

# Chapter 6

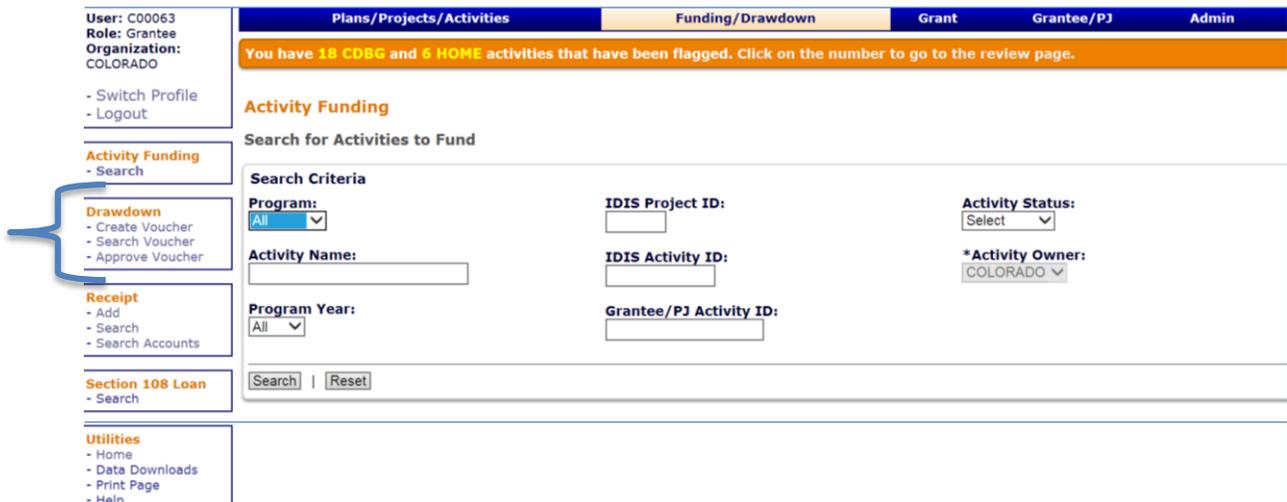
## DRAWDOWNS

Drawdowns may be made for an activity after it has been funded. Draws may only be applied to the funding source added to the activity (with the exception of PI), and the total amount drawn down cannot exceed the funded amount.

When working with drawdowns, keep in mind that program funds deposited in your local account (PI, SF, RL, and LA) are to be spent before CDBG grant funds are drawn down from the Treasury. See Chapter 7 for instructions on receipting local funds in IDIS.

### ACCESSING THE DRAWDOWN 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 draw functions you are authorized to access are listed on the left:



The three draw functions—Create Voucher, Search Voucher, and Approve Voucher—are discussed below.

## CREATE DRAWDOWN VOUCHERS

To create a draw for one or more activities, click the Drawdown [Create Voucher](#) link to display the first of four screens.

### CREATE VOUCHER - PAGE 1 OF 4 (SELECT ACTIVITIES)

On this screen you will specify the activities you are drawing funds for and, optionally, the date you want the voucher to be submitted to LOCCS.

**Drawdown**

Create Voucher - Page 1 of 4 (Select Activities)

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\* Indicates Required Field

**\*Voucher Created For:** (tip) COLORADO

**Requested LOCCS Submission Date:** (tip)  

(mm/dd/yyyy)

**Activity Owner:** (tip)  
COLORADO

**\*IDIS Activity ID**


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Field	Description
Voucher Created For	If the draw is to be made from a subgrant, select the organization for which the subgrant was created. Otherwise, select the State.
Activity Owner	If the name showing in this field is not the grantee who owns the activities that funds are being drawn for, select the correct organization from the dropdown.
Requested LOCCS Submission Date	If you want this voucher to be submitted to LOCCS at a future date, enter that date here. If you leave the field blank, the request will be submitted to LOCCS the same day it is approved (unless the approver changes the submission date for one or more line items). Vouchers against receipt funds such as PI, RL, SF and LA also have a LOCCS Submission Date, despite the fact that these vouchers are not submitted to LOCCS.
IDIS Activity ID	To identify the activities for which funds are to be drawn, you may either: <ul style="list-style-type: none"> <li>Input the IDIS ACTIVITY ID(s) manually.</li> <li>Click the [Search for Activities] button, run a search, and select the activity or activities from the search results. To select an activity, click its Select box in the last column of the results table. Up to 60 activities may be selected. When</li> </ul>

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Field	Description
	you have selected all the activities you want, click the [Add Selected Activities] button.

Once you have specified all the activity IDs for which funds are to be drawn, click the [CONTINUE] button at the top/bottom of the screen. If at least one valid activity ID has been entered, the second create voucher screen is displayed.

## CREATE VOUCHER - PAGE 2 OF 4 (DRAWDOWN AMOUNTS)

Page 2 is displayed for each valid activity input on the previous screen. On this page, you will enter the amount to be drawn down for an activity from each available funding source.

