends the '.00'.
IDIS Activity ID	Input the ID of the activity that generated the funds.
[Show Activity] <i>and</i> [Add Activity]	These buttons are deactivated for PI and RL receipts.
Comments	An optional field for your comments/notes.

Click the [Save] button to create the receipt or the [Reset] button to refresh the screen.

When a receipt is successfully saved, a receipt number and associated grant number are displayed in a message on the View Receipt screen. You may want to note the system-generated receipt number since it can be used on the Search Receipts screen. The grant number is the same as your CDBG grant for the PROGRAM YEAR OF RECEIPT you entered above.

Receipting LA

An LA receipt is to be created when grant funds (fund types EN, AD, and SU) disbursed for an ineligible activity are repaid to a local account. For an overview of all the steps involved in processing a local repayment in IDIS, please see page 18-2.

Important: Before creating an LA receipt for a HUD-directed reimbursement, you must obtain approval from your Field Office to make the repayment to your local account instead of returning the funds to your line of credit (see page 18-1).

LA receipts should also be used for grantee-directed reimbursements from subrecipients, for which HUD approval is not required.

To create an LA receipt, fill in the Add Receipt screen as shown below:

Receipt

Add Receipt

Save | Reset | Return to Add Receipt Menu

*Indicates Required Field

Receipt Created For: UTICA Receipt Status: Original

Formula Receipt

*Program: CDBG Receipt Type: Select Type

*Program Year of Receipt: 2015 Description:

*Source Type: MC METRO CITY Grantee Receipt #:

*Fund Type: LA GRANT SPECIFIC REPAYMENT TO LOCAL ACCOUNT Total Amount: \$9,973.25

IDIS Activity ID: 1418 Show Activity Funds

Recipient	Source Name	Source Type	Grant Year	Fund Type	Drawn Amount	Previous Local Account Repayments	Remaining Balance	Local Account Repayment - Receipt Amount	Grantee Receipt #
UTICA	HUD	MC	2013	EN	\$8,129.00	\$0.00	\$8,129.00	\$ 4064.50	
UTICA	HUD	MC	2012	EN	\$11,817.50	\$0.00	\$11,817.50	\$ 5908.75	
								Total: \$9,973.25	

Add Activity

Comments:

Field	Description
Receipt Created For	A read-only field, and always the entitlement grantee.
Receipt Status	This read-only field is always Original on the add screen.
Program	Select CDBG .
Program Year of Receipt	Defaults to your current program year. It may be changed to your prior program year provided the receipt is created within the first 90 days of the current program year.
Source Type	Select the source type of your CDBG grant for the PROGRAM YEAR you input above. For CDBG entitlements, it will be MC or UC .
Fund Type	Select LA .
Receipt Type	N/A to CDBG receipts.
Description	N/A to CDBG receipts.
Grantee Receipt #	Deactivated when the LA FUND TYPE is selected.
Total Amount	A read-only field for FUND TYPE LA, and always \$0.00 on the Add Receipt screen.
IDIS Activity ID	Input the ID of the activity being repaid.
Show Activity Funds	Click the [Show Activity Funds] button to display a table with one row for each GRANT YEAR and FUND TYPE from which funds

Field	Description
	<p>were drawn for the activity. For each GRANT YEAR and FUND TYPE, the table shows the drawn amount, previous LA repayments, and the remaining balance.</p> <p>The input fields for each grant year/fund type are:</p> <ul style="list-style-type: none">• LOCAL ACCOUNT REPAYMENT – RECEIPT AMOUNT: Enter the amount repaid to your local account.• GRANTEE RECEIPT #: Optional.
Comments	Optional.

Click the [Save] button. Individual receipts, with unique receipt numbers, are created for each GRANT YEAR/FUND TYPE that was drawn for the activity. The amount(s), receipt number(s), and associated grant number(s) are displayed in a message on the View Receipt screen. The grant number for each receipt is the grant from which the returned funds were drawn.

