

Chapter 20

RECEIPTING PROGRAM INCOME

This chapter explains how to receipt program income (PI) in IDIS. The PI that PJs and recipients of HOME subgrants receipt here can be committed to activities and “drawn down” (i.e., a voucher can be created to record in IDIS the expenditure of HOME PI from your local account). Receipted PI may also be subgranted (see page 17-12).

Additionally, PJs can track program income that is used for administrative purposes. For program/grant years:

- 2012 and later, PJs create a Program Income for Administration (PA) subfund (see page 16-20). With the availability of the PA subfund, PJs should discontinue the practice of receipting only 90% of their PI.
- 2011 and earlier, a HOME grant’s AD subfund can be increased above the 10% regulatory maximum by an amount of up to 10% of the PI receipted for a given year (see page 16-10).

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 is a navigation bar with tabs for 'Plans/Projects/Activities', 'Funding/Drawdown', 'Grant', 'Grantee/PJ', 'Admin', and 'Reports'. The 'Funding/Drawdown' tab is currently selected. On the left side, there is a user information sidebar showing 'User ID: C00063', 'User Role: Grantee', and 'Organization: INDIANA'. Below this, there are several menu items: 'Logout', 'Activity Funding' (with a sub-menu 'Search'), 'Drawdown' (with sub-menus 'Create Voucher', 'Create Receivable', 'Search Voucher', and 'Approve Voucher'), 'Receipt' (with sub-menus 'Add', 'Search', and 'Search Accounts'), 'Section 108 Loan' (with sub-menu 'Search'), and 'Utilities' (with sub-menus 'Home', 'Data Downloads', 'Print Page', and 'Help'). The 'Receipt' menu item is highlighted with a blue bracket. The main content area shows a banner with the text 'You have 20 CDBG and 44 HOME activities that have been flagged. Click here to go to the review page.' Below this is the 'Activity Funding' section with a 'Search for Activities to Fund' form. The form includes search criteria for Program, Activity Name, Program Year, IDIS Project ID, IDIS Activity ID, Grantee/PJ Activity ID, Activity Status, and Activity Owner. The 'Program' dropdown is set to 'All'. The 'Activity Status' dropdown is set to 'Select'. The 'Activity Owner' dropdown is set to 'INDIANA'. There are 'Search' and 'Reset' buttons at the bottom of the form.

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

ADD RECEIPTS

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

Plans/Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin
You have 20 CDBG and 44 HOME activities that have been flagged. Click here to go to the review page.				
User ID: C00063 User Role: Grantee Organization: INDIANA - Logout	<h3>Receipt</h3> <h4>Add Receipt</h4> <p>Select Receipt Type</p> <ul style="list-style-type: none"> Formula Grant Receipt Receipt from Subgrant (Retained Income) Receipt from Section 108 Loan 			
Activity Funding - Search				
Drawdown - Create Voucher - Create Receivable - Search Voucher - Approve Voucher				
Receipt - Add - Search - Search Accounts				
Section 108 Loan - Search				
Utilities - Home - Data Downloads - Print Page - Help				

Choose "Formula Grant Receipt" if you are a PJ or State. Select "Receipt from Subgrant (Retained Income)" if you are the recipient of a HOME subgrant. "Receipt from Section 108 Loan" is used only by CDBG.

The screen that PJs fill in is shown below. The one used by subgrant recipients is covered on page 20-4.

ADD FORMULA GRANT RECEIPT

Receipt

Add Receipt

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***Indicates Required Field**

Receipt Created For: INDIANA	Receipt Status: Original
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Formula Receipt

*Program: <input type="text" value="Select Program"/>	Receipt Type: <input type="text" value="Select Type"/>
*Program Year: <input type="text"/>	IDIS Activity ID: <input type="text"/>
*Source Type: <input type="text" value="Select Source"/>	Estimated Amount: \$ <input type="text" value="0.00"/>
*Fund Type: <input type="text" value="Select"/>	Grantee Receipt #: <input type="text"/>
*Amount: \$ <input type="text" value="0.00"/>	

Comments:

