Section 4: Funding Activities and Drawing HOPWA Funds

4.1 Funding an Activity

Once an activity is properly set up in IDIS, the activity can be funded. This is different than the steps completed in Section 3.6 – in that section, the budget for the activity was established, but no funds were committed to the activity. Please note that if the Activity Setup Screens are not completed, the activity cannot be funded. To fund an activity complete the steps below. Appendix F shows the screen shots involved with Funding Activities and Drawing Vouchers.

Steps to follow	What image/icon to look for
1. Navigate to the **Edit Activity Funding** screen by one of the following methods: Click on the **Funding/Drawdown** tab at the top of the screen. On the left side of the screen under **Activity Funding**, click **Search** and complete the fields to search for the activity for which funding will be added/edited. **OR** From the **Edit Activity** Screen for the activity to be funded, click **Activity Funding.**	 **OR**
2. System will display results. Click **Add-Edit** at the end of the corresponding row to fund the activity.	
3. The "Add-Edit Activity Funding" Screen will be displayed. All available funding options will be displayed, but Grantees should only choose the Funding Source to which the Project is associated. For Formula Grantees, this will always correspond with the **Program Year** of the Project. For example, 2015 Projects/Activities will ALWAYS and ONLY be funded with FFY2015/Grant Year 2015 funds. All Pre-2015 funds should be used to fund Pre-2015 Projects/Activities.	**Formula: Pre-2015 funds should be spent through the "Funding Source Pre-2015" row.** Funding Source Pre-2015 Program | Grant Year (tip) | Fund Type | Source Na HOPWA | Pre-2015 | EN | HUD Current Funding for This Source Grant Year (tip) | Funded Amount | Drawn Amount $ | $0.00 Add Grant Year **FFY2015 (and subsequent allocations) should be spent through the corresponding "xFIFO" Source row.**

Enter the **Funded Amount** in the row that corresponds with the appropriate **Grant Year**.

Competitive Grantees will only be able to fund the activity with the Grant that was used to create the Project. Competitive Grantees should use the Federal Fiscal Year during their initial program year began. (MEH140001 Award began 3/1/2014 and would would use "2014" as the Grant Year.)

NOTE: IDIS will not yet prevent a Grantee from funding an activity with the incorrect funding source, or multiple funding sources. The responsibility is on the user to ensure they are following Grants Based Accounting practices.

Current Funding for xFIFO

Grant Year (tip)	Funded Amount	Drawn Amount
2015	$	$0.00

Competitive:

Funds

Recipient Name	Program	Fund Type	Source Name	Source Type	Available for Funding	Funded Amount	Drawn Amount
Clare Housing, MN	HOPWA-C	CP	HUD	MNH140008 (03)	$0.00	$12,263.00	$0.00
Clare Housing, MN	HOPWA-C	CP	HUD	MNH130003 (01)	$0.00	$0.00	$0.00

4. Click **Save**. If successful, an "Activity funded successfully" message will appear near the top of the screen. In addition, the "Funded Amount" column will show the amount funded, and the "Available for Funding" column will be decreased. The Grantee may now create vouchers to draw HOPWA funds for activity services rendered.

Save

Available for Funding	Funded Amount
$1,423,774.00	$500.00

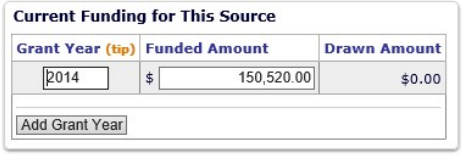
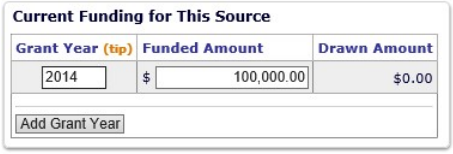
4.1a Increasing / Decreasing Activity Funding

When a Grantee needs to revise the amount of funds committed to an activity, either to revise an error or to allow a Grantee to increase funding to draw down remaining balances on Pre-2015 allocations, they will follow the steps in this section.