Important: The original vouchers for these repaid activities should not be modified.

Once an LA receipt has been created for an activity, you must submit a request to cancel the activity with draws (see Chapter 16).

ADD SECTION 108 LOAN RECEIPT SCREEN

The screen for adding a Section 108 loan receipt is very similar to the add PI/RL receipt screen. Once receipted, Section 108 program income (SI) can only be used to fund activities with the following matrix codes:

- 19F Planned Repayment of Section 108 Loan Principal
- 19G Unplanned Repayment of Section 108 Loan Principal
- 24A Payment of interest on Section 108 loans
- 24B Payment of costs of Section 108 financing
- 24C Debt service reserve

The loan receipt screen looks like this:

Receipt

Add Receipt

Save | Reset | Return to Add Receipt Menu

*Indicates Required Field

Receipt Created For: UTICA **Receipt Status:** Original

Section 108 Loan Receipt

***Section 108 Loan Guarantee:** Select Loan 108 Fund ▼ ***IDIS Activity ID:**

***Program Year of Receipt:** 2015 **Grantee Receipt #:**

Fund Type: SI- SECTION 108 INCOME

***Amount:** \$

Comments:

Save | Reset

Field	Description
Receipt Created For	A read-only field, and always the entitlement grantee.
Receipt Status	This read-only field is always Original on the add screen.
Section 108 Loan Guarantee	Select the loan the funds are being receipted for from the dropdown.
Program Year of Receipt	The program year the income was received, defaulted to the current program year. The default may be changed to the prior program year provided today's date is within 90 days of the start of the current program year.
Fund Type	A read-only field. The FUND TYPE for Section 108 loan receipts is always SI.
Amount	Enter the amount, in dollars and cents, to be receipted.
IDIS Activity ID	Input the ID of the Section 108 activity that generated the program income.

Field	Description
Grantee Receipt #	Optional.
Comments	An optional field for your comments/notes.

When a receipt is successfully saved, a receipt number and associated grant number are displayed in a message on the View Receipt screen. You may want to note the system-generated receipt number since it can be used on the Search Receipts screen.

EDIT/VIEW RECEIPTS

To edit or view a receipt, you must first conduct a search to retrieve it. Click the [Receipt Search](#) link on any Funding/Drawdown screen to access the Search Receipts screen.

SEARCH RECEIPTS SCREEN

Specify as many or few search criteria as you wish to retrieve the receipt(s) you want to update/view:

Field	Description
Program	Select CDBG .
Receipt Number	Enter a receipt number to limit the search results to one receipt. Searches on partial receipt numbers are not allowed.
Receipt Status	Choose one if you want to limit the search results by status: Original – receipts that have never been updated. Modified – receipts that have been updated. Canceled – receipts that have been canceled.
Program Year of Receipt	To limit the results to a specific program year, enter it here.
Amount	To get any results returned, an exact amount must be input (you can, however, omit the '.00' for a whole-dollar amount).
Receipt Created For	N/A to CDBG—leave blank.
Fund Type	To limit the results to a particular fund type, choose it from the dropdown. The CDBG entitlement fund types are: LA Grant Specific Repayment to Local Account PI Program Income RL Revolving Loan SI Section 108 Loan Income
Date Created	Only receipts created on or after the date input here will be retrieved.
State/Territory	This field is grayed out for grantee users.

Field	Description
Associated Grant #	Limit the results to receipts with the grant that starts with the text string you input here.
IDIS Activity ID	Limit the results to one activity by entering its IDIS Activity ID.