**Drawdown**  
Create Voucher - Page 2 of 4 (Drawdown Amounts)

[Return to Select Activities](#) | [Confirm Voucher](#) | [Cancel Voucher](#)

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**Activity 2 of 3**

**IDIS Activity ID:** 5085 **Activity Name:** Manzanola Water System Improvements

**Voucher Created For:** COLORADO **Grantee/PJ Activity ID:** F15CDB14504

**Activity Owner:** COLORADO

**Available Drawdown Amounts for This Activity**

Recipient Name	Program	Grant Year/ Program Year of Receipt	Fund Type	Source Name	Source Type	Prior Program Year	Funded Amount	Available to Draw	Drawdown Amount
COLORADO	CDBG	Pre-2015	EN	HUD	DC	N	\$590,000.00	\$590,000.00	\$ 0
COLORADO	CDBG	All	PI	HUD	DC	N	\$577,346.44 Automatically increased to match ALL EN funded amount. This amount includes \$50,000.00 of the actual PI funding on this activity PLUS the grantees remaining PI balance that is available to replace the EN funding for this activity. Draws in excess of the current/actual PI funding will AUTOMATICALLY increase the PI funding level and decrease the EN funding. The grantee must disburse its PI in accordance with the regulatory guidance for each respective program. Draws against this amount will reduce funding of the most recent grant funding first.	\$577,346.44 The combined EN + PI drawdown amount must not exceed the original total available-to-draw amount of \$650,000.00	\$ 0
COLORADO	CDBG	2011	LA	HUD	DC	N	\$2,500.00	\$2,500.00	\$ 0
COLORADO	CDBG	2015	EN	HUD	DC	N	\$10,000.00	\$10,000.00	\$ 0

[Previous Activity](#) | [Next Activity](#)

**Progress by Activity ID**  
Entered:  
Not Entered: 5085 (#2), 5095 (#3)  
Invalid: 5016 (#1)

[Return to Select Activities](#) | [Confirm Voucher](#) | [Cancel Voucher](#)

DRAWDOWN AMOUNT is the only input field on this screen. Enter amounts as dollars and cents, with or without commas. If you input a whole dollar amount, IDIS will append '.00'.

Field	Description
IDIS Activity ID	On initial display, the first valid activity ID that was input on the previous screen.  For multi-activity draws, invalid IDs are tracked in the "Progress by Activity ID" box at the bottom of the screen.
Voucher Created For	The organization for which the draw is being made.
Activity Owner	The State grantee.
Activity Name	The name of the activity for which the draw is being made.
Grantee/PJ Activity ID	The grantee's identifier for this activity.
Available Drawdown Amounts for This Activity	
Recipient Name	The recipient of this funding source.
Program	The CPD program providing this funding.

Field	Description
Grant Year/Program Year of Receipt	<ul style="list-style-type: none"> <li>• For FY 2015 and later grants, the year of the grant from which the activity was funded and from which funds will be drawn.</li> <li>• For FY 2014 and earlier grants, <b>Pre-2015</b>. These funds were committed and will be drawn FIFO.</li> <li>• For fund types PI, SF, and RL, <b>All</b>. Funding and draws of program income are always FIFO.</li> <li>• For fund type LA, the year of the grant from which the returned funds were originally drawn.</li> </ul>
Fund Type	<p>The type of this funding source. For CDBG States:</p> <p><b>EN</b> Entitlement  <b>AD</b> Administration  <b>LA</b> Grant-Specific Repayment to Local Account  <b>PI</b> Program Income  <b>RL</b> Revolving Loan Fund  <b>SF</b> State Revolving Fund  <b>SI</b> Section 108 Loan Income  <b>SL</b> Section 108 Loan  <b>SU</b> Subgrant  <b>TA</b> Technical Assistance</p> <p>For additional information about the availability of the fund types, see page 5-1.</p>
Source Name	For State grantees, <b>HUD</b> ; for subgrantees, the organization that provided the subgrant.
Source Type	For CDBG States, <b>DC</b> or <b>DH</b> (the fourth and fifth characters of the CDBG grant number).
Prior Program Year	This field can be changed to <b>Yes</b> only if the REQUESTED LOCCS SUBMISSION DATE of the voucher is within the first 90 days after the beginning of the new program year. To attribute the draw to the previous program year, select <b>Yes</b> . Attributing a draw to a prior year is commonly utilized in year-end reporting of program income draws, since the program year in which draw of program income occurs influences compliance with expenditure caps on public service, administration and planning costs.
Funded Amount	<p>For all but PI, the amount committed to this activity from this funding source.</p> <p>For PI, the system automatically adjusts the FUNDED AMOUNT to the total amount of PI available to draw in place of EN, including PI that was explicitly committed to the activity.</p>
Available to Draw	<p>For all but PI, the amount still available to draw from this funding source, equal to FUNDED AMOUNT minus the amount already drawn.</p> <p>For PI, AVAILABLE TO DRAW always equals the FUNDED AMOUNT. As noted on the screen, the sum of the EN and PI DRAWDOWN</p>

Field	Description
	AMOUNTS cannot exceed the total amount of EN and explicitly funded PI committed to the activity.
Drawdown Amount	Enter the amount to be drawn from this funding source for this activity.
Progress by Activity ID	
Entered	Activities for which a draw amount has already been input.
Not Entered	Activities for which a draw amount has not yet been input.
Invalid	Activities for which you will not be allowed to input a draw amount. For a multi-activity draw, this is the only message notifying you that for some reason a draw request cannot be made for an activity.

For multi-address draws, use the [Next Activity] and [Previous Activity] buttons to page among the activities.

Once you have input and verified all draw amounts, click the [Confirm Voucher] button.

**Caution!** Once you click the [Confirm Voucher] button, the only options are to generate the voucher or cancel it entirely.