Field	Description
Receipt Created For	A read-only field, and always the PJ.
Program	Select HOME .
Program Year	Enter the program year the PI was received. The PI will be associated with the HOME grant having the same GRANT YEAR as the PROGRAM YEAR input here.
Source Type	For HOME accounts, the fourth and fifth characters of your HOME grant for the PROGRAM YEAR you input above— DC, MC, SG, ST, or UC .
Fund Type	Always select PI . HOME PJs should not use the "RC" or "RE" receipt types, since those funds cannot be committed to activities or drawn down. Recaptured funds (proceeds from the sale of a HOME homebuyer property sold prior to the end of the affordability period) should be receipted as PI. However, PJs cannot use up to 10% of recaptured funds for HOME admin costs. HUD recommends that PJs use the GRANTEE RECEIPT # and COMMENTS fields to indicate whether the receipt is PI or some other type of funds. PJs planning to use 10% of PI for admin costs should maintain a log outside of IDIS which distinguishes recaptured funds from PI. When monitoring, CPD representatives will use the log to confirm that the PJ stayed within the 10% cap.
Amount	Enter the amount, in dollars and cents, to be receipted.
Receipt Status	This read-only field is always Original on the add screen.
Receipt Type	Skip this field—receipt types do not apply to HOME PI.
IDIS Activity ID	Optional. Input the ID of the activity that generated the funds.
Estimated Amount	If this is the first HOME PI receipt created for the PROGRAM YEAR you input, enter an estimate of the amount of HOME-generated PI you expect to receipt in that year.
Grantee Receipt #	Optional, but see entry for FUND TYPE.
Comments	Optional, but see entry for FUND TYPE.

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 the 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 HOME grant for the PROGRAM YEAR you entered above.

ADD RECEIPT FROM SUBGRANT (RETAINED INCOME)

Receipt

Add Retain Receipt

Save | Reset | Return to Add Receipt Menu

*Indicates Required Field

Receipt Created For: FAIRVIEW Receipt Status: Original

Retain Receipt

Fund from Subgrant

*Subgrant from Organization Name:(tip)

*Program Year:

*Fund Type:

*Amount:

Receipt Type:

IDIS Activity ID:

Estimated Amount:

Grantee Receipt #:

Comments:

Field	Description
Receipt Created For	A read-only field. Once the receipt is added, it changes to the name of the PJ who subgranted the funds.
Subgrant from Organization Name	Select the PJ/grant number the PI is associated with.
Program Year	Enter the program year the PI was received.
Fund Type	Always select PI .
Amount	Enter the amount, in dollars and cents, to be receipted.
Receipt Status	This read-only field is always Original on the add screen.
Receipt Type	Skip this field—receipt types do not apply to HOME PI.
IDIS Activity ID	Optional. Input the ID of the activity that generated the funds.
Estimated Amount	If this is the first HOME PI receipt created for the PROGRAM YEAR you input, enter an estimate of the amount of HOME-generated PI you expect to receipt in that year.
Grantee Receipt #	Optional.
Comments	Optional.

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 the 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 tab 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 edit/view:

Receipt

Search Receipts

Search Criteria

Program: <input type="text" value="All"/>	Program Year: <input type="text"/>	Fund Type: <input type="text" value="All"/>
Receipt Number: <input type="text"/>	Amount: <input type="text"/>	Date Created: <input type="text"/> Select Date <small>(ex: mm/dd/yyyy)</small>
Receipt Status: <input type="text" value="All"/>	Receipt Created For ⓘ: <input type="text"/>	State/Territory: <input type="text" value="VA"/>

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Field	Description
Program	Select HOME .
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	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	Subgrantees can specify the PJ for whom receipts were created.
Fund Type	To limit the results to a particular fund type, choose it from the dropdown.
Date Created	Only receipts created on or after the date you input here will be retrieved.
State/Territory	This field is grayed out for grantee users.

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

Receipt

Search Receipts

Search Criteria

Program: HOME

Program Year: 2013

Fund Type: All

Receipt Number:

Amount:

Date Created:

(mm/dd/yyyy)

Receipt Status: All

Receipt Created For:

State/Territory: IN

|

Results Page 1 of 1

<u>Program</u>	<u>Program Year</u>	<u>Fund Type</u>	<u>Receipt Number</u>	<u>From Organization</u>	<u>Receipt Created For</u>	<u>State</u>	<u>Amount</u>	<u>Date Created</u>	<u>Receipt Status</u>	<u>Action</u>
HOME	2013	PI	5102835	HUD	INDIANA	IN	\$210,000.00	04/18/2013	Original	Edit View
HOME	2013	PI	5106634	HUD	INDIANA	IN	\$74,774.76	06/05/2013	Original	Edit View
HOME	2013	PI	5109231	FAIRVIEW	INDIANA	IN	\$1,000.00	07/16/2013	Original	View

Note that receipts created by a PJ's subgrantees are included in the PJ's search results. The subgrantee's name is shown in the FROM ORGANIZATION column of the results table; for receipts created by the PJ, the FROM ORGANIZATION is HUD. PJs can view but not change the receipts added by their subgrantees.

