

Section 7: Using MicroStrategy Reports

IDIS Online has the capability to produce summary reports using a separate online platform called MicroStrategy. These reports have been designed to help Grantees and HUD staff in monitoring and tracking performance on HOPWA formula and competitive grants. HUD has created a full user manual for MicroStrategy entitled *IDIS Online Reports User Guide* that can be downloaded from the HUD website at: <https://www.hudexchange.info/resource/2533/idis-online-reports-user-guide/>.

The following reports are available for use by the HOPWA program:

PR01: HUD Grants and Program Income: This report will list by type and year all HUD grants for a designated Grantee. *Eligible for both Formula and Competitive Grantees.*

Fields Available

- Grantee Name
- Grant Number
- Authorized Amount
- Suballocated Amount
- Amount Committed to Activities
- Net Drawn Amount
- FY YTD Net Draw Amount
- Available to Commit
- Available to Draw
- Recapture Amount

Grantee Name	Grant Number	Authorized Amount	Suballocated Amount	Amount Committed to Activities	Net Drawn Amount	FY YTD Net Draw Amount	Available to Commit	Available to Draw	Recapture Amount
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Questions this report can answer:

1. What is the history of allocations received by this Grantee?
2. How much money do we have left from prior allocations that still needs to be committed to a HOPWA activity?
3. How much money do we have left from prior allocations that still needs to be spent down through HOPWA activities?

PR02: List of Activities by Program year and Project: This report will list activities for each Project by Program Year. This report can be pulled for the history of the grant or for a specific Program Year. *Eligible for both Formula and Competitive Grantees*

Fields Available

- Plan Year
- IDIS Project
- Project
- IDIS Activity ID
- Activity Name
- Activity Status
- Program
- Funded Amount
- Draw Amount
- Balance

Questions this report can answer:

1. What structure and naming conventions are currently in use for HOPWA Projects/Activities?
2. How much of the allocation was budgeted, encumbered, as well as and spent to-date on for each HOPWA-eligible activity set-up in IDIS?
3. Which activities are currently "open," "closed" or "canceled"?

PR05: Drawdown Report by Project and Activity: This report displays voucher line items by project and activity. It includes all successfully completed vouchers – any voucher that has been cancelled, revised or rejected will not be displayed. All activities that have draws against them will be listed (those activities that have not have funds drawn will not be listed.) The report produces totals by activity, project, and program year.

Fields Available:

- | | |
|--------------------|-------------------|
| • Program Year | • Voucher Status |
| • IDIS Project ID | • LOCCS Send Date |
| • IDIS Activity ID | • Grant Year |
| • Activity Name | • Grant Number |
| • Voucher Number | • Fund Type |
| • Line Item | • Drawn Amount |

Questions this report can answer:

1. What funding source was used for each voucher created for this grantee?
2. What is the status of each voucher? (Cancelled, Revised or Rejected)
3. What is the complete list of vouchers created for each activity?

PR06: Summary of Consolidated Plan Projects for Report Year: This report summarizes the commitments and draws by project for a single grantee. This report will be useful for HOPWA Grantees to confirm that all of the HOPWA Projects were set up accurately in AP-35.

Fields available:

- | | |
|---------------------------------|---------------------------------|
| • Plan Year | • Committed Amount |
| • IDIS Project # | • Amount Drawn thru Report Year |
| • Project Title and Description | • Amount available to draw |
| • Program | • Amount Drawn in Report Year |
| • Project Estimate | |

Questions this report can answer:

1. Were all of my HOPWA projects accurately added to AP-35?
2. Are Projects named according to the required naming convention?
3. Are there Projects that were created to hold space for HOPWA Projects that need cancelled?

PR07: Drawdown Report by Voucher Number: This report displays the details for all of the grantee’s drawdown vouchers in date order. It lists their statuses, the committed and disbursed amounts, and the date of the last draw for a single grantee. For Grantees this would list drawdowns for the service area. HUD staff may pull this information for multiple Grantees. Vouchers are listed in order of the voucher number, and are not categorized by Project/Activities/Funding Source.

Fields Available:

- Voucher Number
- Line Item
- IDIS Project ID
- IDIS Activity ID
- Voucher Created
- Voucher Status
- Status Date
- LOCCS Send Date
- Grant Number
- Grant Year
- Fund Type
- Recipient TIN
- Payee TIN
- Program

Questions this report can answer:

1. What funding source was used for each voucher created for this grantee?
2. Which vouchers were drawn for a specific allocation?
3. Which vouchers were submitted to LOCCS during a specific time frame?
4. Who was the recipient (by Tax ID Number) of a specific (or group) voucher(s)?

PR30: Security Administrator User Profile List: This report lists user id’s in IDIS, their statuses and associated privileges.

Fields Available:

- User ID
- First Name
- Last Name
- Access [(A) = Active; (D) = Deleted]
- Role
- Grantee Characteristics
- Program Access

Questions this report can answer:

1. What current (or former) staff members have access to IDIS?
2. Which permissions/rights in IDIS does each staff member have?

PR88: HOPWA Timeliness Dashboard Report: This report provides a HOPWA Timeliness Dashboard that lists all HOPWA Formula grantees with their three most recent grant years. There are 3 tabs to this report: 1) Summary; 2) Current Period Timeliness; 3) Month over Month Comparison. Timeliness ratio is calculated by the current balance available divided by the current allocation. An adjustment is given based on months remaining of the current allocation.

Example:

Grantee	Grant Number	Reporting Year Start	Reporting Year End	Obligated Amount	Disbursed Amount	Balance	Months Left on Grant	Timeliness Adjustment	Timeliness	Timeliness Description	Adjusted Timeliness	Adjusted Timeliness Description
NEW MEXICO	NMH13F999	01/01/2013	12/31/2013	\$593,615.00	\$593,615.00	\$0.00						
	NMH14F999	01/01/2014	12/31/2014	\$623,968.00	\$508,797.65	\$115,170.35						
	NMH15F999	01/01/2015	12/31/2015	\$615,154.00	\$369,162.24	\$245,991.76	-2	0.17				
	Total:			\$1,832,737.00	\$1,471,574.89	\$361,162.11		0.17	0.59	Timely	0.76	Awaiting Allocation Timely

Questions this report can answer:

1. What is the current Timeliness Ratio for my agency?
2. Which allocations still have remaining balances to draw?