## CREATE VOUCHER - PAGE 3 OF 4 (CONFIRMATION)

This screen displays the draw amounts by funding source for each activity. You can choose either to generate or cancel the voucher:

**Drawdown**

Create Voucher - Page 3 of 4 (Confirmation)

- Click "Generate Voucher" to complete voucher creation

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Generate Voucher | Cancel Voucher

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Voucher Created For: COLORADO Requested LOCCS Submission Date:

Activity Owner: COLORADO (mm/dd/yyyy)

**Voucher Line Items**

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year/ Program Year of Receipt	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount
1	5085	Manzanola Water System Improvements	CDBG	2013	EN	HUD	DC	COLORADO	N	\$10,000.00
2	5085	Manzanola Water System Improvements	CDBG	2010	PI	HUD	DC	COLORADO	N	\$50,000.00
3	5085	Manzanola Water System Improvements	CDBG	2015	EN	HUD	DC	COLORADO	N	\$1,000.00
4	5095	Otero County BLF	CDBG	2015	EN	HUD	DC	COLORADO	N	\$10,000.00
5	5095	Otero County BLF	CDBG	2010	PI	HUD	DC	COLORADO	N	\$15,000.00
Total										\$86,000.00

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Generate Voucher | Cancel Voucher

Field	Description
Voucher Created For	The organization for which the draw is being made.
Activity Owner	The State grantee.
Requested LOCCS Submission Date	If a submission date was entered on Page 1, it is displayed here and may be changed. If the field is left blank, the voucher will be submitted to LOCCS the same day it is approved (unless the approver changes the date for one or more line items).
Voucher Details	
Line Item #	A voucher is made up of one or more line items. The number of line items in a voucher is determined by IDIS, and depends on the number of activities that draws have been requested for, the number of funding sources for each activity, and the number of grants used to satisfy the draw amounts.
IDIS Actv ID	The ID of the activity for which the draw is being made.
Activity Name	The name of the activity for which the draw is being made.
Program	The CPD program whose funds are being drawn.
Grant Year/Program Year of Receipt	Depending on the FUND TYPE, the year of the grant or the program year of the receipt account from which the DRAWDOWN AMOUNT will be taken.
Fund Type	The type of funds from which the DRAWDOWN AMOUNT will be taken (see page 6-5 for a list of CDBG fund types).
Source Name	For State grantees, <b>HUD</b> ; for subgrantees, the organization that provided the subgrant.

<b>Field</b>	<b>Description</b>
Source Type	For CDBG States, <b>DC</b> or <b>DH</b> (the fourth and fifth characters of the CDBG grant number).
Recipient Name	The recipient of this funding source.
Prior Program Year	<b>Y</b> or <b>N</b> , depending on the answer input on the Page 2 screen.
Drawdown Amount	The amount that will be drawn down from this funding source.

If an activity number, funding source, or draw amount is not as you want it, press the [Cancel Voucher] button. The Page 1 create voucher screen is displayed.

Otherwise, click the [Generate Voucher] button to display the final screen.

## CREATE VOUCHER - PAGE 4 OF 4 (VIEW)

The last create voucher screen is read-only:

**Drawdown**

Create Voucher - Page 4 of 4 (View)

- Voucher created successfully

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[Return to Create Voucher](#)

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<b>Voucher Created For:</b> COLORADO	<b>IDIS Voucher #:</b> 5847310
<b>Activity Owner:</b> COLORADO	<b>Created By:</b> C00063
<b>Requested LOCCS Submission Date:</b>	<b>Creation Date:</b> 09/30/2015

**Voucher Details**

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year/ Program Year of Receipt	Grant #	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount
1	5085	Manzanola Water System Improvements	CDBG	2013	B13DC080001	EN	HUD	DC	COLORADO	N	\$10,000.00
2	5085	Manzanola Water System Improvements	CDBG	2010	B10DC080001	PI	HUD	DC	COLORADO	N	\$50,000.00
3	5085	Manzanola Water System Improvements	CDBG	2015	B15DC080001	EN	HUD	DC	COLORADO	N	\$1,000.00
4	5095	Otero County BLF	CDBG	2015	B15DC080001	EN	HUD	DC	COLORADO	N	\$10,000.00
5	5095	Otero County BLF	CDBG	2010	B10DC080001	PI	HUD	DC	COLORADO	N	\$15,000.00
<b>Total</b>											<b>\$86,000.00</b>

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[Return to Create Voucher](#)

Field	Description
Voucher Created for, Activity Owner, Requested LOCCS Submission Date	Same as the Page 3 screen.
IDIS Voucher #	The voucher number is system-generated.
Created By	The IDIS user ID of the person who generated the voucher.
Creation Date	The date the voucher was generated. A voucher must be approved and submitted within 90 days of its CREATION DATE or it will be canceled automatically.
Voucher Details fields	Same as the Page 3 screen, except the table also includes (in column 6) the <b>Grant #</b> associated with each line item.
Total	The total amount of the voucher.

## APPROVE VOUCHERS

Three security rules are applied to the approval of all vouchers in IDIS:

1. Only grantee users can approve draws.
2. The user who creates a draw cannot also approve it.
3. All draws on State grants must be approved by a State user.

Note, too, that a drawdown must be approved within 90 days of its creation date or it will be canceled by the system.

To access the approval function, click the Drawdown [Approve Vouchers](#) link on any Funding/Drawdown screen to display the Search Vouchers for Approval screen.

## SEARCH VOUCHERS FOR APPROVAL SCREEN

Specify as many or few search criteria as you wish to retrieve the vouchers to be approved:

Field	Description
IDIS Voucher #	Enter a voucher number to limit the results to one voucher (searches on partial voucher numbers are not allowed).
Earliest Creation Date	Enter a date to limit the results to vouchers created on or after that date.
IDIS Activity ID	Enter an IDIS Activity ID to limit the results to vouchers with draws for that activity.
Line Item Status	Read-only. Since only line items with a status of <b>Open</b> can be approved, searches on this screen are limited to vouchers with open line items.
Activity Owner	Choose the State who owns the activities for which funds were drawn.