This concept is crucial to the implementation of Grants Based Accounting. For Formula Grantees who have remaining Pre-2015 funds remaining in IDIS, they will draw the remaining funds through their existing 2014 Projects and Activities. (See Section 4.1c) This will ensure that when the Grantee begins drawing their FFY2015 allocation (through their Program Year 2015 Projects/Activities), the allocation (FFY2015) will directly align with the Program Year (2015) of the Projects. Furthermore, this will ensure that all subsequent Projects/Activities/Allocations will be properly aligned. For Grantees who have Pre-2015 funds remaining, they will need to decide 1) how to draw the balance of the Pre-2015 funds within the allowable timeframe; as well as 2) when to begin to draw from the FFY2015 allocation. For Grantees who have already funded Program Year 2015 Projects/Activities with Pre-2015 funds, they

should immediately submit a request to the Ask-A-Question helpdesk for individualized technical assistance with the HOPWA TA team. General steps for correcting this process is provided in Section 4.2f.

The steps below details the steps required to increase and/or decrease funding.

Steps to follow	What image/icon to look for
To Increase Funding:	
Add-Edit Activity Funding Screen:	
1. From the **Add-Edit Activity Funding** Screen, the **Current Funding for This Source** table will display current funding. To increase funding, add the desired amount to the amount already listed. Input the new total funding amount, and click **Save.** DO NOT CLICK "Add Grant Year" to add additional funding. Use the original funding year listed. **In the example shown, the original amount was $128,520. To increase to $150,520, DO NOT TYPE $22,000. Type the full funding amount of $150,520.**	
To Decrease Funding:	
2. Following the same steps as above, enter the new (lower) amount in the **Current Funding for This Source** table.	  **In the example shown, the original amount was $150,520. To decrease to $100,000, type the new funding amount of $100,000.**
3. **NOTE:** You cannot decrease an activity's funding for less than the amount that has already been drawn. The error message *"The total drawn amount must not exceed the total funded amount"* will be displayed, and no changes will be made to the funding.	

	 • The total drawn amount must not exceed the total funded amount.

4.1b Troubleshooting Activity Funding

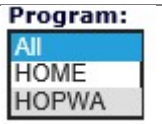
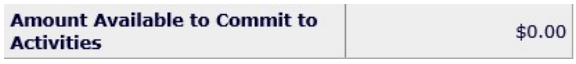
Error Message/Issue	Solution
Error Message: "The total drawn amount must not exceed the total funded amount"	If a user is attempting to decrease the amount of funding associated with an activity, IDIS will prevent the user from reducing the funding below the amount that has already been drawn. If funds were incorrectly drawn from an activity, a voucher revision must be processed before the funding can be reduced/de-committed from the activity.

4.1c Funding 2014 Projects/Activities with Remaining Pre-2015 funds

For HOPWA Formula Grantees who have remaining Pre-2015 funds to draw down, there are several steps that must be completed to accurately draw down these funds. As it has been said throughout this manual, all Pre-2015 funds must be spent through Program Year 2014 (or earlier) Projects and associated Activities.

In order to draw all remaining Pre-2015 funds through existing Program Year 2014 Projects/Activities, follow the steps below.

Steps to follow	What image/icon to look for
1. Run your PR-02 report to review your Project/Activity Structure for Program Year 2014.	
2. Review your Program Year 2014 Projects/Activities for the following: a. There is a Project for each sponsor which will receive any of the Pre-2015 funds that will be drawn. b. There are **OPEN** Activities (for each Project Sponsor) for each category of service that will be provided with remaining Pre-2015 funds.	**Activity Status Options:** Canceled Open Completed
3. Follow the steps in Section 2.1a to Add a Project if a new Project Sponsor (one that doesn't already have an existing Program Year 2014 Project) will be providing HOPWA Services	