Click the [Search] button to run the search and display the receipts that meet the criteria you specified:

Receipt

Search Receipts

Search Criteria

Program: CDBG | Program Year of Receipt: 2015 | Fund Type: All | Associated Grant #:

Receipt Number: | Amount: | Date Created: | IDIS Activity ID:

Receipt Status: All | Receipt Created For: | State/Territory: NY

Search | Reset

Results Page 1 of 1

Program	Program Year of Receipt	Fund Type	Receipt Number	Associated Grant #	IDIS Activity ID	From Organization	Receipt Created For	State	Amount	Date Created	Receipt Status	Action
CDBG	2015	LA	5168797	B-12-MC-36-0110	1418	HUD	UTICA	NY	\$5,908.75	08/15/2015	Original	Edit View
CDBG	2015	LA	5168796	B-13-MC-36-0110	1418	HUD	UTICA	NY	\$4,064.50	08/15/2015	Original	Edit View
CDBG	2015	LA	5168736	B-13-MC-36-0110	1415	HUD	UTICA	NY	\$4,000.00	08/08/2015	Modified	Edit View
CDBG	2015	PI	5166998	B-15-MC-36-0110	1445	HUD	UTICA	NY	\$2,271.41	06/16/2015	Original	Edit View
CDBG	2015	RL	5166994	B-15-MC-36-0110	1434	HUD	UTICA	NY	\$14,198.66	06/16/2015	Original	Edit View
CDBG	2015	PI	5164124	B-15-MC-36-0110	1434	HUD	UTICA	NY	\$19,966.62	05/08/2015	Original	Edit View
CDBG	2015	PI	5164123	B-15-MC-36-0110	1213	HUD	UTICA	NY	\$2,271.41	05/08/2015	Original	Edit View

On initial display, the results are sorted by RECEIPT NUMBER (descending). You can change both the sort field and the sort order by clicking on any column header that is in blue.

Select the receipt you want to process by clicking its Edit or View link in the last column (only the View link will be available for cancelled receipts and for users who are not authorized to edit receipts).

Depending on which link you click, the Edit Receipt or View Receipt screen will be displayed. Only the Edit Receipt screen is shown here.

EDIT RECEIPT SCREEN

Five fields can be updated on this screen: RECEIPT STATUS, AMOUNT, IDIS ACTIVITY ID, GRANTEE RECEIPT NUMBER, and COMMENTS. A list of activities funded with CDBG PI/RL/SI can also be accessed.

Receipt

Edit Receipt

[Save](#) | [Return to Search Receipts](#) | [View Activities](#)

*Indicates Required Field

Receipt Created For: UTICA **Receipt Status:** Modified ▼

Receipt Number: 5166994 **Associated Grant #:** B-15-MC-36-0110

Receipt

Program: CDBG **Receipt Type:**

Program Year of Receipt: 2015 **Description:**

Source Type: MC **IDIS Activity ID:**

Fund Type: RL **Matrix Code:** 18A - ED Direct Financial Assistance to For-Profits

***Amount:** **Grantee Receipt Number:**

Comments:

To receipt program income earned for the economic reinvestment program during the month of May 2015.

[Save](#) | [Return to Search Receipts](#) | [View Activities](#)

Field	Description
Receipt Created For	For CDBG, always the entitlement grantee.
Receipt Status	To cancel a receipt, change the RECEIPT STATUS from Modified to Canceled and click the [Save] button. The receipt can be canceled only if there will still be sufficient funds to cover the amount of PI/RL/SI that has been committed to activities and used to increase the AD subfund.
Receipt Number	The system-generated receipt ID.
Associated Grant # (PI, RL, and LA)	For PI and RL, the CDBG grant with the same GRANT YEAR as the PROGRAM YEAR OF RECEIPT. For LA, the grant from which the repaid funds were drawn.
Associated 108 Loan # (SI)	For SI, the Section 108 loan number that was selected on the Add Receipt screen.
Program through Fund Type	Same as the Add Receipt screen (see page 7-3), but not editable.