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

**Drawdown**

Search Vouchers For Approval

**Search Criteria**

**IDIS Voucher #:** 
**IDIS Activity ID:** 
**Activity Owner:** COLORADO

**Earliest Creation Date:** 09/30/2015    
(mm/dd/yyyy)
**Line Item Status:** Open

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**Results Page 1 of 1 (5 voucher line items found)**

IDIS Voucher #	Line Item #	Creation Date	IDIS Actv ID	Grant Number	Activity Name	Line Item Status	Drawdown Amount	Action
5847310	1	09/30/2015	5085	B13DC080001	Manzanola Water System Improvements	Open	\$10,000.00	<a href="#">Maintain-Approve</a>   <a href="#">View</a>
5847310	2	09/30/2015	5085	B10DC080001	Manzanola Water System Improvements	Open	\$50,000.00	<a href="#">Maintain-Approve</a>   <a href="#">View</a>
5847310	3	09/30/2015	5085	B15DC080001	Manzanola Water System Improvements	Open	\$1,000.00	<a href="#">Maintain-Approve</a>   <a href="#">View</a>
5847310	4	09/30/2015	5095	B15DC080001	Otero County BLF	Open	\$10,000.00	<a href="#">Maintain-Approve</a>   <a href="#">View</a>
5847310	5	09/30/2015	5095	B10DC080001	Otero County BLF	Open	\$15,000.00	<a href="#">Maintain-Approve</a>   <a href="#">View</a>

On initial display, the results are sorted by IDIS VOUCHER # and LINE ITEM #. You can change both the sort field and the sort order by clicking on any column header that is in blue.

Field	Description
IDIS Voucher #	The system-assigned voucher number.
Line Item #	The system-assigned line item number. The number of line items in a voucher is determined by IDIS, and depends on the number of activities that draws have been requested for, the number of funding sources for each activity, and the number of grants used to satisfy the draw amounts.
Creation Date	The date the voucher was generated in IDIS.
IDIS Actv ID	The ID of the activity for which the draw is being made.
Grant Number	The grant/receipt account from which the funds will be drawn.
Activity Name	The name of the activity.
Line Item Status	<b>Open</b> for line items that can be approved. See page 6-15 for other LINE ITEM STATUS values.
Drawdown Amount	The amount of the draw request for this line item.

Click the [Maintain-Approve](#) link for the first line item to display the Maintain and Approve Voucher screen.

## MAINTAIN AND APPROVE VOUCHER SCREEN

This screen provides access to the Approve, Revoke, Revise, Cancel, and View functions for draws. The Approve Draw function is explained below. The other functions are covered starting on page 6-15.

**Drawdown**

Maintain and Approve Voucher

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[Return to Search Vouchers](#)

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<b>Voucher Created For:</b> COLORADO	<b>IDIS Voucher #:</b> 5847310
<b>Activity Owner:</b> COLORADO	<b>Created By:</b> C00063
	<b>Creation Date:</b> 09/30/2015

**Voucher Details**

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year/Program Year of Receipt	Grant #	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date	Action
1	5085	Manzanola Water System Improvements	CDBG	2013	B13DC080001	EN	HUD	DC	COLORADO	N	\$10,000.00	Open	09/30/2015	Approve   Revise Cancel   View
2	5085	Manzanola Water System Improvements	CDBG	2010	B10DC080001	PI	HUD	DC	COLORADO	N	\$50,000.00	Open	09/30/2015	Approve   Revise Cancel   View
3	5085	Manzanola Water System Improvements	CDBG	2015	B15DC080001	EN	HUD	DC	COLORADO	N	\$1,000.00	Open	09/30/2015	Approve   Revise Cancel   View
4	5095	Otero County BLF	CDBG	2015	B15DC080001	EN	HUD	DC	COLORADO	N	\$10,000.00	Open	09/30/2015	Approve   Revise Cancel   View
5	5095	Otero County BLF	CDBG	2010	B10DC080001	PI	HUD	DC	COLORADO	N	\$15,000.00	Open	09/30/2015	Approve   Revise Cancel   View

Set all submission dates to:

(mm/dd/yyyy)

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[Return to Search Vouchers](#)

Field	Description
Voucher Created for	The organization for which the draw is being made.
Activity Owner	The State grantee.
IDIS Voucher #	The system-generated voucher number.
Created By	The user ID of the person who generated the voucher.
Creation Date	The date the voucher was generated.
Voucher Details	
Line Item #	The system-assigned line item number.
IDIS Actv ID	The ID of the activity for which the draw has been requested.
Activity Name	The name of that activity.
Program	The CPD program whose grant funds are being drawn.
Grant Year/Program Year of Receipt	Depending on the FUND TYPE, the year of the grant or the program year of the receipt account from which the DRAWDOWN AMOUNT will be taken.
Grant #	The grant/receipt account from which the funds will be drawn.