during the current (or subsequent) operating year (12 month term – see Appendix C), to be funded with Pre-2015 funds. Use "2014" as the Program Year of any Projects being created.*	
4. For either Newly created Projects, or existing Projects (for existing agencies that will be providing additional categories of service): Follow the steps in Section 3.2 to Create Activities for services that will be provided during the current (or subsequent) operating year (12 month term – see Appendix C), to be funded with Pre-2015 funds. If the services to be provided will take place during the Grantee's 2015-2016 Accomplishment/Operating Year (See Appendix C), enter "2015" as the Activity's Accomplishment Year. For services that will happen in subsequent years, use the appropriate Accomplishment Year.	
5. If there are existing Program Year 2014 Projects/Activities that will have be utilized to draw down remaining Pre-2015 funds, the Activities must have additional Accomplishment Years added to the **Setup Detail** and **Accomplishment** screens. See Section 3.7a to add additional Accomplishment Years to each activity. Having additional Accomplishment Year layers within each activity will allow Grantees to delineate during which time period households were served and funds were spent.	
6. Once the Program Year 2014 Projects and Activities (including adding additional Accomplishment Years within each activity that will be utilized) have been established correctly, you can increase the funding for each activity by the amount desired to draw all remaining balances of the Pre-2015 funds. See Section 4.1a for steps to increase funding. **NOTE: Increasing funding may involve discussions with Project Sponsors regarding capacity, etc. Do not commit funds where there is not capacity to provide HOPWA services.** **All Pre-2015 funds should be committed to, and drawn from, Pre-2015 Projects/Activities.**	
7. Once all Pre-2015 funds have been committed to activities, re-run the PR-02 (reports refresh overnight, so this may take place over 2 days) to ensure that all Projects & Activities were created and funded correctly. **a. The PR-02 does not show the *source* of funding – that is only seen on the individual activity's Funding screen.**	
8. To confirm that all Pre-2015 funds were committed to activities, follow the steps below:	
9. Click **Grant** in the blue ribbon at the top of the screen.	
10. Search for the Grantee's HOPWA grants using the **Program** dropdown box.	
11. For each Pre-2015 Allocation, click **View** in the **Action** column.	
12. The row labeled **Amount Committed to Activities** should display the full Allocation amount.	

The row labeled **Amount Available to Commit to Activities** should be $0.00. If any funds remain uncommitted, please repeat step 6 to commit all remaining funds to activities.	

*If a Grantee has significant amounts of FFY2012 or FFY2013 funds remaining, and has not started using Program Year 2014 Projects/Activities yet, the Grantee can follow the same steps, using Program Year 2013 Projects/Activities to commit/draw remaining FFY2013 funds, and then using Program Year 2014 Projects/Activities to commit/draw FFY2014 funds.

4.2 Drawing Down HOPWA Funds

To ensure that Grant Funds are expended and disbursed in a timely manner, the Grantee shall draw down Grant Funds not less than quarterly as required by both the formula and competitive program operating instructions (posted at www.hudhre.info). Using IDIS to draw funds is a two-step process:

1. Create the drawdown/voucher; and
2. Approve the drawdown/voucher.

4.2a Creating HOPWA Vouchers

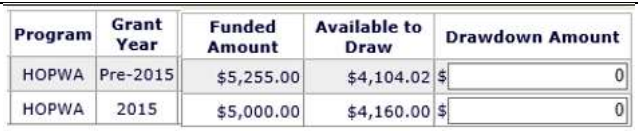
Note: The steps below describe creating a voucher for a single activity or line; the same procedures apply if processing vouchers for more than one activity (line). Instructions assume users are familiar with navigating IDIS. Appendix F shows complete screen shots for each step of this process.