On initial display, the results are sorted by DATE CREATED (ascending). You can change the sort field and the sort order by clicking on any column header that is in blue and underlined.

Select the receipt you want to process by clicking its [Edit](#) or [View](#) link in the ACTION column (only the [View](#) link will be available for canceled 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 screen is shown here.

EDIT RECEIPT SCREEN

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

Receipt

Edit Receipt

Save | Return to Search Receipts | View Activities

*Indicates Required Field

Receipt Created For: INDIANA **Receipt Status:** Modified

Receipt Number: 5102835 **Associated Grant #:** M-13-SG-18-0100

Receipt

Program: HOME **Receipt Type:**

Program Year: 2013 **IDIS Activity ID:**

Source Type: SG

Fund Type: PI **Grantee Receipt Number:**

***Amount:**

Comments:

Save | Return to Search Receipts | View Activities

Field	Description
Receipt Created For	The PJ for whom the receipt was created.
Receipt Number	The system-generated receipt ID.
Program <i>through</i> Fund Type	Same as the Add Receipt screen but not editable.
Amount	Enter the new amount in dollars and cents. The AMOUNT can be decreased only if there will still be sufficient funds to cover the amount of PI that has been (1) committed to activities, (2) subgranted, and (3) either subfunded as PA or used to increase the AD subfund.
Receipt Status	To cancel a receipt, change the RECEIPT STATUS from Modified to Canceled and click the [Save] button. The same three conditions that limit how much the AMOUNT can be reduced by are also applied to determine if the receipt can be canceled.
Associated Grant #	The HOME grant with the same GRANT YEAR as the PROGRAM YEAR of the receipt. This is the grant whose AD or PA subfund may be increased by 10% of the receipt.

Field	Description
Receipt Type	Same as the Add Receipt screen, but not editable.
IDIS Activity ID <i>through</i> 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 have been 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 HOME PI (notice that the PROGRAM YEAR field is **All Years** and the ASSOCIATED GRANT # is **M-XX**). Also note that the screen header should be **Receipt**, not **Subgrant**.

Subgrant

Activities Funded from Receipt

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Receipt Recipient:
 VIRGINIA
Program:
 HOME
Program Year:
 All Years
Associated Grant #:
 M-XX-SG-51-0100
Fund Type:
 PI

IDIS Activity ID	Activity Name	Activity Status	Activity Owner	Source Name	Funded Amount	Drawn Amount	Balance to Draw
1515	VIRGINIA	Completed	VIRGINIA	SG	\$0.00	\$0.00	\$0.00
1534	VIRGINIA	Completed	VIRGINIA	SG	\$23,422.36	\$23,422.36	\$0.00
1574	VIRGINIA	Completed	VIRGINIA	SG	\$0.00	\$0.00	\$0.00
1697	VIRGINIA	Completed	VIRGINIA	SG	\$15,000.00	\$15,000.00	\$0.00
1705	VIRGINIA	Completed	VIRGINIA	SG	\$18,620.00	\$18,620.00	\$0.00
1757	VIRGINIA	Completed	VIRGINIA	SG	\$16,567.00	\$16,567.00	\$0.00
1779	VIRGINIA	Completed	VIRGINIA	SG	\$1,630.00	\$1,630.00	\$0.00
1788	VIRGINIA	Completed	VIRGINIA	SG	\$20,000.00	\$20,000.00	\$0.00
1789	VIRGINIA	Completed	VIRGINIA	SG	\$8,675.22	\$8,675.22	\$0.00
1859	VIRGINIA	Completed	VIRGINIA	SG	\$5,729.00	\$5,729.00	\$0.00
1860	VIRGINIA	Completed	VIRGINIA	SG	\$3,931.00	\$3,931.00	\$0.00
1861	VIRGINIA	Completed	VIRGINIA	SG	\$5,271.00	\$5,271.00	\$0.00
2683	CENTRAL VA HSNG COALITION	Completed	VIRGINIA	SG	\$19,125.00	\$19,125.00	\$0.00
2684	CENTRAL VA HSNG COALITION	Completed	VIRGINIA	SG	\$9,120.00	\$9,120.00	\$0.00
2685	CENTRAL VA HSNG COALITION	Completed	VIRGINIA	SG	\$2,911.00	\$2,911.00	\$0.00
4172	ARROW AFFORDABLE HOUSING DEVELOPMENT	Completed	VIRGINIA	SG	\$1,390.00	\$1,390.00	\$0.00
4283	DALE MILLER	Completed	VIRGINIA	SG	\$13,142.82	\$13,142.82	\$0.00
4286	JIMMY HOPKINS	Completed	VIRGINIA	SG	\$3,075.00	\$3,075.00	\$0.00
4331	J.A.TRIPPLET	Completed	VIRGINIA	SG	\$11,824.83	\$11,824.83	\$0.00
4368	MARGARET CLINE	Completed	VIRGINIA	SG	\$200.00	\$200.00	\$0.00
4370	LOLA STUMP	Completed	VIRGINIA	SG	\$900.00	\$900.00	\$0.00
4371	MARY WORMLEY	Completed	VIRGINIA	SG	\$8,663.05	\$8,663.05	\$0.00
4376	ESTELLE CARTER	Completed	VIRGINIA	SG	\$20,029.00	\$20,029.00	\$0.00
4379	AUGUSTA MONTAGUE	Completed	VIRGINIA	SG	\$8,633.05	\$8,633.05	\$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 tab screen to display the View Receipt Accounts screen:

Plans/Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin
You have 20 CDBG and 44 HOME activities that have been flagged. Click here to go to the review page.				
User ID: C00063 User Role: Grantee Organization: INDIANA - Logout	Receipt View Receipt Accounts			
Activity Funding - Search	Search Criteria Program: All <input type="text"/>			
Drawdown - Create Voucher - Create Receivable - Search Voucher - Approve Voucher	Program Year: <input type="text"/>			
Receipt - Add - Search - Search Accounts	Fund Type: All <input type="text"/>			
Section 108 Loan - Search	Receipt Created For: <input type="text"/>			
		State/Territory: IN <input type="text"/>		
<input type="button" value="Search"/> <input type="button" value="Reset"/>				

Enter as many or few 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	Subgrantees can specify the PJ for whom receipts were created.
Program Year	To limit the results to the accounts for a particular year, enter it here.
Fund Type	To limit the results to a particular fund type, select it from the dropdown.

Click the [Search] button to display the results:

Receipt View Receipt Accounts													
Search Criteria Program: HOME <input type="text"/>													
				Program Year: 2013 <input type="text"/>				Fund Type: All <input type="text"/>					
								Receipt Created For: <input type="text"/>					
								State/Territory: IN <input type="text"/>					
<input type="button" value="Search"/> <input type="button" value="Reset"/>													
Results Page 1 of 1													
Program	Source Type	Program Year	Fund Type	Estimated Amount	From Organization	Receipt Created For	State	Amount	Sub Allocated	Committed to Activities	Drawdown Amount	Pending Amount	
HOME	SG	2013	PI	\$650,000.00	HUD	INDIANA	IN	\$284,774.76	\$0.00	\$128,629.00	\$128,629.00	\$0.00	
HOME	SG	2013	PI	\$3,000.00	FAIRVIEW	INDIANA	IN	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	

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

Field	Description
Program	The CPD program for which the PI was receipted.
Source Type	For HOME accounts, the fourth and fifth characters of your HOME grant for the year shown in PROGRAM YEAR— DC, MC, SG, ST, or UC.
Program Year	The program year for which the PI was receipted.
Fund Type	PI.
Estimated Amount	The ESTIMATED AMOUNT entered by the PJ or subgrantee when creating the first receipt for this PROGRAM, SOURCE TYPE, PROGRAM YEAR, FUND TYPE, FROM ORGANIZATION, and RECEIPT CREATED FOR.
From Organization	For PI receipted by PJs, HUD; for PI receipted by a HOME subgrantee, the subgrantee's name.
Receipt Created For	For now, always the PJ.
State	The state of the RECEIPT CREATED FOR organization.
Amount	The sum of all amounts receipted for this account. For program/grant years 2012 and later, the PA subfund may be increased by up to 10% of this amount. For 2011 and earlier, the AD subfund of the grant may be increased by the same percentage.
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.