Field	Description
Fund Type	The type of funds from which the DRAWDOWN AMOUNT will be taken. For CDBG States:  <b>EN</b> Entitlement <b>AD</b> Administration <b>LA</b> Grant-Specific Repayment to Local Account <b>PI</b> Program Income <b>RL</b> Revolving Loan Fund <b>SF</b> State Revolving Fund <b>SI</b> Section 108 Loan Income <b>SL</b> Section 108 Loan <b>SU</b> Subgrant <b>TA</b> Technical Assistance
Source Name	For State grantees, <b>HUD</b> ; for subgrantees, the organization that provided the subgrant.
Source Type	For CDBG States, <b>DC</b> or <b>DH</b> (the fourth and fifth characters of the CDBG grant number).
Recipient Name	The recipient of this funding source.
Prior Program Year	<b>Y</b> or <b>N</b> .
Drawdown Amount	The amount that will be drawn down from this funding source.
Line Item Status	<b>Open</b> for line items that can be approved. See page 6-15 for other LINE ITEM STATUS values.
Submission Date	This will be today's date, unless the person who created the draw input a different one.
Action	If you are authorized to approve draws, the <a href="#">Approve</a> link is shown for vouchers you did not create.  For the other ACTION links, see page 6-17.
Set all submission dates to <i>and</i> [Approve All Line Items]	Displayed only if you have draw approval authority and there are two or more line items with a status of <b>Open</b> .

### **Approving All Line Items at Once**

To approve all the line items at once:

- If you like, specify a submission date in the input field at the bottom of the screen. If you leave it blank, it will be set to today's date for all line items.
- Click the [Approve All Line Items] button next to it.
- A message asking "Are you sure you want to approve all line items?" is displayed. Click [OK] or [Cancel], as appropriate.

When you click [OK], the Maintain and Approve Voucher screen is redisplayed. Notice that the LINE ITEM STATUS has been updated to Approved and the available links in the ACTION column have changed. Clicking the [Revoke](#) link will revoke the approval and set the status of the line item back to Open.

### Approving Line Items One at a Time

Click the Approve link in the Action column of the line item you want to approve. The Confirm Voucher Line Item screen is displayed.

### CONFIRM VOUCHER LINE ITEM APPROVAL SCREEN

The Confirm Voucher Line Item Approval screen looks like this:

**Drawdown**

Confirm Voucher Line Item Approval

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[Approve This Voucher Line Item](#) | [Return to Maintain and Approve Voucher](#)

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<b>Voucher Created For:</b> COLORADO	<b>IDIS Voucher # / Line Item #:</b> 5847310/1	<b>Grant #:</b> B-13-DC-08-0001	<b>Transaction Type:</b> Payment
<b>Activity Owner:</b> COLORADO	<b>Created By:</b> C00063	<b>Approved By:</b>	<b>Pay To:</b> COLORADO
	<b>Creation Date:</b> 09/30/2015	<b>Approval Date:</b>	

**IDIS Information**

**IDIS Status:** Open

**Batch #:**

**Batch Date:**

**LOCCS Control #:**

**LOCCS Status:** Blank

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**Voucher Update**

**Voucher Updated By:** C00063

**Date Updated:** 09/30/2015

**LOCCS Confirmation Information**

**Confirm Batch #:**

**Confirm Batch Date:**

**Confirmation Code:**

**Pay Method:**

**Payment Date:**

**Schedule #:**

**Reschedule:**

**Effective Date:**

Line Item											
IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date
5085	Manzanola Water System Improvements	CDBG	2013	EN	HUD	DC	COLORADO	N	\$10,000.00	Open	<div style="border: 1px solid gray; padding: 2px; display: inline-block;">09/30/2015</div> <small>(mm/dd/yyyy)</small>

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[Approve This Voucher Line Item](#) | [Return to Maintain and Approve Voucher](#)

To approve a line item, change the SUBMISSION DATE if you like, and then click the [Approve This Line Item] button. To exit without approving the item, click the [Return to Maintain and Approve Voucher] button. For descriptions of other fields on this screen, see page 6-23.

When you click the approve button, the Maintain and Approve Voucher screen is redisplayed. Notice that the LINE ITEM STATUS has been updated to Approved and the available links in the ACTION column have changed. Clicking the Revoke link will revoke the approval and set the status of the line item back to Open.

## EDIT/VIEW VOUCHERS

To edit or view a voucher, you must first conduct a search to retrieve it. Click the Drawdown [Search Voucher](#) link on any Funding/Drawdown screen to display the Search Vouchers screen.

### SEARCH VOUCHERS SCREEN

Specify as many or few search criteria as you wish to retrieve the voucher(s) to be updated or viewed:

User: C09474  
Role: Grantee  
Organization: COLORADO

- Switch Profile  
- Logout

Activity Funding  
- Search

Drawdown  
- Create Voucher  
- Search Voucher  
- Approve Voucher

Receipt  
- Add  
- Search  
- Search Accounts

Section 108 Loan  
- Search

Plans/Projects/Activities | Funding/Drawdown | Grant | Grantee/PJ | Admin

You have 18 CDBG and 6 HOME activities that have been flagged. Click on the number to go to the review page.

**Drawdown**

Search Vouchers

Search Criteria

\*Indicates Required Field

IDIS Voucher #:

IDIS Activity ID:

Line Item Status:

Grant #:

Earliest Creation Date:   
(mm/dd/yyyy)

\*Activity Owner:

Search | Reset

This search screen and the Search Vouchers for Approvals screen shown on page 6-10 are identical except that you can search by Line Item Status here. The statuses are:

Status	Definition
Open	The initial status of a voucher, assigned when it is created.
Pending HQ Approval	For Section 108 loan repayment vouchers only, awaiting approval by HQ staff.
Approved	Approved for submission to LOCCS.
Completed	Processed to completion by LOCCS.
Revised	All or a portion of the drawn amount has been allotted to another activity.
Rejected	Rejected by LOCCS.
Pending	Awaiting a response from LOCCS.
Cancelled	An Open or Approved voucher/line item cancelled by the grantee before submission to LOCCS.
Converted	An Approved voucher created by the IDIS conversion process.
L-Cancelled	Approved in IDIS and later cancelled by LOCCS.
On Hold	Sent to LOCCS and being held in LOCCS for resubmission to Treasury.
Rescheduled	Sent to LOCCS; will be either approved or rejected at a later date.