Steps to follow	What image/icon to look for
1. Click the **Funding/Drawdown** tab at the top of the screen.	**Funding/Drawdown**
2. On the left side of the screen under **Drawdown** click **Create Voucher.**	**Drawdown** - Create Voucher - Search Voucher - Approve Voucher
3. The **Create Voucher** screen will appear. Complete the following steps: a. Enter the **IDIS Activity ID** **OR** b. Click **Search Activities (Search Activity** screen will be displayed) c. After **Search Criteria** have been entered, and results displayed, the user must click – for **each** activity which will be included in the voucher - the box in the **Select** column on the far right side, indicating that the chosen activity will have funds drawn from it through this voucher.	***IDIS Activity ID** **OR** Search for Activities **Select**

d. Click **Add Selected Activities** to add all "**Selected"** activities to the voucher. (Clicking **Remove Selected Activities** returns the user to the **Create Voucher (Page 1 of 4)** screen. e. Once Activity numbers have been selected/added or entered, click **Continue.**	Add Selected Activities | Remove Selected Activities Continue
4. Confirm activity number and funding source when the screen **Create Voucher – Page 2 of 4** is displayed.	**Activity 1 of 1** **IDIS Activity ID:** 4613 **Activity Name:** 2014 TRAVELERS AID SUPPORTIVE SERVICES
5. Enter the amount desired to draw in **Drawdown Amount** and click **Confirm Voucher.**	**Drawdown Amount** $ 0 Confirm Voucher

4.2b Troubleshooting Create Vouchers

Error Message/Issue	Solution
Error Message: "The specified IDIS Activity IDs are either: 1) non-existent, 2) completed, canceled or blocked, 3) not yet funded or do not have any funds available to draw, or 4) not accessible by your organization or the "Voucher Created For" organization. *It is also possible that you do not have access to the program area, or your organization's Banking status is not yet established in LOCCS."*	If a voucher is created for an activity, and the activity has not been funded, or if all funds have already been drawn, the associated error message will be displayed. If this occurs, confirm the following information before submitting a question to the Ask-A-Question TA Portal. 1) Activity Set Up (confirm that the Activity is "Open" – not completed, cancelled, or blocked.) 2) Activity number (confirm that you entered the correct number.) 3) Activity funding (confirm that the activity has remaining funds available to cover the voucher amount.) 4) Grantee/PJ tab (confirm that LOCCS Banking has been established for HOPWA and/or HOPWA-C.)
Error Message: "You must specify a valid drawdown amount for at least one line item."	**Drawdown Amount** was left blank. Enter Drawdown amount and click **Confirm Voucher.**

Error Message: "The specified draw amount, $xxx,xxx, may not exceed the available to draw amount."	Drawdown amount entered exceeded the **Available to Draw** amount for this activity.
Error Message: "The specified IDIS Activity ID is not a valid activity, or it does not have any activity funding with the same program, source grantee, recipient grantee, fund type and source type."	With the introduction of Grants Based Accounting rules in IDIS, Grantees can only revise vouchers to/from activities that have the same fund source type (Pre-2015 is one source, 2015 is another, 2016 (when distributed) will be another). For example, Activity #1000 was funded with Pre-2015 funds, and Grantee tried to revise the voucher to Activity #2200, which was funded with FFY2015 funds. IDIS would not allow this revision, since the source type of the funds did not match between activities. If this error message is received, the Grantee should review Activity funding to ensure consistency of funding types/sources. If no eligible activity is found to which the Grantee can revise the voucher, the Grantee should submit an AAQ to receive individualized technical assistance.
Issue: If a Program Year 2015 activity was funded (incorrectly) with both Pre-2015 funds AND FFY2015 funds, then both funding sources will be displayed when a voucher is created for that activity. If this situation is discovered when a Grantee attempts to Create a Voucher, the Grantee should follow the steps in Section 4.2f to revise all existing vouchers from this Activity to the corresponding Program Year 2014 Activity, and reduce the Pre-2015 funds for this activity, leaving only the FFY2015 funds and any existing vouchers.	 Program | Grant Year | Funded Amount | Available to Draw | Drawdown Amount HOPWA | Pre-2015 | $5,255.00 | $4,104.02 | $ 0 HOPWA | 2015 | $5,000.00 | $4,160.00 | $ 0 *(note: image has been modified)*

4.2c Approving HOPWA Vouchers

Once the voucher is created, it must be approved by a different user with the appropriate access privileges. To approve a voucher complete the following steps:

Steps to follow	What image/icon to look for
1. Click the **Funding/Drawdown** tab at the top of the screen.	Funding/Drawdown