Field	Description
Amount	Enter the new amount in dollars and cents. The AMOUNT can be reduced only if there will still be sufficient funds to cover PI/RL/LA/SI that has been (1) committed to activities and (2) used to increase the AD subfund.
Receipt Type <i>and</i> Description	N/A to CDBG receipts.
IDIS Activity ID	Same as the Add Receipt screen, and editable for all receipt types except LA.
Matrix Code	System-populated with the matrix code assigned to IDIS ACTIVITY ID.
Grantee Receipt #	Same as the Add Receipt screen, and editable.
Comments	Same as the Add Receipt screen, and editable.

The screen that is displayed when the [View Activities] button is clicked is described on the next page.

Click the [Save] button to save your changes and return to the Search Receipts screen. If no updates are made, you must click the [Return to Search Receipts] button.

VIEW ACTIVITIES FUNDED FROM RECEIPT SCREEN

This screen is displayed when the [View Activities] button is clicked on the Edit Receipt or View Receipt screen. It shows information about all activities funded with PI/RL/SI (notice that the PROGRAM YEAR field is **All Years** and the ASSOCIATED GRANT # is **B-XX**).

Receipt

Activities Funded from Receipt

[Return to Edit Receipt](#) | [Return to Search Receipts](#)

Receipt Recipient:
UTICA, NY

Program:
CDBG

Program Year of Receipt:
All Years

Associated Grant #:
B-XX-MC-36-0110

Fund Type:
RL

IDIS Activity ID	Activity Name	Activity Status	Activity Owner	Source Name	Grant Year	Funded Amount	Drawn Amount	Balance to Draw
399	HUMAN ELECTRONICS, INC.	Completed	UTICA	MC	Pre-2015	\$23,909.50	\$23,909.50	\$0.00

Receipts

400	D.A.A.T.	Completed	UTICA	MC	Pre-2015	\$19,821.00	\$19,821.00	\$0.00
401	BEL PAESE, INC	Completed	UTICA	MC	Pre-2015	\$24,751.50	\$24,751.50	\$0.00
402	BROCK BUILDING, LLC	Completed	UTICA	MC	Pre-2015	\$39,269.00	\$39,269.00	\$0.00
403	ADIRONDACK COFFEE COMPANY, INC.	Open	UTICA	MC	Pre-2015	\$39,762.00	\$39,762.00	\$0.00
430	ZOGBY INTERNATIONAL, INC.	Completed	UTICA	MC	Pre-2015	\$90,000.00	\$90,000.00	\$0.00
431	CHANATRY'S MARKET	Completed	UTICA	MC	Pre-2015	\$150,000.00	\$150,000.00	\$0.00
432	CENTRAL ASSOCIATION FOR THE BLIND	Completed	UTICA	MC	Pre-2015	\$105,000.00	\$105,000.00	\$0.00
436	FIRST & MAIN LLC	Completed	UTICA	MC	Pre-2015	\$19,550.00	\$19,550.00	\$0.00
570	UTICA CONVERTERS, INC.	Completed	UTICA	MC	Pre-2015	\$151,348.40	\$151,348.40	\$0.00
571	ISAIAH J. HAMMONDS	Completed	UTICA	MC	Pre-2015	\$19,500.00	\$19,500.00	\$0.00
572	MATT BREWING CO., INC.	Completed	UTICA	MC	Pre-2015	\$182,383.19	\$182,383.19	\$0.00

The list is ordered by IDIS Activity ID (ascending), and cannot be resorted.

Click one of the [Return to] buttons to redisplay the Edit/View Receipt screen or the Search Receipts screen.

VIEW RECEIPT ACCOUNTS

To view summary information about receipt accounts, click the Receipt [Search Accounts](#) link on any Funding/Drawdown screen to display the View Receipt Accounts screen:

Enter as many or few of the following search criteria as you wish to retrieve the accounts to be viewed.