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

**Drawdown**

Search Vouchers

**Search Criteria**

\*Indicates Required Field

**IDIS Voucher #:**  **IDIS Activity ID:**  **Line Item Status:**

**Grant #:**  **Earliest Creation Date:**   **\*Activity Owner:**

(mm/dd/yyyy)

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**Results Page 1 of 1 (5 voucher line items found)**

IDIS Voucher #	Line Item #	Creation Date	IDIS Actv ID	Grant Number	Activity Name	Line Item Status	Drawdown Amount	Action
5847310	1	09/30/2015	5085	B13DC080001	Manzanola Water System Improvements	Approved	\$10,000.00	Maintain-Approve   View
5847310	2	09/30/2015	5085	B10DC080001	Manzanola Water System Improvements	Approved	\$50,000.00	Maintain-Approve   View
5847310	3	09/30/2015	5085	B15DC080001	Manzanola Water System Improvements	Approved	\$1,000.00	Maintain-Approve   View
5847310	4	09/30/2015	5095	B15DC080001	Otero County BLF	Open	\$10,000.00	Maintain-Approve   View
5847310	5	09/30/2015	5095	B10DC080001	Otero County BLF	Open	\$15,000.00	Maintain-Approve   View

On initial display, the results are sorted by IDIS VOUCHER # and LINE ITEM #. You can change the sort field and the sort order by clicking on any column header that is in blue.

Field	Description
IDIS Voucher #	The system-assigned voucher number.
Line Item #	The system-assigned line item number. The number of line items in a voucher is determined by IDIS, and depends on the number of activities that draws have been requested for, the number of funding sources for each activity, and the number of grants used to satisfy the draw amounts.
Creation Date	The date the voucher was generated in IDIS.
IDIS Actv ID	The ID of the activity for which a draw has been requested.
Grant Number	The grant/receipt account from which the funds will be drawn.
Activity Name	The name of the activity.
Line Item Status	See previous page.
Drawdown Amount	The amount of the draw request for this line item.

Select any line item from the voucher you want to process by clicking the Maintain-Approve link in the last column. The voucher maintenance screens are explained starting on the next page.

If you choose the View link, only two screens are shown (see next page and page 6-23).

## MAINTAIN AND APPROVE VOUCHER SCREEN

This screen provides access to the Approve, Revoke, Revise, Cancel, and View functions for drawdowns:

**Drawdown**

Maintain and Approve Voucher

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[Return to Search Vouchers](#)

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<b>Voucher Created For:</b> COLORADO	<b>IDIS Voucher #:</b> 5847310
<b>Activity Owner:</b> COLORADO	<b>Created By:</b> C00063
	<b>Creation Date:</b> 09/30/2015

**Voucher Details**

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year/Program Year of Receipt	Grant #	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date	Action
1	5085	Manzanola Water System Improvements	CDBG	2013	B13DC080001	EN	HUD	DC	COLORADO	N	\$10,000.00	Approved	09/30/2015	<a href="#">Revoke</a>   <a href="#">Revise</a> <a href="#">Cancel</a>   <a href="#">View</a>
2	5085	Manzanola Water System Improvements	CDBG	2010	B10DC080001	PI	HUD	DC	COLORADO	N	\$50,000.00	Approved	09/30/2015	<a href="#">Revoke</a>   <a href="#">Revise</a> <a href="#">Cancel</a>   <a href="#">View</a>
3	5085	Manzanola Water System Improvements	CDBG	2015	B15DC080001	EN	HUD	DC	COLORADO	N	\$1,000.00	Approved	09/30/2015	<a href="#">Revoke</a>   <a href="#">Revise</a> <a href="#">Cancel</a>   <a href="#">View</a>
4	5095	Otero County BLF	CDBG	2015	B15DC080001	EN	HUD	DC	COLORADO	N	\$10,000.00	Open	09/30/2015	<a href="#">Approve</a>   <a href="#">Revise</a> <a href="#">Cancel</a>   <a href="#">View</a>
5	5095	Otero County BLF	CDBG	2010	B10DC080001	PI	HUD	DC	COLORADO	N	\$15,000.00	Open	09/30/2015	<a href="#">Approve</a>   <a href="#">Revise</a> <a href="#">Cancel</a>   <a href="#">View</a>

Set all submission dates to:   
(mm/dd/yyyy)

[Approve All Voucher Line Items](#)

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[Return to Search Vouchers](#)

Field	Description
Voucher Created for <i>through</i> Drawdown Amount	See pages 6-12 and 6-13 for field definitions.
Line Item Status	See page 6-15.
Submission Date	The date the voucher was submitted to LOCCS. If the LINE ITEM STATUS is Open, this will be today's date unless the person who created the draw input a different one.
Action	<p>The links in the ACTION column for a line item depend on:</p> <ul style="list-style-type: none"> <li>The drawdown privileges (request, approve, and/or view) assigned to your user ID. If, for example, you are only authorized to view draws, then the only Action displayed will be <u>View</u>.</li> <li>Whether you created the voucher. Because the user who creates a voucher cannot also approve it, the <u>Approve</u> and <u>Revoke</u> links will not be displayed for the vouchers you create.</li> <li>The Line Item Status displayed in the third-to-last column. Examples: the <u>Approve</u> link won't be</li> </ul>

Field	Description
	<p>displayed if the line item has already been approved; for most completed line items, the only links shown will be <u>Revise</u> and <u>View</u> (the <u>Cancel</u> link is also available for PI only, provided the status of the activity the PI was drawn for is Open).</p> <ul style="list-style-type: none"> <li>• The <u>Revise</u> link is not displayed for some line items that have been processed as a set. Examples include (1) a collection paired with a manual payment and (2) certain manually adjusted draws. These voucher items, referred to as "sticky" draws, must remain associated with the activities for which they were created.</li> <li>• If you clicked the <u>View</u> link on the previous screen, only the <u>View</u> link is listed.</li> </ul>
<p>Set all submission dates to <i>and</i> [Approve all Line Items]</p>	<p>Displayed only if you have draw approval authority and there are two or more line items with a status of Open.</p>

The Approve function has already been explained (see page 6-10). Details about the Revoke, Cancel, Revise, and View functions follow.

