NACCED   **THECLOUDBURST**GROUP

IDIS Training

May 4-7, 2026

1:00 pm - 3:00 pm ET

Format: Four 2-hour virtual sessions

Target Audience

Recommended for new staff, grant managers not familiar with IDIS financial functionality, and department directors who oversee budgets that include CDBG funds.

Agenda

Session 1: Introduction to CDBG Finance in IDIS

- Introduction to Finance Screens
  - Tabs, Menus, Search functions
  - IDIS ID and Privileges
- Grant Balances
  - Grant Year vs Program Year
- Funding Activities
  - Grant-Based Accounting
  - Fund Types
- Creating, Approving Drawdowns
  - Vouchers
- Receipts
  - Program Income (PI)
  - Revolving loan funds (RL)
- Basic Reports
  - PR 01- HUD Grants and Program Income
  - PR 02- CDBG and CDBG-CV Activity Detail Report
  - PR 07- Drawdown Report by Voucher Number
  - PR 09- Program Income Detail Report by Fiscal Year and Program

Session 2: MicroStrategy Reports & Financial Reporting for CDBG

- Introduction to Reports

- o Reports Overview
- o Selecting, Generating Reports
- Using Reports
  - o Grant Balances
  - o Project, Activity Spending
  - o Troubleshooting
  - o Financial Reporting
- Exporting Reports
  - o PDF
  - o Excel
- PR 26 Financial Summary Report
  - o Inputs/Sources
  - o Administration Cap #1 (Program Year Test)
  - o Public Services Cap
- PR 26 Activity Summary by Selected Grant
  - o Administration Cap #2 (Grant Year Test)
- Cash on Hand Report

Session 3: HOME Finance in IDIS

- HOME Activities
  - o Funding Activities
  - o Drawdowns
  - o Drawdowns from Subgrants
- HOME Grants
  - o Grant Balances
  - o HOME financial reports (PR27)
- Subfunds, Subgrants, and Subordinate Organizations
  - o Adding/Editing Subfunds and Subgrants
  - o Adding/Editing Subordinate Organizations
  - o Subfund/Subgrant Reports (PR25, PR35)
- HOME Program Income and Other Receipts
  - o Types of Receipts (PI, HP, IU)
  - o Creating, Modifying, Cancelling Receipts
  - o PA Subfund
  - o Funding and Drawing from Local Accounts
  - o PI Report (PR09)
- HOME Expiring Funds

Session 4: Problem-Solving Financial Issues in IDIS

- IDIS Error Messages
  - System errors
  - Financial flags
- Common Mistakes in IDIS
  - User Mistakes
  - FAQs
- Troubleshooting IDIS Financial Issues
  - Mismatched Financial Totals
  - Revising Vouchers
  - Returning Funds- Ineligible Activities
  - Activity #1 (HOME) and #2 (CDBG)
  - Missed Deadlines
  - Over/Under-committing Funds
- Using IDIS to answer questions
  - Scenarios
- Getting Help & Resources