2. On the left side of the screen under **Drawdown** click **Approve Voucher.**	**Drawdown** - Create Voucher - Search Voucher - Approve Voucher
3. The **Search Vouchers For Approval** screen will appear. Enter the **IDIS Activity ID** number, **IDIS Voucher #,** or **Earliest Creation Date** and click **Continue.**	**IDIS Activity ID:** Search
4. Click **Maintain-Approve** in the **Action** column.	**Action** Maintain-Approve | View
5. The **Maintain and Approve Voucher** screen is displayed. Identify the Voucher#/Line Item # that needs approved. Click **Approve** in the **Action** column.	**Action** Approve | Revise Cancel | View
6. The **Confirm Voucher Line Item Approval** screen is displayed. Review the details listed, and click **Approve This Voucher Line Item.** The message **Voucher item approved successfully** will appear at the top of the screen.	Approve This Voucher Line Item • **Voucher item approved successfully**
7. The "Line Item Status" of the Line Item will change to "Completed" once the Line Item has been approved and processed. Once the voucher is approved, IDIS will forward the draw request to LOCCS at the end of the day. The funds are typically wire transferred within two or three days of the drawdown approval.	

4.2d Troubleshooting Approve Vouchers

Error Message/Issue	Solution
Issue*: **Approve** is not listed in **Action** column.*	Users can only approve vouchers created by a different user. Another user must search for and approve this voucher.
Issue*: Voucher Rejected.*	Confirm that Grantee EIN/TIN is current in IDIS. (Grantee tab and Grant tab).

	Confirm that HOPWA/HOPWA-C Banking has been established correctly. Confirm that LOCCS has the correct banking information for the Grantee. Confirm that the Grant tab shows the EIN/TIN of the Grantee.
Error Message: *"The submission date cannot be earlier than today, cannot be a Saturday or Sunday, and must be within 90 calendar days of the creation date. The deadline for same-day submission is 10 PM ET."*	User must have entered a **Submission Date** that was not allowed: • Earlier than current date • A Saturday or a Sunday • 90 days after current date Choose a submission date that fits these criteria, and click **Approve this Voucher Line Item** again.

4.2e Revising HOPWA Vouchers

If a Grantee discovers that a voucher needs revised (after it has been approved), the steps below outline the process to follow. Prior to beginning this process, the Grantee should identify the activities involved – the original activity on which the voucher was drawn, as well as the new activity to which the voucher should be revised. Since vouchers contain multiple line items (one line item for every activity receiving funds through the voucher), the grantee should confirm the line item amount to be revised, as well. Voucher revisions are done at one line item at a time.

Steps to follow	What image/icon to look for
1. Click the **Funding/Drawdown** tab at the top of the screen.	**Funding/Drawdown**
2. On the left side of the screen click **Search Voucher** under **Drawdown.**	**Drawdown** - Create Voucher - Search Voucher - Approve Voucher
3. The **Search Vouchers** screen is displayed. Enter the **Search Criteria** to search for the voucher to be revised.	**Options:** IDIS Voucher # IDIS Activity ID Grant # Line Item Status Earliest Creation Date Activity Owner
4. Click **Search.**	Search
5. The **Search Results** are displayed. Identify the Voucher#/Line Item # that needs approved. Click **Maintain-Approve** in the **Action** column.	**Action** Maintain-Approve | View

6. The **Maintain and Approve Voucher** screen is displayed. In the **Voucher Details** table, click **Revise** in the **Action** column.	**Action** Approve | Revise Cancel | View
7. The **Revise Voucher Line Item** screen is displayed. In the **Revise Funds to Another Activity** table, enter the **IDIS Activity ID** of the activity to which the funds should be revised. In the **Amount** column, enter the amount to be revised to the new activity.	**Revise Funds to Another Activity** **IDIS Actv ID** **Amount** $
8. Click **Save.**	Save
9. Click **Return to Maintain and Approve Voucher** to return to the previous screen.	Return to Maintain and Approve Voucher

4.2f Revising Vouchers to Remove Pre-2015 funds from Program Year 2015 Projects/Activities

There are some HOPWA Formula Grantees whose 2015 Operating Year began prior to Grants Based Accounting guidance being released in August 2015, and had already funded their Program Year 2015 funds with Pre-2015 funds, based on prior allowance of this practice. These grantees can request individualized Technical Assistance through the Ask-A-Question portal to have this error revised.