## REVOKE APPROVAL SCREEN

Click the [Revoke](#) link for a line item to display this screen:

**Drawdown**

**Confirm Voucher Line Item Revocation**

Are you sure you want to revoke the selected voucher line item?

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Click the [Revoke This Line Item] button to revoke approval or the [Return] button to exit without making the change.

Currently, approval must be revoked line item by line item.

## CANCEL LINE ITEM SCREEN

Click the [Cancel](#) link for a line item to display this screen:

**Drawdown**

**Confirm Voucher Line Item Cancellation**

Are you sure you want to cancel the selected voucher line item?

Also reduce the activity funding by **\$50,000.00** and return the fund to **Community Development Block Grant DC 2010 PI** Receipt Account

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The checkbox option is displayed only for PI line items. Leave the box checked if you want the system to reduce the PI funded amount by the amount of the draw. Note that if PI drawn in place of EN was not explicitly committed, the activity's PI funding is increased when the voucher is created.

Click the [Cancel This Line Item] button to perform the cancellation or the [Return] button to exit without making the change.

Currently, the line items in a voucher have to be cancelled one at a time.

## REVISE VOUCHER LINE ITEM SCREEN

On the Maintain and Approve Voucher screen, click the line item's Revise link to display this screen:

**Drawdown**

Revise Voucher Line Item

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Save | Return to Maintain and Approve Voucher

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<b>Voucher Created For:</b> COLORADO	<b>IDIS Voucher # / Line Item #:</b> 5847310/1	<b>Grant #:</b> B-13-DC-08-0001	<b>Transaction Type:</b> Payment
<b>Activity Owner:</b> COLORADO	<b>Created By:</b> C00063	<b>Approved By:</b> C09474	<b>Pay To:</b> COLORADO
	<b>Creation Date:</b> 09/30/2015	<b>Approval Date:</b> 09/30/2015	

**IDIS Information**

**IDIS Status:** Approved

**Batch #:**

**Batch Date:**

**LOCCS Control #:**

**LOCCS Status:** Blank

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**Voucher Update**

**Voucher Updated By:** C09474

**Date Updated:** 09/30/2015

**LOCCS Confirmation Information**

**Confirm Batch #:**

**Confirm Batch Date:**

**Confirmation Code:**

**Pay Method:**

**Payment Date:**

**Schedule #:**

**Reschedule:**

**Effective Date:**

IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date
5085	Manzanola Water System Improvements	CDBG	2013	EN	HUD	DC	COLORADO	N	\$10,000.00	Approved	09/30/2015 <small>(mm/dd/yyyy)</small>

**Revise Funds to Another Activity**

IDIS Actv ID	Amount
<input type="text"/>	\$ <input type="text"/>

**Required Justification\*:**

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Save | Return to Maintain and Approve Voucher

On this screen, you can:

- Change the PRIOR PROGRAM YEAR flag of an open, approved, or completed line item
- Modify the SUBMISSION DATE of an open or approved line item
- Revise all or part of an open, approved, or completed line item to a different activity

**Note:** Do NOT revise the vouchers for an activity for which an LA receipt has been created. Instead, leave vouchers for grant funds (EN, AD, SU, and TA) untouched and cancel PI, SF, RL, and LA vouchers. See page 18-2 for more details.

Field	Description
Prior Program Year	This field can be edited if the SUBMISSION DATE of the line item is within the first 90 days of the new program year.
Submission Date	This date may be changed if the LINE ITEM STATUS in the previous field is Open or Approved.

Field	Description
Revise Funds to Another Activity	<p>A draw can be revised to another activity provided both activities involved in the revision have an ACTIVITY STATUS of Open.</p> <p>The activity the draw is being revised to must have sufficient funding from the same source—same source organization, recipient organization, grant year (“Pre-2015” or specific year), and fund type—as the drawdown to cover the revised amount.</p> <p>If the funding source is not the same, you cannot revise the draw online. When this type of revision is necessary, please contact HUD Exchange “Ask A Question” for assistance.</p>
IDIS Actv ID	Enter the ID of the activity you want to transfer the draw to.
Amount	Input the amount of the DRAWDOWN AMOUNT to be applied to the IDIS ACTV ID.
Required Justification	Explain why you are transferring the funds.

Click the [Save] button to make the revision and return to the Maintain and Approve Voucher screen.

If a drawdown was transferred between activities, the Maintain and Approve Voucher screen now shows a new line item for the draw that was revised and one or two new line items for the activity the draw was revised to. Once the revision is completed, the status of the original draw is changed to Revised, and is no longer valid. The Revised status will be shown the next time you display the voucher.

