Attachment A

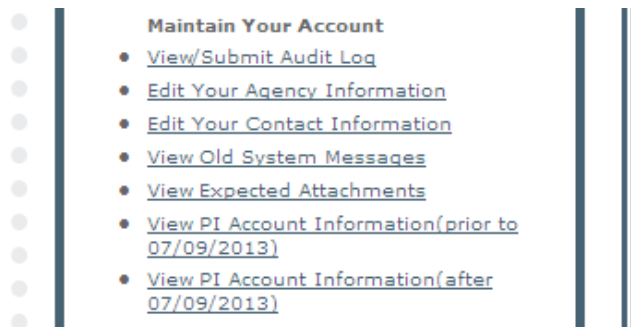**OPAL PI INSTRUCTIONS**

SET-UP NEW PI ACCOUNT: Program Income Accounts used to capture PI data prior to July 1, 2013 were disabled at midnight July 8, 2013. The agency Authorized Official (AO), or the Agency Administrator (AA) must create a new PI account:

a) From start menu, click on "View PI Account Information (after 07/09/2013)".

Figure 1

b) Click on "Set up Account" tab.
c) Enter the name of the account as "FY beginning July 1, 2013"
d) Choose CDBG from the drop down menu in the field below and "save".

Figure 2

CORRECT NAME ON PI ACCOUNT: If you've already created a new PI account on OPAL and named it differently than the instructions above, edit the name by clicking on the same link from the start menu, then checking the box next to the account, then change the name to "FY beginning July 1, 2013".

Figure 3

1) Enter PI Received:

    a) Click on "Record PI Received"
    b) Choose the appropriate account from drop-down
    c) Enter the dollar amount of PI received
    d) Enter the date the PI was actually received
    e) Enter the description of the PI received
    f) Click "save".

Figure 4

    Grantees typically receive PI in the form of monthly installments or when a recipient pays off the balance owed.

- Monthly installments - may be entered as a lump sum with a description stating, for example, "March 2013 monthly installments." The Grantee is required to maintain an itemized listing of the installments supporting deposits into the PI account. The itemized list must include the recipients' names, addresses, and amount of payment received.
- Pay-offs – will be entered as separate transactions. Description will state, for example, "Pay-off, 123 N. Main, Leslie, MI". The name of the original recipient may be included, but only the address is required.

2) Record PI Expended: (See Figure 5)
    a) Click on "Record PI Expended" tab
    b) Choose the appropriate account from the drop-down
    c) Identify project/expenditure type by choosing "Rehab", "Emergency Repair", "Admin" or "Other" from the drop-down. **Note:** "Other" requires prior approval from MSHDA.

d) Enter the OPAL Activity # assigned by OPAL when activity set-up is initiated. Enter only the last 6 digits. (See Figure 6)
   NOTE: Activities that are set-up on OPAL must be <u>approved (by the CDS)</u> before PI is expended on the project.
e) Enter the address of the property that the PI **WAS spent** on.
f) Grantees may leave IDIS # blank, or enter it from the grant budget or activity information header at the top of the activity checklist. (See Figure 6)
g) Enter the dollar amount of the PI that **WAS spent** on this address.
h) Enter the date the expenses/invoices **WERE paid**.
i) Describe the expenses that were paid in the "description" field.

Figure 5

Figure 6

Acount Detail: Below is the view of the account when "Account Detail" is clicked. To see the complete record of an individual transaction, click on he magnifying glass icon to the left of the transaction. To view a complete record of all PI account transactions, hold CRTL and click on "Export Data".

Figure 7

Search criteria: Account = Alpena County - FY Beginning July 1, 2013 / $0.00

	Date	OPAL Act. #	Address	IDIS Act. #	PI Received	PI Expended
🔍	8/14/2013	16552	7380 Wallace, Alpena	19412	$0.00	$21,014.00
🔍	7/22/2013				$21,014.00	$0.00

Program Income Transaction Log — [Records 1 - 2 of 2] Export Data

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ADDITIONAL GUIDANCE REGARDING PI DATA ENTRY IN OPAL:
- DO NOT combine Admin and project dollars expenditures in the same transaction.
- Expenditures on Admin – Grantees may charge up to 18% of PI received to Admin. Grantees are required to maintain documentation supporting the Admin expenditures. Admin must be expended under a separate transaction in the PI account with a description, for example, "Admin related to 123 N. Main".
- Expenditures for Projects – enter the amount expended on a single address. Grantees may lump multiple expenses for a single address in to one transaction or they may enter invoices separately. Example of expenses lumped together: ABC Plumbing –$2,400, Acme Roofing – $4,500, etc. The name of the recipient may be included in the description.
- The total dollar amount recorded as expended on a project (not the admin) in the PI Account must equal the total amount of PI entered into line B-14 of the proforma on OPAL. If the dollar amount of PI changes as the work progresses, the change must be reflected in both the project proforma and the PI account. To reflect any adjustments in the PI account enter another transaction for that address with a positive or negative amount expended. Describe the transaction as an adjustment to that specific project address.