Additionally, there are some Grantees who funded their Program Year 2015 funds with Pre-2015 funds, contrary to recently released Grants Based Accounting guidance. These grantees must follow the steps below to correct this funding error. This process will revise all of the vouchers (through which Pre-2015 funds were drawn from Program Year 2015 Activities) to the corresponding Program Year 2014 activities. The funding source (Pre-2015 funds) will not change, nor should the Sponsor/Activity. (See example in Row 4, below.) This process will simply move the already-drawn Pre-2015 funds from the Program Year 2015 activities, allowing the grantee to comply with Grants Based Accounting requirements.

Steps to follow	What image/icon to look for
1. Run the PR-02 report to review your Project/Activity Structure for Program Year 2014 and Program Year 2015.	**PR 02 - List of Activities by Program Year and Project** **Owner:** Administrator **Modified:** 9/30/09 5:56:36 AM
2. Run the PR-05 to research which vouchers were drawn on Program Year 2015 Activities, using Pre-2015 funds.	**PR 05 - Drawdown Report by Project and Activity** **Owner:** Administrator **Modified:** 6/29/10 1:47:10 AM Clip from the PR-05:

Program Year	Project Number	Grant Year	Grant Number	Fund Type	Line Item Amount
2015	2	2012	H12F999	EN	$25,944.64

(*Note: image has been modified*)

3. Follow the steps in Sections 2 and 3, revise the Program Year 2014 Projects/Activities structure to ensure that every Program Year 2015 Activity from which a voucher has been drawn using Pre-2015 funds has a corresponding Program Year 2014 Activity. The table below is an example of a tracking tool that can be used to track corresponding activities between program years.

Example: Program Year 2014 Activity #111 "2014 TBRA"	Program Year 2015 Activity #222 "2015-2018 TBRA (PS Name)" • Activity was funded with Pre-2015 funds, and $2,000 was drawn, using voucher #123456. • Voucher #123456 needs revised, so that the $2,000 is drawn from Activity #111.

4. Increase the funding for each Program Year 2014 Activity with enough Pre-2015 funds to cover the vouchers that will be revised to the Activities.

Example:

Activity #111 "PSA TBRA 2014"
Originally funded for $5,000
Drawn: $4,500
Balance remaining to draw: $500

Activity funding needs increased to $7,000 to cover the additional $2,000 from voucher #123456 that will be revised to Activity #111. Follow Section 4.1a to increase funding.

5. Once the correct 2014 Projects/Activities have established and/or funding has been increased, the user can now begin to revise vouchers.

6. Click the **Funding/Drawdown** tab.	**Funding/Drawdown**
7. On the right side of the screen, under **Drawdown,** click **Search Voucher.**	**Drawdown** - Create Voucher - Search Voucher - Approve Voucher
8. The **Search Vouchers** screen is displayed. Use the Search Criteria to search for the 1st voucher to be revised. (Refer to PR-05 for voucher numbers.)	**Search Criteria:** IDIS Voucher ID# — Line Item Status IDIS Activity Number — Grant # Earliest Creation Date
9. When the **Search Results** screen is displayed, click **Maintain-Approve** in the **Action** column of the voucher line item to be revised. (Voucher Line Items can only be revised one-at-a-time.)	**Action** Maintain-Approve | View