## VIEW VOUCHER LINE ITEM SCREEN

Clicking the [View](#) link for a line item on the Maintain and Approve Voucher screen displays this read-only screen:

**Drawdown**

View Voucher Line Item

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[Return to Search Vouchers](#) | [Return to View Voucher](#)

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<b>Voucher Created For:</b> COLORADO	<b>IDIS Voucher # / Line Item #:</b> 5838590/1	<b>Grant #:</b> B-13-DC-08-0001	<b>Transaction Type:</b> Payment
<b>Activity Owner:</b> COLORADO	<b>Created By:</b> B60509	<b>Approved By:</b> B57704	<b>Pay To:</b> COLORADO
	<b>Creation Date:</b> 08/14/2015	<b>Approval Date:</b> 08/27/2015	

**IDIS Information**

**IDIS Status:** Approved  
**Batch #:** 1604  
**Batch Date:** 08/27/2015  
**LOCCS Control #:** 900000000043825  
**LOCCS Status:** Completed

**LOCCS Confirmation Information**

**Confirm Batch #:** 1601  
**Confirm Batch Date:** 08/28/2015  
**Confirmation Code:** Ok  
**Pay Method:** A  
**Payment Date:** 08/28/2015  
**Schedule #:** LH3981  
**Reschedule:** N  
**Effective Date:**

**Voucher Update**

**Voucher Updated By:** LOCCS  
**Date Updated:** 08/28/2015

Line Item											
IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date
5037	Lincoln County BLF	CDBG	2013	EN	HUD	DC	COLORADO	N	\$56,500.00	Completed	08/27/2015

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[Return to Search Vouchers](#) | [Return to View Voucher](#)

Field	Description
Voucher Created for	The organization for which the draw is being made.
Activity Owner	The State grantee.
IDIS Voucher #/Line Item #	The system-generated voucher number and line item number.
Created By	The user ID of the person who created this voucher.
Creation Date	The date the voucher was generated in IDIS.
Grant #	The grant (for PI, SF, and RL, the associated grant) from which the funds for this line item were drawn.
Approved By	The user ID of the person who approved this line item.
Approval Date	The date the line item was approved in IDIS.
Transaction Type	Adjustment, Collection, Manual Payment, Payment, or Receivable.
Pay To	The organization that receives the wire transfers of funds drawn down from the grant.
IDIS Information	
IDIS Status	The current status of this line item in IDIS. The statuses are:  <b>Open</b> – The initial status of a voucher, assigned when it is created.  <b>Pending HQ Approval</b> - For Section 108 loan repayment

Field	Description
	<p>vouchers only, awaiting approval by HQ staff.</p> <p><b>Approved</b> – Approved for submission to LOCCS.</p> <p><b>Canceled</b> – Canceled by grantee.</p> <p><b>Pending</b> – Awaiting approval by LOCCS.</p> <p><b>Revised</b> – All or a portion of the drawn amount has been allotted to another activity.</p> <p><b>Converted</b> - An Approved voucher created by the IDIS conversion process.</p>
Batch Number	The number of the IDIS file containing the line item. If this field is blank, the drawdown request has not yet been sent to LOCCS.
Batch Date	The date the file was sent to LOCCS. If this field is blank, the line item has not yet been sent to LOCCS.
LOCCS Control #	A process control number assigned by IDIS.
LOCCS Status	<p>The current status of this line item in LOCCS:</p> <p><b>Completed</b> – Paid through LOCCS.</p> <p><b>Rejected</b> – Rejected by LOCCS.</p> <p><b>Rescheduled</b> - Sent to LOCCS, will be either approved or rejected at a later date.</p> <p><b>On Hold</b> - Sent to LOCCS and being held in LOCCS for resubmission to Treasury.</p> <p><b>L-Canceled</b> - Approved in IDIS and later canceled by LOCCS.</p>
Voucher Update	
Voucher Updated by	The ID of the user or the process (e.g., LOCCS) that last updated this line item.
Date Updated	The date the voucher was last updated.
LOCCS Confirmation Information	Definitions are not yet available.
Confirm Batch # Confirm Batch Date Confirmation Code	Details about receipt of the IDIS drawdown file by LOCCS.
Pay Method	Definition not available.
Payment Date	The date the voucher was sent to the Treasury.
Schedule #	The number of the Treasury schedule on which the voucher appears, assigned by LOCCS.
Reschedule	This field is Y(es) if LOCCS resubmits a voucher to the Treasury.
Effective Date	Definition not available.

<b>Field</b>	<b>Description</b>
Line Item	
IDIS Actv ID	The ID of the activity for which the draw was made.
Activity Name	The name of the activity for which the draw was made.
Program	The CPD program whose funds were drawn.
Grant Year	The year of the grant or receipt account from which the DRAWDOWN AMOUNT will be taken.
Fund Type	The type of funds from which the DRAWDOWN AMOUNT will be taken. For CDBG States:  <b>EN</b> Entitlement <b>AD</b> Administration <b>LA</b> Grant-Specific Repayment to Local Account <b>PI</b> Program Income <b>RL</b> Revolving Loan Fund <b>SF</b> State Revolving Fund <b>SI</b> Section 108 Loan Income <b>SL</b> Section 108 Loan <b>SU</b> Subgrant <b>TA</b> Technical Assistance
Source Name	For State grantees, <b>HUD</b> ; for subgrantees, the organization that provided the subgrant.
Source Type	For CDBG States, <b>DC</b> or <b>DH</b> (the fourth and fifth characters of the CDBG grant number).
Recipient Name	The recipient of this funding source.
Prior Program Year	<b>Y</b> or <b>N</b> .
Drawdown Amount	The amount drawn down from this funding source.
Line Item Status	See page 6-15.
Submission Date	The date the line item was submitted to LOCCS.