Field	Description
Program	To limit the results to a particular program, select it from the dropdown.
Receipt Created For	For CDBG, leave blank.
Grant Year/Program Year of Receipt	For PI, RL, and SI: To limit the results to accounts received in a particular program year, enter it here. For LA: To limit the results to accounts where returned funds were drawn from a particular grant year, enter that year here.
Fund Type	To limit the results to a particular fund type, select it from the dropdown.
Associated Grant #	Limit the results to accounts associated with the grant (for SI, the loan #) that starts with the text string you input here.

Click the [Search] button to display the results:

Receipt

View Receipt Accounts

Search Criteria

Program: All Grant Year / Program Year of Receipt: (tip) Fund Type: All

Receipt Created For 1: State/Territory: NY Associated Grant #:

Results Page 1 of 6

Program	Source Type	Grant Year / Program Year of Receipt (tip)	Fund Type	Associated Grant #	From Organization	Receipt Created For	State	Amount	Sub Allocated	Committed
CDBG	MC	2015	RL	B-15-MC-36-0110	HUD	UTICA	NY	\$14,198.66	\$0.00	
CDBG	MC	2015	PI	B-15-MC-36-0110	HUD	UTICA	NY	\$24,509.44	\$0.00	
CDBG	MC	2014	PI	B-14-MC-36-0110	HUD	UTICA	NY	\$174,873.66	\$0.00	
CDBG	MC	2014	RL	B-14-MC-36-0110	HUD	UTICA	NY	\$76,805.70	\$0.00	
CDBG/ 108 Loan /B-94-MC-36-0110	MC	2014	SI	B-94-MC-36-0110	HUD	UTICA	NY	\$6,814.23	\$0.00	
CDBG/ 108 Loan /B-94-MC-36-0110	MC	2013	SI	B-94-MC-36-0110	HUD	UTICA	NY	\$28,404.68	\$0.00	
CDBG	MC	2013	LA	B-13-MC-36-0110	HUD	UTICA	NY	\$8,064.50	\$0.00	
CDBG	MC	2012	RL	B-12-MC-36-0110	HUD	UTICA	NY	\$270,211.44	\$0.00	
CDBG	MC	2012	PI	B-12-MC-36-0110	HUD	UTICA	NY	\$26,170.23	\$0.00	
CDBG	MC	2012	LA	B-12-MC-36-0110	HUD	UTICA	NY	\$5,908.75	\$0.00	

1 2 3 4 5 6 Next 10 Results

Screen print is truncated

The results are initially sorted by Program, Source Type, and Program Year (descending). You can change both the sort field and the sort order by clicking on any column header that is in blue.

Field	Description
Program	The CPD program for which the PI/RL/SI was received.
Source Type	For CDBG accounts, the fourth and fifth characters of your CDBG grant for the year shown in PROGRAM YEAR— MC or UC .
Grant Year/Program Year of Receipt	For PI, RL, and SI: The program year for which the PI/RL/SI was received. For LA: The grant year from which the repaid funds were drawn.
Fund Type	For CDBG entitlements: LA Grant-Specific Repayment to Local Account PI Program Income RL Revolving Loan SI Section 108 Loan Income
Associated Grant #	For PI and RL: The CDBG grant with the same GRANT YEAR as the PROGRAM YEAR OF RECEIPT. For LA: The CDBG grant from which the repaid funds were drawn. For SI: The CDBG grant to which the loan guarantee is related.
From Organization	For CDBG, always HUD .
Receipt Created For	For CDBG, always the entitlement grantee.
State	The grantee's state.

Field	Description
Amount	The sum of all amounts received for this account. The AD subfund of an FY 2014 or earlier grant with the same grant year as the PROGRAM YEAR may be increased by 20% of this amount.
Sub Allocated	The amount of this account that has been subfunded or subgranted.
Committed to Activities	The sum of all funds committed to activities from this account.
Drawdown Amount	The sum of all funds drawn from this account that have been processed to completion.
Pending Amount	The sum of all pending draws against this account.

There are no additional receipt account screens.