*Users must have either "Request Drawdown" or "Approve Drawdown" permissions in IDIS to be able to Revise a Voucher.	
10. The **Maintain and Approve Voucher** screen is displayed. In the **Voucher Details** table, click **Revise** in the **Action** column.	**Action** Approve | Revise Cancel | View
11. The **Revise Voucher Line Item** screen is displayed. In the **Revise Funds to Another Activity** table, enter the **ID Activity ID** of the Program Year 2014 activity to which the funds should be revised. In the **Amount** column, enter the amount to be revised to the new activity. The amount entered will be revised to the 2014 Activity.	**Revise Funds to Another Activity** **IDIS Actv ID** **Amount** $
12. Repeat steps 3-11 to revise all vouchers that drew Pre-2015 funds from Program Year 2015 Activities	
13. When the Microstrategy reports are refreshed (overnight), re-run the PR-05. Verify that all Program Year 2015 Activities no longer have any Pre-2015 funds drawn. The example above will now look like this:	

Program Year	Project Number	Grant Year	Grant Number	Fund Type	Line Item Amount
2014	2	2012	H12F999	EN	$25,944.64

14. For each Program Year 2015 activity that was funded with Pre-2015 funds, reduce the Pre-2015 funding to $0.00. See Section 4.1 for detailed instructions on decreasing funding.	

4.2g Program Year Comparison

Program Year 2014				**Program Year 2015**	
Projects & Activities				Projects & Activities	Pre-2015 funds drawn
Project Sponsor A				**Project Sponsor A**	
111	Sponsor A TBRA 2014	☑	222	2015-2018 TBRA (Sponsor A)	Yes
	Originally funded for: $5,000 **Remaining balance**: $500 **Funding needs increased to** $7,000 to cover voucher #123456.			Voucher #123456 Amount: $2,000	
		☒	223	2015-2018 Supportive Services (Sponsor A)	Yes
112	Sponsor A Administration 2014	☑	224	2015-2018 Administration (Sponsor A)	Yes

	Project Sponsor B			**Project Sponsor B**	
211	Sponsor B Facility Based Housing	☑	311	2015-2018 Facility Based Housing (Sponsor B)	Yes
212	Sponsor B Housing Information	☒			
213	Sponsor B Supportive Services	☑	312	2015-2018 Supportive Services (Sponsor B)	Yes
214	Sponsor B Administration	☑	313	2015-2018 Administration (Sponsor B)	Yes
	(Project Sponsor C did not provide any services in previous years)			**Project Sponsor C**	
				2015-2018 TBRA (Sponsor C)	Yes
				2015-2018 Administration (Sponsor C)	Yes

4.2h Troubleshooting Revise Vouchers

Error Message/Issue	Solution
Issue: A Grantee has already committed their all available Pre-2014 funds to activities, and cannot increase activity funding to cover vouchers that need revised to Program Year 2014 Activities. *The following error message will be returned when the voucher is revised:* *"The specified IDIS Activity IDs are either: 1) non-existent, 2) completed, canceled or blocked, 3) not yet funded or do not have any funds available to draw, or 4) not accessible by your organization or the "Voucher Created For" organization.* *It is also possible that you do not have access to the program area, or your organization's Banking status is not yet established in LOCCS."*	If this occurs, the Grantee must reduce the amount of Pre-2015 funds that were committed to all Program Year 2015 activities, making them available to be committed to Program Year 2014 activities. **Reminder: An activity's funding can only be reduced to the amount that has already been drawn.** Example: Program Year 2015 #Activity 222 was funded for $5,000 with Pre-2015 funds, and had $2,000 in vouchers drawn. The Grantee attempts to increase funding for the corresponding Program Year 2014 activity, but no Pre-2015 funds are available. The Grantee can reduce the Pre-2015 funding for Activity #222 to $2,000, which will return the balance of $3,000 to the **Available to Commit to Activities** field. If this situation arises, the Grantee will need to reduce funds from a Program Year 2015 activity, increase funding for the corresponding Program Year 2014 activity, and then revise vouchers for that activity. Each activity for which this needs done will need the above steps repeated, one activity at a time.
*Issue: "Revise" does not appear in the "Maintain and Approve Voucher" Screen in the **Action** column.*	Users must have EITHER the "Request Drawdown" or "Approve Drawdown" permissions in IDIS to be able to revise a Voucher.
Error Message: "Invalid Amount. The Adjustment would exceed the amount that	The **Fund Type** of both Activities involved in the voucher revision (the original Program Year 2015

