IDIS Instructions

How to Download a Report - HUD Field Office

Prior to running a report in IDIS, HUD field office and Headquarters staff should be sure that they have installed the **IDISDNLD.bat** file on their G drive. It is essential that you have this file loaded to run a successful report. This .bat file will allow HUD staff to download IDIS reports given their method of connectivity to the HUD mainframe. [If you do not have this .bat field, contact the CPD TAU at 800-273-2573].

1. Select option **E** (Reports Menu) from the Main Menu. Press Enter.

2. Type **01** at the prompt, and press Enter. This will take you to the Report Selection screen

3. Press **F1** to bring up the grantee list table. Identify yourself with a grantee by placing an "x" next to the UOG code and number of the grantee that you wish to run a report on and press Enter. You will return to the Report Selection screen. (**NOTE:** Press **Shift F7** to move one screen up or **Shift F8** to move one screen down).

4. Place an **"x"** next to the report that you wish to download and an **"i"** under the priority category to indicate that the report is to run immediately. Press Enter and look for the message "Reports Submitted" at the bottom of the page. (**NOTE:** Press **Shift F7** to move one screen up or **Shift F8** to move one screen down).

5. Press **F7** to exit the Report Selection screen.

6. Type **02** at the Reports Menu, and press Enter.

7. Type **D** next to the reports that have a "ready" status, and press Enter. The status will change to "wait", this is your indicator to **proceed to the next step**. [Do not "wait".]

8. If you are a HUDWARE/Windows user, press **Alt/Tab** to toggle back to you Program Manager (Windows), or use your mouse to **minimize** the IDIS session.

9. Now, find the **DOS** icon. It can usually be found under Accessories ad "MS DOS." Double-click on the MS DOS icon.

10. At the DOS prompt, indicate the G drive by typing:

       G:\ and then press Enter

NOTE: If the user has the IDISDNLD.bat file installed on a drive other than G, the he/she must substitute that drive for G in these instructions. For example, if the IDISDNLD.bat file is loaded on the user's C drive, at the DOS prompt, he/she would indicate the C drive by typing **C:** and then pressing enter.

11. At the DOS prompt, indicate the g:\drive. Then, type IDISDNLD, (space), (**your IDIS User ID**), (space), and **Password**, (space), **P** for Production or **R** for Pre-Production, and press Enter.

    Example: g:\IDISDNLD C01793 Sally01 P

12. Upon completing a successful download, the following message will appear:

    Deleting old take file.
    Beginning download of new take file.
    Loading TCP/IP stack and utilities...
    Transferring file...
    Transfer appeared successful... check c:\FTFTP.L
    Unloading TCP/IP stack and utilities...
    Setting up to process take file.
    Please wait...
    Loading TCP/IP stack and utilities...
    Processing c:IDIS. TAK command file....
    Process appeared successful... check c:\FTFTP.L

    Type **EXIT** and press Enter to return to your Program Manager.

    [An unsuccessful download will contain a message string that says "transfer failed." If this happens, type EXIT and try running your report again.]

13. Once you are back at your Program Manager, go to your WordPerfect or Word application and open the report as a file. You will find the report as a file on the root of your c:\drive with a ".rpt" suffix. Once you have pulled up the file, select the whole report ("Select All"), and change the font style to "Courier" and the font size to "8". Finally, change your "page setup" to "landscape."

    Once you have done the above, you will want to save the report and perhaps put it in a different folder on your c:\ or a:\drive. You may even want to create a folder on your directory for each of your grantees.

IDIS - C04PR27
VERSION 1.0

U.S DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM
STATUS OF HOME GRANTS
AS OF FEBRUARY 5, 1999

DATE: 02/05/99
TIME: 11:35:03
PAGE: 1

GRANTEE:

PARTICIPATING NUMBER:

Column

----------STATUS OF COMMITMENTS----------

1	2	3	4	5	6	7	8	9	10	11
FISCAL YEAR	TOTAL AUTHORI-ZATION	ADMIN/OP RESERVED	COMMITMENT REQUIREMENT	CHDO RESERVATION	% CHDO RESERVED	OTHER RESERVATIONS	OTHER COMMITMENTS	TOTAL COMMITMENTS	% OF REQT CMTD	% OF AUTH CMTD
1992	750000.00	112500.00	637500.00	300000.00	42.7	0.00	317500.00	637500.00	100.0	100.0
1993	485000.00	72750.00	412250.00	387250.00	79.8	0.00	25000.00	412250.00	100.0	100.0
1994	592000.00	88800.00	503200.00	213200.00	36.0	0.00	0.00	213200.00	42.4	51.0
1995	632000.00	94800.00	537200.00	500000.00	79.1	0.00	37200.00	537200.00	100.0	100.0
1996	656000.00	97700.00	558300.00	0.00	0.0	0.00	459900.00	459900.00	82.4	85.0
1997	643000.00	96450.00	546550.00	0.00	0.0	0.00	450100.00	450100.00	82.4	85.0
1998	692000.00	103800.00	588200.00	0.00	0.0	0.00	136909.00	136909.00	23.3	34.8
TOTAL	4450000.00	666800.00	3783200.00	1420450.00	31.9	0.00	1426609.00	2847059.00	75.3	79.0

----------STATUS OF DISBURSEMENTS----------

FISCAL YEAR	DISBURSED	COMMITMENT REQUIREMENT	DRAWN PENDING APPROVAL	TOTAL DRAWN	% DISBURSED
1992	724783.60	637500.00	0.00	724783.60	96.6
1993	310475.94	412250.00	0.00	310475.94	64.0
1994	228800.00	503200.00	0.00	228800.00	38.6
1995	68800.00	537200.00	0.00	68800.00	10.9
1996	492000.00	558300.00	0.00	492000.00	75.0
1997	79302.34	546550.00	0.00	79302.34	12.3
1998	34141.32	588200.00	0.00	34141.32	4.9
TOTAL	1938303.20	3783200.00	0.00	1938303.20	43.6

----------HOME PROJECTS COMMITMENTS/DISBURSEMENTS----------

FISCAL YEAR	AUTHORIZED AMOUNT COMMITTED TO ACTIVITIES	% CMTD	DISBURSED	DRAWN PENDING APPROVAL	TOTAL DRAWN	% DISBURSED
1992	637500.00	100.0	612283.60	0.00	612283.60	96.0
1993	412250.00	100.0	237725.94	0.00	237725.94	57.7
1994	139950.00	27.8	140000.00	0.00	140000.00	27.8
1995	177200.00	33.0	37200.00	0.00	37200.00	6.9
1996	459900.00	82.4	459900.00	0.00	459900.00	82.4
1997	450100.00	82.4	47152.34	0.00	47152.34	8.6
1998	136909.00	23.3	0.00	0.00	0.00	0.0
TOTAL	2413809.00	63.8	1534261.88	0.00	1534261.88	40.5

Summary of FY 1997 HOME Funds
Report of HOME Funds Under Binding Commitment

Participating Jurisdiction _____

Deadline for Committing Funds _____

Part A - Total Commitment Requirement

1. FY 1997 commitment requirement $_____
   (Enter the sum of the commitment requirement amount for FY'92-97
      from Column 4 of the IDIS report or the amount from the Headquarters Report)

2. Total of HOME funds committed by legally
   binding agreements $_____
   (Enter the sum of commitments (FY 1992 - FY 1998 funds)
      from Column 9 of the IDIS report or the amount
      from the Headquarters Report)

3. Balance to be deobligated
   (Line A.1 minus line A.2; however, if line A.2
   is equal to or greater than line A.1, enter 0) $_____

Part B - CHDO Commitment Requirement

1. FY 1997 CHDO reservation requirement $_____
   (Enter 15% of PJ's total allocations for Fiscal Years 1992 - 1997)

2. Total of HOME funds reserved for CHDOs $_____
   (Enter the sum of CHDO reservations (FY 1992 - FY 1998 funds)
      from Column 6 of the IDIS report or the amount
      from the Headquarters Report)

3. Balance to be deobligated
   (Line B.1 minus line B.2; however, if line B.2 is
      equal to or greater than line B.1, enter 0) $_____

Certification by Participating Jurisdiction:
To the best of my knowledge, the information reported in Parts A and B above is accurate.

Authorized Official:

Title:

Signature: _____

Date: _____

Part C - To be completed by HUD

1. To be deobligated and reallocated by formula $_____
   (From Line A.3)
2. To be deobligated and reallocated by competition for CHDOs $_____
   (From line B.3)