is available to draw from the source activity funding."	activity and the Program Year 2014 activity to which the voucher will be revised) need to have been funded with the same **Fund Type.** HOPWA Formula Grantees can utilize the **AD** (Administrative Subfund), **EN** (Entitlement), or **PI** (Program Income) **Fund Types** when funding an activity. HOPWA-C Grantees can utilize the **CP** (Competitive), **AD** (Administrative Subfund) or **PI** (Program Income) **Fund Types.**

To confirm the **Fund Type** that was used to fund each activity, click **Funding/Drawdown** and search for the appropriate activities. To view the funding details about each activity, click **Add-Edit** in the **Action** column.
When the **Edit Activity Funding** screen is displayed, the user will see the Activity Funding details, including the following rows.

HOPWA Formula Grantee Activity funded with both EN and AD Fund Types:

Available Funds

Recipient Name	Program	Fund Type
ATLANTA, GA	HOPWA	EN
ATLANTA, GA	HOPWA	AD

HOPWA-C Competitive Grantee Activity funded with both EN and AD Fund Types:

Available Funds

Recipient Name	Program	Fund Type
Bernal Heights Housing Corporation, CA	HOPWA-C	AD
Bernal Heights Housing Corporation, CA	HOPWA-C	CP

If the Fund Type is not the same for both Activities, the user must increase the appropriate fund type for the *receiving* Activity (Program Year 2014 Activity to which the voucher will be revised) to correspond with the *original* Activity (Program Year 2015 Activity).

Example:
Program Year 2015 Activity #555 – "2015-2018 Administration (Sponsor A)"
Funded with Pre-2015 funds – used EN funds for $5,000. Voucher #123456 drawn for $4,000.

Grantee needs to revise this voucher to Program Year 2014 Activity #444 "2014 Admin Sponsor A", which was funded with Pre-2015 funds, using AD fund, with an available balance of $5,000.

While there ***are*** enough funds to cover the voucher, the difference in fund types prevents the voucher revision from being successful.

The Grantee must fund Activity #444 with enough EN funds in order to be able to revise the voucher.

Issue: "I overdrew funds from an activity, and need to return funds to LOCCS."	Follow the instructions at : https://www.hudexchange.info/resource/3089/instr

	uctions-for-returning-funds-to-the-line-of-credit-and-to-us-treasury/ to return the funds to LOCCS.

4.2i Cancel Vouchers

If a voucher is accidentally created, or is discovered to be a duplicate of another voucher, it should be canceled. The steps below describe the process to follow. Note: Only IDIS users with "Request Drawdown" privileges in IDIS to be able to cancel a voucher.

Steps to follow	What image/icon to look for
1. Click the **Funding/Drawdown** tab at the top of the screen.	**Funding/Drawdown**
2. On the left side of the screen under **Drawdown** click **Search Voucher.**	**Drawdown** - Create Voucher - Search Voucher - Approve Voucher
3. Enter the Search Criteria for the Voucher to be revised	**Options:** IDIS Voucher # IDIS Activity ID Grant # Line Item Status Earliest Creation Date Activity Owner
4. Click **Search.**	Search
5. Results are displayed. Identify the Voucher#/Line Item # that needs to be approved. Click **Maintain-Approve** in the **Action** column.	**Action** Maintain-Approve | View
6. In the **Voucher Details** table, click **Revise** in the **Action** column.	**Action** Approve | Revise Cancel | View
7. The **Revise Voucher Line Item** screen is displayed. In the **Revise Funds to Another Activity** table, enter the **ID Activity ID** of the activity to which the funds should be revised. In the **Amount** column, enter the amount to be revised to the new activity.	**Revise Funds to Another Activity** **IDIS Actv ID** **Amount** $
8. Click **Save.**	Save
9. Click **Return to Maintain and Approve Voucher** to return to the previous screen.	Return to Maintain and Approve Voucher